

FGB Meeting 13 September 2023

Part One - Minutes

Present:

Victoria Abbott (VA)	Adam Boshoff (ACB)
Amy Betterton (AB)	Kyra Mumford (KM)
Nigel Freeman (NF)	Tim Hingston (TH)
Lucy Smith (LS)	Mary McAllen (MM)

In attendance:

Pam Langridge (Clerk)

Welcome / Apologies / Declarations

Welcome back to all governors.

Apologies received and accepted for TC & AaT.

Declaration from AB.

Governors approved alternative meeting arrangements and requirements for confidentiality when participating in virtual meetings.

Governors agreed to open meeting format.

Appointments & Membership

Chair – Adam Boshoff temporary Chair from September to December

Co Vice Chair – Aaron Twaits

Co Vice Chair – Kyra Mumford

KM will shadow ACB during autumn term with the view that she will step up to Chair and swap roles with ACB at the end of term.

Pay Panel: ACB & TC

HT Appraisal Committee: ACV, TC and LPT representative. 1.30pm 18 October.

Appeals Panel: KM

Strategic Leads:

Curriculum, Pupil Progress, Attainment, Phonics & Reading	TH
Health & Safety	MM
SEND	KM
Community & Communications	NF
Wellbeing	LS
Education Development	AB
Leadership	ACB
Safeguarding	TC
Resources	AaT
EYFS	Vacancy – ACB acting

SDP & Annual Work Program

HT circulated a hard copy of SDP to all governors. [Data to follow.](#)

Focus on phonics and reading.

Additional category of building works.

HT soon to qualify in Well Being.

School hoping to attain healthy school status.

Governors agreed good practise to develop annual work planner to include details of school events and to schedule governor visits for the year ahead linking focus to SDP. [ACB & KM to draft and circulate.](#)

Harvest Festival Y1 & Y2	9.15am 18 October
Harvest Festival Y R	9.15am 20 October
Parents Evening	3.40pm to 7pm 31 October
Parents Evening	3.40pm to 5pm 2 November
GLP Board	8.30am 15 November
Mini Market	1 December – afternoon
Christmas Lunch	8 December
Christmas Show YR & 1	9.30am 14 December
Christmas Show Y2	2.15pm 14 December
Christmas Party	15 December

It was agreed it would be a good idea for Governors to host parent questionnaire during parents evening in the ICT suite.

Constitution

- 1 x Parent vacancy to recruit for, [office to issue letters for parent nominations](#)
- 1 x Foundation vacancy – recruitment on hold as will change with academisation

Approval of Minutes

Agreed

Safeguarding

[Governors agreed to undertake training course issued by HT.](#)

Governors noted a focus on behaviour and attendance and school policy should reflect this.

Governors acknowledged school carry out social media checks on new candidates, policy to follow from HT.

[HT agreed to include attendance data in HT report going forward.](#)

KCSIE

All changes will be included in safeguarding training for governors.

Workload reduction and Well Being

Governors agreed Well Being should be standing agenda item. HT confirmed use of workload reduction toolkit.

Staff room currently under refurbishment to promote well being.

Suspensions

New guidance available effective 1 September, Clerk to circulate.

OFSTED

Governors agreed to be aware of expectations set out in new handbook.

Governors acknowledged school now operating 32.5 hour week.

Policies

[School safeguarding policy to be updated urgently to reflect changes in KCSIE](#), circulated to governors for ratification via email. Clerk to help co-ordinate.

It was noted some statutory policies are overdue for renewal. After a robust discussion it was agreed [NF would prepare a list of policies](#) that require attention and the workload will be distributed across the board to make manageable, ready for ratification at next FGB.

HT reported staff shortages in the school office, due to staff turnover and illness which is having an impact on general administration.

Confidential Items

None

AOB

Governors asked how the decision to withdraw swimming provision would be communicated to parents. **AB & VA agreed to send a letter** explaining decision making/rationale (not statutory part of curriculum for Key Stage 2 and cost increase).

Governors thanked KM for stepping forward as Vice and succession planning for Chair.

Governors noted a rise in cases of Covid amongst school staff. There is a need to develop a contingency plan should members of the leadership team be absent at the same time.

Governors were advised the new potential date for academisation would be December 2023. Funds have been transferred and are in place. The ownership of the land is still causing an issue.

Dates of Future Meetings

15 November –	Resources
6 December –	Children & Learning
17 January –	Resources
21 February –	Children & Learning
13 March –	Finance
24 April –	Resources
10 July –	Children & Learning