



BLOXHAM C of E PRIMARY SCHOOL

Inspiring Young Minds

Minutes of the full Governing Board Meeting held in school
Thursday 9 February 2023 at 6.15pm

Present:	Local Authority Governor	Mr I Broome (Chair)
	Co-opted Governors	Mrs J Thomas Mrs G Barnes (from 7.10pm) Mr A Gray
	Parent Governors	Mr P Manders (Vice Chair) Mr D Nelson
	Foundation Governors	Rev D Gingrich Mr S Craggs
	Staff Governors	Mrs S Marshall (Headteacher) Mrs L Thomas (from 6.55pm)
In attendance:		Mrs R Morrison (Clerk)

The Headteacher tabled work books from pupils from part of the creative curriculum for governors to peruse; this was appreciated.

The Clerk confirmed that the meeting was quorate.

1 WELCOME AND APOLOGIES

- 1.1 The Chair welcomed Mr Craggs and Mr Gray to their first meeting as governors; introductions were made.
- 1.2 There were no apologies, all governors were present.

2 CONFLICTS OF INTEREST

- 2.1 There were no declarations of conflicts of interest against any of the agenda items.

3 URGENT BUSINESS

3.1 See confidential minutes

- 3.2 **Complaints policy** – The current policy with recommendations from the Headteacher for changes had been uploaded to Governorhub. Governors approved the policy subject to the Headteacher, updating the flow chart so that concerns are raised in line with the school's communication structure, including that Stage 1 complaints must be in writing, contacts for Phase Leaders being included on the school website and removing the sentence on page 5 'Complaints about the headteacher or member of the governing body must be made to the Clerk, via the school office' as it duplicates but contradicts the guidance on page 2 about what complaints go to who. **ACTION HEADTEACHER**
Governors noted that any ongoing complaints would follow the complaints policy in place when the complaint was raised.

4 MINUTES OF THE MEETING HELD ON 5-1-23

- 4.1 The minutes of the meeting were agreed as accurate and will be marked as signed by the Chair on GovernorHub.

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Approved, and marked as signed on GovernorHub

5 MATTERS ARISING FROM THE MINUTES OF 5-1-23

5.1 **Move The Governance Handbook to the GovernorHub homepage**, plus the National Governance Association Welcome to Governance booklet (minute 6.1ii) – The Clerk had moved the Handbook as agreed. The NGA document is only available as a hard copy; the Chair has spare copies he will leave in the school office for new governors to collect.

ACTION CHAIR

5.2 **Move the External Review of Governance report to the GovernorHub homepage** (minute 6.1ii) – The Clerk had actioned this.

5.3 **Include governors on the mailing list for the newsletter** (minute 6.1v) – Governors are now on the list.

5.4 **Staff list** (minute 6.2) – The Headteacher had updated the list which the Clerk had uploaded to GovernorHub. This will be re-issued to show recent changes.

ACTION HEADTEACHER

6 SCHOOL IMPROVEMENT

6.1/3 **School Development Plan January to July 20232** – The Headteacher gave an overview of the SDP which was available on GovernorHub and answered questions. The plan includes priorities from the October Ofsted Inspection and the most recent local authority monitoring visit. The plan had been written in consultation with Sarah Hornbury-Jakeman (School Improvement Partner), it includes milestones which can be broken down further to hold senior leaders to account. The SDP, Self-evaluation and budget are all related, these will be reviewed termly by the Headteacher.

Q: When will they all be ready?

A: For the May meeting.

i) Data

Q: Is there any baseline data?

A: The Arbor system is used to record data but can also be used for assessment. Staff have used Pira and Puma assessment, but pupils were taught to test. Teacher assessment is being used for baseline data. Targets and monitoring will be put in place and pupils tested every other term.

Q: Is the teacher assessment accurate?

A: Books will be scrutinised and moderation put in place.

ii) Culture work – The Headteacher gave information on work towards establishing the school's vision and values. In advance of a staff meeting the senior leadership team drew up a list of 35 values. Staff were asked to place 5 stars on values they felt to be the most important. This exercise will be repeated with governors, pupils and parents, and then used to inform our values. A sticker reward system will be developed based on the values.

iii) Visits to other schools

Q: Have any staff visited a school graded Outstanding by Ofsted?

