

WESTON ON TRENT CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

HELD ON WEDNESDAY 25TH SEPTEMBER 2024 AT 5.30PM

Present

Colin Glynn	Chair & Foundation Governor
Mark Hibbert	Headteacher
Phil Curnock	Vice Chair & Foundation Governor
Amy Melland	Staff Governor
Charlotte Mosey	Local Authority Governor
Amanda Redgate	Foundation Governor – part of meeting
Charlotte Charles	Foundation Governor
Karla Evison	Parent Governor
Katy Nettleton	Foundation Governor

In attendance

Maggi Belton	Clerk to Governors
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25.09.24/01	<u>Apologies for absence</u> Apologies were received and accepted from Samantha Watts and Emma Ellis.	
25.09.24/02	<u>Declaration of business interests</u> None declared. All Governors present completed their annual Declaration of Pecuniary and Personal Interest form.	
25.09.24/03	<u>Election of Chair and Vice-Chair</u> Colin Glynn was elected as Chair unopposed for the term of one year. Phil Curnock was elected as Vice-Chair unopposed for the term of one year.	
25.09.24/04	<u>Minutes of the meeting held Wednesday 10th July 2024 – accuracy.</u> Minutes were agreed by Governors and signed by the Chair.	
25.09.24/05	<u>Matters arising not otherwise on the agenda</u> <u>Actions Completed</u> <i>10.07.24/09 – Clerk to add Church School Work to future agendas.</i> <i>10.07.24/10 – Chair to write to HR. The Chair reported that the local authority HR's leave of absence policy had been challenged</i>	

	but the advice received had been conflicting. As a result, there is no update required to the policy. The HT informed Governors of updated processes in school. <i>10.07.24/13 – HT to provide Wraparound Care update in September.</i>	
25.09.24/06	<u>Governor updates</u> <u>Review of membership</u> The term of office of two Foundation Governors, Katy Nettleton and Emma Ellis will end on 30 November 2024. Applications for another term have to be submitted by 9 October. The Chair will contact Emma Ellis to clarify her intention. The Chair informed Governors that there is no update on the Ex-Officio Foundation Governor vacancy. <u>Training required, including Safeguarding</u> All Governors have been asked to complete Safeguarding training via the National College. Training has been completed by CG, PC and KE. The HT confirmed that he is able to access certificates so will follow up with any Governors who have not completed this training by the end of November. Governors are to send copies of certificates to the Clerk. <u>KCSIE document</u> All Governors present confirmed they had read the document. <u>Code of Conduct</u> All Governors present agreed to abide by the Code of Conduct. <u>E-safety statement</u> All Governors present agreed to abide by the e-safety policy agreement.	Chair to contact Emma. All Governors to complete Safeguarding training by end Nov. Send certificates to Clerk.
25.09.24/07	<u>Agree FGB Terms of Reference and Teaching & Outcomes Committee Terms of Reference.</u> The Chair reported that there had been a slight amendment to the FGB Terms of Reference. The HT will now provide three Headteacher Reports per year. The FGB Terms of Reference and the Teaching and Outcomes Committee Terms of Reference were agreed by Governors.	
25.09.24/08	<u>Appointment of Link and Subject Governors</u> The following roles were agreed: • Safeguarding/ Catch-up Premium – <i>Amanda Redgate</i> • SEND/ Pupil Premium – <i>Phil Curnock</i>	

