



Every child will be an independent, imaginative achiever, with excellent life skills

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**Minutes of the Full Governing Body meeting held on  
 Wednesday 18<sup>th</sup> September 2019 at 7.15pm at the School**

**Present:** Samantha Brady (SB) – Parent Governor (Chair)  
 Simon Simpkins (SS) – Parent Governor (Vice-Chair)  
 Louise Warren (LW) (Headteacher)  
 Tim Saunders (TS) – Community Governor  
 Paul Margey (PM) – Parent Governor  
 Georgiana Siedle (GS) – Staff Governor  
 Jan Rossie (JR) – Staff Governor  
 Lucy Gildersleeves (LG) – Foundation Governor

**Apologies:** Rev Talisker Tracey-Macleod (TTM) – Foundation Governor  
 Mary Lines (ML) – Foundation Governor  
 Liz Jepson (LJ) – Community Governor

**In Attendance:** Laura Purcell (Clerk)

The meeting commenced at 7.30pm  
 The meeting was quorate.

1	<p><b>Welcome</b></p> <p>SB opened the meeting, welcomed all Governors.</p> <p><b>Apologies for absence</b></p> <p>Apologies had been received and noted by those listed above. LP to check (for clarity) the guidelines on Governors’ non-attendance at meetings for more than three consecutive meetings.</p>	LP
2	<p><b>Prayer</b></p> <p>A prayer was led by LG</p>	
3	<p><b>Confidentiality and Declaration of Conflicts of Interests</b></p> <p>There were no declarations of interests for this meeting.</p>	

Signed... *S. Brady* ... Date *13/9/19* ... Page 1 | 7



	<p>the expected standard in reading. This information has been passed on to the child's secondary school and parents.</p>	
<p>7</p>	<p><b>Safeguarding and Child Protection Policy update</b></p> <p>The policy had been circulated to Governors prior to the meeting. GS advised the policy is updated annually and the changes this year focus on everybody working for and who are connected with the school are responsible for safeguarding. The update clearly states Governors have a responsibility for safeguarding within a school to protect children from maltreatment, preventing impairment of children's health or development, ensuring children grow up in safe environment and taking actions to enable children have the best outcomes. Page 16 of the policy lists what the Governors' responsibilities are. LW added schools can think quite narrowly about safeguarding but the 3 C's should be paramount in school communities - rigorous <b>culture</b>, embedded in <b>curriculum</b> and <b>compliant</b> in terms of record keeping. If we look at these 3 layers of safeguarding it complies with everything we do in school. Governors questioned how long DBS checks last for – GS confirmed as long as continual service is in place there is no need to carry out new checks however, we are in the process of updating all our checks on a rolling programme. GS asked Governors to sign the sign off sheet within 2 weeks to confirm that they have read and understood the policy.</p> <p>GS asked SS to carry out an audit of our safeguarding procedures. GS is responsible for some of the safeguarding in the school and therefore should not be auditing herself. SS to look at recruitment and SCR and if necessary, make recommendations.</p> <p>Governors asked if peripatetic music teachers, for example, see the policy – LW confirmed they do and all receive safeguarding training so do trainee teachers and volunteers at school. Governors asked if parents are aware of the policy and the importance on 'building a picture' and that parents should not feel reticent about telling a safeguarding lead in school of any concern. LW confirmed this has been spoken about in the newsletter and something we will continue to keep fresh in parents' minds.</p> <p>The Policy will go through the Board tomorrow evening and then be rolled out to Academy schools. LGB confirmed adoption of the policy following formal Board approval.</p>	<p>GVRS SS</p>
<p>8</p>	<p><b>Scheme of delegation and annual schedule</b></p> <p>Scheme of Delegation and Annual Governance Activity Planner were circulated to Governors. LW advised the Scheme of Delegation is the document which details what the Board do and the LGB and Heads' responsibilities. As an LGB we need to ensure we complete the business that we should do. LP will send</p>	

	<p>out document once ratified by the Academy Board following Thursday's meeting.</p> <p>The Activity Planner is linked to the Scheme of Delegation but details the work the LGB have to achieve across the 3 terms. This is a useful visual document to show Governors what needs to be covered. LP to keep an electronic copy and highlight what has been done.</p>	<p>LP</p> <p>LP</p>
<p>9</p>	<p><b>Governors' roles / Governor monitoring</b></p> <p>LW reminded Governors that last year discussions took place about moving away from linking Governors to aspects of the RAP but instead linking Governors to subjects. This links in well with the new Ofsted Framework due to subject leaders needing to 'step up' and increase their knowledge and lead teaching of non-core subjects. Governors linking with a teacher will really help teachers to articulate their subject. Governors need to be a testing board for staff to be able to listen to. Governors suggested asking subject leads to present at a Governors meeting and verbally justify the rationale behind some of their choices. LW suggested a 1:1 conversation with their link governor initially would be suitable.</p> <p>The following Governors will link with the following subjects:</p> <p>LG - RE  LJ - History  SB - French and music  GS - Art  Lucy - Science  Paul - Computing  TS - Geography  SS - Science</p> <p>LW reminded Governors of the need to carry out Governor monitoring. Governors questioned what they should be monitoring. LW advised to see some of the subject in action and meet with their link teacher would be advantageous. Governors felt it important to look at all the year groups and classes to see how the lessons link through. LW advised curriculum maps are available for Governors to see and these documents show exactly what the school are delivering across the whole curriculum. Governors visits are important to evidence and triangulate these links.</p>	
<p>10</p>	<p><b>Agree Term of Reference for committees</b></p> <p><b>Resources</b></p>	

