

**MINUTES OF THE MEETING OF THE GOVERNING BODY
HELD ONLINE THURSDAY 19th MAY 2022 at 6.45PM**

LA Governors (1) Vacancy	Staff Governor (1) *Fiona Moffatt 20.07.25	Parent Governors (4) ^Mark Hilton 01.12.23 *Juliet Natali 22.10.24 *Andrea Ledward 22.10.24 *Kelly Flitterman 08.12.25
Co-opted Governors (4) ^Jane Garrard 29.01.24 *Carl Spitzer 29.09.24 *Gary Robson 18.09.23 (CHAIR) *Genevieve Hughes 19.11.23	Headteacher (1) *Tony Woodward Ex-officio Also Present *Helen Holloway (Senior Clerk HEP)	Associate Members *Annie Ashraf (DHT) 28.09.22 *Michelle Moss (SBM) 28.09.22 ^Michael Belle 06.05.22
*denotes governor present ^denotes apologies noted		

PART I

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the meeting.

1.2 Apologies were received Jane Garrard, Mark Hilton. The meeting was quorate.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

No matters were declared

3. GOVERNING BODY AND COMMITTEE MEMBERSHIP

3.1 There were no changes to the GB and Committee membership.

3.2 It was noted there is a vacancy for an LA governor.

4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

4.1 The GB **AGREED** the Part 1 GB minutes of the meeting held on 24th March 2022. The minutes will be signed in due course by the Chair.

ACTION: CoG

MATTERS ARISING FROM GB MEETING HELD ON 24TH MARCH 2022

4.2	(Minute ref: 4.1) The minutes (8 th February 2022) will be signed in due course by the Chair.	CoG COMPLETE
4.3	(Minute ref: 4.5) To consider how the Forest Schools development money could be used to link into the curriculum	Learning & Curriculum Action: Carry forward to L&C meeting 16th June 2022

	and to further the work with other local schools	
4.4	(Minute ref: 7.2) The HT reported that a deeper discussion is planned to assess how effectively the policies can be reviewed and updated. Due to Covid and lockdown there is a backlog of policies for review.	HT to feedback at next GB meeting
4.5	(Minute ref: 8.4.3.) It was identified that all parents may not be aware that ad-hoc breakfast club places are available with 24 hour notice. It was agreed to advertise this in the school newsletter and produce a breakfast club flier to distribute to the parents after the half term.	SBM reported there is now a breakfast continual notice for ad-hoc bookings on the school newsletter. Also to include details about summer half term and summer holiday activities.

4.6 The Geography Subject lead, AA, gave a presentation on the Geography curriculum to the GB followed by a Q&A session. The Headteacher, on behalf of the governors, thanked AA for all her hard work developing the Geography curriculum and modelling it to the teachers.

5. CHAIR'S ITEMS

5.1 The Chair thanked the governors for completing the self-assessment forms. All responses have been merged into one document and reviewed by the CoG and HT to identify the skill set of the GB.

5.2 A crib sheet in support of Governors Ofsted preparation, and the revised SEF was published on Teams last week for Governors. The CoG agreed to send an email to remind the governors where they can find the documents.

ACTION: CoG

6. HEADTEACHER'S REPORT

The Headteacher's report was circulated to the GB ahead of the meeting.

6.1 The Chair thanked governors for their responses to attend the Governors Day on 20th May 2022.

6.2 The PGL residential trip has been signed off and it was noted that concerns around the recent Ofsted report for Marchant's Hill was well handled by the school to guide and support parents.

6.3 Pupil attendance is looking good; it is just below 97% and it was reported absenteeism has been largely due to Covid.

6.4 The school is holding a 'Manners Week' promoting respect, and being thoughtful to others.

6.5 Deep dive subjects have been identified for Ofsted and it is anticipated the school is likely to have a section 8 inspection. The inspection will include a deep dive in Reading.

6.6 Personal Development: There are many enhancement activities available to pupils to encourage them to make links with their learning.

6.7 The school will be celebrating the Queen's Jubilee and activities are being co-ordinated by AA including a creative dance workshop. There will also be a concert with parents and the school will host an open afternoon.

6.8 The Headteacher circulated a safeguarding report providing a breakdown of types of cases being managed to ensure the safety of all children.

Governors' questions:

Q1: In the past, there has been high staff absence; how is it this now?

R: This is not as big an issue as it was in the spring term (Feb/Mar). There are still incidents of regular illness from staff. For each member of staff the number of days absent is being managed and if necessary will trigger the informal stage of follow up. All staff are being supported and their wellbeing managed.

Q2: Under the Behaviour and SRE Curriculum section there is evidence of the Year 5 children voicing their own experiences. Are the same opportunities extended to younger children?

R: Yes, conversations start in Reception and continue through the school with conversations about respecting yourself, your friends and what is acceptable behaviour.

Q3: Is there any evidence of the cost of living crisis impacting on our families?

R: We are not aware of any. With regards to the residential PGL trip families who are economically impacted have been supported with grant funding towards the cost of the trip. There are currently 17 children in the school eligible for Free School Meals, and five children identified as requiring additional support.

Q4: Following Covid many pupils have learning gaps in their knowledge— how is the school planning ahead for lost learning?

R: Regular pupil progress meetings take place with the deputy Headteacher and the SENDCo. Where gaps in learning are identified support is put in place. This time last year a 10% - 15% learning gap was identified and recent analysis have showed the gap has now closed to about 5%. There has been a combined approach to close the gaps with buying in consultant teachers. There will be end of year assessments for all year groups in summer term 2.

The predictions for KS2 SATs are in line with where the school was in 2019 before the national lockdown.

Q5: With regards to the SRE, are parents only permitted to withdraw their children just on reproduction education?

