



Full Governing Body Meeting

Part 1 MINUTES

01 December 2023, 8.30pm 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: Simeon Berends, Fiona Bradley, Hannah Cole (Headteacher), Rev Fi Gwynn, Jackie Holmes, Lindsay Jack, Anna Rolfe, Fiona Tough (Chairman)

In attendance: Rachel Dunnage, Clerk; Jacqueline Simpson, School Business Manager;

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

Meeting is quorate: 8/9

	TOPIC	ACTION <i>Who & when</i>
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.	GOVERNOR MONITORING PRESENTATION: PSHE & BRITISH VALUES The Governing Body received a monitoring presentation on PSHE and British Values from the school lead professional, Anna Harris. See Appendix 1.	
4.	<p>FINANCE</p> <p>a. Financial Monitoring Reports (FMR) The Governing Body reviewed the latest monthly FMR and noted the variations to the budget plan.</p> <p>b. Draft Budget 2024-25 & 3-year plan The Governing Body reviewed the draft budget plan for 2024-2025 & 3-year plan to ensure it met the children’s educational needs and the financial sustainability of the school. The School Business Manager and Headteacher presented the plans and responded to the governors’ questions. The Governing Body noted that:</p> <ul style="list-style-type: none"> i. Preparing the budget had been a significant challenge. ii. The overall deficit had been brought down by using all the remaining reserves. iii. Staffing costs were higher than average due to the highly experienced staff team. The quality of Grayswood staff means children have an excellent educational experience and outcomes. iv. Other cost centres had been reduced to the minimum. v. Pupil premium numbers were low (7) compared to national averages and so the Grayswood budget did not benefit from the additional £1.5k-2.5k each child brings in. vi. The following groups are eligible for pupil premium: 	

	<ul style="list-style-type: none"> • pupils who are recorded as eligible for free school meals, or have been recorded as eligible in the past 6 years, including eligible children of families who have no recourse to public funds (NRPF) • children looked after by local authorities, referred to as looked-after children • children previously looked after by a local authority or other state care, referred to as previously looked-after children <p>vii. The transfer to Management Information System <i>ARBOR</i> had been taken out of the budget due to its additional c£300 per year cost. The rationale for taking <i>ARBOR</i> out was purely cost driven and did not take account of the positive impact the system would have on administration time and workforce efficiency.</p> <p>The Governing Body discussed the cost-benefits of moving to <i>ARBOR</i> and strongly recommended that the transfer should be included in the budget because its likely efficiency improvements offset the additional cost. The Headteacher and SBM agreed.</p> <p>The Governing Body approved the submission of the deficit draft budget, subject to:</p> <ul style="list-style-type: none"> • the inclusion of moving MIS to ARBOR • plan to generate £30k income through initiatives and grant awards. <p>A The SBM to update the budget plan and submit to the Local Authority by the extended deadline of 11 December.</p> <p>A Jackie Holmes will work with the SBM to access monies from the Community Infrastructure Levy.</p> <p>c. Contracts The Governing Body considered the Management Information System (MIS) from <i>SIMS</i> to <i>ARBOR</i>, a MIS that is becoming widely used in the local schools due to its increased efficiency and flexibility to produce meaningful reports for senior leaders. See agenda item b. vii above.</p> <p>d. Schools Financial Value Standard (SFVS) A Anna Rolfe will send out the SRMA GOV.uk link to identify how Grayswood could put this in place. Completed. The Governing Body noted that the review of the 2023 SFVS and its actions would take place in January 2024 to ensure it can be approved by the Governing Body at its 07 February 2024 meeting.</p> <p>e. Governors Fund A FG and JH to set up new Governors Fund account. Completed. The Governing Body agreed that additional signatories on the new Governors Fund account would be: i. Fiona Tough ii. Fiona Gwynn iii. Jackie Holmes.</p> <p>The Chairman formally thanked governors Simeon Berends, Fi Gwyn and Anna Rolfe plus all governors and parents who had helped to run the recent School Dinners fundraiser. The Governing Body confirmed that the money raised from this event (c£4.5k) would be used to pay the Diocesan capital projects debt.</p>	<p>J Simpson 11 Dec J Holmes 30 Jan 24</p> <p>F Tough to note</p>
<p>5.</p>	<p>CHAIRS ACTIONS The Chairman confirmed that she had not had to take any emergency action on behalf of the Governing Body.</p>	
<p>6.</p>	<p>CONSTITUTION OF GOVERNING BODY The Governing Body noted the updates to the membership of the Grayswood Governing Body and confirmed that all appointments/elections would be informed by the skills required to ensure effective governance of the school.</p> <p>a. Resignations & appointments</p>	