A: There is the link with the SIP's school which is graded as Good. There is some funding from the Department for Education for 10 days of support to visit a Trust.

Ms Thomas joined the meeting.

6.2 **Data** – There was no data from December 2022 as it was not valid. See minute 6.1 above.

6.4 **Self- Evaluation** – This will be ready for the next meeting. **ACTION HEADTEACHER**

6.5 **Governor Action Plan (GAP)** – In pairs governors had reviewed each of the sections/objectives of the GAP.

i) One – Governance is impactful, robust and sustainable. This had been uploaded to GovernorHub. The Clerk gave information on the 'circle model of governance'; governors discussed and agreed to delete this sentence. This section was approved.

ii) Two – The full Governing Board contributes towards rapid school improvement.

Governors noted that when the senior leadership team's monitoring timetable is in place it can be used to inform the timetable of monitoring visits for governors.

Q: How is recruitment?

A: This is not good at the moment.

Governors noted that the plan can be updated when required. This section was approved.

iii) Three – Governor Community Engagement is effective, and the community works together under a shared vision, ethos and values set. This had been uploaded to GovernorHub.

Q: Are confidential minutes on the school website?

A: No, these are stored on GovernorHub and are not in the public domain.

The Headteacher gave information on an open classroom event on 10-3-23 at 2.30 to which parents have been invited to look at the displays; all governors were invited. This section was approved.

Mrs Barnes joined the meeting.

iv) Four – Robust and Impactful School Leadership – This was uploaded to GovernorHub during the meeting. Governors were mindful that the deputy headteacher is on long term sick leave; arrangements are being planned. Governors approved this section subject to it being updated with recent staff changes.

Action – Mr Manders will collate the four sections into one document to form the plan for governors.

ACTION MR MANDERS

6.6 **Monitoring Schedule** – A PDF version of the schedule tabled at the last meeting was available on GovernorHub. Mr Manders offered to convert it into Word so that it can then be linked back to the SDP. The Headteacher offered to share an A4 planner that is used in school which could link governors to the SDP and the monitoring timeframe.

ACTION MR MANDERS AND HEADTEACHER

6.7 **Pupil Premium – Strategy statement** – The Headteacher reported that Ms Thomas (Inclusion Manager) is working on the required pupil premium documentation in consultation with Mrs Barnes (Pupil Premium Governor).

Q: When will this be ready?

A: Ms Thomas will upload the document to GovernorHub for approval by mid March.

ACTION MS THOMAS

6.8 **Website** – The Headteacher reported that she is working with the School Business Manager (SBM) to remove /add documents as the website is not currently accurate.

Q: Is it legally compliant?

A: The obligations are up to date. Policies will be removed unless they must be published.

Q: Can governors help?

A: No, this needs to be done by the Headteacher and School Business Manager. This will be done by Easter.

Q: Does the SBM have the time for this?

A: The SBM is looking at the responsibilities of the admin team and will carry out the initial review of the policies on the website. The Clerk will pin the policies folder on GovernorHub to the top of the home page.

ACTION CLERK

7 COMMITTEE REPORTS

- 7.1 **Curriculum committee** – The committee is due to meet on 2-5-23. The Chair reported that the local authority had advised to focus on the school's culture before working on the curriculum.
- 7.2 **Finance and Personnel committee** – Mr Manders (Committee Chair) gave an overview of the meeting. Minutes will be circulated when available. The predicted carry forward for the end of the year is around £90K, the finance accountant had been satisfied that the budget reports were accurate and issues with unexpected invoices have been resolved. The Schools Financial Value Standard document had been completed and considered by the committee.
- Q:** Is the large carry forward appropriate?
A: This is likely to be less by the end of the year.

