

**MINUTES OF THE MEETING OF THE GOVERNING BODY
HELD ONLINE TUESDAY 8TH FEBRUARY 2022 at 6.45PM**

LA Governors (1) *Philippa Connor 08.12.25	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
<i>*denotes governor present</i> <i>^denotes apologies noted</i>		

PART I

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the meeting.

1.2 Apologies were received from Andrea Ledward. Apologies for late arrival from Philippa Connor. 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

There were no changes to the GB and Committee membership.

4. MINUTES OF THE PREVIOUS MEETING AND MATTER ARISING

4.1 The GB **AGREED** the Part 1 GB minutes of the meeting held on 9th December 2021. The minutes will be signed in due course by the Chair.

ACTION: CoG

Matters Arising:

4.2	(Minute ref: 5.4) To convert the training session from Zoom to Teams format	AA to complete
4.3	(Minute ref: 5.6) Part 1 & 2 GB Minutes (28 TH September 2021) to be signed by the Chair of Governors	CoG to complete
4.4	(Minute ref: 7.8) To circulate the HEP Ofsted crib sheet for governors	Head – Complete

4.5	(Minute ref: 7.13) 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
4.6	(Minute ref: 7.17) To check if the SENDCO responded to the LBH SEND Review and to report back to Governors	Head – Complete
4.7	<i>Sports Premium:</i> To report back in more detail, in particular about encouraging girls to take part in sport	Head – Complete
4.8	<i>Safeguarding:</i> To contact the school if interested in attending the training on January 4 th	GB Complete
4.9	To adapt the HEP version Governors Ofsted Crib sheet and circulate	Head Ongoing

5. CHAIR'S ITEMS

Report on link governors. *See Link Governors - item 8.*

6. HEADTEACHER'S REPORT

6.1 The School Development Plan (SDP) was shared online; there is a focus on looking at Governance, Policy reviews; safeguarding; and partnerships.

6.2 The Headteacher reported the school has had a very difficult couple of weeks due to high levels of absence from pupils and staff with COVID.

6.3 The school staff have been trying to drive curriculum development forward however due to high levels of staff absence this has not been possible; Staff wellbeing has to be first priority. The Headteacher is trying to enable time during the school day for teachers to come out of class and focus on the curriculum development.

6.4 The curriculum pace has begun to pick up this term. Staff are beginning to see more negative pupil behaviour, and have raised concerns with SLT about pupil behaviour particularly when pupils are moving around the school. It has been agreed to support the children as they transition through parts of the school e.g. from the playground to the classroom. Staff will support the pupils and encourage them to move around the school in a safe and respectful way.

6.5 Where pupils are displaying challenging behaviour, the SLT are looking at the school systems in place, and developing good communications and key responses to manage the behaviours.

6.6 Pupil attendance is the lowest it has ever been at 84.7%. There has been no need to contact the parents as high absenteeism is a result of Covid illness.

QUESTION: What is the average length of absence of teaching staff?

R: Most staff have taken the maximum period as per the Government guidelines – 10 days isolation initially, which was then reduced to 7 days. When the isolation period was further reduced so you could return if you had two negative lateral flow tests, some staff did return early. It was reported three staff in the school are unvaccinated and if they come into contact with anyone who is positive with Covid, then the member of staff has to go home.

QUESTION: Do you have any long term absence?

R: Yes, one member of support staff is now in their third week of absence.

6.7 A discussion took place about the Government COVID guidance and the school's procedures in response to managing the increase in numbers of Covid cases within the community to ensure the school continues to be a safe, healthy environment where children can thrive, and staff wellbeing is catered for.

QUESTION: Is the behaviour issue a bigger problem with the older children?

R: There is more disruptive behaviour from the juniors. Younger children are aiming to please, and the adult-child ratio for this age group is higher, and therefore there are more adults available to supervise the younger children to support them moving around the school.

6.8 It was confirmed the school is engaging with parents where their child's behaviour has been unacceptable. All situations appear to be well managed.

Quality of Education

6.9 Curriculum development is ongoing to develop the curriculum intent, implementation and impact.

6.10 Reading and Writing results show a drop as the children are not working at the expected standard for Tetherdown School; however there is evidence the gaps are closing.

6.11 School visits and trips are being undertaken.

6.12 The SLT are looking at a financial strategy plan.

6.13 Feedback on parent and staff questionnaire indicates:

- Parents appear to have more of an understanding of the challenges around teaching and showing more empathy.
- Homework responses are contentious (this is not unfamiliar to previous responses)
- Noted for those who responded "Don't Know" to some questions, it is probable that the parents have not had reason to have experience of the issue at school with their child, for example: Bullying

QUESTION: How many parent responses?

