



**Full Governing Body Meeting**

**Part 1 Minutes**

**05 July 2023, 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:** Hannah Cole (Headteacher), Barry Firth (virtually), Jackie Holmes, Paul Heugh, Anna Rolfe, Fiona Tough (Chairman)

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

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

Meeting is quorate: 9/10

	TOPIC	ACTION <i>Who &amp; when</i>
1.	<p><b>APOLOGIES:</b> Rev Fi Gwynn</p> <p><b>WELCOME:</b> The Chairman welcomed the school Religious Education (R.E.) Lead to the meeting.</p>	
2.	<p><b>DECLARATION OF INTEREST</b> (<i>conflict and pecuniary</i>)</p> <p>Governors declared that they had no potential interests in specific agenda items at this meeting.</p> <p>The Clerk confirmed her general declaration that she works for the Godalming Learning Partnership.</p>	
3.	<p><b>MONITORING PRESENTATION ON RELIGIOUS EDUCATION</b></p> <p>The Governing Body received a monitoring presentation on the new Diocesan Religious Education Syllabus from the school R.E. Lead, Amanda Harling. Amanda presented her report and responded to the governors' questions. The Governing Body noted that:</p> <ul style="list-style-type: none"> <li>• There has been a change of language to talk about world views, rather than non-religious beliefs, and racial equality. The Diocese defines <i>world view</i> as a way of reflecting that everyone has a world view with comes with beliefs that include multiple experiences and cultural influences.</li> <li>• The Diocese reviews its curriculum every 5 years. The new curriculum follows the preferred Ofsted spiral curriculum theory which takes the furthest knowledge that the children should have and works backwards to ensure that they have all the information they need when they need it.</li> <li>• Topics are now half-termly rather than 6 hourly topics.</li> <li>• Ofsted and SIAMS will want to know why school leaders have chosen the units they have to form part of the school curriculum.</li> <li>• There are 3 golden threads weaving through the curriculum: sociology, theology and philosophy.</li> <li>• The R.E. lead has worked with all teachers except the Year 1 teacher to take them through the new curriculum and its units.</li> <li>• There are no curriculum content changes that governors should be aware of. In fact, most of the curriculum questions are very very similar to the old curriculum. It is the largely the way of teaching and some of the language that has changed. Fundamentally, this is an improvement rather than a complete overhaul.</li> <li>• This new syllabus makes delivering R.E. much easier for teachers because it provides them with resources which are excellent and appropriate for the different age ranges teachers are dealing</li> </ul>	

	<p>with that year. The good resources also ensures that children receive a less white male view of Jesus but rather one that reflects the various world views.</p> <ul style="list-style-type: none"> <li>• Diocesan courses are fantastic and the Diocesan staff have been extremely supportive.</li> <li>• The R.E. lead judges that children will have a better R.E. learning experience than under the previous curriculum.</li> <li>• All classes will start on this new curriculum in Septemebr.</li> </ul> <p>The Governing Body considered and agreed the proposal to begin a Governor Award. This will be awarded at the end of a half-term to the child who has shown the best representation of a school value. Governors will choose from the teachers' nominations. Teachers will write a paragraph related to the school values on 2 of their children. The Award will be presented by a governor in an assembly, and the child's parents will be invited.</p> <p><b>Rev Fi and the Headteacher to establish the assembly dates. Rev Fi to circulate to all governors so they can establish a rota for the coming academic year.</b></p> <p>The Governing Body considered whether to adopt the new syllabus and unanimously agreed the following: <b>On 09 May 2023, the Diocesan Board of Education adopted the Surrey Agreed Syllabus for Religious Education (2023-2028) as the approved syllabus for use in all VA schools. As a Governing Body, we have adopted this syllabus for our school in the full Governing Body meeting, dated 05 July 2023.</b></p>	<p><b>H Cole</b> <b>Fi Gwyn</b> 02 Oct 23</p>
<p><b>4.</b></p>	<p><b>FINANCE AND SCHOOL BUDGET 2023-2024</b></p> <p><b>a. Financial Monitoring Reports (FMR)</b></p> <p>The Governing Body reviewed the latest FMR. The School Business Manager (SBM) presented the report and responded to governors' questions. The Governing Body noted:</p> <ul style="list-style-type: none"> <li>• The SBM has successfully applied to the Diocese to use the energy efficiency grant to pay for the new smaller, energy efficient computers.</li> <li>• The overspend on supply cost budget will hopefully be minimised by using staff flexibly in the rest of the financial year.</li> <li>• There is a problem with the school drains; the insurance company may not be prepared to cover any damage that happened due to flooding this year. The Premises Manager is sourcing 3 quotes for repairs.</li> </ul> <p>The Governing Body also noted that:</p> <ul style="list-style-type: none"> <li>• The Local Authroity (LA) has moved to a new payroll platform and the transfer has laregely been considered a disaster. Most SBMs cannot tell whether staff have been paid correctly, or update staff details and hours and no staff have been given access to their pay slips. Some staff have not been even been paid; fortunately, Grayswood staff have escaped this problem. People working overtime may well not receive their additional hours pay for several months.</li> <li>• A new karate class booking for the school hall will earn £60 a week.</li> <li>• Despite the Governing Body and Diocese approving the memorandum to carry out the additional building work there has been no further progress from the project managers, DHP. The Diocesan Director of Education has been asked to impress on DHP the importance of completing the project but this has still not brought progress. It will now be impossible to complete the works during the summer break.</li> <li>• The SBM investigated the possibility of moving to a different meal provider nd has discovered that companies do not have capacity to take on more schools. Innovate, which is used by several local schools did not respond to her request for information.</li> </ul> <p><b>b. Governors Fund bank account signatories</b></p> <p>The Governing Body considered the Chairman's request to change the Governors Fund bank account mandate to reflect new signatories as follows:</p> <ul style="list-style-type: none"> <li>i. Barry Firth to be added.</li> </ul>	

