



**Full Governing Body Meeting**

**Part 1 Minutes**

**30 November 2022, 6.00pm in school**

*Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of Governing Body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.*

**Present:** Simeon Berends, Hannah Cole (Headteacher), Barry Firth, Rev Fi Gwynn, Jackie Holmes, Lindsay Jack, Anna Rolfe, Fiona Tough (Chairman)

**In attendance:** Rachel Dunnage (Clerk); Jackie Simpson, the new School Business Manager

**Opening Prayer:** Rev Fi opened the meeting with a prayer

*Meeting is quorate: 7/11*

	<b>TOPIC</b>	<b>ACTION</b> <i>Who &amp; when</i>
1.	<b>APOLOGIES:</b> Richard Rowe <b>WELCOME:</b> Jackie Simpson, new School Business Manager who has joined the school today.	
2.	<b>DECLARATION OF INTEREST</b> ( <i>conflict and pecuniary</i> ) Governors declared no interests in specific agenda items at this meeting.	
3.	<p><b>FINANCE AND SCHOOL BUDGET 2022-2023</b></p> <p><b>a. Financial Monitoring Reports (FMR)</b> The Governing Body reviewed the latest monthly FMR. The Finance Governor presented his highlights and responded to questions from governors. The Governing Body noted:</p> <ul style="list-style-type: none"> <li>i. The forecast outturn for this year appears to be £337k but this is due to a carry forward of £85K. The reality is that the school is operating with an in-year deficit.</li> <li>ii. Flood damage to the school will be covered by insurance.</li> </ul> <p><b>The Governing Body agreed that the School Business Manager (SBM) will send the FMRs to all governors when they are ready each month.</b></p> <p><b>b. Budget 2023-2024 &amp; 3 year budget plan</b> The Governing Body noted that the draft budget plan had been reviewed by the Chairman and Finance Governor before being circulated to all governors for their scrutiny by email. Governors were able to ask questions and receive answers before being asked to confirm their approval to submit. The Governing Body confirmed its approval to submit the budget acknowledging that it is a deficit position of £34k (3% of income), despite the very best efforts of school leaders over the past years to take costs to the absolute minimum without adversely affecting children's educational outcomes. Whilst schools are not supposed to submit a deficit budget there has been no way to cover the costs of unfunded pay rises and increased energy bills for the already minimal staffing, heating and basic services/resources. The Finance Governor confirmed that the draft budget was submitted to the Local Authority (LA) today in order to meet its deadline.</p>	<b>J Simpson</b> On-going

