



# STICKLAND'S C.E. V.A. PRIMARY SCHOOL

**Aspire, Believe, Belong and Achieve.**

**Let Your Light Shine Matthew 5:16**

## Full Governing Body Meeting Minutes

17 October 2023, at 1.00pm in school & Via google meet

Governors	Position	Initials	Present
Ruth Adler	Headteacher	RA	Y
Nicky Bower	Parent Governor	NB	Y
Jax Comyn	Foundation Governor	JC	AA
Daniel Ingles	Foundation Governor	DI	Y
June Jach	Clerk to the Governors	JJ	AA
Gay Lewis	Foundation Governor	GL	Y
Andy McAney	Local Authority Governor	AM	AA
Suzie Mutch	Foundation Governor (Chair)	SM	Y
Anna Low	Staff Governor	AL	Y
Emma Hodgkinson	Parent Governor	EH	AA
AnneMarie Henham	Pending Governor	AH	Y
Elizabeth Rendell	Pending Governor	ER	Y
*Sadie Watson	Associate Governor	SW	Y

No	Item	Action
1.	Opening Prayer	

2.	<p>Present</p> <p>See register above. Lisa Cracknell (LC) joined the meeting at the beginning to help with technical issues and assist with the election of the chair and vice chair in the Clerk's absence. The meeting was recorded for minute taking purposes.</p> <p>SM introduced and welcomed ER to the board as a prospective Foundation Governor.</p> <p>JJ has been appointed as clerk but unable to attend the meeting due to a prior engagement.</p>	
3.	<p>Apologies</p> <p>Received from AM, JC, JJ and EH,</p>	
4.	<p>Election of Chair and Vice Chair of Governors</p> <p>SM unanimously elected as the Chair</p> <p>AM unanimously elected as Vice Chair of Governors.</p>	
5.	<p>Pecuniary Interests</p> <p>No new interests were declared.</p>	
6.	<p>Minutes of the meeting held on 10 July 2023</p> <p>All minutes were agreed as a true and accurate record.</p>	
7.	<p>Matters arising</p> <ul style="list-style-type: none"> <li>• Raised Beds. Thanks to EH for arranging the building of the flower beds during the summer holidays. This is very much appreciated.</li> <li>• A donor has kindly agreed to support funding for transport to/from events in the name of the much missed school governor Katharine Singleton Smith.</li> <li>• June Jach has been appointed as the new clerk and started last week.</li> <li>• <b>Reminder</b> to governors to do the prevent training as soon as possible if they have not already done it - to be found on the Home Office Website. <a href="https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course">https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</a></li> <li>• Cyber Security - Training with Louis Van Zyl is being held for all staff and governors is being held at <b>3.15-4.45pm on Monday 4 December 2023</b></li> </ul>	Govs

8.	The Chair (SM) and Vice Chair (AM) were appointed for the Headteacher's performance management review.	
9.	<p>Statutory documents approved by FGB</p> <ul style="list-style-type: none"> <li>a) Standing orders</li> <li>b) Governor code of conduct (just waiting for two to be returned)</li> <li>c) Register of interests - (new forms have been issued to all governors just waiting for one to be returned)</li> <li>d) Delegated powers-up to £5,000 HT, above £5000 FGB</li> <li>e) Virements (up to £10,000 HT, anything above FGB)</li> <li>f) Protocol for remote meetings</li> <li>g) KCSIE 2023 - parts 1 and 2 - Two governors present had not read this. All Governors need to ensure that they have done so as soon as possible</li> <li>h) Year Planner a more condensed version will be issued to governors but in the meantime the dates are on the google calendar</li> <li>i) Instrument of Government: Following advice from county it was agreed that the governing body shall consist of: <ul style="list-style-type: none"> <li>a. 2 Parent Governors</li> <li>b. 1 Local Authority Governor</li> <li>c. 1 Head Teacher</li> <li>d. 1 Staff Governor</li> <li>a. 7 Foundation Governors</li> </ul> </li> </ul> <p>Total 12 governors</p>	<p>EH DI</p> <p>DI GL</p> <p>JJ</p>
10.	<p>Chair's Report</p> <p>The report had been circulated prior to the meeting. There were no questions arising.</p> <ul style="list-style-type: none"> <li>• Committee agreed to arrange 150th celebrations for Stickland's 2024. SW and GL to make in school arrangements and everyone else to help with any organisation outside of school. AM to chair committee</li> </ul>	SW GL
11.	<p>Headteacher's Report</p> <p>The report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>• Question re safeguarding resolved.</li> <li>• Discussion was had regarding language difficulties across the school - in line with the national reports. Governors asked what was being done to improve this. The school are using, amongst other systems, the online tool, Widget, to improve the vocabulary of the children.</li> </ul>	

