



Name	Type of Governor	Present	Apologies
Katie Blood	Headteacher	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	Yes	
Tony Firmin (Vice Chair)	Foundation	Yes	
Nikki Harper	Parent	No	Yes
Catherine Wilson	Foundation	Yes	
Dan MacIntyre	Parent	Yes (item 3 onwards)	
Ian Beggs	Staff	Yes	
Ben Scott	Foundation	No	Yes
Mary Nixon	Foundation	Yes	
Roger Fine	Local Authority	Yes	
Tom Way	N/A (Clerk)	Yes	
Sarah Foster	School Business Manager	No	Yes
Janis Taylor	SPA	Yes (items 1 – 3)	
Vacancy	Foundation		
Vacancy	Foundation		

Quorum: 8 out of 10 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

1. Welcome / Opening Prayer / apologies for absence and declarations of interest

The Chair asked the HT to commence the meeting with an opening prayer.

The Chair confirmed that apologies had been received from NH, BS and the SBM.

The Chair welcomed JT the SPA (school partnership advisor) to the meeting.

There were no declarations of interest for this meeting.

2. Minutes of FGB meeting held on 19.10.22 accuracy / matters arising

The GB agreed that the minutes were an accurate representation of both meetings.



The following actions have been met:

- The Chair has sent the draft induction pack to all governors for feedback
- The Clerk has sent the school data pack out to governors again and added it to the agenda for this meeting
- The HT has shared the action plan from the LA relating to the H&S assurance checklist with governors in advance of this meeting
- The HT has sent the staff list for 2022 to governors

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 2.1** The Chair to investigate the process for taking on EHCP pupils with governors' approval – **ongoing**
- 2.2** HT to discuss premises inspection criteria with RF before the inspection in January – **ongoing**
- 2.3** HT to action items 4 and 6 within the premises inspection report – **ongoing**

3. Governor Monitoring Training

JT provided an introduction to the governors' monitoring training. There was a discussion around governors' current level of monitoring experience and what monitoring has already been undertaken by governors at the school.

[DM arrived]

JT went through governors' understanding of monitoring and the importance of governors being involved in this, and that it is very useful for HTs to have governors actively involved in this regularly.

JT clarified that the role of governors' monitoring is to:

- Operate at a strategic level to ensure the school delivers the best possible education to the pupils
- Ensure clarity of vision, ethos and strategic direction
- Ensure compliance

JT clarified the distinction between governors directly taking action on concerns they may have in contrast to ensuring that action will be taken by the school, and advised that the latter is governors' responsibility and not the former, and that also ensuring that the direction of the school is clear and focused falls within the remit of governors' responsibility.



JT advised that further purposes of the role of governors is:

- To hold school leaders to account for the education of the school and for the performance management of the staff
- To oversee the financial performance of the school and ensure that money is well spent
- To be involved in establishing what the school's strengths/weaknesses are and agree what are the main areas for improvement are

JT went into further detail on how governors can support the school's vision and ensuring that there is strategic clarity and direction.

JT then covered what the governors' role in monitoring is not:

- To attempt to micromanage the school by becoming involved in operation matters
- To take on the role of an inspector
- To make judgements about the quality of methods of teaching and the extent of learning
- To behave like a school leader
- To interfere with the day to day running of the school

There was a discussion around these points.

JT covered a section on how governors' get their information about the school and there was a discussion around this. Governors clarified that the majority of their information comes from the HT. JT advised that it is good to get information from several sources, and advised that there are other school leaders to speak to, there are external sources e.g., National data, Ofsted reports, parent questionnaires, and school visits conducted by the governors themselves (first-hand experience).

JT clarified the different types of visits that can be conducted by governors:

- Link governor visits
- Informal visits
- Observer visits
- SDP/SIP-linked visits

JT gave further advice on how these can be useful/important in different ways.

JT provided a section on governor monitoring reports, and advised that the following criteria should be adhered to within these reports:

- Agreed format
- Factual
- No personal judgements



- Questions to be followed up
- Celebrate success
- Keep on file/accessible

JT advised on linking monitoring to the SDP with the following points:

- Asking the right questions
- Inviting the right people to present/update at governing body meetings
- Making the right visits
- Making the right connections

JT provided an example document of a monitoring programme for a governing body and provided further clarification on this. There was a discussion around what the governors' monitoring programme might look like next term.