	<p>The Governing Body regarded the analysis of the budget position as reasonable and pragmatic whilst retaining the potential to close the funding gap in to the coming years. For example, the lowest number of pupils are in Yr5 who will have left the school in 18 months time. If the school were operating at capacity of 210 pupils, there would be an additional c£40k received in per pupil funding.</p> <p>Additionally, the Governing Body noted that:</p> <ul style="list-style-type: none"> <li>i. the cost-of-living crisis may mean that fewer children leave the school at the end of Key Stage 1 (KS1) to join the private sector.</li> <li>ii. senior leaders are aiming to double the lettings income.</li> <li>iii. the energy price query has been considered.</li> <li>iv. The caretaker has confirmed that it is not possible to change the temperature of the heating in the new building despite it being too hot.</li> <li>v. the SBM’s training does not start until January 2023 and the school is required to employ LA finance support to manage the payroll, etc. because she is not allowed to do undertake it until she has been trained.</li> </ul> <p><b>c. Schools Financial Value Standard (SFVS)</b> The Governing Body noted that the previous SBM had been working on the SFVS action plan to address the identified financial risks and issues from last spring. The Finance Governor will work with the new SBM in January to progress this year’s review so that it can be presented to the FGB on 08 February 2023.</p> <p><b>d. School Fund Account</b> The Governing Body noted that all years of the school fund account will be audited in spring 2023.</p> <p><b>e. Contracts</b> The Governing Body noted that there are no contracts that require review at this meeting.</p> <p><b>f. Governors Fund</b> <b>A:</b> The Chairman will put the Finance Governor in contact with the previous Finance Governor to ensure management of the account is handed over. <b>Carry forward.</b> <b>A:</b> Clerk to send the Finance Governor the relevant amendment to Terms of Reference which delegated authority to an individual for managing the account. <b>Clerk to find out from the IT Technician about where the Governor documents from the Governors secure area of last website have been moved to.</b></p>	<p><b>R Dunning</b> 15 Dec</p>
<p><b>4.</b></p>	<p><b>CHAIRS ACTIONS</b> The Chairman confirmed that she has not had to take any emergency action.</p>	
<p><b>5.</b></p>	<p><b>EDUCATION PERFORMANCE MONITORING</b> The Governing Body to receive the Headteacher’s report on current arrangements for educational provision. The Governing Body noted:</p> <ul style="list-style-type: none"> <li>i. There has been one incident of bullying and one incident of a child using racist language. The Headteacher tackled the issue immediately with the child and their parents. The Headteacher will speak with all children about what constitutes appropriate language.</li> <li>ii. The Inclusion Officer has requested that governors re-consider whether to fine families who take their children out of school for a holiday. The Governing Body considered: <ul style="list-style-type: none"> <li>— The negative impact on children’s education, particularly given the disruption of the Covid pandemic.</li> <li>— All parents receive Attendance letters each term explaining the impact on the class teaching and the child’s learning.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>— Some families have still not been able to have a family holiday since the start of the Covid pandemic.</li> <li>— Parents have been shown to lie, saying their child is ill, rather than be honest about going on holiday. This means that the child cannot celebrate their holiday experience and is forced into a position of potentially having to lie as well.</li> <li>— Attendance this term is at 95%; the Local Authority target is 98.5%</li> </ul> <p><b>The Governing Body agreed to keep the current approach of messages and discussion with specific parents rather than issuing fines.</b></p> <ul style="list-style-type: none"> <li>iii. Staffing vacancies are proving a challenge to manage and causing the Headteacher concern over their impact on staff well-being across the school. The school is carrying a full-time Learning Support Assistant (LSA) vacancy in the Reception class and there have now been 2 Higher Level Teaching Assistant (HLTAs) resignations. Most of teachers' Planning, preparation and assessment time (PPA) is covered by the HLTAs and one of them is also used to teach French across the school. The Headteacher is examining how the LSA structure may be modified to cover the upcoming vacancies short-term. Alternatively, the Headteacher will ask other schools in the Haslemere Confederation if they can support temporarily by sharing an HLTA and consider advertising locally for a retired teacher.</li> <li>iv. The Headteacher has requested additional teacher training students from Roehampton College to start in January 2023.</li> <li>v. Staff appraisals have all been completed.</li> <li>vi. The new Phonics scheme is having an evident impact already. The Reception children are moving at a much faster pace than with the previous scheme. The Phonics &amp; Reading lead is managing this subject area well and has been a real support to other teachers.</li> </ul>	
6.	<p><b>SCHOOL DEVELOPMENT PLAN PROGRESS UPDATE</b></p> <p>The Governing Body reviewed the progress against School Development Plan priorities. The Governing Body noted that the progress was limited because the objectives had only agreed in the recent months.</p> <p>The Governing Body agreed that it would like to broker a full Governing Body training session on the Ofsted framework, possibly sharing the session with another school. <b>It also requested that the Headteacher prepare a school on a sheet document for each Governing Body meeting.</b></p>	<p><b>H Cole</b> On-going</p>
7.	<p><b>GOVERNOR MONITORING</b></p> <p><b>a. Individual governors</b></p> <p><b>i. Parents survey results (HC).</b></p> <p>The Governing Body noted that this survey was completed in the summer term. The key points raised were:</p> <ul style="list-style-type: none"> <li>• was one parent unhappy with the school</li> <li>• 95% parents would recommend the school 95%</li> <li>• many parents did not know what governors do</li> <li>• the general parental understanding of what happens in school is not clear particularly in the areas of music, modern foreign language and pupil responsibilities.</li> </ul> <p>Following questions to the Headteacher and wider discussion, the Governing Body noted:</p> <ul style="list-style-type: none"> <li>A. Senior leaders and support staff had worked closely with the unhappy family to support all their children. Their youngest had now moved to Secondary school.</li> <li>B. There is scope to improve perceptions of the extra curricula activities being offered. The spring term clubs list has more activities available to children than previously. It may also be worth signposting parents to the many clubs offered outside the school.</li> <li>C. Senior leaders may need to consider asking parents to make a financial contribution to extra curricula clubs.</li> <li>D. Parental understanding of governance could be improved.</li> </ul>	

