

Haslingfield Primary School

Minutes of the Governing Body Meeting

Held at school 6.30pm on 29th September 2021

Governors present: James Hayward (JH-Headteacher), Paula Durrant (PD- Chair FGB/Standards), Donna Peck, (DP- Staff Governor,) Jenny Reavell (JNR- Chair Resources), Janet Reinemann (JR), & Poppy Short (PS)

Also in attendance: Guy Lewis (Incoming Governor, observing) & Kathleen Baptie (Clerk KB)

<p><b>1. Welcome &amp; Apologies</b> No apologies</p> <p><b>2. Declarations of Interest</b> Declaration of personal/pecuniary interest forms have been received by the Clerk from all Governors.</p> <p><b>3. Approval of Minutes of the FGB meeting 20/07/21 &amp; Matters Arising</b> There were no matters arising and the minutes were approved and will be digitally signed by the chair.</p> <p><b>4. Governing Body Membership Matters (appointments, resignations, end of office)</b> PD stood down as Chair and left the meeting while nominations were received. JR nominated PD as Chair, DP seconded. PS agreed to stand as Interim Vice Chair until next FGB on 1st December 2021, as the membership are currently recruiting to vacant positions. PS was mindful that consideration needs to be given to the diversity in the skills of the incoming governors and the allocation of roles of the full membership to best serve the school. This was agreed. PD thanked JNR whose term of office has come to an end, and also TR in his absence, for their hard work and commitment to the school during their terms of office. It was noted that CB has resigned as a governor due to personal circumstances. Parent Governor elections are currently live with two proposed candidates. Elections close on 8<sup>th</sup> October 2021. JNR left the meeting. Appointment of members to sub committees; Resources – JR(Chair), PS, JH Standards – PD(Chair), DP, JH</p> <p><b>5. Governor Budget</b> <b>Action point</b> – It was agreed that the Resources Committee would look at the Governor’s budget which should include costings for memberships, expenses, training and clerking.</p>	
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## **6. Governors Strategic Plan 2021-2026**

A new Strategic Plan was circulated prior to the meeting and is appended to these minutes. This plan<sup>i</sup> outlines governor's commitments and priorities for the next 5 years. This will be a live working document that will remain under constant review and will be the framework for all committees.

## **7. Headteacher Update**

The Head teacher report was circulated prior to the meeting and is appended to these minutes<sup>ii</sup> JH summarised the following;

- Staff Inset day.
- School Development Plan.
- DfE's updates- Changes to the '*Keeping Children Safe in Education*' guidance document and the '*Early Years Framework*' The updated Framework for Early Years started at the beginning of term. A key change is that there is no requirement for recording day to day observations.
- Recovery Premium and Pupil Premium. What is available and how this is being used to pay for a NTP tutor at the school.
- Early Years – most children have settled well. Advised that this year's cohort has a high number of children with SEND.
- It was noted that attendance has been good so far. JH has arranged for an attendance officer from UCPS to share practice with the office team and a new system of analysing attendance is to be implemented.
- Tutoring funding - JH explained the complex nature of the funding which schools must use to set up their own tutoring program for children that have fallen behind. JH has arranged a working party with other local Heads of Primary to better understand the process and share plans.
- Covid 19 – There are currently no cases in school, which is against the trend in other local schools. Home learning packs have been prepared for use when necessary. CO2 monitors will shortly be delivered from the government to monitor the air quality in the school as part of ongoing support mechanisms to keep children in school.

## **8. Headteacher Appraisal**

PD and JR were voted on to the Headteacher Appraisal panel. Both have undertaken Headteacher Appraisal training. The panel will also include the LA School Improvement Advisor. Appraisal scheduled for 18/10/21 or 21/10/21 depending on availability of the County Council Officer.

## **9. Standing Items**

A discussion took place about the condition of the roof by the original school entrance due to a recent leak. The school have spoken with the LA and are undertaking action to gain quotes for the required works. The Resources committee will need to consider this and other matters relating to the age of the building and look at what funds/grants are available as a key priority.

<p><b>10. Policies</b> None</p> <p><b>11. Governors Training and Development</b> Skills Audit to be compiled by Clerk and identification of gaps to be used as a training plan.</p> <p><b>12. Agree and begin programme of Governance visits</b> The school will provide a calendar of termly dates so that Governors can attend events such as Harvest Festival and Christmas performances. Other suggestions included visiting for lunch and doing a 'lunch review' and meeting new parents.</p> <p><b>13. Date of next meeting</b> A Governors calendar of dates for 2021-2022 was circulated prior to the meeting and is appended to these minutes.<sup>iii</sup> The Resources meeting will be on 20<sup>th</sup> October at 12.30pm. The next FGB will be on 1<sup>st</sup> December at 6pm. (This is a change to the calendar).</p> <p><b>14. Confidential Agenda Item</b> Due to the confidential nature of the next item, Guy Lewis left the meeting. A discussion about SEND provision took place.</p> <p>Meeting closed at 8.45 pm</p>	
<p><b>ACTION PLAN- NEXT STEPS</b></p> <ol style="list-style-type: none"> <li><b>1. Resource committee to review Governor expenditure within budget</b></li> <li><b>2. Resource committee to review action on the school roof repair</b></li> <li><b>3. Clerk to compile skills audit and provide training action plan</b></li> <li><b>4. All Governors to attend Safeguarding Training</b></li> </ol>	<p>Autumn Term 21</p>

<sup>i</sup> Governors Strategic Plan

<sup>ii</sup> Headteacher's report

<sup>iii</sup> Governing Body Academic Calendar