

WESTON ON TRENT CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

HELD ON WEDNESDAY 4TH DECEMBER 2024 AT 5.30PM

Present

Colin Glynn	Chair & Foundation Governor
Mark Hibbert	Headteacher
Samantha Watts	Parent Governor
Amy Melland	Staff Governor – part of meeting
Emma Ellis	Foundation Governor
Karla Evison	Parent Governor
Katy Nettleton	Foundation Governor

In attendance

Maggi Belton	Clerk to Governors
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04.12.24/01	<u>Apologies for absence</u> Apologies were received and accepted from Phil Curnock, Amanda Redgate, Charlotte Charles and Charlotte Mosey.	
04.12.24/02	<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.	
04.12.24/03	<u>Minutes of the meeting held Wednesday 25th September 2024 – accuracy.</u> Minutes were agreed by Governors.	
04.12.24/04	<u>Matters arising not otherwise on the agenda</u> <u>Actions completed</u> <i>25.09.24/06 – Chair to contact Emma regarding term of office.</i> <i>25.09.24/06 – All Governors to complete Safeguarding training by end Nov and to send the certificate to the Clerk. The HT reported that all training is up to date.</i> <i>25.09.24/10 – Clerk to add Attendance to future FGB agendas.</i> <i>25.09.24/11 – Strategy meeting to be held on Wed 13 Nov at 5.30pm.</i> <i>25.09.24/17 – Clerk to add Wraparound Care to December agenda.</i> <u>Actions ongoing</u> <i>25.09.24/13 – HT to investigate doing a teaching/learning session on 13 Nov. Clerk to add Data Training to January agenda.</i> <i>25.09.24/15 – Chair to chase appointment of Ex-Officio Governor.</i>	Clerk to add Data Training to Jan agenda. Chair to chase Ex-Officio Governor appointment.

04.12.24/05	<u>Finance update</u> Financial information was distributed to Governors prior to the meeting. The HT explained that projections are based on a plan with seven classes and another with six classes. The HT stated that ideally, he would like to move ahead with seven classes, which would involve a contract renewal for a further twelve months. The Chair stated that the school is financially stable. Governors agreed the renewal of the temporary contract. The HT informed Governors that approx. £7000 will need to be spent on the roof (on a cable to arrest a fall). This work is on a statutory checklist so needs to be completed, but the cost is not in the budget. The school will obtain three quotes. Governors agreed the spend but asked for the work to be done at the lowest cost possible.	
04.12.24/06	<u>Governor updates</u> <u>Review of membership</u> Foundation Governors, Katy Nettleton and Emma Ellis, have been reappointed. Their term of office will end on 30 November 2028. The Chair informed Governors that there is no update on the Ex-Officio Foundation Governor vacancy and he will continue to chase. <u>Visits</u> The HT reported that a number of visits have taken place: • Health and Safety • SEND • PE • Art, Geography, History and Music. EE will organise a writing visit when the new Writing Lead is settled in post. <u>Training</u> All up to date.	
04.12.24/07	<u>Headteacher Report</u> The Headteacher report was distributed to Governors prior to the meeting. A Governor commented that the number of incidents logged as bullying is disappointing. A Governor asked if the perception of poor behaviour is related to this. The HT stated that the incident stemmed from an Open Centre visit and provided further details.	