	<p>There had been no resignations or appointments since the last meeting:</p> <p>b. Governors' terms of office due to end within the next year. One governor's term of office was due to end within the next year: Anna Rolfe, Foundation Governor (Diocese), term of office ends 14.05.24. Anna Rolfe indicated that she would consider standing for this position again.</p> <p>c. Vacancies</p> <p>A RD to send out new staff governor advert, emphasising that some of the meetings are on Friday mornings at 8.30am Completed.</p> <p>A FT to send out advert on the school Facebook page and in the church Runner. Completed.</p> <p>A RD to look on Governors for Schools. Underway.</p> <p>The Governing Body received an update on steps being taken to fill the following vacancies:</p> <p>i. 1x Staff Governor Unfortunately, no members of staff had expressed an interest in joining the Governing Body.</p> <p>ii. 1x Parent Governor The notification had been sent out with the closing date of 06.12.23. One parent had expressed an interest but as yet no nominations had been received.</p> <p>iii. 1x Foundation Governor (Diocese) The Governing Body confirmed that it is looking for individuals with financial skills or experience to fill this vacancy.</p> <p>d. Succession planning</p> <p>A Chairman to send governors a short job description for the Vice-Chairman role. Carry forward. The Clerk had sent the Chairman a copy of the National Governance Association's (NGA) model role description as a starting point.</p>	<p>F Tough 15 Jan 25</p>
<p>7.</p>	<p>EDUCATION PERFORMANCE MONITORING</p> <p>A Headteacher to send parents information from the recent Diocesan Heads & Chairs meeting which covered the difference between equality and equity, including the visuals. Completed.</p> <p>A The Headteacher to send all governors the IDSR national data when it comes out tomorrow. Completed.</p> <p>The Governing Body received an update on current arrangements for educational provision and confirmed that it had received:</p> <ul style="list-style-type: none"> • the Inspection Data Summary Report (IDSR) • Analyse School Performance (ASP) data. • the Schools Alliance for Excellence (SAfE) Key Support Needs Assessment (KSNA) visit report. <p>The Headteacher presented the reports and responded to questions from governors. The Governing Body noted that:</p> <p>i. Matthew Rixson, Diocesan Deputy Director of Education and SAfE consultant, had confirmed that senior leaders have everything in place to meet the regulations for reduced in-school timetable e.g. signed parental agreements, safeguarding visit to home and alternative provision.</p> <p>ii. The Local Authority (LA) had provided funding for the alternative provision which was having a positive impact on the child.</p> <p>iii. Safeguarding referrals had increased in the past 3 weeks and this had occupied much Headteacher time. The Home School Link Worker (HSLW) role had proved an important part of identifying need and managing the process of accessing support.</p> <p>iv. The LA Social Services team were responding to requests for support more quickly than earlier in the year.</p>	

	<p>v. All appraisals had been completed and the Governing Body Pay Committee had met to review the pay recommendations.</p>	
8.	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>A Fiona Bradley to arrange the Writing award to launch in the spring term. Completed. FB explained that children would be provided with pictures as a prompt to help them write in whatever style or format they liked. A Literary evening would be held where children would read out an excerpt from their writing. The event might include a local author. No date had yet been set. FT will ask some authors she knows.</p> <p>The Governing Body noted the term's updated progress against each of the SDP priorities and considered the related governor monitoring reports (see agenda item 9). The Governing Body had no additional questions for the Headteacher or lead governors.</p>	<p>F Tough 30 Jan</p>
9.	<p>GOVERNOR MONITORING</p> <p>A RD to update the school website with the new lead governors. Completed.</p> <p>a. Individual governors</p> <p>The Governing Body reviewed the individual governor monitoring reports that were ready for this meeting and had no further questions on them.</p> <p>i. Humanities (AR) ii. Assessment (JH) iii. Parent & pupil voice surveys</p> <p>The Governing Body considered how the stakeholder surveys would be completed and agreed that:</p> <p>A AR would lead this governance work. A AR would send out a pupil survey before the end of the autumn term. A The pupil voice survey would be edited to reduce the overall number of questions and focus on writing. A The Headteacher would facilitate the younger children answering the survey in school as they would likely need some support. A AR would lead on the parent voice survey in the early spring term and staff in first half summer term</p> <p>The Governing Body noted that the following monitoring reports would be sent round after the meeting:</p> <p>iv. Health & Safety (SB) v. Forest School (AR)</p> <p>c. Whole Governing Body</p> <p>The Governing Body received a monitoring presentation on Personal, Social and Health Education (PSHE) and British Values from the school lead professional, Anna Harris. See Appendix 1.</p> <p>The Governing Body confirmed that it would receive a monitoring presentation on Writing from the school lead professional, Angela Barnes, at the 17 May 2024 morning meeting.</p> <p>d. Monitoring plan</p> <p>The Governing Body planned the governor monitoring to take place in Spring 1, with most monitoring starting after assemblies i.e. 9.30am:</p> <p>i. Health & Safety (SB) - 12 Dec 23 ii. Safeguarding (FT) - 12 Jan 24 to review the Single Central Record iii. TBC (FG) - Mon 22 Jan 24</p>	<p>A Rolfe 08 Dec</p> <p>A Rolfe to note</p> <p>S Berends 15 Dec A Rolfe 15 Dec</p> <p>All Gobs to note their dates</p>

