



Full Governing Body Meeting

Part 1 Minutes

19 October 2022, 6.00pm at 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: Hannah Cole (Headteacher), Barry Firth, Rev Fi Gwynn, Jackie Holmes, Lindsay Jack, Anna Rolfe, Richard Rowe (agenda items 1-8a), Fiona Tough (Chairman, agenda items 1-4)

In attendance: Simeon Berends, Associate Member; Rachel Dunnage (Clerk)

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

Meeting is quorate: 8/9

	TOPIC	ACTION Who & when
1.	APOLOGIES: Paul Heugh	
2.	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors declared no potential conflicts of interests in specific agenda items at this meeting.	
3.	<p>FINANCE</p> <p>a. Financial Monitoring Reports (FMR) The Governing Body reviewed the latest monthly FMR at each full Governing Body meeting to ensure compliance with the Schools Financial Values Standard recommendations. The Headteacher presented the report which she has discussed with the School Business Manager. The Headteacher gave a verbal report to the Governing Body and responded to their questions. The Governing Body noted:</p> <ul style="list-style-type: none"> i. The significant reduction in lettings income from £15k to £8k because the Hen House wraparound care company has reduced the days it is running. The SBM has adjusted the budget forecast accordingly. The Governing Body considered if it would take the provision back in house as the school could make more money through this approach. The Headteacher explained that she has tried this in the past and found that it took up considerable leadership time which impacted negatively on the general leadership of the school. ii. The school has been used for parties and the playground rented out for additional car-parking. The Governing Body noted that it could be promoted for use at weekend weddings, sports events or fayres and throughout the school holidays. iii. Buildings maintenance is significantly over budget due to the flood. The additional costs will be recovered through the insurance claim, minus £500 excess. iv. Teachers salaries line includes the updated forecast of outturn now that the 5% pay increase has been confirmed rather than the Local Authority advised 2%. v. Almost all the forecasted supply cover budget has been used (92%) due to high levels of illness, not all covid related. As much as possible is covered in-house using Higher Level Teaching Assistants (HLTAs) and other staff but sometimes using agency staff is unavoidable. vi. The SBM recommends caution because even though the budget looks accurate, the school will receive the first increased bill in November and that will give a better indication of the impact 	

	<p>of price rises.</p> <ul style="list-style-type: none"> vii. Curriculum supplies spending has been hit because of the additional resources required by rapid catch-up interventions. viii. School Fund account cannot be audited by StrictlyEducation4S so the SBM has approached a Guildford school to do it instead. ix. There has only been one applicant so far for the SBM role. Finance governor, Barry Firth, will attend interviews. <p>b. Revised Budget Plan 2022-2023 The Governing Body noted that no revisions to the current approved budget plan for this financial year need to be submitted to the Local Authority by 30 November 2022.</p> <p>c. Schools Financial Value Standard (SFVS) The Governing Body agreed that the Headteacher will ensure a copy of the current SFVS is downloaded and sent to the Finance Governor for review before meeting with the School Business Manager.</p> <p>d. Governors Fund The Governing Body noted that access to the Governors Fund will need to be transferred to the Finance Governor. The Chairman will put the Finance Governor in contact with the previous Finance Governor to ensure management of the account is handed over. Clerk to send the Finance Governor the relevant amendment to Terms of Reference which delegated authority to an individual for managing the account.</p>	<p>F Tough R Dunning B Firth 15 Nov</p>
<p>4.</p>	<p>EDUCATION PERFORMANCE MONITORING The Governing Body received an update on current arrangements for educational provision, including an evaluation of Summer 2022 performance data. The Governing Body noted:</p> <ul style="list-style-type: none"> i. Maths results indicate that this area requires additional focus to drive progress. ii. Mental maths takes place in all classes including daily recaps on the learning that was undertaken the day before; this does seem to be helping with recall. Teachers still have enough time to cover the main maths sessions. iii. The Headteacher is keen to introduce maths challenges again. iv. Maths progress is measured at the end of each unit and at the end of each term, covering all that has been taught that term. This data is fed into the assessment system and analysed at question level so that teachers can identify an area that has not been learnt well enough across the class. The Headteacher judges that there is a good balance between testing children (which takes away from teaching time) and being able to of where children have gaps. v. Combined results for reading, writing and maths are significantly lower than the individual levels for each subject because children may reach expected standards in 2, but not three, of the areas. vi. The summer 2022 data will not be published; data next year will be. vii. Phonics screening result was well above national and Local Authority levels; phonics teaching is a school strength. <p>The Governing Body thanked Senior Leader, Richard Stanton, for prepraing the very useful data report.</p> <p>Feedback from the SAfE quality assurance visit The Headteacher explained that she must complete a Key Needs Assessment each year to send to Schools Alliance for Excellence (SAfE). The Headteacher RAG rates the school’s performance in the various areas and then a SAfE consultant visits to quality assure the Headteacher’s judgements. The adviser was a current Headteacher who has the authority to put the school into a <i>support and challenge</i> category which helps drive progress in specific areas through specialist input and a small amount of funding.</p> <p><i>Fiona Tough left the meeting.</i></p>	
<p>5.</p>	<p>SCHOOL DEVELOPMENT PLAN (SDP) & SCHOOL SELF-EVALUATION (SEF)</p>	

