

WESTON ON TRENT CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

HELD ON WEDNESDAY 26TH MARCH 2025 AT 5.30PM

Present

Colin Glynn	Chair & Foundation Governor
Mark Hibbert	Headteacher
Samantha Watts	Parent Governor
Amy Melland	Staff Governor
Katy Nettleton	Foundation Governor
Karla Evison	Parent Governor
Amanda Redgate	Foundation Governor
Charlotte Charles	Foundation Governor

In attendance

Maggi Belton	Clerk to Governors
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26.03.25/01	<u>Apologies for absence</u> Apologies were received and accepted from Emma Ellis, Phil Curnock, and Charlotte Mosey.	
26.03.25/02	<u>Declaration of interest in any item on this agenda, or any changes to the annual declaration of pecuniary and personal interest.</u> None declared.	
26.03.25/03	<u>Minutes of the meeting held Wednesday 29th January 2025 – accuracy.</u> Minutes were agreed by Governors.	
26.03.25/04	<u>Matters arising not otherwise on the agenda</u> <u>Actions ongoing</u> <i>29.01.25/04 – HT to allocate finance training to Governors – action carried forward.</i> <i>29.01.25/12 – HT to bring a proposal to Governors – The HT reported that he had met with the Safeguarding Governor on 4th Match and that discussion had included a possible pastoral care role. Safeguarding had been a high priority in school and had been taking up a lot of time but this has now de-escalated. However, we need to know what do in case of a similar spike, so are looking at employing someone in a pastoral care role from September (classroom based). An update will be provided at the next meeting.</i>	HT to allocate finance training to Governors. HT to provide an update at the May meeting.

	29.01.25/15 – <i>HT to investigate costs/hire of equipment.</i> The HT informed Governors that further site work has been identified and we are obtaining quotes from ground maintenance companies.	
26.03.25/05	<u>Finance update</u> The HT informed Governors that the school is in a healthy financial position with a high level of financial security. The Chair stated that the Finance Committee (Colin Glynn, Amanda Redgate, HT, and School Business Manager) had met this morning. Terms of reference for the committee have been produced and minutes will be shared at FGB meetings. <u>Spending over £2000</u> Information regarding Forest School provision had been distributed to Governors prior to the meeting. The HT explained that we are working with Matthew Jackson who will extend our Forest School provision to a second site. Both sites will be fenced, and the second site will act as alternative provision. Costs will be in the region of £8,000 - £10,000 and the work will be completed over Easter. Training is included in the cost. Governors agreed that the school should proceed with the Forest School project.	
26.03.25/06	<u>Governor updates</u> <u>Membership</u> The Diocesan Board of Education has confirmed Amanda Redgate's re-appointment as a Foundation Governor for another term – 12 May 2025 to 11 May 2029. Amanda informed Governors that she will stand down when this term of office ends. <u>Visits</u> The Chair reported on his science visit. There were no issues. A written report was distributed to Governors. The Safeguarding Governor had visited on 4 March. The Health & Safety Governor will arrange a PHSE visit. <u>Training</u> Finance training discussed with item 26.03.25/04. <u>Proposed Finance Committee update</u> Discussed with item 26.03.25/05. The Chair added that the committee will meet termly and feed back to the FGB.	

26.03.25/07	<u>Headteacher Report</u> The Headteacher report was distributed prior to the meeting. Key points are recorded as follows: The HT stated that he is proud of our training offer and the amount of CPD that is taking place. We can now be more proactive in training staff to meet needs. The Chair stated that he was pleased with the amount of Church School work that is taking place, and commented that the Headteacher's report is very positive.	
26.03.25/08	<u>Sustainability and Climate Change/Link Governor for Sustainability.</u> The HT informed Governors that every school should have a climate action plan. A Link Governor for Sustainability is required. Karla Evison volunteered to be the Link Governor.	
26.03.25/09	<u>Attendance update</u> Attendance data was distributed to Governors prior to the meeting. The HT stated that it would be useful to have someone in a pastoral care role in order to help with welfare. We have a number of children with low attendance due to anxiety and EBSA (Emotionally Based School Avoidance). Attendance overall is well above national and we have no severe absence. Seventeen children, mainly Year 6, are persistently absent. We are actively working to improve this although it requires a careful approach.	
26.03.25/10	<u>School Improvement Plan progress update</u> The SIP 24-25 was distributed to Governors prior to the meeting. Updates have been added to the document. The HT reported that the School Improvement partner visited last week, and looked at writing across school. They reported that the children are engaged and consistent. The only area for improvement is with handwriting. A Governor asked if the visit had been constructive from a school point of view. The Staff Governor replied yes, it had been very positive.	
26.03.25/11	<u>H&S review</u> The Health & Safety update and actions checklist were distributed to Governors prior to the meeting. The HT explained that Boons is our statutory check company – we pay them to automatically identify when checks need to be done. There is, however, a flaw in the system, which has resulted in the school having to chase checks and the HT keeping an overview of the system, which takes time.	

