

Binstead Primary School

Full Governing Body Meeting Tuesday 21st March 2023

Minutes

Present:

Rebecca Chessell	Headteacher
Kate Redrup	Chair
Gemma Cook	Co-opted Governor & Vice Chair
Heidi Bruin	Staff Governor
Ed Marsden	Co-opted Governor
Sarah Rye	Co-opted Governor

In Attendance:

Angela Dexter	Acting interim Clerk
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This meeting was quorate with 6 Governors present

Decisions

Actions

Challenge

Support

		Action
1	Apologies – Charlotte Introductions to new Governors Ed - Head Ryde Junior School Sarah - Teacher Christ the King	
2	Declarations of pecuniary interest AD Governor for Stenbury Federation Chair	
3	Minutes from the last meeting <ul style="list-style-type: none">➤ Accuracy and Adoption -➤ Matters Arising. Review Action Log Ed asked for explanation of what type of items this would be - explained	Minutes to be re-created by AD/RC Action log to be started again
4	Governance Matters: <ul style="list-style-type: none">➤ Co-opted Governor application - applicant withdrawn due to personal commitments➤ No parent-governor applications at the moment -to send out again	Chair
5	Policies SEND - no changes just an update - Approved Complaints Policy - needs to be amending Charges and Remissions - Approved Finance - Approved	

	<p>Premises Management - Approved Data Protection - Approved GDPR - Approved Supporting Children with medical needs - Approved</p>	
6	<p>Headteachers update - RC to send written update to add</p> <p><u>Governor Questions and responses:</u> <u>From Gemma Cook:</u></p> <p>- I understand that Year 2 have experienced significant disruption to their education since joining the school but the level of children at ARE for writing seems very low? Can we have a breakdown of the writing figure between girls, boys and SEN? Are there any children included in that 47% that are close to and not yet at ARE? Can you let us know what steps are being taken to close gaps and improve attainment in writing in Year 2 in particular?</p> <p>An additional Teaching Assistant was appointed to support the groups for the children. Sadly, they have now left after a long period of absence. In the meantime, children who need additional support have been joining some of the Year 1 phonics groups as there is an additional adult to support. The additional adult in Year 1 will support in Year 2 after Easter (they had been supporting at different times of absence so know the children already).</p> <p>- Can you let us know the percentage of children working at Greater Depth in each area and year group? Have there been any significant changes in the percentages since governors last looked at the data?</p> <p>- Do you know what percentage of Year 1 children are likely to pass the phonics screening or is it too early to tell?</p> <p>A: Information shared in Phonics update. Current predictions: 74% on track to pass the phonics Screen.</p> <p>Will you be able to answer the questions that I previously asked in respect of the Milestone 1 data before tomorrow's meeting in case the answers generate any further questions? I'm afraid I am unable to do that for tonight's meeting, however will update along with the information (highlighted) above by the end of the week. I will upload onto Governorhub and am happy to respond to questions on there in between meetings for the Data, and we can add the questions and answers to the next minutes?</p> <p>- Has any action/work been needed as a result of the 2 incidents/accidents reported to Health and Safety manager? A: One was in school time –another was at a letting. Neither had outcomes that needed responding.</p> <p>- What impact is you covering the SENCo role and other Deputy Head jobs having on your personal wellbeing (if any)? Do you need any support and can Governors provide any assistance to you? A: Significant impact on my time and the 'smaller' things I usually do are not high on my priority list. The SENCO side of things is taking much time, as is supporting children who need further support throughout the day with regulating their emotions.</p>	<p>Headteacher to provide data when available.</p>

There is little to no time during the school working day where I can do the paperwork side of things other than for the SENCO role as the day to day running of the school will always come first – including supporting both children and staff.

- When can we expect to receive the Milestone 2 data?

A: Staff are currently uploading the data into the system and analysing for their subjects and classes. Once analysed I will upload to Governorhub for questions. I will analyse according to groups as requested and add Milestone 1 Data with the same.

- You mention that you have put strategies in place to support children towards working at Greater Depth. What are you doing and how will the success be managed?

A:

Planning explicit teaching and learning opportunities for being able to achieve Greater Depth in different subjects.

Wider variety of independent tasks for children to show variety in their writing etc. Measured with Assessment at Milestones.

Note: Amount of children working at GD has significantly reduced since lockdowns. This is due to not having teachers at home supporting them, being able to support extending work and teachers seeing independent work returned to them.

From Charlotte Bowerman:

How sustainable is the current staffing situation and have we had any promising applications for the open vacancy?

A: Current staffing situation has to be sustainable, we have little other options open to us.

I have had some promising applications for the teaching vacancy. We are planning on closing the applications shortly after Easter and shortlisting from there. I am hopeful we will be able to appoint a suitable candidate from the applicants.

* Based on the leavers comment are we now without a clerk too? Has Anne left and if so what are our next steps and contingencies to ensure we continue to operate effectively without a clerk (ie I don't think I have seen any minutes from previous FGB)?

A: Anne has resigned from her post. We will go out to advert for a new Clerk ASAP. In the meantime Angela has agreed to be interim Clerk for us (and Angela and I have been mainly sorting things out behind the scenes too).

I have not had any draft minutes from the FGB or Finance Committee. Angela and myself have put together what we think was covered at the Finance Committee, we will need to collectively do the same for the January FGB.