	<ul style="list-style-type: none"> iv. Geography (AR) - 19 Apr 24 v. Writing (FB) - 01 Mar (at drop off) 24 vi. SEND (LJ) - 17 Jan 24 vii. Reading (SB) - 22 Feb 24 viii. Assessment in music and RE (JH) - 24 Apr 24 <p>The Governing Body was pleased to hear of the positive impact that the new Governor Award was having on children’s self-esteem. One child had asked to have their award framed to put up in the bedroom.</p> <p>A Simeon Berend to attend the December Governor award celebration.</p>	<p>S Berends 15 Dec</p>
<p>10.</p>	<p>STRATEGIC PRIORITIES</p> <p>The Governing Body reviewed the actions being taken towards its strategic objectives.</p> <p>a. SP priority 1: <i>Grayswood Primary will become part of the right Multi Academy Trust (MAT) at the right time for the school community. (PH)</i></p> <p>The Governing Body agreed to carry this item forward given the absence of the Lead Governor.</p> <p>b. SP priority 2: <i>Grayswood Primary will consistently have over 200 children on roll.</i></p> <p>A The Chairman will write to Felicity to pass on the Governing Body’s thanks for her work on gaining access to an area of the adjacent Playing Field.</p> <p>Completed.</p> <p>A Simeon Berends will forward Felicity’s excellent promotional pack to all governors.</p> <p>Completed. FB to send the pack to the Clerk to be stored in the Governors SharePoint.</p> <p>The Governing Body noted that:</p> <ul style="list-style-type: none"> i. There are fewer siblings coming through for Reception 2024. ii. 4 children may leave the current Yr2 cohort at end summer term. This would be more than in summer 2023 and has a significant detrimental impact on the school budget. iii. 10 children had joined Graywsood since Sept 23. A number of children are moving from Fernhurst. <p>c. SP priority 3: The school and local community will know all the school’s unique selling points.</p>	
<p>11.</p>	<p>ADMISSIONS 2023-2026</p> <p>The Governing Body considered determining the school Admissions arrangements for 2025-2026 since it had agreed no changes were necessary at its October FGB meeting.</p> <p>The Governing Body agreed to determine the 2025-2026 Admissions policy as presented to the meeting. The Admissions lead governor would now need to send the admission to the Diocesan Admissions specialist and ensure they were posted on the school website before Feb 2024.</p>	<p>P Heugh 01 Feb 24</p>
<p>12.</p>	<p>COMMITTEES (Statutory)</p> <p>The Governing Body received a update from the Pay Committee on the Performance Management process. AR gave a verbal report and responded to governors’ questions. The Governing Body noted that:</p> <ul style="list-style-type: none"> i. The review of anonymised appraisal documentation evidenced a mix of objectives being met and being worked on. There was clear progression from the half year to full year reviews. ii. Staff were entitled to receive a pay increase if they had met the criteria, even if the school budget allocation would not cover the overall increase in staff costs. iii. The committee had assured themselves that the appraisals process had been completed properly. iv. The committee had approved all the Headteacher’s pay recommendations. 	