R: Parents have the right to withdraw their child from the non-science components of sex education within RSE. With regards to other areas such as domestic violence, which is covered in one of the units, parents also have the right to withdraw their child from the lesson if they choose to do so.

7. BUDGET 2022-2023 AND YEAR END

7.1 The budget reports were circulated to the GB on Teams ahead of the meeting. It was reported the budget was discussed in detail at the Resources Committee. At Year End there will be a carry forward of £33K.

7.2 The Budget Forecast for 2022-2023 is showing an in-year deficit. High increases have been factored in for utility charges. The school will continue to look at opportunities for income generation.

7.3 There are two big capital projects planned:

- i. renewal of laptops (teachers and pupils).
- ii. Construction and renovation of the lower playground space.

7.4 The GB **APPROVED** the Year End report, and the Budget Forecast 2022-2023.

7.5 The PGL trip invoice for the sum of £28k was presented to the GB for approval. The GB **APPROVED** the expenditure and the Chair signed the document.

8. POLICY REVIEWS

8.1 There were no policies to be reviewed.

9. COMMITTEE REPORTS / LINK GOVERNOR REPORTS / SBM REPORT

9.1 Learning and Community Committee

It was reported at the recent meeting the Committee looked at community issues which included:

- Sports provision at school and girls participation
- Questionnaire to parents to follow up on sports provision requests
- School competition
- Redevelopment of lower playground
- PGL going ahead
- Friends of Tetherdown and funding provision for school projects
- Community links (ongoing discussions with local archery group).

9.2 Resources Committee

9.2.1 GH reported. The Resources Committee met on 13th May 2022 to sign off the budget. See item 7: Budget update

9.2.2 GH completed a termly visit to the school on 11th May 2022 and reviewed the asset register.

9.2.3 There is the ongoing residual water table issue on site. A recommendation is that ground investigations take place before ground works commence

9.2.4 There are ongoing Health and Safety issues with the works on the alleyway near the school; there is now a hole in the alleyway for gas connections to the new build house which has implications for access to the school.

9.2.5 A walk around the school premises has taken place to assess the fabric of the building and identify areas of concern.

9.3 Fundraising Sub-Committee

9.3.1 The Minutes of the recent Fundraising sub-committee meeting to be shared with the Chairs of Committees to review in their individual committees.

ACTION: Chair of Fundraising committee

9.3.2 JN reported there has been good progress made with targeted applications for grants working closely with The Friends of Tetherdown.

9.3.3 The sub-committee will also be seeking opportunities for match funding.

9.3.4 It was reported there will be a new Committee for the Friends in September 2022.

9.3.5 It was proposed and **AGREED** that the Friends of Tetherdown and the Building maintenance fund should be joined as one fund and known as the Tetherdown School Fund.

9.3.6 A letter regarding voluntary donations to the Tetherdown School Fund will be drafted and circulated to the GB for approval before distribution to the parents.

9.4 SBM Report

9.4.1 The SBM report was received by all Governors ahead of the meeting. There are currently 412 children on roll – 8 vacancies.

Q1: There are some support staff vacancies covered by supply staff; is this more expensive?

R: Yes it can be more expensive however this does depend on the type of vacancy. The supply cover is long term and in some of the roles there has been difficulty recruiting for example: the SMSA role for 1.5 hour per day. Having temporary cover in place offers an opportunity for the school to look at how to connect the SMSA role with other posts.

9.4.2 The assistant site manager post has been re-advertised.

9.4.3 A discussion took place about the multiple extra-curricular activities and ensuring they are all inclusive. The Friends of Tetherdown have made contributions to facilitate FSM pupils attending the extra-curricular activities.

9.5 LINK GOVERNOR REPORTS

9.5.1 Governors were reminded that Governors day will take place on Friday 20th May. Details for the visit have been circulated on Teams.

10. HEALTH AND SAFETY

10.1 The SBM and the Premises Manager have completed a Health and Safety walk around the school site and a written report will follow.

ACTION SBM/ Premises Manager

11. TRAINING

11.2 All Governors were reminded of their commitment to attend governor training, and record their training on the governors training record on Teams.

12. DATE OF FUTURE GB MEETINGS

SUMMER TERM:

Wednesday 13th July 2022 @ earlier time of 6.30pm (In person)

12.1 The clerk informed the GB that due to attending another event earlier in the evening on 13th July, she will arrive at the meeting for 7pm. The Headteacher requested that the meeting has a shorter agenda.

13. ANY OTHER BUSINESS

No other items to report.

*Clerk's Note: Part 1 meeting ended at 8.25pm
Part 2 follows*

Signed.....


Chair of Governors

Date

15/9/22

MATTERS ARISING FROM GB MEETING HELD ON 19th MAY 2022

4.5	To consider how the Forest Schools development money could be used to link into the curriculum and to further the work with other local schools	Learning & Curriculum Action: Carry forward
7.2	The HT reported that a deeper discussion is planned to assess how effectively the policies can be reviewed and updated. Due to Covid and lockdown there is a backlog of policies for review.	Headteacher to feedback at next GB meeting
5.2	A crib sheet in support of Governors Ofsted preparation, and the revised SEF was published on Teams last week for Governors. The CoG agreed to send an email to remind the governors where they can find the documents.	CoG
6.9	A recommendation was made to highlight items in red within the Headteacher's report to indicate they have been responded to.	Headteacher
09.3.1	The Minutes of the recent Fundraising sub-committee meeting to be shared with the Chairs of Committees to review in their individual committees.	Chair of Fundraising Committee
10.1	The SBM and the Premises Manager have completed a Health and Safety walk around the school site and a written report will follow.	SBM / Premises Manager