JT asked if there were any questions.

TF commented that the training has been useful and that there is a lot to reflect upon and consider. The HT commented that JT has clarified that there are things that governors may not have considered as monitoring but that actually is, and that they are already doing e.g., asking the right questions at FGB meetings. There was a further discussion around this and various ideas for monitoring.

Governors confirmed that there were no other questions.

The Chair and governors thanked JT for providing the training and commented that it was very useful and appreciated.

[JT left]

There was discussion around the timing of FGB meetings in regard to inviting subject leaders to attend and provide presentations. The Chair agreed to review governor meeting timings in regard to subject leader visits.

ACTIONS

3.1 Chair to review FGB meeting timings in regard to subject leader visits

4. Finance

The HT advised that the SBM is currently unwell and unable to attend the meeting in person, and that they will do their best to advise upon the finance items in their absence.

A) Performance Management Feedback



The HT advised that for this item they and IB may need to leave the room, but that in terms of teachers there are no pay scale lifts pending. The HT advised that through doing the NPQEL, she had become more aware of current research and information around the latest trends in education and is trying to develop ways that this kind of information can be accessed by staff. The HT further advised that all teachers can complete a relevant NPQ by the scope of these is narrowed due to closer control by the DfE. There was a discussion around CPD in other professions and the required hours, and also that it is unrealistic to expect teachers to find extra time for a quota of CPD.

The Chair confirmed that the HT and IB didn't need to leave the room as the HT's performance management is conducted in a sub-committee.

B) Monthly Budget Monitoring report

There was a discussion around a possible budget surplus, but the HT advised that they cannot confirm this currently due to a pending update from the SBM regarding extra staffing and utilities quotes, but that otherwise there were no issues to highlight currently.

C) Monthly Reconciliation report

The HT advised that the variance within this is due to an error made by BHCC not updating the payroll figures i.e., someone had started working at the school and BHCC hadn't paid them at all initially.

The HT and governors agreed to leave this item here due to time constraints and the absence of the SBM.

5. Headteacher's 'School at a Glance' Report

A) Progress against SDP & School Data Pack

The HT advised that due to the time constraints on this meeting they won't go through everything in the report as usual but confirmed that it is all there, and they clarified one point in the report where the highlighted internal school data section should actually be highlighted as targets, and they advised that they will update this and send it out again next time. The HT provided further clarification on the ARE stats and terminology within the report.

In regards to the format of the report, there is a high level of detail, but does this perhaps make it difficult to focus on the strategic-level themes throughout?

The HT commented that having different governors allocated to different areas within the SDP helps to keep this focused. The Chair also commented that they have served at four other school's governing bodies and that this document is always substantial in the level of



detail it contains and that it is difficult to get around this. There was a further discussion around this and the HT advised that they welcome any governor suggestions for more helpful formats in the strategic context.

TF advised that in terms of monitoring, they would pick a couple of items from their link area and focus on these, as this is all that they can do as a governor and that it would be too large a topic cover in its entirety every time, and that it can be useful to hone in on things sometimes. There was a broader discussion around this.

The HT highlighted that the school can celebrate having been successful in three different bids:

- £1,000 awarded from the Food Poverty Network; the school has received great feedback from them and they have asked the school to host the Food Poverty Network launch, and the HT advised that the money will be used to improve the food bank room
- £6,000 awarded from the Fonthill Foundation for counselling/therapy over the Spring/Summer term
- £3,000 awarded from the Fonthill Foundation for outdoor learning and wildlife projects.

The HT advised that the school had 125 pupils at the beginning of the academic year, and that it currently has 134.

Governors confirmed that there were no more questions on the SDP.

The HT advised that the School Info pack is the LA comparative data from 2019 and 2022, and that there is no data from 2020 and 2021 due to the pandemic. The HT summarised the statistics briefly and advised upon the higher proportion of disadvantaged pupils at the school. DM commented that the pandemic had hit schools with disadvantaged pupils harder, and the HT further advised that the statistics for smaller schools with less pupils have been affected more significantly too, and there was a broader discussion around this.

