



**STAPELEY BROAD LANE CE PRIMARY SCHOOL  
FULL GOVERNING BOARD MEETING  
PART 1 MINUTES**

<b>Date:</b>	<b>26<sup>th</sup> March 20204 at 6:30pm</b>	
<b>Venue:</b>	<b>School</b>	
<b>Present:</b>	<b>Roy Smith (RS)</b> <b>Jen Holden (HT)</b> <b>Matt Beeston (MB)</b> <b>Fiona Hartley (FH)</b> <b>Sarah Renshaw (SR)</b> <b>Richard Morgan-Wynne (RMW)</b> <b>Andrea Davaraj (AD)</b> <b>Jo O'Brien (JO)</b> <b>Sarah Ailsby (SA)</b>	<b>Co-Opted Governor (Chair)</b> <b>Head Teacher</b> <b>Staff Governor</b> <b>Co-opted Governor</b> <b>Parent Governor</b> <b>Foundation Governor</b> <b>Foundation Governor (Diocesan Board of Education)</b> <b>Parent Governor</b> <b>Staff Governor</b>
<b>Apologies:</b>		
<b>Absence:</b>		
<b>In attendance:</b>	<b>Stephen McVicar (SBM)</b> <b>Cheryl Jackson (Clerk)</b>	<b>Clerk</b>

The Chair confirmed that the meeting was quorate.

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES</b>
<b>Discussion:</b>	The Chair opened the meeting and noted that all Governors were present at the meeting.

<b>AGENDA ITEM 2</b>	<b>CONFLICTS OF INTEREST RELATING TO THE MEETING (PECUNIARY OR OTHERWISE)</b>
<b>Discussion:</b>	There were no conflicts of interest recorded for this meeting.

<b>AGENDA ITEM 3</b>	<b>ANY OTHER BUSINESS (AOB)</b>
<b>Discussion:</b>	The following items of AOB was agreed: <ul style="list-style-type: none"> <li>• Scheme of Delegation.</li> <li>• Ofsted Preparation Meeting.</li> </ul>

<b>AGENDA ITEM 4</b>	<b>MEMBERSHIP</b>
<b>Discussion:</b>	The HT confirmed that the Parent Governor election was in progress and should be completed just after the Easter holidays. There are 3 applications for 2 vacancies.

<b>AGENDA ITEM 5</b>	<b>MINUTES FROM PREVIOUS MEETING</b>
<b>Discussion:</b>	The Part 1 minutes from the following meeting was accepted as a correct record: <ul style="list-style-type: none"> <li>• FGB 12.02.24.</li> </ul> <p>The Chair will sign a copy electronically and provide to the school for retention.</p>
<b>Decision:</b>	Governors resolved to approve the minutes of the above meeting.
<b>Action:</b>	The Chair to electronically sign a copy of the minutes and provide to the school for retention.

<b>AGENDA ITEM 6</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	Governors reviewed and updated the Action Log: <p>The following outstanding actions were discussed and carried forward:</p> <ul style="list-style-type: none"> <li>• <b>Action Ref No.27</b> – FH will provide the documentation for completion of her DBS. All others Governor DBS checks/renewals have been completed.</li> <li>• <b>Action Ref No. 44</b> – FH &amp; RMW will complete the Skills Audit. SR will resend the template.</li> </ul> <p>All other actioned were completed and closed.</p>