	<p>FT to look for the last governor recruitment pack. If unable to find it, the clerk will source copy from elsewhere that can be adapted</p> <p><b>ii. Pupil survey results (RR).</b>  <b>The Headteacher will send out the pupil survey before the end of term</b></p> <p><b>iii. Pupil Well-being report (AR).</b>  AR presented her verbal report and responded to questions from governors. The Governing Body noted:</p> <ul style="list-style-type: none"> <li><b>i.</b> The Governor reported that she visited the Forest School, most classrooms and spoke with teachers and pupils.</li> <li><b>ii.</b> Teachers were happy to talk about mental health and the impact of the Covid pandemic on the mental health of staff and pupils.</li> <li><b>iii.</b> Teachers seemed to be pleased to see a governor interested in areas other than teaching and learning.</li> </ul> <p>AR reported that she thoroughly enjoyed her time in school and encouraged governors to come in to school to carry out their monitoring whenever possible.  <b>AR will send out her written report after the meeting.</b></p> <p><b>b. Governing Body</b>  The Governing Body agreed it will receive school professional presentations on the School Improvement Priorities as below:</p> <ul style="list-style-type: none"> <li>• Spring 1: Phonics</li> <li>• Spring 2: Maths (Headteacher)</li> <li>• Summer 1: E-safety and computing</li> </ul>	<p><b>R Dunnage</b> 05 Jan 23</p> <p><b>H Cole</b> 12 Dec</p> <p><b>A Rolfe</b> 06 Dec</p>
8.	<p><b>STRATEGIC AIMS DISCUSSION</b></p> <p><b>a. Academisation</b>  Unfortunately, the Enlighten Trust presentation for schools is being held at the same time as this meeting.</p>	
9.	<p><b>ADMISSIONS 2024-2025</b>  The Governing Body determined the school Admissions arrangements for 2024-2025 as presented to this meeting.</p>	
10.	<p><b>CONSTITUTION OF GOVERNING BODY</b>  All appointments/elections will be informed by the skills required to ensure effective governance of the school.</p> <p><b>a. Resignations &amp; appointments</b>  There have been no resignations or appointments since the last meeting. The Governing Body noted that Lindsay Jack's term of office ended on 13.11.22. <b>The Governing Body considered and agreed to:</b></p> <ul style="list-style-type: none"> <li><b>i.</b> Appoint Lindsay as an Associate Member until his nomination as Local Authority Governor is confirmed.</li> <li><b>ii.</b> Accept Lindsay Jack's nomination as Local Authority Governor with immediate effect once it is confirmed.</li> </ul> <p><b>b. Governors' terms of office due to end within the next year.</b></p> <ul style="list-style-type: none"> <li><b>i.</b> Richard Rowe, Foundation Governor (Diocese), 31.12.22 (upcoming resignation)</li> <li><b>ii.</b> Fiona Tough, Foundation Governor (PCC), 31.05.23</li> </ul> <p><b>c. Vacancies</b></p> <ul style="list-style-type: none"> <li><b>i.</b> 1x Staff Governor</li> </ul>	

