

MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

INCLUDE SCHOOL NAME

**Minutes of the Full Governing Board (FGB) Meeting
held on (date) at (time)**

Present:	Name (initials) – Co-opted Governor, Chair Name (initials) – Co-opted Governor, Vice Chair Name (initials) – Co -Headteacher Name (initials) – Co -Headteacher Name (initials) – Parent Governor Name (initials) - Co-opted Governor Name (initials) – Foundation Governor Name (initials) – Co-opted Governor Name (initials) – Staff Governor Name (initials) – Parent Governor Name (initials) – Foundation Governor
Apologies:	Name (initials) – Local Authority Governor Name (initials) – Parent Governor
Absent:	None
Vacancies:	Foundation Governor
In attendance:	Name (initials) – Local Authority Clerk

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.02pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). (initials) welcomed everyone. (initials) opened the meeting with a prayer.	
2.	Apologies for absence Apologies received and accepted for (initials) & (initials). It was noted (initials) has resigned. 2.1 Quorum declaration The meeting was quorate.	
3.	Urgent Additional Items No urgent items were declared.	
4.	Declarations of Interest No interests in agenda items were declared.	
5.	Approval of FGB Minutes 5.1 Minutes of 17/11/2020 (appendix A) The minutes were agreed as an accurate record. <i>It is noted that minutes can be approved virtually and signed by the Chair (to be filed at the school).</i> Action: Chair to sign minutes of 17.11.2020 & file at school 5.2 Action log (to note – relevant actions on agenda) (appendix B) The action log was shared with Governors (all actions included on the agenda).	initials

6.	<p>Matters arising not covered on the agenda</p> <p>None</p>	
7.	<p>Headteachers report</p> <p>7.1 Quality of Effective Learning Report (<i>appendix C</i>)</p> <p>The report was published prior to the meeting, the Headteacher highlighted:</p> <ul style="list-style-type: none"> • Calm environment • Challenging behaviour – the Headteacher is working with two children and their families to support challenging behaviour, it was noted a Risk Assessment was completed for one child. LA inclusion support will be sought to further support the children and their families • Staffing – one resignation (Early years). It was noted the job advert has been published (3 indications of interest to date) • Nativity – the nativity was streamed live (due to Covid restrictions) • Parent feedback – parents have provided complimentary comments to the headteachers • Teaching & Learning – Improvements across the school, it was noted staff have worked hard to make improvements (where needed). <p>Governors sought clarity on red areas, highlighted on the learning report. The Headteacher confirmed the baseline data was from September.</p> <p>Governors questioned plans to progress Y5 from orange The Headteacher confirmed improvements should be visible in the January data. SLT are continuing to support staff.</p> <p>Governors questioned if staff took responsibility for class data The Headteacher provided an example of a recent meeting. The Headteachers are supporting staff in dealing with low level disruption.</p> <p>Governors sought clarity on the number of pupils displaying challenging behaviour. The Headteachers confirmed 6 children are displaying disruptive behaviour. It was noted the headteachers are setting high expectations and continuous improvement.</p> <p>Governors questioned the impact to children, from the recent high quality interaction training. The Headteachers confirmed the training was provided by the Local Authority (LA). The trainer noted the high engagement from staff. The Headteacher reported a recent observation highlighted excellent thoughtful interaction from a TA, who provided a rich, full learning environment for children.</p>	

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	<p>Governors sought clarity on further training plans. The Headteachers confirmed the January Inset day used to focus on inclusive language for all children.</p> <p>Governors questioned if staff are sharing knowledge/experience or support with colleagues. Headteachers acknowledged the difficulties due to the current restrictions, however plans are in place.</p> <p>7.2 Phonics Results (<i>appendix D</i>) (initials) highlighted:</p> <ul style="list-style-type: none"> • Y2 September Baseline data – 2 children achieving. 11 children on track • Benchmark – 32 (Government 32 benchmark), The School have used 34 as their benchmark • 93% children achieving expected standard <p>Governors congratulated the headteachers on the positive work and data. Governors sought clarity on questions paper used. The Headteacher confirmed the 2019 paper was used as it was more challenging compared to previous years.</p> <p>Governors observed whole class teaching has provided good results. The Headteacher confirmed the school have implemented a mastery approach to phonics and Maths. Phonic work is provided every day, including Year 3. It was noted year 3 have not been screened.</p> <p>Governors sought clarity on why Y2 pupils are being screened. The Headteacher confirmed Y2 pupils were not screen last year (Y1).</p> <p>Governors thanked the headteachers for the excellent results and their hard work.</p> <p>7.3 Staffing This was minuted under Part 2 Confidential Items.</p>	
8.	<p>Update from the Chair</p> <p>8.1 Governor Monitoring Report – Headteacher monthly catch-up (<i>appendix E</i>)</p> <p>The Chair confirmed he would meet with the Headteachers once a month and provide a written report to Governors.</p> <p>The Chair confirmed he had bought a small gift of chocolates for staff and wine for Headteachers to thank them for their hard work and commitment.</p>	
9.	<p>School Self Evaluation Form (SEF)</p> <p>It was noted there is no update from the last meeting (date).</p>	
10.	<p>School Development Plan (SDP)</p>	

It was noted there is no update from the last meeting (date).