<b>AGENDA ITEM 7</b>	<b>MINUTES FROM THE FINANCE COMMITTEE</b>
<b>Discussion:</b>	The Part 1 minutes from the Finance Committee 07.03.24 were received by Governors. <p>RMW provided the update:</p> <ul style="list-style-type: none"> <li>• Cashflow remains tight but has improved from previous projections, this is due to better take up of nursery places and an expansion of the After School Club.</li> <li>• Staff costs are still higher than they should be, the restructure plans will reduce and align the pupil teacher ratio to other similar schools.</li> <li>• The report from the School Resource Management Advisor (SRMA) has been received. It was a comprehensive report and raised a number of concerns including:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Lack of detailed budgeting for the Nursery set up. A new Scheme of Delegation has been recommended to ensure that this does not happen again. (Discussed in item 20).</li> <li>○ Catering Contract – the School did not follow the required tendering process. RMW noted that appropriate discussions were taken in the Finance Committee, but they had not been minuted.</li> <li>○ Appointment of the auditors - the School did not follow the required tendering process. There is another 2 years to run on the contract.</li> <li>● The utilities contract has 1 year remaining and remains competitive.</li> <li>● There is still a concern about the lack of Financial expertise on the Governing Board, AD has some experience and has agreed to be involved in the finance committee while the board seeks alternate finance experience through governor vacancies</li> <li>● The Finance Committee agreed that the School require a better financial system. The current package is in place until the end of the year. The SBM has researched 3 different suppliers, full details were available in a document circulated to Governor prior to the meeting. It was noted that each require a 3 year sign up. Taking into account the School’s current discussions with The Cornovii Trust and checking that there were major risks to delaying, Governors agreed to defer the decision to purchase until September.</li> <li>● Articles of Association – as previously raised by the Clerk, the School’s Articles of Association are based on the 2013 model, this model has since been updated. The ESFA have recommended that these are updated to the new model. The new Articles will be circulated by RMW to Members for approval.</li> <li>● External Review of Governance was recommended by the SRMA. The cost is £8K, Governors agreed that, whilst the recommendation is welcomed, it is currently not affordable. With plans to join a MAT under consideration, this may also be an avenue and opportunity to review Governance.</li> </ul>
<b>Actions:</b>	<ul style="list-style-type: none"> <li>● The Clerk to add agenda item to Autumn FGB1 ‘Review the purchase of a new financial management system’.</li> <li>● RMW to circulate new Articles of Association to Members for approval.</li> </ul>

<b>AGENDA ITEM 8</b>	<b>FINANCE /COMPLIANCE UPDATE</b>
<b>Discussion:</b>	The SBM confirmed that the School Resources Management Self-Assessment had been submitted by 15.03.24.

<b>AGENDA ITEM 9</b>	<b>LINK GOVERNOR REPORTS</b>
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<p><b>Discussion:</b></p>	<p>The following Link Governor Visits have been completed since the last meeting:</p> <p><u>Religious Education – AD 07.03.24</u> (Report available on Governor Hub). AD commented on the expertise in delivery of the curriculum and the excellent way the curriculum builds from KS1 to KS2. She also noted the link to Collective Worship and the collaboration with other cluster schools.</p> <p><u>Safeguarding – SR – March 2024</u> (Report to be uploaded to Governor Hub). SR informed Governors that all safeguarding training was up to date and pupils are made aware of safeguarding through assemblies and School Council. There have been online safety days and the HT has completed Safer Recruitment training (SR also plans to complete this training.) SR will complete a single central record check on 27.03.24 and will then circulate her Link Governor Report to Governors.</p> <p><u>GDPR – JO – March 2024</u> JO has been into School to start to understand the GDPR landscape. A data mapping exercise has been completed. The next steps is to review the data, identify the risks and create a Risk Register which includes mitigating actions. JO asked all Governors to read the GDPR document on The Key. There will be an interaction Quiz on GDPR at the next FGB.</p> <p>AD has agreed to support the Finance Link Governor until new Governors have been recruited.</p>
<p><b>Actions:</b></p>	<ul style="list-style-type: none"> <li>• SR to circulate the Safeguarding Link Governor Report.</li> <li>• All Governors to read The Key article on GDPR before the next meeting.</li> </ul>

<p><b>AGENDA ITEM 10</b></p>	<p><b>HEADTEACHERS REPORT</b></p>
<p><b>Discussion:</b></p>	<p>The Headteacher’s Report was circulated on Governor Hub prior to the meeting.</p> <p>The HT gave a brief overview and highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• <b>Pupil Numbers</b> are steady, and the Nursery numbers are increasing. Capacity in the Nursery has increased to 26 with an additional room being opened. There has been lots of interest for places in September, with 12.5FTE being confirmed already.</li> <li>• <b>Attendance</b> remains high at 94.8% and the number of persistent absence (PA) pupils has reduced from 28 to 22. Low attendance letters continue to be sent. There are no major concerns. The importance of good attendance is highlighted in the School Newsletter.</li> </ul> <p><b>Q – How does attendance compare to other local schools?</b> R – Attendance is above local and national average.</p> <p><b>Q – What are the reasons for PA?</b></p>