	<p>The Governing Body confirmed receipt of detailed SDP priorities for 2022-2023 and reviewed the School Self-Evaluation. The Governing Body noted that it is ahead of its normal position in knowing what it needs to focus on after a very useful session with the staff and Senior Leadership Team.</p>	
6.	<p>LEAD GOVERNORS</p> <p>The Governing Body allocated School Development Plan priority leads so that monitoring can be carried out in a focused and timely fashion as laid out in Appendix 1.</p>	
7.	<p>GOVERNOR MONITORING</p> <p>a. Lead governors</p> <p>The Governing Body allocated School Development Plan priority leads so that monitoring can be carried out in a focused and timely fashion as laid out in Appendix 1.</p> <p>b. Individual governors</p> <p>i. Staff exit interviews (AR)</p> <p>Underway.</p> <p>ii. Parent & Pupil Surveys (RR/AR)</p> <p><i>Pupil</i></p> <p>RR confirmed that the Pupil survey is ready to go out; the Headteacher is agreeing with the Senior Leadership Team how they will manage sending out this survey.</p> <p><i>Parent</i></p> <p>The Headteacher confirmed that she sent out a Parent survey in the summer term and the results will come to the Governign Body FGB meeting in November.</p> <p>b. Whole Governing Body</p> <p>The Governing Body decided to agree which areas of the school development plan it will monitor at the Spring 1 and Summer 1 FGB meetings at the November FGB.</p>	
8.	<p>STRATEGIC AIMS DISCUSSION</p> <p>a. Strategic Objectives 2022-2027</p> <p>The Governing Body to consider three objectives, at least one of which to relates to children’s educational development, to add to the two objectives agreed at the June FGB (below):</p> <ol style="list-style-type: none"> 1) Grayswood Primary will be part of the right Multi Academy Trust, which best suits the ethos and values of the school. 2) Grayswood Primary will consistently have over 200 children on roll. 3) Grayswood will be recognised as a local leader of excellence in Forest Schools. 4) Grayswood will identify two other unques selling points and begin to develop them. <p><i>Richard Rowe left the meeting.</i></p> <p>b. Academisation</p> <p>i. Learning road map for governors</p> <p>The Governing Body was unable to receive an update from the Lead Governor as he could not attend this meeting.</p> <p>c. Financial stability of the school</p> <p>A: Headteacher to promote the use of the school hall.</p> <p>The Governing Body reviewed progress towards ensuring the school’s financial stability.</p>	
9.	<p>ADMISSIONS 2022-2025</p> <p>a. Current year admissions 2022-2023</p> <p>The Governing Body has ensured that the correct versions of admissions arrangements and in-year applications process are published on the school website.</p>	

