



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

Aspire, Believe, Belong and Achieve.

Let Your Light Shine Matthew 5:16

Minutes of the Annual General Meeting of the Full Governing Board

Monday 7 October 2024 at 13.00

Governors	Position	Initials	Present
Ruth Adler	Headteacher	RA	Y
Nicky Bower	Parent Governor	NB	Y
Jax Comyn	Foundation Governor	JC	Y
Daniel Ingles	Foundation Governor (ex ocio)	DI	Y
June Jach	Clerk to the Governors	JJ	Y
Gay Lewis	Foundation Governor	GL	Y
Andy McAney	Local Authority Governor	AM	Y
Suzie Mutch	Chair	SM	Y
Anna Low	Sta Governor	AL	
Anne-Marie Henham	Foundation Governor	AH	
Liz Rendell	Foundation Governor	LR	
Emma Hodgkinson	Parent Governor	EH	

7.	<p><u>Annual approval of statutory documents and annual financial approvals</u></p> <p>a) Standing Orders - issued by County. The chair discussed the recommendations.</p> <p>b)</p> <ul style="list-style-type: none">- The length of the term of office. One year for Chair & Vice Chair - to be renewed annually- Governors are permitted to nominate themselves- Clerk will contact Governors in advance of the AGM inviting them for nominations.	
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- Nominations will be supported by a proposer and seconder
- If there is only one nominee for each position there will still be an election to ensure the majority of the governing body support the nomination
- Votes will be indicated by a show of hands
- Absent governors are allowed a proxy or postal vote

- c) Code of conduct - updated and approved
- d) Register of interests - JJ confirmed these have been updated and are on file
- e) Delegated powers were agreed
- f) Virements were agreed
- g) Protocol for remote meetings - agreed
- h) KCSIE 2024 - parts 1 & 2. All Governors have read the document and signed the register.
- i) Review of the year planner. Chair asked that the year planner be put at the front of the Governors folder.

Discussion followed regarding subject allocation and staff availability. It was agreed that this would be reviewed during the November meeting. Pupils will be interviewed during Governor Visits where appropriate. AL explained the use of sticky knowledge sheets and how these can link back to previous work, current work and future aims which will help direct Governor visits. A Governor asked whether next term is too late to implement changes. HT is to work with teaching staff this term on foundation subjects. Once this is embedded, Governor visits can recommence early in the Spring Term to find out the aims and then again at the end of the Summer Term to monitor what progress has been made. Next academic year Governor visits will begin at the start of the autumn term. HT asked that these visits are planned as too many at once should be avoided.. HT emphasised that following the recent Ofsted inspection any changes need to be implemented with care, respecting the continued commitment and effort put in by all staff.

8.	<p>Standing items</p> <p><u>Headteacher's report</u></p> <p>HT provided a detailed verbal report offering a big thank you to all for the commitment and support provided by all in the school community, particularly during the Ofsted inspection. A Governor asked if the OFSTED inspection process was fair. HT said it was a stressful couple of days and that the inspectors were rightly challenging at times. A Governor noted that at the beginning of term it was particularly difficult as school was only just settling into a new academic year. A Governor asked how far back the inspectors expected the children to retain knowledge and how many children were asked about remembered knowledge. AL explained that Sticky Knowledge and Recall are the current focal points for Ofsted inspections.</p>	
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	<p>Chris George has settled in very well in his role of Office Support/Finance Officer. He has carried out a considerable amount of training. Despite retiring at the end of the previous academic year, Mrs Strauchan has returned to school with additional funding provided for one year. Her role is to support Kate Cartwright and Mechelle. Exceptional funding has to be applied for each year to cover this role. A Governor asked whether the funding would need to be returned if a child left. HT confirmed the funding is paid termly.</p> <p><u>Chair's report</u></p> <p>Report as read.</p> <p>Chair reported the Ofsted Inspection had been extremely good. A Governor asked whether some parts of the outcome should be challenged. It was agreed that challenging a report is extremely time consuming, can be stressful for staff and increase their workload. As attendance was one of the issues raised by Ofsted, there followed discussion on whether attendance can be improved. A Governor suggested that a computer programme might help to show trends e.g. Fridays/ Mondays. HT will talk to Arbor. It's important to note that children are generally on 95% attendance. In some cases parents have been fined for unauthorised absence. AL questioned whether analysing would help improve statistics. Chair concluded that the result shows the high standards of the school and that going forward, analysing trends might help with future inspections.</p> <p>Chair congratulated HT for achieving her NPQH qualification.</p> <p>The coffee morning for new parents with Governors had been successful as had the 150 year celebrations. The latter included a drone photograph of the children, a permanent mosaic on an external school wall which had been designed by the children and implemented by the children, staff, governors and members of FOSSA. The afternoon had excellent music and singing from the children with refreshments afterwards, supplied by The Evershot Bakery. This event was funded by previous fundraising activities. Both events were well attended by parents.</p> <p>It was agreed that a coffee morning would be held on the first day of the next academic year to welcome new parents as they first arrive in school. It is hoped that more parents will be able to attend as usually there is a higher number of parents/carers taking children to their first day of term.</p> <p>CCTV needs to be reinstated and this is being pursued by CG</p> <p>Chair and HT agreed that going forward, focus needs to be on the SIAMS visit and any other visits by external agencies.</p>	<p>HT</p> <p>Full Board</p> <p>CG</p> <p>DI/RA</p>
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SDP