	<p>R – The majority of pupils have legitimate reasons for absence.</p> <ul style="list-style-type: none"> <li>• <b>Successes</b> detailed in the report include Arts Curriculum Day and World Book Day. The HT noted that the feedback from parents regarding the activities on World Book Day had been very positive.</li> <li>• <b>Parents Evening</b> – a new system for parents evening has been introduced – both parents and staff were very positive about the new system.</li> </ul>
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<b>AGENDA ITEM 11</b>	<b>SCHOOL DEVELOPMENT PLAN (SDP)</b>										
<b>Discussion:</b>	<table border="1" style="margin-left: 20px;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">OBJECTIVES FOR 2023/24</th> </tr> <tr> <td style="width: 20%;">Objective 1</td> <td>To further improve English outcomes across all year groups, particularly the quality and stamina in writing.</td> </tr> <tr> <td>Objective 2</td> <td>To further develop the role of the subject leader.</td> </tr> <tr> <td>Objective 3</td> <td>To improve pupil outcomes across the school in the wider curriculum and ensure opportunities for retrieval practice.</td> </tr> <tr> <td>Objective 4</td> <td>Across the EYFS, ensure planning is progressive and sequenced with clear endpoints.</td> </tr> </table> <p>An update on the SDP was included in the Hedateachers Report.</p> <p>Objective 1&amp;2 - Work has continued to develop the role of the subject leader. Leaders are now much more confident with their subject and have a good understanding of their subject across the school. Action Plans are now in place and book looks or the pupil voice have been gathered during the spring term. Feedback is also given to teachers following the subject leadership time.</p> <p>Objective 3 – Retrieval practice is now embedded in History and Geography. SLT will discuss how this practice can be rolled out across other curriculum areas.</p> <p>Objective 4 – Nursery and Reception continue to work well in developing the curriculum for both groups. The EYFS Consultant has worked with the team to develop plans for both.</p>	OBJECTIVES FOR 2023/24		Objective 1	To further improve English outcomes across all year groups, particularly the quality and stamina in writing.	Objective 2	To further develop the role of the subject leader.	Objective 3	To improve pupil outcomes across the school in the wider curriculum and ensure opportunities for retrieval practice.	Objective 4	Across the EYFS, ensure planning is progressive and sequenced with clear endpoints.
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<b>AGENDA ITEM 12</b>	<b>SCHOOL IMPROVEMENT PARTNER (SIP)</b>
<b>Discussion:</b>	<p>Full details on the SIP Visit were included in the Headteacher’s Report.</p> <p>The HT gave a brief overview and stated that the SIP worked closely with SLT with an English focus visit. Observations of English being taught in year groups were carried out. It was noted that SA spoke with passion and commitment and had a clear understanding of</p>

	<p>how to drive improvements forward. Areas of strength and areas of development were identified, and next steps were agreed, of which some have already been actioned.</p> <p>The HT informed Governors that the areas of development highlighted the need to further work to be done with staff. A meeting is planned after Easter to tackle these areas.</p> <p>The full report from the SIP had been shared with the Chair.</p> <p><b>Q – Is this work relevant to other subject areas?</b> R – Yes, this is definitely the direction the School is going.</p> <p>The Chair also confirmed that RED items in the SEF had all been moved the AMBER. He congratulated the HT and commented on the drive and enthusiasm to make improvements.</p>
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<b>AGENDA ITEM 13</b>	<b>GOVERNANCE REVIEW</b>
<b>Discussion:</b>	<p>Discuss the NGA Self Evaluation Process Q5 – Induction &amp; Ongoing Development</p> <p>RMW noted that Governors had reviewed this question on 27.09.22 where they agreed that there was a need to review and update the Governor Induction policy and ensure it was fit for purpose and used for all new Governors. Governors noted that some training was still outstanding and that the training plans needed updating for 2022/2023.</p> <p>AD, who is a new Governor confirmed that although the School had been very welcoming and supportive, however, the formal induction requires some improvement.</p> <p>Governors agreed that an Induction Pack should be produced and asked the Clerk to provide an Induction Check List and any other useful templates as a starting point. RMW agreed to be the Induction Link Governor.</p> <p>This area remains on AMBER.</p>
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• The Clerk to provide Governor Induction documents to RMW.</li> <li>• RMW to create a Governor Induction Checklist.</li> </ul>

<b>AGENDA ITEM 14</b>	<b>STAKEHOLDER ENGAGEMENT PLAN</b>
<b>Discussion:</b>	<p>a) The Parent/Pupil Survey has been completed and the results were circulated on Governor Hub prior to the meeting.</p>