	<p>Barry will be in addition to the current signatory, Chairman Fiona Tough.  <b>The Governing Body agreed unanimously to add Barry Firth as signatory to the Governors Fund Account.</b>  The Clerk and Chairman signed the requisite HSBC mandate forms.</p> <p>The Governing Body noted that once the signatories have been updated it will be sensible to open a new account for the Governors Fund.</p> <p><b>c. Governor Fundraising Plan 2023-2024</b>  The Governing Body considered a Fundraising Plan for 2023-24. Simeon Berends has begun plans for a food and wine tasting charity event: <i>School Dinners by chef ???</i> with a different wine per course. The chef has a meat supplier who will donate the meat and Simeon may be able to get wines donated as well. This event could be open to parents and the local community.</p> <p>The Governing Body agreed that it would like to go ahead with this event as part of a programme of events:</p> <ul style="list-style-type: none"> <li>• Grown-up School Dinners in the autumn term.</li> <li>• Quiz in spring term with bring your own food and a pudding auction.</li> <li>• Auction of promises and paella in a cone in the summer term.</li> </ul> <p>All these events can be promoted to parents soon with an explanation of why they are needed.  <b>Simeon Berends to send details to the Headteacher by the end of next week so it can go out in the newsletter before the summer holiday.</b></p>	<p><b>S Berends</b> 12 July</p>
<p><b>5.</b></p>	<p><b>CHAIR'S ACTION</b>  The Chairman confirmed that she has not had to take any emergency actions on behalf of the Governing Body.</p>	
<p><b>6.</b></p>	<p><b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2023-2024</b>  The Governing Body confirmed the following statutory appointments for the coming year. The Clerk presided for agenda item 6.i:</p> <p><b>i. Chairman</b>  The Clerk confirmed that she had only received Fiona Tough's self-nomination before the meeting. The Governing Body noted that the Clerk Fiona Tough has self-nominated for one year only. The Governing Body agreed unanimously to appoint Fiona Tough as Chairman for the academic year 2023-24.</p> <p><b>ii. Vice-Chairman</b>  The Clerk confirmed that no governors had self-nominated in advance of the meeting. <b>The Governing body agreed that the Chairman will send them all a short job description for the Vice-Chairman role.</b> Jackie Holmes indicated that she may be prepared to take on a Co-Chair role as long as it is understood that she would not wish to assume the Chairman's job.</p> <p><b>iii. Governor responsible for liaison with the Local Authority (LA) in the event of allegation (Child Protection) against Headteacher.</b>  The Governing Body agreed that the Chairman, Fiona Tough, should be responsible for liaison with the LA (Local Authority) in the event of allegation (Child Protection) against the Headteacher.</p>	<p><b>F Tough</b> 19 Jul</p> <p><b>SBM/ Headteacher</b> to note</p>
<p><b>7.</b></p>	<p><b>EMERGENCY PROCEDURES (Statutory)</b>  The Governing Body confirmed the new emergency contact information for the school to be provided to the LA, Surrey County Council (Schools Support Service) in the autumn term as below:</p> <ul style="list-style-type: none"> <li><b>i.</b> Fiona Tough</li> <li><b>ii.</b> Simeon Berends</li> </ul>	<p><b>SBM/ Headteacher</b> to note</p>