	A Governor stated that we are a faith school so incidents of this type do not make sense - and asked if there is anything that Governors can do. The HT replied that he had met with the Chair and Safeguarding Governor. We are doing everything we can as a school. A Governor asked if there is a conflict between our faith school status and families not supportive of that. The HT replied yes, some families do not buy into the values-based approach. The HT confirmed that processes and systems are in place to support transition.	
04.12.24/08	<u>Pupil Premium Strategy and update</u> The HT informed Governors that Pupil Premium has increased. This is due to the work that the school is doing. In addition, some children have moved into our community with Pupil Premium status already in place. We have a strong strategy in place which is research based, and we are seeing an impact. The three-year plan will be reviewed next year. Governors approved the strategy.	
04.12.24/09	<u>Sports Premium update</u> The Sports Premium 24-25 document was distributed to Governors prior to the meeting. The Staff Governor stated that this is a strong document and highlighted areas such as upskilling TAs, and also upskilling Key Stage 2 children to support younger children. Initiatives at lunchtimes are having an impact.	
04.12.24/10	<u>School Improvement Plan update</u> The SIP 24-25 was distributed to Governors prior to the meeting. The HT updated Governors on progress, and stated that data will be added throughout the year.	
04.12.24/11	<u>Financial Skills Matrix – Governors to complete</u> Governors discussed the value of completing a financial skills matrix. The HT suggested setting up a Finance Committee for due diligence. The school needs a level of scrutiny which supports the decision making. This Committee would report back to the FGB. Governors agreed that it is a good idea but it would have to work in practice. The Chair will investigate terms of reference for a finance committee with further discussion at the January meeting. Governors agreed that completing a financial skills matrix would be beneficial as it provides a summary of the Board's financial	Chair to investigate terms of reference.

	skills. If any gaps are highlighted, we can look at training. The Chair will investigate and circulate a matrix for completion by all Governors by 15 th January.	All Governors to complete financial skills matrix by 15 January.
04.12.24/12	<u>Attendance update</u> Attendance data was distributed to Governors prior to the meeting. The HT informed Governors that the attendance figure is 96.48%. We are maintaining our approach regarding fines. We have absence every day which is mostly due to illness but there is severe absence in Year 6. The HT gave further details and reasons for this absence. A Governor stated that 96.48% is excellent. A Governor asked if there are any safeguarding issues with any of the absences. The HT replied no. A Governor asked if any fines have been issued yet. The HT responded not yet but we will start next term.	
04.12.24/13	<u>Wraparound Care update</u> The HT informed Governors that income and expenditure has not yet been analysed but income is slightly in profit. Income has not yet been added to the budget. Staff are covering wraparound care on additional hours at present but we may need to look at this in the future. The HT gave details of an incident where a child broke their arm. The situation was managed very well. <i>6.30pm – Amy Melland left the meeting.</i>	
04.12.24/14	<u>Church School work</u> The HT informed Governors of various Services taking place at Christmas. A Governor asked what the theme is this half term. The HT replied our focus is on humility, trust and friendship. Next half term we will focus on responsibility, respect, and peace.	
04.12.24/15	<u>Policies for approval</u> Car Park – amendments – <i>allocated spaces</i> changed to <i>must park in a bay</i>. Section 5 – delete first sentence and add <i>engines off</i> in bullet points beneath. A Governor raised the issue of the bush near the gate as it can block the sight of people coming through the gate. Clerk to add Site Maintenance – Greenery to the January agenda.	Clerk to add Site Maintenance to January agenda.

	• External Complaints – changes due to system changes. • Financial Regulations, Procedures and Roles & Responsibilities. • First Aid • Governor Allowances • Premises Management Policies approved. Administration of medicines and supporting pupils with medical conditions – not yet ready for approval as we are still investigating a location which meets the criteria. The policy will be ready for the January meeting. Teachers Pay Policy – not ready yet.	
04.12.24/16	<u>Any other URGENT business</u> KN stated that she had completed the Health and Safety visit and added her report to the meeting folder on Sharepoint. She reported that everything was fine apart from the rig of lighting in the hall which needs assessing for safety.	
04.12.24/17	<u>What have we done at this meeting to improve outcomes for the children?</u> • Quality assured our curriculum. • Discussed the bullying incident to make sure no further work is required. • Discussed Church School.	

SUMMARY OF AGREEMENTS

MINUTE NO	ITEM
04.12.24/05	Governors agreed the renewal of the temporary contract.
04.12.24/05	Governors agreed the spend but asked for the work to be done at the lowest cost possible.
04.12.24/08	Governors approved the Pupil Premium strategy.

Agreed as a correct record:

Chair of Governors:

Date:

Date of next meeting: WEDNESDAY 29TH JANUARY 2025 AT 5.30PM