	<p>The Governing Body noted with great concern the distress caused to a number of staff and general staff morale resulting from the chaotic and ineffective payroll software changeover at the Local Authority. detrimental impact on senior leader time and staff morale. The Governing Body formally recorded its thanks to the School Business Manager for her diligent and empathetic attempts to help staff resolve their pay issues and recognised the significant time that she had had to dedicate to managing a mess not of her creation and the negative impact this had had on her workload at a time of draft budget preparation. The Governing Body understood senior leaders desire to investigate other payroll options.</p>																									
13.	<p>POLICIES & DOCUMENTS</p> <p>The Governing Body noted that there were no policies or documents which required review at this meeting. The Lettings policy will be ready for next meeting.</p>																									
14.	<p>MINUTES OF PREVIOUS MEETING & MATTERS ARISING</p> <p>a. Minutes</p> <p>The Governing Body noted that a small number of non-material changes had been proposed to the minutes presented to the meeting. The Governing Body agreed the draft Parts 1 and 2 of the 18 October 2023 FGB meeting subjects to the Headteacher’s changes being made. The minutes would be signed digitally by the Chairman and published on the school website.</p> <p>b. Matters arising</p> <p>The Governing Body noted that all matters arising from the previous FGB meeting were covered in this agenda.</p>	Clerk to make updates																								
15.	<p>TO NOTE ANY PART 2 BUSINESS</p> <p>The Governing Body confirmed two items to be considered Part 2 business and excluded from the public copy of the minutes. All finance and pay and alternative provision.</p>																									
16.	<p>DATES OF 2023-24 MEETINGS AND FUTURE AGENDA ITEMS</p> <p>a. Meeting dates</p> <p>The Governing Body confirmed the dates of the FGB meetings for the remainder of the year.</p> <table border="1"> <thead> <tr> <th>Agenda Setting</th> <th>Proposed FGB Meetings</th> <th>Key Topic(s)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>FRI 9am Online</td> <td>WED 6pm or Fri 8.30am Hybrid</td> <td></td> <td></td> </tr> <tr> <td>19 JAN 2024</td> <td>W 07 FEB, 6pm</td> <td>Monitoring meeting Improvement Priorities progress</td> <td>Review FMR Curriculum lead SDP presentation/ learning walk Governor SDP monitoring report</td> </tr> <tr> <td>22 MAR 2024</td> <td>W 24 APR, 6pm</td> <td>Agree budget Headteacher report Pupil voice survey</td> <td>Review FMR School SDP progress update Governor SDP monitoring report</td> </tr> <tr> <td>26 APR 2024</td> <td>F 17 MAY, 8.30am</td> <td>Monitoring meeting Improvement Priorities progress</td> <td>Review FMR Curriculum lead SDP presentation/learning walk Governor SDP monitoring report</td> </tr> <tr> <td>14 JUN 2024</td> <td>W 03 JUL, 6pm</td> <td>Agree governance arrangements for 2024-2025 Headteacher report</td> <td>Review FMR School SDP progress update Governor SDP monitoring report</td> </tr> </tbody> </table>	Agenda Setting	Proposed FGB Meetings	Key Topic(s)	Notes	FRI 9am Online	WED 6pm or Fri 8.30am Hybrid			19 JAN 2024	W 07 FEB, 6pm	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SDP presentation/ learning walk Governor SDP monitoring report	22 MAR 2024	W 24 APR, 6pm	Agree budget Headteacher report Pupil voice survey	Review FMR School SDP progress update Governor SDP monitoring report	26 APR 2024	F 17 MAY, 8.30am	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SDP presentation/learning walk Governor SDP monitoring report	14 JUN 2024	W 03 JUL, 6pm	Agree governance arrangements for 2024-2025 Headteacher report	Review FMR School SDP progress update Governor SDP monitoring report	
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		Staff voice survey	
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b. Other key dates

The Governing Body noted there were no other key dates for this half-term.

c. Future agenda items

- i.** Feb 24 – pupil voice survey review
- ii.** Apr 24 – parent voice survey review
- iii.** May 24 – monitoring presentation on Writing
- iv.** Jul 24 – staff voice survey review

Meeting closed 10.25am

Chairman's signature: *Fiona Tough*

Date: 07.02 2024

The School Personal Social Health Education (PSHE) lead, Anna Harris, led staff INSET training on how to weave British values into common daily school language. Teachers identified areas where the children were already putting British values in practice. For example:

- Rule of Law and Democracy is in evidence at the beginning of the school year when children elect the Eco-warrior team members etc, and when school and class rules are covered.
- Mutual Respect and Tolerance is in evidence through:
 - the anti-bullying ambassadors helping plan and deliver assemblies, acting out different scenarios and analysing whether they had shown tolerance and mutual respect.
- Using the vocabulary of tolerance and respect in Physical Education (PE) e.g. celebrating all achievements and not mocking the losing side. Talked about the lack of cultural diversity in this area and to ensuring we are highlighting different world beliefs to ensure they are understood and respected.
- Individual liberty is evidenced through children choosing their own activities.

Each class has British Values displayed on its wall, in a similar way to the School Values display.

Pupil voice monitoring

- Governor monitoring had identified that children did know about the British Values and, if they could not name them all, knew where to look for them.
- During safeguarding monitoring, the Headteacher noted that Yrs5&6 were able to name examples of how British values were in evidence in the day-to-day school life.