	<p>LW circulated the document and advised it has changed a little in order to ensure the committee is covering all the business (in line with the Governor Activity Planner). Hattie Clay is the clerk at for the Resources Committee, Governors agreed to continue with the same members as previously with SS as Chairman.</p> <p>SB signed the Terms of Reference for the Resources Committee.</p> <p>LW proposed the Standards committee becomes the Quality of Education committee which will cover a wider breadth of our curriculum and the quality of our teaching. Governors confirmed they accepted the change of name. Members to stay the same as in the previous year. GS to clerk. LP to email ML to ask if she would like to continue as Chair. Once Chair confirmed LP to insert name and SB to sign the document.</p>	<p>LP</p>
<p>11</p>	<p><b>Head's report - SEF</b></p> <p>LW advised of the new format SEF document which is effective across the Academy with all the schools completing the same document. The document is split into new judgement areas based on the framework. LW advised we are continuing to grade ourselves as outstanding across all areas. LW reiterated the positive feedback following the visit from the Improvement Team in the summer acknowledging that children were very engaged, but areas to work on were increasing children's precise bank of knowledge of topic they had learnt and to talk more knowledgeably about their learning. LW will circulate this document to Governors.</p> <p>Following a very thorough review of the Framework LW feels we are outstanding acknowledging that this Framework is not just about data and focusing on English and maths it is about much more, whether our subject leadership is there for the foundation areas. Schools graded Good have been given a transitional year to embed the new Framework, but Outstanding schools have not. We could be inspected this academic year with the focus on the inspection being on the quality of education.</p> <p>LW asked Governors if we want to grade as good as it is a new framework however, Governors were adamant we should remain Outstanding emphasising the new Framework should not be a teaching staff burden but more the responsibility of the whole community.</p> <p>LW reminded governors of the staff class changes. Staff are getting up to speed with the curriculum quickly, which is going well.</p> <p>Since the meeting LW has confirmed the pupil progress KS2 data for 2018/19:</p> <p>Reading 0.1</p>	<p>LW</p>

	<p>Writing 1.6 Maths 0.3</p> <p>Reading is an area of development with the aim we will see an improvement in this area next year particularly at greater depth.</p>	
12	<p><b>Ofsted Framework 2019</b></p> <p>LW confirmed the main changes to the Framework are, when we are likely to be inspected and confirmed the inspection has been redesigned from the ground up, much more knowledge based with SEN and disadvantaged children very much at the heart of it. The school curriculum having to be highly effective for all pupils.</p>	
13	<p><b>RAP targets 2019 / 2020</b></p> <p>The RAP targets were circulated to Governors prior to the meeting, having been discussed at the end of the last academic year when Governors gave their input into the document. LW confirmed she has written up the objectives agreed and added actions to them. A very important part of the document are the aims on the front page being the premises that underpin the whole plan:</p> <ul style="list-style-type: none"> <li>- Taking time to relish, recap and relate information and experiences is essential in the learning process</li> <li>- All children should be given opportunities to find their learning passion and use it to thrive</li> <li>- Everyone can achieve and be successful with the right support</li> <li>- Using empathy to understand others' needs and honesty will help us all to best support each other</li> <li>- Well-being is a protective behaviour for the whole community which starts with self but must include others</li> </ul> <p>LW confirmed wellbeing will be a big strand this year for both staff and pupils. KH has taken over PSHE and is writing circle time as well as delivering a well-being session to each class. KH will be leading that with staff and delivering with a well-being team.</p> <p>LW read through the targets outlined in the document. Governors acknowledged it is a very extensive, rich and broad document and that they are happy with the content to move forwards.</p>	
14	<p><b>School vision – the Infinite Game</b></p> <p>LW previously sent a link to Governors – Author Simon Sinek explains his book 'The Infinite Game'. Some schools have been chasing data outcomes for years although LW feels we have been much broader than this. Under the new Framework schools all now need to think broader, it is not just about data</p>	

	<p>points. LW wanted Governors to think about our vision which they said they would revisit following our diocesan advisor questioning how much had we encapsulated our Christian distinctiveness. LW spoke to staff who felt the old vision 'small school big hearts nurturing outstanding learners' drove them and was more important to them feeling that our current vision was a bit like rhetoric.</p> <p>Discussions took place between Governors on ideas for a new vision. Governors to take away and think about with ideas to be exchanged via email prior to the next meeting. LW to talk to staff to receive staffs' input.</p>	LW / GVRS
15	<p><b>FAoS updates</b></p> <p>The Academy Board are finalising the strategic plan which will be agreed at Thursday's meeting. They are still looking to strengthen and grow. There have been some changes in the schools' Head teachers this year. LP to add to our next LGB agenda.</p>	
16	<p><b>Budget changes and updates</b></p> <p>PM advised we have not received the final position for the year as yet.</p>	
17	<p><b>Date for Resources committee meeting</b></p> <p>Tuesday 15<sup>th</sup> October which will be followed by a meeting of the pay committee.</p>	
17	<p><b>Date for Quality of Education committee meeting</b></p> <p>Friday 18<sup>th</sup> October - 9am</p>	

**Meeting closed at 8.50pm**

**Future LGB meetings:**

- 13th November
- 15th January
- 11th March
- 6th May
- 8th July