**8. EDUCATION PERFORMANCE MONITORING**

The Governing Body thanked the Headteacher for another very comprehensive report which provided such useful wide ranging information. In fact, the Chairman has advised her work colleagues that they should use this approach as it is so much more time efficient.

The Headteacher responded to governors questions on the report. The Governing Body noted that:

**i. Numbers on Roll (NOR) 2023-2024**

- Currently there will be 180 children on roll in September 2023. However, as the local Royal School is closing, more children are seeking to join.
- The new Reception class has 30 children, with 5 more on the waiting list. Many schools in the area have only 15-20 new starters in Sept 23 so this is excellent news. The Headteacher judges that this popularity is due to:
  - Yr6 children taking prospective parents around the school after the Headteacher's presentation.
  - very positive word of mouth messaging.
  - the value of Forest School.
- 2 children are leaving at the end of this academic year from Yr2. One is moving due to change of house location and one to the independent sector. This is lower than in many previous years. The implications are that we may have 32 children in Yr3 September, which we have never had before.
- Another 2 children are leaving in other year groups to go to the independent sector. This is similar to previous years.
- Numbers in the current Yrs4 and 5 are lower (21 and 18 respectively) with no additional children requesting to join so far.

**ii. Attendance is on par with national averages.**

**iii. Staffing**

- A very experienced Home School Link Worker has been appointed.
- A Higher Level teaching Assistant (HLTA) who has successfully completed her teacher training year will be leaving for a teaching job at another local school.
- Adverts for suitable Teaching Assistant (TA) support for 2 children with Education, Health and Care Plans (EHCPs) have .
- One TA has completed her HLTA training and school leaders anticipate they will replace the HLTA who is becoming a teacher.
- Next year's Senior Leadership Team will include the Special Educational Needs & Disabilities Coordinator (SENDCo) and the Yr6 teacher who will have a morning a week out of class to focus on driving up standards in writing and science.

**iv. Assessment**

- The Early Years Foundation Stage EYFS likely to have 83% meeting a Good Level of Development (GLD) which was the target. The remaining children did not meet the expected levels in emotional regulation and social relationships.
- The school was chosen for a spot check inspection to ensure teachers were administering the phonics test correctly; it was. 96% children passed the phonics test, the highest percentage so far at Grayswood. 100% of the children who were re-taking the test in Yr2 also passed.
- Yr2 results are all higher than last year. Whilst the cohort is different, the positive impact of the covid recovery programme is coming in. Results are all likely to be above national averages.
- Yr4 multiplication test average score is 20.7 which is higher than last year's national average of 19.7. 5 children correctly answered all 25 questions, again higher than last year.
- Yr6 end of Key Stage 2 (KS2) data is published on 11 July. The writing paper scores are likely to be very high.

