**FULL GOVERNING BODY**

**2021-22**

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| **Minutes** | | | | |
| **Date/Time:** | **22 September 2021, 18:30** |  | **Location:** | **Google Meet** |

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| Governors (Y if in attendance). Ch indicates Chair | | | |  | In attendance | | |
| LA nominated | Y | Patrick Neave | PN |  | Ardeep Virdi | AV | Deputy Head |
| Parent elected |  | Jennifer Cropley | JC |  |  |  |  |
| Y | Mona Lukha | ML |  |  |  |  |
| Staff | Y | Marie Mavale | MM |  |  |  |  |
| Head Teacher | Y | Elizabeth Strong | ES |  |  |  |  |
| Co-opted | Y | Stephen Hyams (Ch) | SH |  |  |
| Y | Denise Long | DL |  |  |  |  |
| Y | Peter King | PK |  |  |  |  |
| Y | Charlotte Hands-Wicks | CHW |  |  |  |  |
|  | Vacancy |  |  |  |  |  |
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| **1.** |  | **Introductions** | **Action** |
|  |  | Welcome, apologies for absence and declarations of interest  SH welcomed everyone to the first FGB meeting of the academic year. Apologies were received from JC.  There were no declarations of interest.  SH reported the resignations of Cheng Yoe and Vania De Stefani, both due to changed circumstances which prevented them from having the necessary time to commit to the role.  The new staff governor, Marie Mavale, was welcomed. SH undertook to make contact in order to provide a fuller introduction to the role.  The new Deputy Head, Ardeep Virdi, was welcomed to the meeting.  Work has been ongoing to recruit a new clerk. ES reported that Anna-Marie O’Connor has found someone who appears to be suitable and agreed to ask her to provide details to SH with a view to arranging an interview.  ML kindly agreed to take notes of this meeting and SH agreed to write them up.  SH reported that adverts for governors have been placed with Governors for Schools and Inspiring Governance. In addition, AfC are aware of our vacancies. SH reported there is one applicant who he would like to introduce to ES. | **SH**  **ES**  **ML/ SH**  **SH** |
|  |  | Appointment of Chair and Vice-Chair  SH confirmed his wish to continue as Chair for the academic year. Nominated by PN and seconded by DN, he was appointed by unanimous approval.  DL has been acting Vice-Chair but is in her last term as governor. SH said that JC has agreed to take on the role of acting Vice-Chair and this was unanimously agreed.  The following committee roles were agreed: C&A - CHW (Chair), DL (Vice Chair with further support from SH); F&R – JC (Chair), PN (Vice Chair); Pay- JC (Chair), PN, DL; HTPM – SH, ML and another to be confirmed. | **SH** |
| **2.** |  | **Minutes of meeting on 14th July and matters arising** |  |
|  |  | The minutes of the last meeting were approved for SH to sign.  Matters arising –   * It was agreed that ES no longer needs to provide copies of surveys carried out earlier in the year, as these are now historic * DL suggested that pizza for staff is provided just before half term; this was agreed. DL to arrange for someone to do this. | **SH**  **DL** |
| **3.** |  | **Head Teacher update** |  |
|  |  | ES reported that behaviour issues with a few specific children and the absence of some LSPs through illness or medical reasons has put considerable pressure on SLT, who have been unable to take forward strategic planning such as the SDP.  SH expressed concern for the welfare of ES and the staff and asked what support ES is getting. ES is receiving support from AfC. She has also spoken with Emma Smith, the SIP, who will be carrying out her termly visit next week when these matters will be further discussed. SH offered to join in any discussions with AfC if ES felt that would be helpful.  In the circumstances, it was decided to defer a detailed discussion of the HT report until the next FGB meeting later in the term.  SH raised just one query, regarding pupil numbers. ES said that she did not have exact numbers to hand. Reception has around 22-23 and there have been 8 leavers from other years due to family relocations, so she believes the total is around 144. |  |
| **4.** |  | **Parent survey results** |  |
|  |  | SH thanked JC in her absence for the excellent report. The overall picture is a positive one, with acknowledgement of improvements made by ES, although inevitably some of the feedback was felt to reflect historic concerns especially around communications.  ML noted that it will be important to follow up with parents to report on the results and what actions the school is taking to address any development issues identified. ES agreed to do this later in the term, when the current pressures have eased. | **ES** |
| **5.** |  | **SDP for the year and update on SEF** |  |
