



Edleston Primary School

Full Governors Board Meeting Thursday 17th March 2022 at 3:30pm Venue - School

MINUTES – PART ONE

Present:	Rachael Bagni (HT) Emma Humphries (Chair) Wendy Spry (WS) Sue Worthington (SW)	Headteacher Co-opted Governor (Chair) Staff Governor Co-opted Governor
Apologies:	Len Simm (LS)	LA Governor
Absence:	Emmanuel Arowsafe (EA)	Parent Governor
In attendance:	Cheryl Jackson (Clerk)	Clerk

AGENDA ITEM 1	Welcome & Apologies
Discussion:	Apologies from LS were received and accepted by Governors.

AGENDA ITEM 2	Conflicts of Interest, (pecuniary or otherwise)
Discussion:	There were no declarations of interest declared with the business of the meeting.

AGENDA ITEM 3	AOB Items
Discussion:	The HT requested that the following items of AOB be discussed under agenda item 13: <ul style="list-style-type: none">• Asset Register• School Fund

AGENDA ITEM 4	Membership
Discussion:	a) There were no changes to the membership of the board of governors.



Edleston Primary School

	<p>b) The following vacancies were discussed.:</p> <ul style="list-style-type: none"> • 2 x Co-opted Governor – The Chair has contacted local businesses and high schools with no success as yet. • 1 x Parent Governor – An election is currently in progress and Governors will attend Parents Evening on 23.05.22 to speak to parents about the role. <p>The Chair noted that there is concern about the size of the Governing Board and retention of Parent Governors.</p>
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AGENDA ITEM 5	Approval of the minutes from the previous meeting
Discussion:	The Governors approved the minutes from the meeting on 25.11.21 as a correct record and the clerk was asked to send the minutes to be signed virtually by the Chair.
Decision:	The Governors resolved to approve the minutes of the above meeting.
Action:	The Chair to sign a copy of the minutes and provide for school for retention.

AGENDA ITEM 6	Matters Arising
Discussion:	The Governors reviewed the actions from the previous meeting and updated the Action Log. It was confirmed there were no outstanding actions except those relating to Governor recruitment which were carried forward.
Action:	The HT to add EA DBS details to Governor Hub.

AGENDA ITEM 7	Chair's Action
Discussion:	None.

AGENDA ITEM 8	Part One Reports From Committees & Reports From Governors with Special Responsibilities
Discussion:	<p>a) Minutes of the following Committee meetings were received by Governors:</p> <ul style="list-style-type: none"> • Teaching & Learning Committee 17.02.22



Edleston Primary School

	<ul style="list-style-type: none"> • Leadership & Management Committee 04.03.22 <p>b) There were no Governor Reports to discuss. The next planned Governor visits are:</p> <ul style="list-style-type: none"> • LS – Safeguarding 24.03.22 • LS - Site Visit 24.03.22 • Governor Open Day 08.07.22 <p>The Chair requested a schedule Governor Visits be set up for each term.</p> <p>c) The School Safeguarding audit form (Section 175 return) is be carried out in the Summer term.</p>
Actions:	<ul style="list-style-type: none"> • The HT to set up a Governor Visit Schedule for each term. • The Clerk to add ‘Safeguarding Audit’ as an agenda item for next FGB meeting 23.06.22.

AGENDA ITEM 9	Financial Matters
Discussion:	<p>a) Governors reviewed and approved the draft annual budget for 2022-2023 which was discussed in detail at the Leadership & Management Committee on 04.03.22.</p> <p>b) Budget vs Actuals for the current year 2021-2022 - there is no significant overspend, the carry forward figure is good, and any variances are related to unexpected items of expenditure.</p> <p>c) The SFVS was reviewed and approved and will be submitted by 31.03.2022.</p> <p>d) There is no change to the staffing structure it will remain the same for 2022-2023.</p> <p>e) The Manual of Internal Financial Procedures (MIFP) will be updated in the Summer.</p> <p>f) The Catch Up Premium and the Recovery Premium monies have been spent. It has been used to support all pupils who are not achieving targets. Some of the funds are being used to support the mental health of pupils.</p> <p>g) The Unofficial School Fund has been audited. Governors will receive the audit certificate 2020-21 at the next FGB 23.06.22</p>
Decision:	<ul style="list-style-type: none"> • Governors reviewed and approved the draft annual budget for 2022-2023 • Governors reviewed and approved SFVS



Edleston Primary School

Actions:	<ul style="list-style-type: none">• JS to provide Audit Certificate for Governors to receive at the FGB 23.06.22• Clerk to add 'The Manual of Internal Financial Procedures (MIFP) as an agenda item for the next FGB 23.06.22.
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AGENDA ITEM 10	Covid-19 Update
Discussion:	<p>a) The HT gave a brief Covid-19 update and highlighted the following key points:</p> <ul style="list-style-type: none">• Covid-19 absences are low• The risk assessment has been updated.• Restrictions have eased; mask wearing is now optional.• Whole school assemblies are now taking place.• Parents are now coming into school. <p>b) The remote learning is available on the Dojo, Google Classrooms, and paper copy for Covid-19 absences only.</p>