	The only outstanding check is the stage lighting inspection. This had been booked in but was cancelled by the contractor. Governors discussed the issue with Boons and the actions checklist. A Governor asked if we pay the contractor directly. The HT replied that Boons take a fee but that the contract is with the Diocese so we cannot go elsewhere. Governors agreed that Boons are not upholding their contract. The HT explained that there are also issues with the lack of documentation for the fall safety system. This is noted as a conditional failure, due to the lack of paperwork. A Governor asked if the school had a named contact at Boons. The HT replied that we have to use the online system. A Governor raised a concern regarding what would happen if there was an incident with an item flagged red on the checklist. The HT stated that the stage lighting inspection is the only outstanding red item. A Governor asked why, if the fall system failure check is just due to a lack of paperwork from when the school was built, we are only discovering this now. The HT replied that we only have documentation that was provided by the builders and three documents are missing. CC offered to investigate the builder's archive. A Governor asked if we could check reports from previous years. The HT replied that we are unable to access them. Governors agreed to write to Boons and copy in the Diocese. The HT will co-ordinate this correspondence.	HT to co-ordinate Governor communication with Boons.
26.03.25/12	<u>Safeguarding Audit</u> The Safeguarding audit is completed and signed. This was distributed to Governors prior to the meeting.	
26.03.25/13	<u>Church School work</u> The HT informed Governors of the amount of work taking place: • Wrens have visited the church. They loved the visit and were able to ring the bells. • Prayer is said before dinner every day. • We have held a series of collective worships. • A new RE Lead has been appointed. • All staff visited the church on INSET Day. • Year 5 will be visiting the church next term. • The HT and Amanda Redgate will meet with the Churchwarden to discuss future events. • The church is included in the school newsletter. • Every class will have visited the church by the end of the academic year.	

26.03.25/14	<u>Stakeholder Survey results</u> The HT informed Governors that the main Ofsted questionnaire has been delayed as we have recently done a wraparound survey. The questionnaire will be done in the summer term.	
26.03.25/15	<u>Smartphone Free Childhood Movement</u> Charlotte Charles informed Governors of the Smartphone Free Childhood Movement. The idea is for parents to sign a pact stating that they will not get a smartphone for their child until the child is fourteen years old. Charlotte explained that this is not anti-tech or anti-phone but statistics show a high number of children of nine years and older accessing pornography, violent crime, bullying etc. Governors discussed this. The HT stated that he had been contacted about this by a parent but the school has many factors to consider. Phones may be a necessity for safeguarding. Diabetes is monitored through an app. The HT stated that due to different scenarios we cannot say we will not allow children to have a smartphone, although phones have to be left in the school office. We can, however, promote the Movement through the newsletter. Charlotte stated that she was happy for it to be promoted in order to raise awareness. A Governor asked if there could be a short video on the school website in addition to the item in the newsletter. The HT replied yes, we are looking at producing short videos for the website. A Governor asked in general how many Year 5 and Year 6 children own phones. The HT replied most of them – we spend a lot of time dealing with issues relating to WhatsApp. A Governor asked if the school is content to publicise the Movement. The HT replied yes, the school will remain neutral but will happily share information.	
26.03.25/16	<u>Policies for approval</u> • Authorised Leave of Absence and Flexible Working – LA Policy. • Behaviour – minor changes including Zones of Regulation. • Health & Safety – minor changes e.g. names. • Lone working – LA Policy. • Safeguarding of Site • Staff Induction • Teachers Pay – LA Policy. Policies approved.	

26.03.25/17	<u>Any other URGENT business</u> The Chair asked Governors if it would be possible to move meetings to Mondays from July onwards due to the availability of the Clerk. Governors agreed to move the day of the meeting. The July meeting will now take place on Monday 7 th at 5.30pm. The Clerk will provide a list of possible meeting dates for 2025/26 at the next meeting in May.	Clerk to provide proposed 25/26 FGB dates in May.
26.03.25/18	<u>What have we done at this meeting to improve outcomes for the children?</u> • Church School offer • Approved spend for Forest School project	

SUMMARY OF AGREEMENTS	
MINUTE NO	ITEM
26.03.25/05	Agreed that the school should proceed with the Forest School project.
26.03.25/11	Agreed to write to Boons and copy in the Diocese.

Agreed as a correct record:

Chair of Governors:

Date:

Date of next meeting: WEDNESDAY 7TH MAY 2025 AT 5.30PM