|  |  | ES noted that the SDP is still work in progress, and will be finalised over the next few weeks ensuring there are SMART targets and measurement criteria.  SH suggested the quality assurance should be widened to include governors and external professionals including the SIP. He also noted that attainment was an important aspect of both SDP2 and SDP3.  SH and DL both suggested that the appropriate link governors liaise with ES to provide input into the finalisation of the SDP, in particular to ensure the governors’ role in ongoing monitoring is clearly identified. | **ES/ Link governors** |
| **6.** |  | **Governor business** |  |
|  | **i** | **Terms of Reference** |  |
|  |  | The Terms of Reference from last year, redated, were approved. This covers all committees as well as FGB. |  |
|  | **ii** | **Code of Conduct** |  |
|  |  | SH tabled the latest AfC standard Code of Conduct tailored for KRPS. This was approved. SH will circulate a clean copy to governors, for them to sign and return to confirm their adherence to it. | **SH/ All** |
|  | **iii** | **Register of business and pecuniary interests** |  |
|  |  | SH asked all governors to return the form to him noting any relevant interests that needed declaring. | **All** |
|  | **iv** | **Skills audit** |  |
|  |  | SH asked governors to complete the skills audit as soon as possible and return it to him, so that this can help inform current governor recruitment and identify individual training needs. | **All** |
|  | **v** | **Governing board self-evaluation** |  |
|  |  | SH explained that it is good practice for the governing board to annually evaluate its performance against the 20 questions tabled. He invited all governors to consider these and welcomed comments by completing the notes column. SH will collate all such feedback, add his own thoughts and table it at the next FGB for discussion. | **All/ SH** |
|  | **vi** | **Annual planner** |  |
|  |  | SH explained that page 1 of the annual planner was not circulated due to the change in governors and the consequential need to revisit some link governor roles.  It was agreed that the annual planner is a useful document to identify what matters need to be addressed in future meetings.  DL suggested that the next C&A meeting be postponed until later in the term, when data will be available. CHW agreed and ES is to suggest a suitable date.  The safeguarding visit will proceed and ES is to liaise with PK on a suitable date, with PN also being involved. | **ES**  **ES/ PK/ PN** |
| **7.** |  | **Ofsted inspection readiness** |  |
|  |  | ES confirmed that she will be discussing with Emma Smith how the school should prepare for an Ofsted visit expected this academic year.  SH tabled a set of questions for governors provided by The Key. He suggested that these be considered by relevant link governors/committees and responses added in the notes column, for discussion at the next FGB meeting. To be led by SH (understanding role and school), CHW (quality of education/curriculum); JC (use of funding); PK (safeguarding); SH (personal development, behaviour and attitudes). | **SH/ CHW/ JC/ PK** |
| **8.** |  | **Safeguarding policy and update** |  |
|  |  | ES tabled the safeguarding policy updated to reflect the latest Keeping Children Safe in Education (KCSIE). Changes relate to online safety and peer to peer abuse and also in highlighting how low-level concerns should be reported to safeguarding leads.  PN noted that Nell Webb’s name still appears as Deputy DSL, which needs updating.  DN requested that AfC’s monitoring checklist is consulted to ensure all legacy actions have been incorporated.  Subject to the above change and checks being carried out, the policy was approved for adoption.  ES explained that she has worked with AfC on an updated safeguarding audit report which she now believes accurately reflects the visit made last term. The report will be tabled at the next FGB. | **ES/ PK**  **ES** |
| **9.** |  | **Any other business** |  |
|  |  | SH reminded governors that the new AfC training program is available. He mentioned the new Better Governor service available and AfC’s termly newsletter and undertook to circulate details to all governors.  DL noted that a training log should be kept of all governor training. SH said that the clerk should have access to all AfC courses attended.  DL and SH concluded by thanking ES and all staff for their hard work. | **SH** |

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| **Details of next meeting:** | | | |
| **Date/Time:** | Wednesday 1st December | **Location:** | To be confirmed |

**The meeting closed at 20.30**

**Signed: ………………………………………………….**

**Date: ………………………………………………….**