11. Governor Updates since last meeting

The Chair thanked Governors for the excellent monitoring and reports.

Curriculum (Learning & Teaching)

11.2 Governor Monitoring Report – Maths Curriculum Lead 07.12.2020
(appendix F)

The lead Governor highlighted:

- Enthusiastic teacher
- Mastery approach – 2nd year in school and is fully embedded. Pupils are engaged
- Inclusive across all classrooms and pupils
- Pupils are stretched and provided with greater depth of knowledge

11.3 Governor Monitoring Report – Learning Walk *(appendix G)*

The lead Governor highlighted:

- Calm atmosphere
- Engagement – high
- Low level disruption is dealt with appropriately
- Range of abilities across classes
- Good link to curriculum with purpose
- Feedback to pupils is good and followed up with pupils
- Headteachers are moderating data

Governors sought clarity on the next data drop

The Headteacher confirmed the information will be presented to Governors at the next meeting.

11.4 Governor Monitoring Report – Music *(appendix H)*

11.5 Governor Monitoring Report – Science *(appendix I)*

The lead Governor highlighted the following items from music & science:

- Consistent curriculum intent links to school vision
- Positive Teacher CPD and support from Headteachers
- Local links – creative thinking around science
- TA – supported with training
- Action Plan – created for science, with clear understanding of the skills and knowledge pupils need throughout their time at school
- Wellbeing – positive message from staff (feel supported by the Headteachers)

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Governors sought clarity on plans to ensure staff can receive full lunch break (to support their wellbeing).

The Headteachers confirmed various options are being explored (examples provided at the meeting) and confirmed the staff would be involved in the discussion and decision at the January Inset Day. It was noted the decision needs to be unanimous across the school.

Governors thanked the Headteachers for exploring the different options and noted the challenges due to Coronavirus.

Governors confirmed the Diocese can offer support via chaplaincy (works well in other primary schools).

The Headteachers confirmed they received support from (initials). It was noted two members of staff have received counselling through OCC. The Headteacher noted staff are being proactive in identifying improvement suggestions.

Governors observed the positive impact from the Headteachers.

Inclusion

11.6 SEND Funding Review and Strategy (as discussed at last meeting) (*appendix J*)

Governors sought clarity on 2019/20 funding.

The Headteachers confirmed interventions in place prior to Covid, however few interventions were completed (including full assessment), it was noted this was due to Coronavirus and change of Headteacher.

It was noted the interventions and impact are clearer now due to Senco being in place.

Governors raised concern that pupils could be potentially identified from the report.

Action: (Initials) to review document with Senco and share with (initials) prior to FGB.

Initials

Finance and Staffing

The Headteacher highlighted:

- Funding – looking stable
- Tree Survey - £2,000 of work to be completed
- Numbers are increasing

Community

Report on links with Pupil Parliament

Governors highlighted the importance of seeking pupil voice and noted the challenges around Coronavirus.

The Headteacher offered to select small group of pupils to meet virtually with Governors (using Ofsted form)

Action: (Initials) to arrange virtual meetings with pupils and Governors.