	<p>b. In-Year Fair Access Protocols 2022-2023 The Governing Body acknowledged that the Local Authority is required under the DfE School Admissions Code to have a Fair Access Protocol in place to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school, and all schools and academies are required to participate in this protocol.</p> <p>c. Next year admissions 2023-2024 The Governing Body has ensured that the correct versions of admissions arrangements and appeals process are published on the school website.</p> <p>d. New round admissions 2024-2025 The Governing Body reviewed the school Admissions arrangements for 2023-2024 and decided that no changes are required for 2024-2025. The Governing Body noted that it must determine the 2024-2025 Admissions policy by mid February 2023.</p>	
10.	<p>COMMITTEES (Statutory)</p> <p>a. Headteacher’s Performance Management Review (PMR) Panel (FT) A: The Committee will work together with the Headteacher to identify the options and appoint the consultant. Completed. The Governing Body agreed to use the external adviser from the Diocese and that the Headteacher’s PMR will take place before the end of the month.</p> <p>b. Pay Committee (AR) The Governing Body agreed it will receive a report from the Pay Committee on the Performance Management process completed in the summer term 2022 at the November FGB meeting.</p>	
11.	<p>CONSTITUTION OF GOVERNING BODY All appointments/elections will be informed by the skills required to ensure effective governance of the school.</p> <p>a. Resignations & appointments There has been one resignation since the last meeting:</p> <ul style="list-style-type: none"> i. Mrs Katie Morgan’s term of office as Staff Governor ended on 23.09.22 due to her ceasing employment at Grayswood. <p>There have been no appointments since the last meeting.</p> <p>b. Governors’ terms of office due to end within the next year.</p> <ul style="list-style-type: none"> i. Lindsay Jack, Parent Governor, 13.11.22 ii. Richard Rowe, Foundation Governor (Diocese), 31.12.22 (upcoming resignation) iii. Fiona Tough, Foundation Governor (PCC), 31.05.23 <p>c. Vacancies</p> <ul style="list-style-type: none"> i. 1x Staff Governor The Clerk will send out a staff governor ii. 1x Local Authority Governor – Lindsay Jack is nominated iii. 1x Foundation Governor (Diocese) – Simeon Berends’ nomination is referred to the Diocese <p>d. Succession planning The Governing Body to confirm how it will manage its leadership with Vice Chairman vacancy and upcoming Chairman vacancy in May 2023.</p>	
12.	<p>POLICIES & DOCUMENTS</p>	

	<p>a. Policies <i>For approval</i></p> <p>The Governing Body considered the following updated policies and approved them all without amendment:</p> <ul style="list-style-type: none"> i. Attendance ii. Behaviour policy and written statement iii. Child Protection and Safeguarding iv. Charging and remissions v. Staff discipline and capability <p>The Governing Body agreed that the School Leadership Team will use track changes in future when updating policies and documents.</p> <p>The Governing Body agreed that the following policies will be presented for approval at the November FGB meeting:</p> <ul style="list-style-type: none"> vi. Data Protection vii. Finance viii. Pay <p>The Governing Body agreed that the following policies will be presented for information at the November FGB meeting:</p> <ul style="list-style-type: none"> ix. Information Management <p>b. Documents</p> <p>The Governing Body agreed that the following documents will be presented for information at the November FGB meeting:</p> <ul style="list-style-type: none"> i. Report from Data Protection Officer ii. Publication scheme 	<p>SLT to note On-going</p>												
<p>13.</p>	<p>MINUTES OF PREVIOUS MEETING & MATTERS ARISING</p> <p>a. Minutes</p> <p>The Governing Body agreed the draft minutes of the June 2022 FGB meeting as an accurate record. The minutes will be signed digitally by the Chairman and published on the school website. Now schools are open normally, the Clerk will ensure paper copies of the documents are passed to the Headteacher for storing in the Governors’ file at school.</p> <p>b. Matters arising</p> <p>All matters arising from the previous FGB meeting are covered in this agenda.</p>													
<p>14.</p>	<p>TO NOTE ANY PART 2 BUSINESS</p> <p>The Governing Body confirmed no items are to be considered Part 2 business and excluded from the public copy of the minutes.</p>													
<p>15.</p>	<p>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</p> <p>Governors confirmed the dates of meetings for the coming year.</p> <p>a. FGB meetings</p> <table border="1" data-bbox="236 1816 1281 2107"> <thead> <tr> <th style="background-color: #d9e1f2;">Agenda Setting</th> <th style="background-color: #d9e1f2;">GB Meetings</th> <th style="background-color: #d9e1f2;">Key Topic(s)</th> <th style="background-color: #d9e1f2;">Notes</th> </tr> </thead> <tbody> <tr> <td>02 NOV 22</td> <td>23 NOV 22</td> <td>Agree draft budget Headteacher report Parent voice survey</td> <td>Review FMR School SIP progress update Governor SIP monitoring report</td> </tr> <tr> <td>18 JAN 23</td> <td>08 FEB 23</td> <td>Monitoring meeting Improvement Priorities progress</td> <td>Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report</td> </tr> </tbody> </table>	Agenda Setting	GB Meetings	Key Topic(s)	Notes	02 NOV 22	23 NOV 22	Agree draft budget Headteacher report Parent voice survey	Review FMR School SIP progress update Governor SIP monitoring report	18 JAN 23	08 FEB 23	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report	
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22 MAR 23	26 APR 23	Agree budget Headteacher report Pupil voice survey	Review FMR School SIP progress update Governor SIP monitoring report
03 MAY 23	17 MAY 23	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report
15 JUN 23	28 JUN 23	Agree governance arrangements for 2022- 2023 Headteacher report Staff voice survey	Review FMR School SIP progress update Governor SIP monitoring report