DM commented that in regards to the Phonics data there looks to be a big improvement between year 1 and year 2 and noted that the school is above the LA average at the end of year 2. The HT agreed and highlighted that although some pupils struggle in year 1, the school is doing much better by year 2.

B) Data

The HT advised that in regards to the timeline for data collation, they will only just receive the latest data next week, but that this means that governors will only review it for the first time at the next FGB meeting in February. The HT advised that they are addressing this issue and discussing with Helen Banks if there is a better way of collating the data to coincide with governors' meetings in a shorter timeframe.



C) IDSR

The HT advised that this is comparative data, and asked governors to forward any questions that they might have about this.

D) Pupil Premium strategy for current year

Governors agreed to defer this until the next FGB meeting.

6. Health & Safety

A) HT report on safety matters

The HT confirmed that there was nothing to report.

B) Termly premises inspection

The HT confirmed that the next premises inspection was scheduled for January.

7. Policy reviews

The HT confirmed that they had circulated these to governors prior to the meeting and apologised for the number of them, and governors confirmed that they had received and read these.

A) Teaching & Learning

Governors confirmed that there were no questions on this policy.

B) Safeguarding

Governors confirmed that there were no questions on this policy.

C) Pay

Governors confirmed that there were no questions on this policy.

D) Governing Body Register of Interests

Governors confirmed that there were no questions on this policy.

E) Governor's Allowances and Expenses



Governors confirmed that there were no questions on this policy.

F) Emergency Events

The HT advised that this is a new policy, and there was a broader discussion around it.

Governors confirmed that there were no questions on this policy.

G) Data Protection and FOI

Governors confirmed that there were no questions on this policy.

The HT and the Chair agreed to allocate polices to specific governors to review in advance in order to divide the workload going forwards.

The Chair asked governors if they all agreed to the policies here.

Governors confirmed that they agreed to these policies.

The Chair thanked the HT and the staff for providing these policies and working on them.

ACTIONS

7.1 HT and Chair to allocate polices to specific governors to review in advance

8. Feedback from Governor training/visits

A) Phonics report

The HT advised that this report came in late but that they didn't want to leave it until next time, and they gave a summary of the visit from Joanne Marron and that they had confirmed that the school is going in the right direction with Phonics.

The Chair advised that the School Strategy board meeting received a report sent by Janis Taylor and that the feedback within it was very positive.

B) Safeguarding report

TF confirmed that they conducted a Safeguarding review with Rachel Christie-Davies recently and gave a brief summary of it, and commented that the online system is very useful and a big improvement compared to the time when they were a teacher, and that it is good for collating small pieces of information. The HT agreed that it is really useful and that information can also be transferred between schools when a pupil moves.



MN advised that they attended a Diocese monitoring training course last week, and that it was in line with what was covered in the training earlier.

TF advised that they did online SEND training with the LA recently but that it was not particularly useful.

9. Urgent business not on agenda / The Grace

The HT advised that the school carol service is on Thursday and that all governors are welcome to attend if they are available.

The Chair acknowledged that this is DM's final meeting, and offered a huge thanks to them and the value that they have provided to the FGB, and also provided them with a leaving thank-you gift. DM said that the thanks is very much appreciated, and commented that the school has improved a lot since their child started as a pupil there ten years ago, and also that the FGB has improved a lot in the time that they have been a governor. DM also confirmed that they will do a handover meeting with Rachel Christie-Davies in regards to their role as the Safeguarding link governor.

The Chair confirmed that a new Safeguarding link governor will be agreed upon at the next FGB meeting.

ACTIONS

9.1 Clerk to add an agenda item on the next FGB meeting for electing a new Safeguarding link governor

The Chair concluded the meeting by saying the Grace.

The meeting closed at 7:39pm

Signed[Signed copy kept in school office]..... Chair of Governors

Date...[09.02.23]..

The next FGB meeting will be on Thursday 9th February at 5.45pm.