	• Sports Premium/ Numeracy/ Science – <i>Colin Glynn</i> • EYFS – <i>Karla Evison</i> • Church – VACANT • Reading – <i>Samantha Watts</i> • Writing & Spelling – <i>Emma Ellis</i> • Health & Safety - <i>Katy Nettleton</i> • Wider Curriculum – <i>Charlotte Mosey</i> • School Website and Computing – <i>Charlotte Charles</i> The HT stressed the importance of visits and recommended that Governors complete the National College training on being a link governor. It would be useful for Governors to look at this video before doing their first visit. CM offered help to any Governor and stated she was happy for anyone to tag team with her. The HT will provide a structured calendar for visits. Governors should organise their visit with the appropriate subject leader.	
25.09.24/09	<u>Finance update</u> The School Budget Report was provided prior to the meeting. The HT informed Governors of the positive figures for 2027-28. A Governor asked if all adjustments are reflected in this budget. The HT replied yes. The SBM has been doing a lot of work with Pupil Premium. This has resulted in a better process which automatically updates. Governors acknowledged that the school is in a good position with a very healthy budget.	
25.09.24/10	<u>Safeguarding report</u> The Safeguarding Report was provided prior to the meeting. The HT explained that within safeguarding, attendance is the main issue. The local authority has provided policies, letters etc. The local authority policy is very clear. The school is working with parents and the situation is being explained to them. Parents are warned of the consequences of taking holidays. Attendance at Weston is good but there is still a concern with term-time holidays. A Governor asked how the school registers a child if they go home sick. The HT replied that if a child is registered in the morning, then goes home, they are registered for the morning. We register two sessions in the day. A Governor asked when the first fines will take place. The HT responded probably in the next half term. If there is a second fine then prosecution can take place after that.	

	A Governor asked if attendance is promoted in school. The HT replied that he had been advised not to do this. Some children's attendance is affected by various reasons and sometimes cannot be helped. Our attendance is well above national. The school is monitoring attendance and following the policy. Attendance will be a standing item on the agenda at all future FGB meetings. A Governor asked about authorised absence. The HT replied that most absence is unauthorised. Authorised absence is medical with proof. A Governor commented that it would be useful to be provided with a breakdown of the reasons for unauthorised absence. A Governor asked how parents are taking this. The HT replied that he is managing attendance as it has been managed previously. There have been no issues as yet. The HT is explaining the process to parents.	Clerk to add Attendance to future FGB agendas.
25.09.24/11	<u>Plans for Strategic Development of the school this year</u> The Chair stated that it would be useful to update the five-year strategic aims given the recent changes in school. Governors discussed this and agreed to hold a separate meeting on Wednesday 13 November at 5.30pm in school.	All Governors - Strategy meeting to be held on Wed 13 Nov at 5.30pm.
25.09.24/12	<u>Attendance review of last term</u> The Attendance Review 23-24 was provided prior to the meeting. The HT stated that there are no issues regarding attendance.	
25.09.24/13	<u>School Improvement Plan (SIP)</u> The School Improvement Plan 2024/25 was provided prior to the meeting. The HT informed Governors that there has been a high impact on writing from the training (talk for writing approach). This approach has also had an impact with SEND children. A Governor asked about Church School – given the feedback from SIAMS does the Church feature strongly enough in the SIP? The HT responded yes, and outlined the areas where Church School is included in the plan. It is included all priority areas. A Governor asked how do we as Governors know what quality of education is on our learning walks. The HT responded that Governors can be given the OFSTED descriptors. A Governor asked if Governors could have more training/information about what the school is doing, what is good, and how it all fits together. The HT responded that he	