b. Open mornings

9:15am to c11.00am

- Thurs 03 November
- Wed 09 November
- Thurs 24 November

c. Other Key Dates

i. Christmas productions

Please let the Headteacher know which performance you would like to attend:

- KS1/EYFS - dress rehearsal Tues 6th Dec 9:45am, main production Thurs 8th 2pm
- KS2 carol concert- dress rehearsal Mon 12th 2pm, concert Tues 13th 6pm

Meeting closed 8.05pm

Chairman's signature: *Fiona Tough*

Date: 30.11.2022

Appendix 1

Lead Governor responsibilities

Required roles

The Governing Body confirmed governor leads for the remaining vacancies:

Lead Role	Topic areas	Lead governor 22-23
Safeguarding	Overview of safeguarding and child protection	Safeguarding
SEND	Overview of welfare and outcomes for SEND students	Lindsay Jack
Finance	Overview of budget and resources matters (Must be member of GB Pay Committee)	Barry Firth
Standards	Overview of educational standards, assessment, academic & non-academic outcomes	Jackie Holmes
Behaviour and attendance	Overview of behaviour and attendance	Vacancy
Performance Management	Overview of HR and PMR matters (Must be member of GB PMR Panel)	Anna Rolfe

Recommended roles

Lead Role	Topic areas	Lead Governor 22-23
Premises	As applicable: - maintenance, H&S, building work, sports facilities	Simeon Berends
Admissions	Admissions arrangements & consultation, admissions appeals	Paul Heugh

Governing Body & School Improvement Plan priority roles

Note: A single governor may be appointed as Lead Governor for more than one topic, and a significant topic may be split or shared by more than one Lead Governor. Governors should use the Monitoring Report template to make explicit the area of school improvement or statutory duty their monitoring covers.

GB / SIP priority	Topic areas to be agreed at this meeting	Lead Governor
	Quality of Education	
Core	1. Ensure the school's curriculum intent and implementation are embedded consistently across the school so that work is of a consistently high quality in all wider curriculum subject areas	Everyone
	2. To improve outcomes in Maths	Jackie Holmes
SDP	3. Early reading and phonics	Jackie Holmes
	4. Outcomes for the most able and most able disadvantaged	Jackie Holmes
	5. Retention of knowledge	Everyone
SEND	6. Ensuring the curriculum is appropriately adapted for those with SEND	Lindsay Jack
EYFS	7. Knowledge of all subject leaders in their understanding of EYFS	Richard Rowe
EYFS	8. EYFS curriculum links with the KS1 curriculum	Richard Rowe
EYFS	9. Sentence writing	Richard Rowe
EYFS	10. Outdoor area	Simeon Berends
	Behaviour	
SDP	1. Outdoor play	Everyone
	2. E-safety	Lindsay Jack
	3. Parental support	Parent governors
	Personal Development	
SDP	1. Pupil leadership	Richard Rowe
	2. Mental health and well-being	Richard Rowe
	3. British values	Simeon Berends
	4. Local community links	Paul Heugh
	Leadership & Management	
Core	1. Review the School's vision and values to ensure they meet the requirements outlined in the SIAMS inspection framework and that	Rev Fi Gwyn Richard Rowe

	they are embedded across the school	
SDP	2. SLT effectiveness	Anna Rolfe Fiona Tough Jackie Holmes
	3. Safeguarding	Fiona Tough
	4. Staff CPD	Anna Rolfe
	5. Provision for SEND	Lindsay Jack
	6. Governor monitoring	Fiona Tough
	Governor priorities	
	1. MATs	Paul Heugh
	2.	
	3.	