AGENDA ITEM 11	Part One Headteacher's Report
Discussion:	<p>The Headteacher's Report was circulated on Governor Hub prior to the meeting. The HT gave a brief overview and highlighted the following areas:</p> <ul style="list-style-type: none">• The assessment data available is from December. It is assessment week this week and an updated view on progress will be available at the next meeting.• The School Improvement Partner (SIP) visited the school. He reviewed and agreed with the assessments made by teachers of pupils whose writing is classed as 'borderline'. This was a personal development session for teachers who were pleased with the positive feedback received.• Governor Book Reviews link well with the School's teaching and learning objective. They continue to be popular with pupils. <p>Q – Does the Literacy Lead still moderate with other schools? R – No, but she does attend regular Literacy First training and brings back some great ideas to school. For example, a vocabulary spine which is now a key part of the planning process.</p> <p>HT informed Governors that the Deputy Head had recently interviewed pupils and she commented on their good recall of vocabulary. The SIP also made similar comments.</p> <p>The Year 6 teacher and the Literacy Lead met to review the 'greater depth' readers.</p>

AGENDA ITEM 12	School Development Plan
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Edleston Primary School

Discussion:	<p>The School Development Plan was included in the Headteacher's Report which was circulated on Governor Hub prior to the meeting. The HT gave a brief overview and highlighted the following areas:</p> <ul style="list-style-type: none">• Each subject leader identified an action for this year, which they will evaluate at the end of the year. 2 teachers have presented to Governors and carried out a deep dive in their subject.• End Points will be reviewed at the end of the summer term to see if they can be reduced.• Maths videos are being developed for parents and pupils.• The LA writing training has not happened yet.• Behaviour incidents have reduced, this is as a result of the level of support staff in school. <p>A Governor commented that the Ukraine situation is having an impact on some pupils' anxiety levels. Staff are feeling confident to support pupils and help them address their issues.</p>
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AGENDA ITEM 13	School External Advisor
Discussion:	<p>The SIP's latest report will be available next term.</p> <p>The SIP is providing support in greater depth reading.</p>

AGENDA ITEM 14	Strategic Governance – Organisational & Clerking Arrangements for 2022-23
Discussion:	<p>a) Governors agreed that the Governor committee meetings will be held consecutively on the same day next year to enable Governors to attend.</p> <p>b) The arrangements for the Clerk to the Governors will remain the same.</p>
Decision:	<p>Governors agreed that committee meetings will be held on the same day for 2022/2023.</p>

AGENDA ITEM 15	Term Dates & Holidays for Next Academic Year 2022 – 23
Discussion:	<p>Term dates for the next school year including 5 INSET days have been approved and are on the school website.</p>

AGENDA ITEM 16	Directors Report
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Edleston Primary School

Discussion:	<p>The clerk highlighted to governors several issues, and governors noted the items:</p> <ul style="list-style-type: none">1.3 PREVENT1.7 Leading Governance Development Programme3.4 School Uniform Costs3.6 Cyber Security <p>The Chair noted that the school uniform was reviewed recently and has been made affordable. Second-hand uniform and uniform swaps are available.</p>
Action:	<p>The Chair to visit school to review cyber security.</p>

AGENDA ITEM 17	Governor Training
Discussion:	<p>The Chair has reviewed the NGA skills matrix.</p> <p>All Governors are experienced and continue to ensure that knowledge and skills are kept up to date.</p> <p>SW is booked on a SEND training course. SW attended the Governor Forum.</p>

AGENDA ITEM 18	Policies For Review / Approval
Discussion:	<p>The Equality Information & Objectives Policy is approved and available on the school website.</p>

AGENDA ITEM 19	Planned Residential Visits
	<p>The following forthcoming visits and receive confirmation that risk assessments have been carried out:</p> <p>Kingswood – 28th March (Year 4/5/6)</p> <p>The HT thanked all staff who are going on the residential trip and confirmed with Governors that one day off in lieu would be available to staff for the additional hours worked whilst on the trip.</p>

AGENDA ITEM 20	DATE AND TIME OF NEXT MEETING
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Edleston Primary School

	The date and time of the next meeting of FGB was confirmed as: Summer Term: 23.06.22 at 3.30 pm.
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AGENDA ITEM 21	AOB
Discussion:	The following items were discussed at the Leadership & Management committee on 04.03.22. <ul style="list-style-type: none">• Asset Register• School Fund Governors reviewed and approved the above.
Decision:	The Governors approved the Asset Register & School Fund.

AGENDA ITEM 22	STATEMENT OF IMPACT
Discussion:	Governors helped to move the school forward in this meeting by: <ul style="list-style-type: none">• Attending Parents Evening in school and speaking to parents and pupils.• Approving the draft 2022/23 annual budget.• Understanding how the SIP is supporting the School.• Discussing the Governing Board and contacting local businesses and high schools to recruit new Governors.• Attending SEND training to ensure that skills and knowledge are up to date.

The meeting ended at 4.45pm

The meeting moved to Part 2.

Chair.....

Date.....