	would be willing to do a session on teaching and learning at the strategy meeting on 13 November. A Governor added that it would be useful for the HT to feedback information about the quality of teaching, and information about learning and progress. Governors will need to talk to the children about their learning, and need strategies in order to be able to assess. The HT suggested that Governors use the knowledge organisers. Children should be able to articulate learning from these. A Governor asked if there are any key themes that the HT would like Governors to look at each term. The HT outlined areas for Governors to consider in the SIP. Monitoring feedback could be added to the SIP. Governors agreed the 24/25 SIP.	HT to investigate doing a teaching/learning session on 13 Nov.
25.09.24/14	<u>Policies for approval</u> • Admissions Policy • Children Missing Education • Safeguarding & Child Protection Policy. • Exclusion and Suspension • Staff Code of Conduct • Private Fostering Policies approved. Administration of medicines and supporting pupils with medical conditions policy – not yet finalised so will be carried forward to the December meeting.	
25.09.24/15	<u>Church School work</u> The HT informed Governors that the values for this half term are compassion and forgiveness. Collective worship has been changed in order to be more engaging and children are now involved in acting out stories. A Governor asked if it is a struggle for the school to cope without the Ex-Officio Governor. The HT replied that we do require the support of the Church to help with our high-quality provision. A Governor asked if anyone else could come in. The HT responded that the School Chaplain visits regularly. The previous Ex-Officio Governor did quite a few religious festivals – Harvest Festival, Christingle, Easter. We do need a replacement as religious knowledge is required. The school needs support in this area as there is a limit to our knowledge. The Chair will chase the Diocese about a replacement Ex-Officio Governor.	Chair to chase about new Ex-Officio Governor.

25.09.24/16	<u>Benchmarking</u> Benchmarking information was provided prior to the meeting. We perform well against other similar schools.	
25.09.24/17	<u>Wraparound Care</u> The HT informed Governors that we will have an accurate picture of income and outgoings after the finance meeting next week. This agenda item will be carried forward to the December meeting.	Clerk to add to Dec agenda.
25.09.24/18	<u>Any other URGENT business</u> <u>Staffing structure</u> The HT informed Governors that single form entry will commence from October half-term. The HT gave further details regarding the number of SEND children in Year 5. One form entry will give these children the support they need due to lower class numbers. The number of classes will increase to seven and we have advertised for another teacher. The HT confirmed that current staffing levels are appropriate for the level of need. A Governor asked what would happen if a large influx of Year 3's took place. The HT replied that as we have the space, we would consider modular units. Further discussion will take place at the strategy meeting on 13 November. <u>Staff Car Park</u> The HT informed Governors that meetings have taken place with the police and other agencies and it had been recommended that the car park be closed to parents during main opening and closing times. A walking bus may have to be provided but this will have implications regarding staffing and safety. Governors discussed this issue and recognise that the existing car park cannot be extended but that a second access point may be required. Further investigation of other possibilities will take place. Governors agreed that the car park should be closed to parents as children need safe access to school. <u>Lettings</u> The HT informed Governors that RS Coaching have requested use of the grounds for free for a holiday club at October half term. We have a strong relationship with RS Coaching. Governors discussed this request. A Governor asked how much it will cost us to open. The HT replied nothing as RS is a keyholder. The use would be in daylight hours so just use of the field and toilet are required, and the use	

	of the hall in adverse conditions. RS have their own insurance. Classrooms can be locked to prevent access. A Governor asked about lockdown procedures. The HT confirmed that RS have these. It is not their first holiday club. The caretaker will be available. Governors agreed to the request and asked for this to be reviewed after the event. The Staff Governor stated that Shardlow Nursery are looking for a hall in order to hold events. A staff member would be on site at these events. It would be beneficial to us as we would reach families who don't know us and it would be useful to build a relationship with the nursery. Governors agreed for one event to take place and to feedback to Governors if required. <i>7.45pm – Amanda Redgate joined the meeting.</i>	
25.09.24/19	<u>What have we done at this meeting to improve outcomes for the children?</u> Implemented single form classes from October 2024.	

SUMMARY OF AGREEMENTS	
MINUTE NO	ITEM
25.09.24/13	Governors agreed the 24/25 SIP.
25.09.24/18	Governors agreed that the car park should be closed to parents.
25.09.24/18	Governors agreed to the request and asked for this to be reviewed after the event.
25.09.24/18	Governors agreed for one event (Shardlow Nursery) to take place and to feedback to Governors if required.

Agreed as a correct record:

Chair of Governors:

Date:

**Date of next meeting: WEDNESDAY 4TH DECEMBER 2024 AT
5.30PM**