8 SAFEGUARDING AND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

- 8.1 Mrs Barnes gave an overview of the 2 reports from monitoring visits on 13-1-23 and 9-2-23; these were available on GovernorHub.
Ms Thomas reported that the school has a higher than normal level of pupils with SEND due to the previous Headteacher's approach. The school is trying to reduce this as it results in additional work.
- Q:** How many cases of bullying are there?
A: Thirteen pupils have individual behaviour plans; not all of them are for bullying, some are isolated cases.
- 8.2 **Safeguarding action plan** – The plan following the audit before Christmas was uploaded to GovernorHub during the meeting. Ms Thomas advised that some of the actions have been completed.
- Q:** When will the actions be completed?
A: Some will take longer than others. Mrs Barnes will monitor the actions to ensure they are completed.
- Q:** Do we have any fixed points to see if things are getting better/worse?
A: Ms Thomas advised that there are weekly safeguarding meetings with a grid of data for tracking. Mrs Barnes will include termly tracking information in her reports to governors.

ACTION MRS BARNES

9 HEALTH, SAFETY AND PREMISES

- 9.1 Mr Broome (Health & Safety governor) advised that the following actions are now needed:-
- Fire drill – Headteacher to arrange.
 - OCC audit – This looks at the documentation and processes. The Headteacher will chase it later in the year.
 - Fire sensors – The Chair will forward to the Headteacher contact details for someone who can install them.
 - Door locks in the kitchen – The Headteacher reported that the Caretaker had bought and is fitting the locks.

10 GOVERNING BODY

10.1 **Skills audit** – The Chair thanked all who had completed the audit and asked that those who had not, do so. This will enable skills gaps to be identified and filled.

ACTION ALL GOVERNORS

10.2 Current membership of the Governing Body

i) Parent Governor vacancy – The Headteacher reported that a ballot is in process to fill this position.

ii) Foundation Governor vacancies – The Chair reported that an application form had been forwarded to the Diocese for them to approve the appointment of a new foundation governor at their next meeting in March.

iii) Local Authority governor – The Chair advised that he will be resigning as a governor with effect from the end of 10-2-23; this information must remain confidential until after that time. The Chair shared reasons for his decision confidentially.

The Chair reported that he had spoken with Tim Brock (OCC Governor Services) regarding a potential replacement; information was shared at the meeting. Governors discussed and agreed to appoint Kevin Moyes as a local authority governor with effect from after the half term break.

In line with due process the Vice Chair will take on the role of acting Chair until an election is held at the next meeting. All governors except staff governors are eligible to take on the role of Chair. The Vice Chair will convene a meeting with the Headteacher, Mr Brock and Mr Moyes to arrange a timeframe for holding a meeting to elect a Chair.

ACTION MR MANDERS

Governors thanked Mr Broome for all his work as a governor over several years; it has been very much appreciated. Mr Broome reported that he would complete any ongoing processes he is involved with.

The Chair's email address will be transferred to Mr Manders from 11-2-23.

10.3 **Committee membership and individual roles** – The list was available on GovernorHub. The following changes were approved:-

i) Mr Craggs will join the headteacher appraisal governors. The other members will be the Chair and Vice Chair.

ii) Mr Manders will leave, and Mr Gray will join the curriculum committee. The committee must elect a chair at their next meeting.

iii) Mr Gray will be the Reading link governor.

iv) Rev Gingrich will be the RE link governor.

v) Mr Craggs will be the Science link governor.

vi) See confidential minutes.

ACTION COMMITTEE

10.4 **Training opportunities** – The Chair encouraged governors to book on the Taking the Chair training which is useful for all governors. Online courses were also recommended.

National Governance Association – The Clerk will contact the NGA to check that their membership records are up to date.

ACTION CLERK

10.5 **Email addresses** – The Headteacher advised that all emails must go through a school email account so that they are on the school server and are GDPR compliant.

Q: Is the server on site?

A: It is being moved to cloud storage.

The Headteacher will ask the SBM to ensure all governors have a school email address.

ACTION HEADTEACHER

Once their email account has been set up, governors were asked to email the Clerk so a list of emails in use can be collated. **ACTION ALL GOVERNORS AND CLERK**

11 POLICIES

11.1 **Home School Agreement, and Teaching and Learning policy**, – The Headteacher will review these policies for approval at the meeting in May. **ACTION HEADTEACHER**

11.2 **Health Safety and Wellbeing policy** – The Chair offered to review the policy as an external adviser. **ACTION CHAIR**

12 DATE OF THE NEXT MEETING

12.1 Thursday 11 May at 7pm in the staff room. Governors noted that there may be an additional meeting before the next planned meeting.

The meeting closed at 8.30pm.