12.	<p>School Development Plan (SDP)</p> <p>RA ran through the headlines of this and particularly highlighted the following:-</p> <ul style="list-style-type: none"> <li>• Priorities 1-5 are what the governors need to be most aware of. Mike Randall has assisted RA with putting this together.</li> <li>• Demonstrating relentless drive for improvement but being mindful of staff wellbeing and workload is very important.</li> </ul> <p>It was discussed how governors could monitor the children's behaviour and personal development. RA advised that governors could observe the children at events and GL could come and see the children during lunchtime or break. SM had recently attended the Harvest Festival with pupils' behaviour in mind - see Governor visit report.</p> <p>RA expressed her thanks to Mike Randall for his assistance with this.</p> <p>The governors agreed to adopt the SDP.</p>	
13.	<p>Safeguarding</p> <ul style="list-style-type: none"> <li>• Lockdown procedures need to be updated. This is being investigated at the moment.</li> <li>• Training record needs to be updated. Please ensure that you update the record that GL has created</li> <li>• GL would like clearer pictures of the Safeguarding Leads in reception. Governors discussed this but it was agreed the document next to the signing in machine was sufficient.</li> </ul>	<p>All Govs JJ</p>
14.	<p>Wellbeing</p> <p>Wellbeing is highlighted in SDP - Changes that have already been put in place and are having a positive impact</p> <ul style="list-style-type: none"> <li>- No weekend or evening emails unless urgent</li> </ul> <p>Only 'reply to all' if essential</p> <p>No requests that require actions to be made via email e.g. subject monitoring sheets/intervention timetables/audits etc. Actions to be discussed and agreed at staff or support staff meetings as much as possible so as to not overload staff.</p> <p>Subject coordinator release time booked or to be booked in addition to PPA.</p> <p>GL - gave feedback from wellbeing pupil interviews - these were overwhelmingly positive. There had been no negative impact on the children caused by the change of Headteacher.</p>	
15.	<p>Previous Ofsted Recommendations:</p>	

	<p>“Sharpen the quality of leaders’ evaluations so that they hold a more precise picture of where teaching and pupils’ progress could improve further.”</p> <p>RA explained regular pupil progress meetings are held with rigorous and robust assessment cycle.</p> <p>Leadership of subjects (English and Maths particularly) has been a huge focus since last Ofsted inspection. Sheila O’Donnell is booked to visit and work with foundation subject leads in November.</p> <p>Improve teaching, learning and assessment by ensuring that teachers: – insist on accuracy in pupils’ writing, particularly their spelling and handwriting –</p> <p>Handwriting and presentation has been a big focus. GL positively commented on the presentation in books. RWI spelling has been introduced across the school - seen to be having a positive impact. Ofsted recommendation is still highlighted on SDP in terms of transcription skills.</p> <p>Develop pupils’ ability to set out their mathematics systematically and explain their thinking clearly.</p> <p><i>Systematically</i> is a word that all children understand and use. White Rose programme encourages systematic teaching and approaches. Ofsted recommendation is still highlighted on SDP in terms of transcription skills. Question for Governors to ask at future Maths visits - “Are you being Systematic?”</p>	
16.	<p>FGB Training Question</p> <p>How does the FGB carry out their statutory duties, such as safeguarding and understand the boundaries of their role as governors?</p> <p>A - The board receives DfE updates and NGA advice. Regular visits are timetabled to ensure statutory obligations are met. Advice is sought regularly from outside agencies with regard to Safeguarding, Health &amp; Safety, overseeing the website, Curriculum development,.</p>	
17.	<p>External Visit Reports</p> <p>Sheila O’donnell - ECL - has recently visited the school report will be shared when it arrives.</p>	
18.	<p>School Vision:</p> <p>The FGB agreed to an amendment to the school vision.</p> <p><b>Aspire, Believe, Belong, Achieve - Let Your Light Shine Matthew 5:16</b></p>	