	<ul style="list-style-type: none"> <li>• Internal assessment data shows good progress for most year groups except Yr3. This cohort appears to be the one most affected by the pandemic restrictions and remains the weakest despite significant learning interventions.</li> </ul> <p><b>v. External review</b></p> <ul style="list-style-type: none"> <li>• The Schools Alliance for Excellence (SAfE) consultant visit this term was more useful than the autumn one.</li> <li>• The Headteacher felt that Grayswood school had been left this year without support from any external body.</li> <li>• and see the excellent work already in evidence in humanities subject.</li> <li>• SAfE consultant judged that: <ul style="list-style-type: none"> <li>○ behaviour and behaviour management was excellent</li> <li>○ the quality of writing around the school was tremendous.</li> </ul> </li> <li>• The Headteacher has requested that SAfE carries out a curriculum audit, specifically looking at humanities and science and perhaps including writing.</li> <li>• RR recommended that governors take the time to visit and view the high standard of humanities work already evident in the school.</li> <li>• The impact of improvements in P.E. and developing competitive sports was perfectly demonstrated at this year's district sports events as Grayswood's team were winners of both the Key Stage 1 and the Key Stage 2 events.</li> </ul> <p><b>vi.</b> The Headteacher judges that Early Reading is a real strength, with the <i>Little Wandle</i> phonics scheme making it even better than it already was.</p> <p><b>vii. Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Analysis of the Safeguarding platform CPOMs data indicated that most logged incidents relate to low level behaviour concerns.</li> <li>• The increased number of incidents overall is due to a new commitment to log low level incidents.</li> <li>• The harmful sexual behaviours category is new this year following the changes to Keeping Children Safe in Education (KCSIE) and enables staff to log incidents that involve sexualised behaviour (e.g. pulling up a skirt, looking over a toilet door). All incidents are tackled by staff to explain why actions are not acceptable, discussion may include the child's parents where this is judged appropriate.</li> </ul>	
<p><b>9.</b></p>	<p><b>SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p><b>a. SDP 2022-2023 Progress</b></p> <p>The Governing Body reviewed the progress made on the SDP priorities and noted that most elements have been completed. The Headteacher responded to governors' questions and the Governing Body noted that:</p> <ul style="list-style-type: none"> <li><b>i.</b> elements not yet complete will roll over to the 2023-24 SDP.</li> <li><b>ii.</b> The new Special Educational Needs &amp; Disabilities (SEND) assessment system tracks those children who are working well below their cohort; it is a great improvement on previous systems at tracking progress.</li> <li><b>iii.</b> The SENDCo has worked very hard to identify how resources can be adapted for SEND children in each subject area.</li> <li><b>iv.</b> Children are playing much more creatively during their break times.</li> <li><b>v.</b> A member of school Friends Association (FROGS) has been investigating how the school may purchase/access an area of the village playing fields: <ul style="list-style-type: none"> <li>• She is receiving a good response from all stakeholders so far (LA, Diocese, Cricket Club, Mayor and Town Council etc) who agree that it would be the best thing for Grayswood children.</li> <li>• They have considered land transfer, license and lease and the preferred option so far is land transfer.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• If this project involves a cost, Jackie Holmes will investigate if the community infrastructure levy could be used to cover it. It is likely that parents would be happy to support costs as well.</li> <li>• The area would need to be properly landscaped.</li> </ul> <p>The Headteacher and Governing Body wished to formally record their thanks to <b>Felicity ?</b> for her significant work on this very important project.</p> <p><b>The Chairman will write to Felicity to pass on the Governing Body's thanks.</b></p> <p><b>Simeon Berends will forward Felicity's promotional pack to all governors.</b></p> <p><b>vi.</b> British values will be developed further next year.</p> <p><b>b. SDP 2022-2023 Proposed priorities</b></p> <p>The Governing Body noted that the Headteacher is yet to meet with the senior leadership team to establish the development priorities for 2023-24. Her initial thoughts are that they will cover improving writing, particularly boys writing, plus British values. The Headteacher plans to present them at GB1 in the new academic year for Governing Body input and approval.</p> <p><b>c. Strategic Objectives for next 5 years</b></p> <p>The Governing Body reviewed its strategic objectives to ensure they still address the future sustainability of the school and meet the needs of children and staff as they continue to recover from the pandemic.</p> <p><b>i.</b> <i>Grayswood Primary will become part of the right Multi Academy Trust (MAT).</i></p> <p>The Governing Body agreed that this must remain a priority despite the withdrawal of the Schools Bill.</p> <p><b>The GB agreed to modify the target to add in at the right time.</b></p> <p><b>ii.</b> <i>Grayswood Primary will consistently have over 200 children on roll.</i></p> <p>The Governing Body agreed to continue with this objective. It remains realistic as the small classes are the current Yrs 4 and 5.</p> <p><b>iii.</b> <i>The school and local community will know that our Forest School education is one of the school's unique selling points.</i></p> <p>The GB agreed that there should be a wider focus on ensuring the community is increasingly aware of our selling points, just one of which is Forest School education.</p> <p>The Governing Body agreed to add the Strategic Objectives to the Governing Body meeting agendas as a standing item in 2023-24.</p>	<p><b>F Tough</b>  <b>S Berends</b>  17 July</p>
<p><b>10.</b></p>	<p><b>LEAD GOVERNORS</b></p> <p>The Governing Body agreed the Lead Governor responsibilities. <i>See Appendix 1.</i></p> <p>The Governing Body agreed that it will finalise Governor Leads for the School Development Priorities in the September 2023 meeting.</p>	<p>Clerk to note</p>
<p><b>11.</b></p>	<p><b>TERMS of REFERENCE &amp; PROCEDURAL MATTERS</b></p> <p><b>a. Terms of Reference</b></p> <p>The Governing Body agreed the Terms of Reference and Delegations and confirmed:</p> <ul style="list-style-type: none"> <li><b>i.</b> The delegations to the Finance Governor.</li> <li><b>ii.</b> The limit up to which the Headteacher may make miscellaneous financial decisions/enter into contracts to remain as £5,000.</li> </ul> <p><b>a. Alternative Participation &amp; Voting Arrangements</b></p> <p>The Governing Body agreed their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The proposed approach continues to allow for virtual or hybrid meetings to be held.</p>	

