

WESTON ON TRENT CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

HELD ON WEDNESDAY 29TH JANUARY 2025 AT 5.30PM

Present

Colin Glynn	Chair & Foundation Governor
Mark Hibbert	Headteacher
Samantha Watts	Parent Governor
Amy Melland	Staff Governor
Emma Ellis	Foundation Governor
Phil Curnock	Foundation Governor
Amanda Redgate	Foundation Governor
Charlotte Charles	Foundation Governor

In attendance

Maggi Belton	Clerk to Governors
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29.01.25/01	<u>Apologies for absence</u> Apologies were received and accepted from Katy Nettleton, Karla Evison, and Charlotte Mosey.	
29.01.25/02	<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.	
29.01.25/03	<u>Minutes of the meeting held Wednesday 4th December 2024 – accuracy.</u> Minutes were agreed by Governors.	
29.01.25/04	<u>Matters arising not otherwise on the agenda</u> <u>Actions completed</u> <i>04.12.24/04 – Clerk to add Data Training to Jan agenda.</i> <i>04.12.24/04 – Chair to chase Ex-Officio Governor appointment – the Chair stated that he had received a positive response but had no further details to report.</i> <i>04.12.24/15 – Clerk to add Site Maintenance to January agenda.</i> <u>Actions ongoing</u> <i>04.12.24/11 – Chair to investigate finance committee terms of reference – the Chair reported that there are a number of sources which provide standard terms of reference.</i> <i>04.12.24/11 – All Governors to complete financial skills matrix by 15 January – the Chair informed Governors that he had looked at</i>	

	the Governor self-assessments/skills audits, but none of the questions directly related to finance. He had also consulted the government website but had not found any recommended self-assessments. No financial self-assessments are available. A Governor asked if any finance training is available via the National College. The HT stated yes and agreed to allocate training to Governors. Completion of this training would show evidence of financial knowledge and could be noted in the SFVS next year. Governors agreed that training rather than self-evaluation would be useful. The Chair and HT are supportive of setting up a finance committee. The Chair informed Governors that members would need to be available to meet during the day as the School Business Manager, and possibly the local authority finance officer, will be involved.	HT to allocate finance training to Governors.
29.01.25/05	<u>Finance update</u> The School Budget Report was distributed to Governors prior to the meeting. The HT explained that the document is up to date but further changes can cause inaccuracies. Pupil numbers are not available until April although the budget projection is positive. A Governor asked if there is any update on possible nursery provision. The HT confirmed that the school is holding the DFC money but no final decision has been made.	
29.01.25/06	<u>Governor updates</u> <u>Review of membership</u> The Chair reported that the Governing Board is now full apart from an Ex-Officio Governor. Amanda Redgate's term of office ends on 11 May 2025. Amanda's application is being processed. <u>Visits</u> The following written reports were distributed to Governors: • SEND – Phil Curnock. • PE – Colin Glynn. • Geography and Music – Charlotte Mosey. The HT reported that teachers find the visits very useful. <u>Training</u> Governors will complete finance training – discussed in item 29.01.25/04. <u>Governor Financial Skills Matrix</u> Discussed in item 29.01.25/04.	

	<u>Proposed Finance Committee</u> Discussed in item 29.01.25/04. Colin Glynn and Amanda Redgate expressed an interest in joining the committee.	
29.01.25/07	<u>SFVS sign off and S175 approval</u> The SFVS (Schools Financial Value Standard) and S175 were distributed to Governors prior to the meeting. The Chair commented that the SFVS is a very comprehensive document. A Governor asked about the changes in the document from last year. The Chair replied that it is more in depth this year. A Governor asked if any of the answers would change if we had a finance committee. The HT replied yes – question 2 – but confirmed that the school has a high level of due diligence and accuracy with staffing. SFVS approved by Governors. The Safeguarding Governor thanked the HT for his work on the S175 document. A Governor asked about the ‘<i>partly mets</i>’ – how can you assure us that these will be carried out? The HT replied that he will meet with the Safeguarding Governor who will hold us to account. S175 approved by Governors.	
29.01.25/08	<u>Autumn Term Data Review</u> Data was distributed to Governors prior to the meeting. The HT informed Governors that the school buys into the <i>Hello-data</i> package. This is a fully interactive system – the HT explained the charts and colours and how these are interpreted. Data is provided for the whole school. There are three data drops throughout the year – autumn, spring, and summer. A Governor asked if the very good results in Year 3 are related to the smaller class size. The HT replied that this class is thriving and we anticipate that this is due to the class size and the quality of the teacher. The children had a very good foundation stage and a good level of development. The foundation stage is critical and attendance in Reception is crucial. A Governor asked about Year 5. The HT replied that this group was affected by the pandemic. The cohort also includes a number of in-year transfers. The HT explained that we can also look at pupil premium data and whether the level of disadvantage is causing challenges in attainment. A Governor asked if numbers could be provided in addition to percentages, as this would be helpful. The HT agreed to provide numbers and added that pupil premium numbers are increasing.	