* Some policies state no changes and some call out specific changes for those that don't have any commentary have changes been made and if so what changes please so we can focus on any amends made.

A: Some are LA policies (or old ones) and don't have the same front cover with this information on –where we can, Angela will update them as we go with the front cover sheet to help with this from now on.

* Will there be an update on the ofsted briefing added as an agenda item as mentioned?

A: Kate and I attended an OFSTED briefing for schools due OFSTED in the next 18 months or so. It was a useful briefing with some very useful and practical tips, in particular for myself as HT.

From a Governor point of view, the IDSR (Inspection Dashboard Summary Report) is one of the most important documents for you to read and understand. I have uploaded a copy into the FGB folder for tonight for your information. This highlights any lines of enquiry that OFSTED will initially look into.

We are likely to have an ungraded (Section 8) inspection as we are a Good School. Some schools receive a randomly selected Full Graded Inspection (Section 5) instead, so not to rule out.

Schools will usually receive the initial phonecall from OFSTED by 11.30am for an inspection on the following two days. We would have a 2 day inspection with more than 1 inspector.

* Is there any update from the last meeting on negotiations with regards to the profit loss on the preschool - has a new contract been negotiated with favourable terms?

A: The pre – school have signed a new lease with the updated rent agreement to cover increased costs for example energy bills. We will review this annually going forwards.

* I have found the documents library and using this noticeboard really helpful and easier to navigate than the emails I found a governor's induction folder which I think would have been really helpful in my onboarding - with proposed new governors joining I think it would be a great idea to revisit our governor onboarding - happy to support where possible.

Questions from Kate Redrup:

A few questions ahead of the meeting:

* Thank you for sharing the additional workload and challenges since we last met. What is best way for the governors to thank the staff?

A: I think it would be lovely to have an email of appreciation at the end of term? I could pass this on to staff and print for the staffroom perhaps? We are quite limited sadly, in how we can say thank you, however simple thanks often go a long way.

* What was the outcome of the sessions explaining the importance of reading at home? I think these took place?

A: These have not yet taken place. They are planned for early in the summer term

* Is more information about the Reception drop off in Phonics and how it is being tackled?

In the Autumn Term the phonics assessment was assessing initial sounds. This time it is assessing digraphs and trigraphs and blending into words. This is something new to us at this time of year, and to reach on track, Little Wandle expects a 'pass rate' of 75% which is quite high.

EYFS are running Catch up Groups throughout the week to support those children not yet on track.

'On track' is an assessment judgement from Little Wandle in this instance, it is not a reflection on whether or not the children are on track to reach GLD, or on track to reach their phonics outcomes at the end of the year.

* Is there an update on the teacher vacancy?

A: See answer above to Charlotte.

* Were there any parent governor applications and what are the next steps?

A: No nominations were received. Next steps are to go out and ask again.

* I believe we moved the next FGB to 16th May?

	<p>A: Yes, we have moved both the Finance and FGB to the 16th May.</p> <p>Phonics - HB explained what year 1 does at the moment to the new Gov - Ed Yr 2 catch up and keep up. Catch up keep up group is improving scores. Discussed Covid in school learning loss and how affecting milestones.</p>	
7	<p>SFVS review and ratification - done by finance meeting. Explained to new Governors what it covers and why.</p>	AD to send to Ed Finance
8	<p>Update from Finance Committee including budget approval update</p>	
9	<p>Any Other Business YrR 2023 looks favourable, EHCP children did look around. Support Staff movement will be needed and possible TA adverts.</p> <p>Kate/Rebecca - Ofsted meetings attended guidance information evening.</p> <p>Key points - Head needs to know what middle leaders know - task to RC to get a crib sheet.</p> <p>Handy hints from other schools. Useful meeting. Not due a Graded inspection (Section 5or8), will get an ungraded at a minimum. Deep dive early reading, maths etc.</p> <p>SCR - Red marks. Only Kate Safeguarding training. New Governors, both school workers so DSL/DDSL</p> <p>Effective Governance Training - 5.30-7.30, next Tuesday.</p> <p>Responsibilities - updated</p> <p>H&S Audit - no actions</p> <p>Clerk Recruitment – Gemma to be part of interview process.</p>	
10	<p>Date of Next Meeting: 16th May 2023</p>	

Meeting Finished at 10pm.

2023 Action Log

Item	Action:	Assigned to:	Status:
1	DBS to be completed Ed / Sarah	AD	New
2	Parent Governor Application to go out again.	AD	New
3	Policies to be reviewed - checklist, ensure front cover with date amended.	AD/RC	Ongoing
4	Sessions explaining the importance of reading - to be rearranged.	RC	New
5	Look at Ryde Senior school doing CAS sessions with school, currently Dover Park doing.	EM	New
6	Ofsted crib sheet creation	RC	New
7	Upload IDSR info to Governor Hub - highlights lines of enquiry Ofsted look at.	RC	New
8	Forward effective governance training details to new governors.	KR	New
9	Email for new governors to be set up	AD	New
10	Resend Verifile details	AD	New
11	New Governors to be set up on Governor Hub.	AD	New
12	SVFS to be sent to Ed Finance	AD	New
13	Milestone Data to be shared	RC	Ongoing

PHSE/RE & Science Teachers at next meeting.

Finance 7pm, FGB 7.30pm

Approved by Governing body at meeting held 16.05.2023