	<p><b>b. Code of Conduct</b> The Governing Body agreed their Code of Conduct.</p> <p><b>c. Open or Closed Meetings</b> The Governing Body agreed that meetings should continue to be closed to the public.</p> <p><b>d. Professional Negligence Statement</b> The Governing Body agreed to record the following professional negligence statement on each set of minutes: <i>Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.</i></p> <p><b>e. Confidentiality Statement</b> The Governing Body agreed to respect the confidence of those items of business which the Governing Body decides are confidential and to record the following statement on their minutes and other Governing Body papers: <i>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.</i></p> <p><b>f. Publication of minutes</b> The Governing Body agreed that minutes will be made available to the public once approved by the full Governing Body. The Clerk will publish the approved minutes on the school website.</p>	
12.	<p><b>COMMITTEE MEMBERSHIP (Statutory)</b></p> <p><b>a. Membership of the Headteacher’s Performance Management Review Panel</b> The Governing Body agreed membership for this coming academic year, 2023-24, as 3 governors plus the external consultant: Fiona Tough, Anna Rolfe and Jackie Holmes plus an external consultant.</p> <p><b>b. Membership of Pay Committee</b> The Governing Body agreed membership for this coming academic year, 2023-24, as 3 governors as: Anna Rolfe (Chairman), Barry Firth (Finance Lead) and Fiona Gwynn.</p> <p><b>c. Membership Governor Panel</b> The Governing Body agreed that the governor panel to review complaints, grievances and disciplinary issues will be established when required, to include any 3 governors who are suitably skilled and not already compromised by involvement in the matter under review.</p>	
13.	<p><b>GOVERNORS’ DETAILS: contact information and publication of data</b></p> <p><b>Contact Information for Governors</b> The Governing Body verified that their contact details are correct and that they may be circulated amongst all governors, the school, the Diocese, the National Governance Association, Strictly Education4S and Schools Alliance for Excellence (SAFE), who run the Local Authority (LA) governance database.</p> <p><b>National Governors’ Database (Get Information About Schools - GIAS)</b> The Governing Body noted that all maintained school governing bodies are under a duty to provide the information required on GIAS. This must be kept up to date as those involved in governance change. Governors are not, however, required by law to provide the additional personal information requested. Governors confirmed that they wish the school to routinely collect their date of birth and nationality to be stored on GIAS along with the rest of their contact information.</p>	
14.	<p><b>GOVERNOR MONITORING</b> The Governing Body confirmed receipt of the following individual Lead Governor monitoring reports:</p> <p><b>i. School Values (FG)</b></p>	

