



FGB Meeting 6 December 2023

Part One - Minutes

Present:

Victoria Abbott (VA)	Adam Boshoff (ACB)
Amy Betterton (AB)	Kyra Mumford (KM)
Nigel Freeman (NF)	Aaron Twaits (AaT)
Lucy Smith (LS)	Mary McAllen (MM)
Tom Crees (TC)	

In attendance:

Pam Langridge (Clerk)
Carolynne Ballard (Burser)

Welcome & Apologies

Apologies received and accepted for TH.
AB & AaT declared business interests.
Welcome to our observer – Kerry Dixon.

Constitution

Currently two vacancies. 1 x Co-opted and 1 x Parent.
School have received a parent nomination. ACB to contact parent to congratulate them on appointment.

Approval of Minutes

Approved

Chairs Update

It was noted FGB dates for 2024/2025 should be considered in June for better positioning across the year.

Governor Actions / Training /Visits

Governors were reminded to complete reports after school visits or training and email to Clerk.

Governors thanked MM for her recent Health & Safety visit.

Governors were signposted to calendar of Christmas events.

ACB to submit report for Governor Visit Training.

ACB shared headlines from the training course:

- Learning walks encouraged
- Governors should aim to visit once per term linked to strategic lead subject
- Example questions for governors to ask during visit

It was agreed it would be useful to add the questions to the template report document as a prompt.

GLP / Academisation

Governors were advised that Jack Mayhew from LPT has put forward a proposal for the annual rent fee to be discussed at Church Board meeting next week.

Safeguarding

School thanked governors for completing the training and returning certificates. It was noted that one governor has completed Safer Recruitment Training. For succession planning [ACB has also agreed to complete Safer Recruitment training.](#) VA to provide training platform / log in details to 'Olive', SCC's training platform.

Well Being

[School to gather additional quotes for new carpet to complete refurbishment of new staff room.](#)

Policies

Governors reviewed the draft First Aid Policy.

Some minor alterations were agreed. VA to update document.

Governors suggested the on-site defibrillator should be referenced in the policy including details of how and when it is maintained.

Governors suggested details of who / how first aid kits are re stocked should be included in the policy document.

Governors asked how many staff are first aid trained and were advised all school staff have workplace first aid training; some staff have paediatric first aid training and specialist training is provided where required.

[VA to check which training is due for renewal, including epi pen training.](#)

Head Teacher Update – Children & Learning

Governors were advised of a problem with the school drainage system. All the pumps for the septic tanks failed. The tanks have been drained. One pump is currently working with a further 2 requiring urgent repair so the existing pump isn't over worked. Parts are on order to repair pumps. A blockage has also been resolved.

Governors were advised the school had undergone KNSA visit and two visits from Carol Pearce from LPT. The outcomes were positive and areas for development aligned. The frequency of visits has felt challenging but provides rigor which has been positive in effecting change. Carol will revisit in January. Governors were encouraged to observe (9am 18 January 2024).

Governors were advised the school is already feeling supported by the LPT, taking advantage of training opportunities, inclusion in meetings, access to professional support facilities. The LPT are providing structure, frameworks and structure to the school whilst allowing Moss Lane to maintain autonomy. Positive experience so far.

Overall the term has been positive, with new PE & Music curriculums in place. Lots of parent tours and interest. Challenges are related to SEN provision.

Governors asked what the benchmark for persistent absence was, and it's 10%. It was noted attendance data was positive.



Governors were encouraged to take note of dates included in HT report to align visits eg observe Woodland School.

It was agreed KM will Chair January's meeting as part of succession planning and VA will host a training session on Data Protection for governors.

AOB

CB shared the draft budget with governors.

Governors noted highest spend is on teachers with an increase in education staff costs. The budget is based on 168 children on role.

It was noted care should continue to be taken on energy usage.

Governors were advised of proposal to use Capital Expenditure to refurbish Early years back door, staff toilet, storage area to improve pupil access to toilet facilities and include a wet room.

Confidential Items

None

Future Meeting Dates

17 January

21 February

13 March – finance only

24 April

10 July