	The data also shows a breakdown by boy/girl, and SEND/Non-SEND. The non-SEND data shows that the children are doing very well. A Governor asked about the data shown on the SEND-EHCP page – reading and maths are better than writing – why is this? The HT explained that there are a number of autistic children who will not write. We are looking at writing across the whole school and this is on our school development plan. We have employed a new Writing Lead and staff training is taking place. A Governor commented that the data varies between boys and girls. The HT explained that the SLT use this data as it informs pupil progress meetings and discussions with the class teacher. The system is interactive so staff are able to drill down for more detailed information. We already know our children really well but the data adds to this knowledge. A Governor asked about the change to single form entry – how do the teachers work together? Before we changed to single form there was more sharing due to split classes. The HT replied that staff meetings are vital. Schemes of work are used. We talk about transition all the time. Support staff are key as they move with the child. At the end of every year, we do a full day transition and staff meetings cover the handover.	
29.01.25/09	<u>Attendance Review of last term</u> Information was distributed to Governors prior to the meeting. The HT reported that this week the attendance figure is 96.1%. A Governor asked if any fines had been issued yet. The HT responded that attendance is really good, and the threshold has not been met for fines. Two letters were issued last week. The HT and SBM meet regularly and second letters will be issued if there is no improvement. The process is managed by the HT.	
29.01.25/10	<u>School Improvement Plan update</u> The SIP 24-25 was distributed to Governors prior to the meeting. The HT stated that data will be added throughout the year.	
29.01.25/11	<u>School Self-Evaluation</u> The School Self-Evaluation Summary 24-25 was distributed to Governors prior to the meeting. A Governor asked about the colour coding and if there were any worries regarding the 'reds'. The HT referred to the Outcome Data page which shows the progression of the school. There are no concerns. The HT explained the amber rating.	

	A Governor referred to 'limited resources or expertise to provide tailored support for SEND children within EYFS' – are you spending enough money? The HT explained that we have a number of feeder nursey schools and the lack of expertise refers to not knowing children's needs quickly enough. A Governor asked how can we improve in this area. The HT stated that we do not know the children coming to us, we can only invest in resources when we know the child. A Governor stated that by May you will have more idea of who is coming – do you know what extra resources are required? The HT replied that we will not know what is required as they are not our children yet. The problem would be solved if we had a nursery as we would be able to do early assessments. The HT stated that next year the self-evaluation will be done before the SIP.	
29.01.25/12	<u>Safeguarding update</u> Safeguarding data was distributed to Governors prior to the meeting. The HT will present data more often in order for Governors to see trends. Data is taken from CPOMS. The HT informed Governors that he is spending a lot of time on safeguarding and logging onto CPOMS. A Governor asked why aren't we employing a Safeguarding Officer? The HT replied that we may need to look at this and also at staff having professional supervision. Governors discussed this and asked the HT for a proposal on what needs to be put in place, bearing in mind the volume of need. It is not sustainable for this to be taking up so much of the HT's time.	HT to bring a proposal to Governors.
29.01.25/13	<u>Strategic Objectives update</u> An update was distributed to Governors prior to the meeting. The Chair commented that it is a good summary.	
29.01.25/14	<u>Church School work</u> The HT informed Governors that the Methodist Church has been into school. The children listened to a story about the Peace Light. The children attended Christingle in the church. The year 6 leaving ceremony will take place at the church. We now have a number of good contacts and the school is managing plentiful Church input even though there is no Ex-Officio Governor.	
29.01.25/15	<u>Site maintenance – greenery</u> The HT explained that the hedges have to be trimmed every summer. It is an architectural feature of the school and should be	

	small but it has grown. The maintenance is very expensive so we would like to remove this greenery. Removal will provide more car parking spaces. Governors discussed this issue. A Governor suggested a volunteer working party, although some qualified input is required. A Governor raised the need to consider any breach of planning obligations. A Governor asked if consultation with neighbours is required. The HT agreed to investigate costs/hire of equipment.	HT to investigate costs/hire of equipment.
29.01.25/16	<u>Policies for approval</u> • Administration of medicines and supporting pupils with medical conditions • Charges & Remissions • Equality Objectives • Parent Code of Conduct – amendments suggested - wording regarding carers, grandparents etc, changes to inappropriate dressing, clarity over wording regarding bans and appeals. • Teacher's Appraisal Policies approved. Teachers Pay Policy – not received yet.	
29.01.25/17	<u>Any other URGENT business</u> DPIA – First Maths Circle. The HT informed Governors that the strategy is to improve multiplication checks and this is having an impact. Approved by Governors.	
29.01.25/18	<u>What have we done at this meeting to improve outcomes for the children?</u> • Celebrated success in data. • Confirmed progress. • Confirmed safeguarding through the S175.	

SUMMARY OF AGREEMENTS

MINUTE NO	ITEM
29.01.25/07	SFVS approved.
29.01.25/07	S175 approved.
29.01.25/17	DPIA – First Maths Circle – approved.

Agreed as a correct record:

Chair of Governors:

Date:

Date of next meeting: WEDNESDAY 26TH MARCH 2025 AT 5.30PM