	<p><b>ii. Review of Computing Curriculum and ICT (PH)</b></p> <p>The Governing Body had no further questions.</p> <p><b>iii. Premises and Health &amp; Safety (SB)</b>  <b>Simeon Berends confirmed that he will write up the Health &amp; Safety report before the end of term.</b></p> <p><b>iv. Diocesan Academies Conference (PH)</b>  The Governing Body received a verbal update from the Academisation Lead, Paul Heugh, on the latest Diocesan Academies Conference. Paul responded to the governors' questions and the Governing Body noted that:</p> <ul style="list-style-type: none"> <li>• There is a continued drive to academise due to the reduction in the education support services provided by the LAs and the increase in the timescale to convert to an academy.</li> <li>• Some of the Multi Academy Trusts (MATs) in the room were suggesting they were willing to share some of their resources and services with schools even if they are not yet in a position to academise.</li> <li>• with the growing momentum have a duty to carry out our due diligence in a timely fashion, even if we decide to hold off from joining a MAT.</li> </ul> <p>PH proposed that governors can request an SMRA, <a href="#">School Resource Management Adviser</a>, assessment. This is a free service provided by the DfE which may suggest alternative uses for the school's resources which bring efficient ways to deliver the best possible educational outcomes for pupils. The emphasis is on working with the School Business Manager and the Local Authority must support the assessment taking place.</p> <p>The Governing Body agreed that, whilst not all committed to the principle of MATs, governors should all become properly informed about the options available.</p>	<p><b>S Berends</b> 19 Jul</p>
<p><b>15.</b></p>	<p><b>POLICIES &amp; DOCUMENTS</b></p> <p>The Governing Body noted that there were no school policies or documents that required consideration or approval at this meeting.</p> <p>The Governing Body noted that the governance documents that required approval had been considered in agenda item 11.</p>	
<p><b>16.</b></p>	<p><b>CONSTITUTION OF THE GOVERNING BODY (Statutory)</b>  <i>All appointments/elections will be informed by the skills required to ensure effective governance of the school.</i></p> <p>The Governing Body noted the changes to the constitution as outlined below.</p> <p><b>a. Resignations</b>  There has been one resignation since the last meeting: Laureen Mason, Parent Governor, has resigned with effect from 07.06.23.</p> <p><b>b. Appointments</b>  There have been three appointments since the last meeting:</p> <ul style="list-style-type: none"> <li><b>i.</b> Fiona Tough has been re-appointed as a PCC Foundation Governor for a term of four years to run from 01.06.2023 to 31.05.2027.</li> <li><b>ii.</b> Simeon Berends has been appointed as a Diocesan Foundation Governor for a term of four years to run from 01.07.2023 to 30.06 2027.</li> <li><b>iii.</b> Mrs Fiona Bradley has been appointed as a Parent Governor for a term of four years to run from 01.07.2023 to 30.06.2027. Fiona's appointment was automatic as she was the only nomination received during the recent recruitment process.</li> </ul>	



	<p><b>c. Governors' terms of office due to end within the next year.</b> There are two governors whose terms of office are due to end within the next year.</p> <ul style="list-style-type: none"> <li>i. Barry Firth, Parent Governor, 15.03.24.</li> <li>ii. Anna Rolfe, Diocesan Foundation Governor, 14.05.24.</li> </ul> <p><b>d. Vacancies</b> There is one vacancy for a Staff Governor. The Governing Body recognised the significant workload that staff are already managing and understood their reluctance to take on additional voluntary work. The Governing Body agreed to promote how interesting the role is and its usefulness for career development and progression in September 2023. The Headteacher knows that there are staff who would be a real asset to the Governing Body and bring an important perspective to governance discussions and decisions.</p>	Clerk and Headteacher to note
17.	<p><b>MINUTES OF PREVIOUS MEETING &amp; MATTERS ARISING</b></p> <p><b>a. Minutes</b> Governors agreed the draft minutes of the May meeting as an accurate record. The minutes will be signed digitally by the Chairman and published on the school website.</p> <p><b>b. Matters arising</b> The Governing Body noted that all matters arising are included in this agenda.</p> <p>The Governing Body discussed how they could thank the staff for another year's great commitment and significant progress and agreed to provide a cream tea to be delivered on the last Wednesday of term, 19 July when most staff are on-site. <b>Fiona Tough and Jackie Holmes will organise.</b></p>	<p><b>F Tough</b> <b>J Holmes</b> 12 Jul</p>
18.	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b> Governors confirmed the training undertaken since the last Governing Body meeting and its implications for governance at Grayswood:</p> <ul style="list-style-type: none"> <li>i. Simeon Berends has completed the National Governance Association's Health &amp; Safety (H&amp;S) online training module. He found it both accessible and very helpful to have covered before his Premises and H&amp;S monitoring visit. He encouraged all governors to work through a module in their area of responsibility because it gives confidence in what they should be looking for whilst carrying out monitoring.</li> </ul> <p>The Governing Body agreed that it would like to draw up a formal training plan with a lead governor to drive it forward. It will discuss this responsibility at the first meeting in the new academic year.</p> <p>The Governing Body noted that the Diocesan Deputy Director of education, Matthew Rixson, will run Ofsted readiness training at Grayswood on 04 October 2023, to start at 6pm. The session will cost £300 but will be offered to St James Primary governors as well for a contribution to the cost. <b>Clerk to invite St James governors and let Chairman know how many will attend.</b></p>	<p><b>Clerk to add to Oct agenda.</b></p> <p><b>R Duunage</b> 20 July</p>
19.	<p><b>TO NOTE ANY PART 2 BUSINESS</b> Governors confirmed one item needs to be considered Part 2 business and excluded from the public copy of the minutes.</p>	
20.	<p><b>DATES OF 2023-24 MEETINGS AND FUTURE AGENDA ITEMS</b> The Governing Body agreed the dates of meetings for the coming year and noted that the Clerk will need to add in a March meeting. <b>Clerk to issue the March date to all governors as soon as possible .</b></p>	<p><b>R Duunage</b> 12 Jul</p>