	<p>There was 161/234 responses, and the majority of responses were very positive. The HT talked Governors through the 15 questions and drew their attention to the School response for each question.</p> <p>The HT noted that she had taken the opportunity to provide additional information for parents or signpost them to where information is available. She expressed disappointment that 7% of parents that responded would not recommend the School and had offered an open invitation to discuss this further – there has been no take up on the offer.</p> <p>A Governor commented on the high response rate.</p> <p><b>Q – What questions did the School use?</b>  R – This is the Ofsted Survey and will provide some historic data and benchmarking that will be required going forward.</p> <p>A Governor commented that parents appreciate the availability of learning plans. The School should consider how this can be better communicated more as many parents seem unaware that this exists.</p> <p>A Governor commented that the SEND responses are very positive.</p> <p>b) JO informed Governors that she had drafted a Stakeholder Engagement Plan, she listed a number of topics that she considered should be included to provide parents with a better understanding of the roles and responsibilities of the Governing Board. JO will circulate to Draft Stakeholder Engagement Plan for Governors to review for discussion at the next FGB on 13.05.24.</p>
<b>Actions:</b>	<p>All Governors to review the Draft Stakeholder Engagement Plan.  The Clerk to add agenda item ‘Review Draft Stakeholder Engagement Plan’.</p>

<b>AGENDA ITEM 15</b>	<b>GOVERNOR DEVELOPMENT AND TRAINING</b>
<b>Discussion:</b>	<p>Governor training attended since the last meeting:</p> <p>SR – PHSE – 19.03.24  (SR noted the requirement for a PHSE Link Governor).</p> <p>RMW – Governors Guide To Being Inspection Ready – 27.02.24.</p> <p>Further training requirements will be reviewed on completion of the Governor Skills Audit.</p>
<b>Actions:</b>	<p>The Chair to assign a PHSE Link Governor following parent governor elections.</p>

<b>AGENDA ITEM 16</b>	<b>POLICIES</b>
<b>Discussion:</b>	The Positive Handling policy was circulated on Governor Hub prior to the meeting for review.  The HT noted minor changes to the policy.
<b>Decisions:</b>	Governors approved the Positive Handling policy.

<b>AGENDA ITEM 17</b>	<b>STRATEGIC GOVERNANCE</b>
<b>Discussion:</b>	a) The Chair noted that the Governing Board would consider an External Governance Review in the future. In the meantime they will continue to use the NGA Self Evaluation questions to improve governance. b) Governors confirmed the arrangements to buy in Clerking Services from the Local Authority for the next school year.

<b>AGENDA ITEM 18</b>	<b>TERM DATES AND HOLIDAYS 2024/2025.</b>
<b>Discussion:</b>	Governors approved the term dates for the next school year including 5 INSET days.

<b>AGENDA ITEM 19</b>	<b>MEETINGS</b>
<b>Discussion:</b>	The dates and times of the Spring FGB next meetings were confirmed as: <ul style="list-style-type: none"> <li>• 13.05.24 at 6:30pm.</li> <li>• 08.07.24 at 6:30pm.</li> </ul>

<b>AGENDA ITEM 20</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	A new Scheme of Delegation was circulated to Governors prior to the meeting.  The School were advised to update their Scheme of Delegation following the review by the SRMA. RMW agreed to review the new Scheme of Delegation and report back to Governors at the next FGB on 13.05.24. Once approved it will be uploaded to the School website.
<b>Actions:</b>	RMW to review the new Scheme of Delegation and report back to Governors at the next FGB.



AGENDA ITEM 21	IMPACT STATEMENT
<b>Discussion:</b>	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> <li>• Discussing the financial situation in detail and critically considering and actioning the recommendations in the SRMA Report.</li> <li>• Reviewing the Parent Survey, checking on the School's response, and committing to continuous improvement.</li> <li>• Producing a Stakeholder Engagement Plan to ensure parents understand the roles and responsibilities off the Governing Board.</li> <li>• Receiving an update from the Safeguarding Link Governor.</li> <li>• Evaluating new Governor Induction and take actions to make improvements.</li> <li>• Checking on the engagement and impact of the School Improvement Partner.</li> <li>• Receiving an update on the English curriculum.</li> <li>• Visiting the School and talking to staff RE.</li> </ul>

**The meeting part 1 ended at 8:30pm.**

**The meeting moved to part 2.**

Chair.....

Date.....

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