	<p>Our vision for Stickland's encompasses a curious and positive approach to learning with well-rounded and confident individuals who aspire to achieve their full potential whilst being kind and compassionate to each other, the world around them and themselves.</p> <p>We fulfil this vision by promoting the Christian ethos, having the highest expectations and by nurturing and valuing each child. Our vibrant curriculum with knowledge at its core helps our children achieve the standards set out in the national curriculum whilst enriching and bringing to life their learning experience.</p>	
19.	<p>Finance (LC rejoined the meeting for this item)</p> <p>Resource Committee Minutes Agreed</p> <ul style="list-style-type: none"> <li>Financial Report - LC advised that of the two scenarios she provided the one with staff changes is now the accurate version as we have leaving dates for the children who affect the staffing. The governors queried why the admin staff costs varied, LC confirmed that this was an error and it had now been rectified. There was also a query regarding the reduction in miscellaneous expenses in future years. This is due to the governors contribution required this year for the building works.</li> <li>Schools Financial Value Standard (SFVS) paperwork - following documents were discussed:- <ul style="list-style-type: none"> <li>❖ Financial Efficiency Policy - approved</li> <li>❖ Contract Procedure Rules for Dorset Council - approved</li> <li>❖ Governors' Skill Audit - this was discussed and although we have not received all of the questionnaire's back the majority showed that we have a very competent governing body.</li> </ul> </li> </ul>	Govs
20.	<p>Performance and Standards</p> <p>Minutes agreed</p> <p>Data analysis - KS2 SATS focus</p> <p>Governors asked what was being done as a result of SATS DATA.</p> <p>FGB, looked at KS2 SATS data from 2023, compared with and without joiners and discussed the differences. Looked at progress of joiners (internal data and parental voice)</p> <p>RA explained that this was cohort specific. Internal tracking data shows that is not a trend. RA shared individual 'lessons learned' document. SATS data reflected in SDP. Interventions, pre and post teach, areas of good practice/progress - SEMH, EAL, SEND .</p> <p>Predictions for 2024 KS1 and 2 - RA shared predictions for this academic year.</p> <p>EYFS initial update - All very settled (parts of this were not minuted as it is such a small cohort individuals are very easily identified).</p> <p>Parental engagement - questionnaire results. Only 3 results from the leavers parents. Those received were very positive about the school. The same questions will be put to all parents at Parents Evening in October.</p>	RA

21.	<p>Policies Approved</p> <ul style="list-style-type: none"> <li>• Admissions Policy - <b>amend date to Sept 24</b></li> <li>• Allegations Policy</li> <li>• Charging and Remissions Policy</li> <li>• Child Protection Policy</li> <li>• Collective Worship Policy</li> <li>• Complaints Policy</li> <li>• Disciplinary Policy and Procedure</li> <li>• Educational Visits Policy</li> <li>• Equal Opportunities Policy</li> <li>• Freedom of Information Policy</li> <li>• Governor Induction Policy</li> <li>• Grievance Policy and Resolution Procedure</li> <li>• Low level concerns Policy</li> <li>• Mental Health and Wellbeing Policy - <b>small amendment necessary - change name of Head teacher on Page 7</b></li> <li>• Religious Education Policy</li> <li>• Safeguarding and Child Protection Policy</li> <li>• Staff Code of Conduct</li> <li>• Supporting Pupils with Medical Conditions</li> <li>• Time off for Dependants Policy</li> </ul>	
22.	<b>Closing Prayer</b>	
	Time and Date of Next Meeting - 1.00pm Monday 27 November	