Agenda Setting FRI 9am Online	Proposed FGB Meetings WED 6pm Hybrid	Key Topic(s)	Notes
	<b>13 SEP 2023</b>	Strategy & monitoring plan.	Not formal Governing Body. Governors discuss and agree strategic and own development priorities for the year. Finalise monitoring plan.
29 SEP 2023	<b>18 OCT 2023</b>	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report
03 NOV 2023	<b>22 NOV 2023</b>	Agree draft budget Headteacher report Parent voice survey	Review FMR School SIP progress update Governor SIP monitoring report
19 JAN 2024	<b>07 FEB 2024</b>	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SIP presentation/ learning walk Governor SIP monitoring report
22 MAR 2024	<b>24 APR /01 May 2024</b>	Agree budget Headteacher report Pupil voice survey	Review FMR School SIP progress update Governor SIP monitoring report
26 APR 2024	<b>15 MAY 2024</b>	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SIP presentation/learning walk Governor SIP monitoring report
14 JUN 2024	<b>03 JUL 2024</b>	Agree governance arrangements for 2024-2025 Headteacher report Staff voice survey	Review FMR School SIP progress update Governor SIP monitoring report

Meeting closed 8.30pm

Chairman's signature: *Fiona Tough*

Date: 18.10.2023

*Report from the Clerk***Purpose of report**

Lead Governors play an important role in the governance of schools, by focusing on particular aspects of the Governing Body's responsibilities and/or priority topics on behalf of the whole Governing Body. It is important that energies are directed in the areas governors will have the most impact, namely identified areas for school development, governance development and achieving strategic aims.

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.

Laid out below are our current Lead Governor responsibilities. Please come to the meeting prepared to commit to monitoring the same area of request

**Proposed Lead Governor responsibilities****Required roles**

The Governing Body confirmed the named governor for each of the following Lead governor roles and appointed the new Parent Governor to be the lead overview of behaviour and attendance.

Lead Role	Topic areas	Lead governor 22-23	Lead governor 23-24
<b>Safeguarding</b>	Overview of safeguarding and child protection	Fiona Tough	<b>Fiona Tough &amp; Simeon Berends</b>
<b>SEND</b>	Overview of welfare and outcomes for SEND students	Lindsay Jack	<b>Lindsay Jack</b>
<b>Finance</b>	Overview of budget and resources matters (Must be member of Governing Body Pay Committee)	Barry Firth	<b>Barry Firth</b>
<b>Standards</b>	Overview of educational standards, assessment, academic & non-academic outcomes	Jackie Holmes	<b>Jackie Holmes</b>
<b>Behaviour and attendance</b>	Overview of behaviour and attendance		<b>Fiona Bradley</b>
<b>Performance Management</b>	Overview of HR and PMR matters (Must be member of Governing Body PMR Committee)	Anna Rolfe	<b>Anna Rolfe</b>

The Governing Body also appointed a lead governor for Premises, to include Health and Safety and, as a Voluntary Aided school, a lead governor for Admissions as recommended:

**Recommended roles**

Lead Role	Topic areas	Lead Governor 22-23	Lead governor 23-24
<b>Premises</b>	As applicable: - maintenance, H&S, building work, sports facilities	Simeon Berends	<b>Simeon Berends</b>
<b>Admissions</b>	Admissions arrangements & consultation, admissions appeals	Paul Heugh	<b>Paul Heugh</b>

**Governing Body & School Improvement Plan priority roles**

The Governing Body agreed that it would appoint a named lead governor for each of the priorities in the School Development Plan for 2023-24 and other significant or strategic matters at the 13 September 2023 strategy meeting.