Initials

	<p>Governors noted the impact of Covid-19 restrictions to Governor Monitoring (unable to visit classrooms, meet with pupils and staff).</p>	
12.	<p>Safeguarding</p> <p>Governors questioned if there had been any safeguarding, bullying or racist incidents since the last meeting (date).</p> <p>The Headteacher confirmed no new bullying or racist incidents had been reported.</p> <p>It was noted the school continues to support families and provide early help.</p>	
13.	<p>Health and Safety (H&S)</p> <p>Governors questioned if any H&S incidents had been occurred since the last FGB meeting (date).</p> <p>The Headteacher confirmed no incidents had been reported.</p> <p>It was noted the lead governor monitoring visit had been postponed and will take place in January.</p>	
14.	<p>SIAMS¹</p> <p>The Headteachers confirmed they are receiving support/training from the Diocese advisor and plan more interactions with church once Government Guidance allows.</p> <p>Governors sought clarity on SIAMS inspection time frame. It was confirmed they have a backlog and are unable to provide time frame now.</p> <p>The Church ministry team have sought guidance from the Diocese advisor, to ensure they are able to support the school, staff, pupils and families.</p> <p>Governors questioned how the Church can support the school (RE resources, reduce staff workload, share resources/provision)</p> <p>The Headteachers confirmed they would like to complete the Diocese support sessions first, to increase their knowledge of SIAMS and then work with the ministry team for local support.</p> <p>Action: Virtual meeting to be held with Headteachers, Lead RE Teacher, (Initials) & (Initials)</p> <p>It was noted the nativity books (gift from the Church to pupils) have been well received.</p>	Initials
15.	<p>GDPR (General Data Protection Regulations)</p>	

¹ Statutory Inspection of Anglican and Methodist Schools

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	<p>Governors questioned if there had been any issues or breaches since the last meeting (date).</p> <p>The Headteacher confirmed there had been no issues or breaches.</p>	
16.	<p>Governor Business and Communications</p> <p>16.1 Governor End of Year Community Communication (<i>appendix K</i>)</p> <p>Governors AGREED the communication.</p> <p>The Headteacher highlighted the resources and support from a parent and requested the Governors thank the parent.</p> <p>Action: Chair to send letter of gratitude to parent for resources.</p>	Initials
17.	<p>Governor Training undertaken since the last meeting.</p> <p>No training attended since previous meeting (date).</p>	
18.	<p>Policies Review/ for approval (as per policy schedule):</p> <p>None</p>	
19.	<p>Meeting Impact</p> <p>Governors discussed the effectiveness of the meeting and the impact:</p> <p>What worked well – Governors agreed all reports had been shared 7 days prior to the meeting, this enabled the governors to be prepared for the meeting.</p> <p>What worked less well – Governors agreed further safeguarding information should have been presented, and requested the Safeguarding Governor completes a monitoring visit ahead of the next meeting to ensure the single central record is up to date and relevant policies and procedures and in place to ensure the wellbeing and safety of the children.</p> <p>What should be different next time – Governors agreed for the Lead Governor to take a more active role in relevant agenda items and prepare monitoring reports 7 days ahead of the next meeting.</p> <p>Governors agreed for the Vice Chair to Chair the next meeting as part of their ongoing CPD and succession planning.</p>	
20.	<p>Items for next agenda (in addition to actions)</p> <p align="center">JANUARY</p> <ul style="list-style-type: none"> • Staff Hours Audit Results • Asset Management Plan • Agree SDP monitoring actions for the coming term • Data pack and groups data: Review pupil progress and attainment, including reporting on vulnerable groups • Review net capacity of the school; Review staff structure; <ul style="list-style-type: none"> • Budget statement • SMSC – School calendar of events and proposed governor support/involvement 	

	<ul style="list-style-type: none"> Data Report: ASP Report/discussion (analyse school performance – pupil progress and attainment against national) any significant additional data/information available 	
21.	<p>Date of next meetings:</p> <p>It is noted that future meetings will be held virtually (until Government advise otherwise).</p> <p>All meetings start at 5pm</p> <p>(meeting dates)</p> <p>The chair closed the meeting by thanking the Headteachers and staff for continuing to deliver improvements for children during the challenging year.</p> <p>Governors thanked the Chair for his leadership throughout the Headteacher recruitment, school improvement meetings and pandemic.</p>	

The meeting closed at (time)

(Clerk Initials and date)

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	FGB Minutes (date)
5.2	B	Action Log (date)
7.1	C	QoEL Report Dec 2020
7.2	D	(School Name) Y2 Phonics 2020
8.1	E	Headteacher 121
11.2	F	Governor Monitoring Report – maths curriculum meeting
11.3	G	Governor Monitoring Report – Learning Walk
11.4	H	Governing Monitoring Report - music
11.5	I	Governing Monitoring Report – Science
11.6	J	SEND Funding Review and Strategy
16.1	K	End of Year Communication to Community

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
17.12.2020	5.1	sign minutes of (date) & file at school	Chair	
17.12.2020	11.6	review SEND funding 2019/20 review document with Senco and share with (initials) prior to FGB	Initials	

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17.12.2020	11.6	arrange virtual meetings with pupils and Governors	initials	
17.12.2020	14	Virtual meeting to be held with Headteachers, Lead RE Teacher, (initials) & (initials)	initials	
17.12.2020	16	send letter of gratitude to parent for resources	Chair	

■ End

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