HT explained some of the proposed changes and displayed details on screen. English and Maths will stay the same. As a matter of open communication with the stakeholders, the Chair asked whether brief details could be included on the website. HT said that this is something that a member of staff could do.

Safeguarding

Report as read. A Governor asked whether more needs to be done to prevent a wrong or inappropriate person taking a child home and asked what the current process is. HT explained that Arbor has all details of guardians etc, though there are currently no photos. HT described the end of day process e.g. bus, parent, release from school. A Governor suggested the use of a family code as they had come across this at previous schools. A Governor raised concern regarding a particular case. HT explained that Social Services are not always able to pass on concerns; a court case may be pending, problems may be historic. When a child comes from another school, out of area, information does not always follow the child. HT always shares concerns via My Concern so that this is available to any schools in the future. HT always sends details to the next school, if known. School carries out home visits for all pre-school children.

If no information is received on My Concern for new children, HT contacts past schools.

It was agreed that the current system protects children and ensures they only leave with an appropriate adult.

Chair reminded all present about the importance of not including specific details or details that might help identify a child in any school visit report.

Wellbeing

There was nothing specific though it should be noted that some staff were upset by the Ofsted process and the extra pressures. Chair commented that the pressure has now reduced. However, HT communicated that following the OFSTED inspection work needs to be done to implement changes suggested in the Ofsted report. AL commented that recent workloads had taken some of the joy out of teaching but expected this would improve as those systems are embedded into the school. The Chair asked if there's anything the Governors can do to help. AL said it's been a hard working year and this will recover in time.

Training

Chair has completed a course on Promoting School Attendance in Dorset. All Governors are reminded to ensure training certificates are

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	sent to the clerk so that accurate records can be kept.	
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	<p><u>External visit reports</u></p> <p>None</p> <p><u>Governor visits</u></p> <p>Chair thanked all Governors for completing visits. The recent visits from Jax Comyn and the work with Bluebells had been particularly enjoyable and informative.</p>	
9.	<p><u>Data analysis</u></p> <p>As part of the OFSTED inspection, parents were sent a survey, the result of which showed that 96% of parents would recommend the school.</p>	

10.	<p><u>Policies for approval</u></p> <p>HT suggested that look forward at policy renewal dates, these are to be spread throughout the year, rather than so many in September. All agreed</p> <p>The following policies were agreed:-</p> <ul style="list-style-type: none"> ● Child Protection ● Full lockdown procedure was discussed in terms of areas for use, and process but the policy was agreed. ● Moving and handling for young children ● SEND ● SEN info report ● Criminal records checking ● Staff Code of Conduct ● Intimate care policy ● Supporting pupils with medical conditions ● Equality information and objectives statement ● Admissions policy <p>The following policies need minor amendments:-</p> <ul style="list-style-type: none"> ● Staff induction policy needs something added about the Christian ethos. <ul style="list-style-type: none"> ● Attendance and absence policy is outdated and needs revision by Chris. The link should be removed ● Letting policy - add phrase relating to the purpose of hiring e.g. some purposes may not fit with the school ethos. ● Equal opportunities - some concerns around the word 'championing'. HT will make agreed amendments. ● Equality information policy - some minor changes need to be made - 	HT
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11.	<p>AOB</p> <p>Use of separate gender toilets is an issue that has been raised by a parent. School is managing the arrangements by leaving open at all times the doors to the main part of the toilet area. Cubicle doors remain closed for personal privacy.</p> <p>Electric charging points is carried forward to the next meeting</p> <p>Clerk asked for a contingency for rare occasions when she is unable to be present. The video recording and transcript from the July meeting were extremely difficult to follow. It was agreed that a Governor would take minutes if necessary.</p>	Clerk Clerk
	<p>Meeting ended at 15.09</p> <p>Next meeting 25 November at 13.00 in School</p>	