	<p>No applications had been received by the deadline so the Headteacher will speak with staff personally.</p> <p><b>ii.</b> 1x Parent Governor The Governing Body agreed that it is seeking an individual with leadership, community engagement, or marketing skills and/or experience. <b>The Clerk will manage the parent election along with the Headteacher.</b></p> <p><b>iii.</b> 1x Local Authority Governor The Governing Body noted that Lindsay Jack has been nominated and his application will be reviewed the LA Governor Nomination Panel in January.</p> <p><b>iv.</b> 1x Foundation Governor (Diocese) The Governing Body noted that the Clerk will check with the Diocese on Simeon Berends' application.</p> <p><b>d. Succession planning</b> The Governing Body noted that the current Chairman is in discussions with individual governors regarding nomination for the Vice Chairman vacancy and upcoming Chairman vacancy in May 2023.</p>	<p><b>R Dunnage</b> <b>H Cole</b> 05 Dec</p>
<p><b>11.</b></p>	<p><b>POLICIES &amp; DOCUMENTS</b></p> <p><b>a. Policies</b> The Governing Body reviewed and approved all the following policies with no amendments:</p> <ul style="list-style-type: none"> <li><b>i.</b> Lettings</li> <li><b>ii.</b> Finance</li> <li><b>iii.</b> Charging &amp; Remission</li> <li><b>iv.</b> Pay</li> </ul> <p>The Governing Body noted that the following policies will be presented at the 08 February FGB meeting:</p> <ul style="list-style-type: none"> <li><b>v.</b> Data Protection</li> <li><b>vi.</b> Information Management</li> </ul> <p><b>The Governing Body agreed that, going forward, policies and documents should be marked up to track changes.</b></p> <p><b>b. Documents</b> The Governing Body noted that the following documents require review, approval and publishing on the school website:</p> <ul style="list-style-type: none"> <li><b>i.</b> SEND information report</li> <li><b>ii.</b> Sports premium strategy &amp; impact statement</li> <li><b>iii.</b> Pupil Premium strategy &amp; impact statement</li> </ul> <p>The Governing Body agreed that the following documents will be presented for information at the February FGB meeting:</p> <ul style="list-style-type: none"> <li><b>iv.</b> Report from Data Protection Officer</li> <li><b>v.</b> Publication scheme</li> </ul>	<p><b>Headteacher</b> <b>and SBM to</b> <b>note</b> On-going</p>
<p><b>12.</b></p>	<p><b>MINUTES OF PREVIOUS MEETING &amp; MATTERS ARISING</b></p> <p><b>a. Minutes</b> The Governing Body agreed the draft minutes of the 10 October FGB meeting as an accurate record subject to the moving one item to Part 2 minutes. The Chairman will sign the minutes digitally. RD to make a folder for them all to be printed in school and signed by the Chairman.</p> <p><b>b. Matters arising</b> The Governing Body considered one matter arising from the last meeting that was recorded in the Part</p>	

	2 confidential minutes.																					
<b>13.</b>	<b>TO NOTE ANY PART 2 BUSINESS</b> The Governing Body confirmed that one item is to be considered Part 2 business and excluded from the public copy of the minutes.																					
<b>14.</b>	<p><b>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</b></p> <p><b>a. FGB Meetings</b> The Governign Body confirmed the dates of meetings for the coming year.</p> <table border="1"> <thead> <tr> <th>Agenda Setting</th> <th>GB Meetings</th> <th>Key Topic(s)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>20 JAN 23</td> <td><b>08 FEB 23</b></td> <td>Monitoring meeting Improvement Priorities progress</td> <td>Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report</td> </tr> <tr> <td>24 MAR 23</td> <td><b>26 APR 23</b></td> <td>Agree budget Headteacher report Pupil voice survey</td> <td>Review FMR School SIP progress update Governor SIP monitoring report</td> </tr> <tr> <td>05 MAY 23</td> <td><b>17 MAY 23</b></td> <td>Monitoring meeting Improvement Priorities progress</td> <td>Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report</td> </tr> <tr> <td>16 JUN 23</td> <td><b>28 JUN 23</b></td> <td>Agree governance arrangements for 2022-2023 Headteacher report Staff voice survey</td> <td>Review FMR School SIP progress update Governor SIP monitoring report</td> </tr> </tbody> </table> <p><b>b. Other Key Dates</b></p> <ul style="list-style-type: none"> <li>• Spring 1: Phonics presentation</li> <li>• Spring 2: Maths (Headteacher) presentation</li> <li>• Summer 1: E-safety and computing presentation</li> </ul>	Agenda Setting	GB Meetings	Key Topic(s)	Notes	20 JAN 23	<b>08 FEB 23</b>	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report	24 MAR 23	<b>26 APR 23</b>	Agree budget Headteacher report Pupil voice survey	Review FMR School SIP progress update Governor SIP monitoring report	05 MAY 23	<b>17 MAY 23</b>	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report	16 JUN 23	<b>28 JUN 23</b>	Agree governance arrangements for 2022-2023 Headteacher report Staff voice survey	Review FMR School SIP progress update Governor SIP monitoring report	
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Meeting closed 8.05pm

Chairman's signature: *Fiona Tough*

Date: 08.02.2023