R: 140 responses were received (1 response per family) which is a good response.

QUESTION: How many staff responses? R: 22 staff responses were received out of 57 staff.

Q: Where there any surprises?

Yes. The majority of staff were happy and therefore did not respond to the questionnaire. The results of the staff survey were discussed at a staff meeting looking at what the issues mean for individuals. There were a majority of concerns around pupil behaviour. Staff training sessions have taken place to support staff in identifying different types of behaviour.

QUESTION: Do you have the previous questionnaire for parents to compare against this one?

R: There was no parent questionnaire sent out last year because of lock down. However, the parents were invited to complete a Covid questionnaire last year.

6.14 Governors' concerns were raised at the response that only 73% of parents claiming the school responds well to concerns raised? A discussion took place and a recommendation was made that some areas identified in the questionnaire demand further investigation by fleshing out particular questions to understand the responses given. It was agreed the Headteacher and KF would explore this further.

ACTION: Headteacher / KF

7. POLICY REVIEWS

7.1 The following policies were reviewed in their relevant committees and **APPROVED** by the GB:

- GDPR Policy
- Appraisal Policy
- Drugs, Alcohol and substance misuse Policy
- Feedback and Marking Policy

7.2 The Exclusions and DfE Guidance was circulated to GB for information.

8. LINK GOVERNORS

8.1 The Headteacher reported a governor has asked if there are other subject areas that require link governors. It was agreed the core subjects will continue to have link governors who meet with the subject leads. However, the HT is mindful of the extra workload on staff if link governors are appointed for other subject areas. To give an overview of other subject areas for governors, it was proposed to invite teachers to the beginning of GB meetings to give a short presentation on their subject. In conclusion to the discussion it was **AGREED** to review the areas requiring link governors in the Learning and Community Committee (LCC).

ACTION: LCC / agenda item

9.1 Learning and Community Committee

MH reported that no meeting has taken place since previous GB meeting.

9.2 Resources Committee

The Resources Committee met on 14th January 2022. GH reported on the headlines from the meeting:

- Quarter 3 reviewed and signed off.
- Reviewed the three year budget plan.
- Reviewed the links between the Friends of Tetherdown and the School
- Relaunch of the Building Maintenance Fund
- Reviewed the Catering Contract
- Reviewed Health and Safety issues (See minutes)
- Monitoring of ongoing issue with neighbouring construction works and the management of Health and Safety on the alleyway

9.3 Funding Opportunities Working Party

JN reported the first meeting took place in November 2021. The next meeting is scheduled to take place after the half term break – date to be announced.

9.4 SBM Report

9.4.1 The SBM report was received by all Governors ahead of the meeting and accepted. The SBM reported on the admissions for September 2022:

- 55 applications received as first preference.
- A number of children are deferred applications from last year.
- 58 applications in total.
- It was noted re-opening the schools and conducting live tours have been very positive for admissions.

9.4.2 Health and Safety: *See Resources Committee item 9.2*

9.4.3 The Catering tendering process is now completed. **Olive Dining** has been appointed and will commence in April with new menus and management team. The new caterers will be promoting their menus with gate side tasting sessions, being present on parents' evening and at the summer fayre.

QUESTION: What costs have been agreed?

R: 260 meals set for a 6 year period. It will be necessary to increase the costs of meals going forward. At present a junior meal is £2.65p and it will be necessary to review this in the Resources Committee with a view to increase the cost to £2.80 per week.

9.4.4 Extra-Curricular clubs: In response to a request for football for girls, a girl's only football after school activity has been offered and only five girls have signed up. A discussion took place about the low turnout and it was proposed it may be worth exploring the possibility of joint opportunities with other local schools to provide football for girls. It was **AGREED** the Learning and Community Committee will review and invite Mr Reynolds to attend their next meeting.

ACTION: Chair LCC

QUESTION: Is there scope for lunch time clubs?

R: Yes potentially however there is a shortage of space and only areas available at lunchtime would be the music room, IT suite and food tech room. All classrooms and the school hall are used during lunch time.

9.4.5 The Chair, on behalf of the Governing Board, thanked the SBM for the report.

9.5 Link Governor Reports – no items to report.

9. HEALTH AND SAFETY

Reported under Resources Committee.

10. TRAINING

10.1 GH is to attend the Chair of Committees training (run by HEP) in the spring term 2022.

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

11. DATE OF FUTURE GB MEETINGS

11.1 The GB agreed to review the date of the summer term 2 meeting. Post meeting the new date Wednesday 13th July was agreed

SPRING TERM: Thursday 24th March 2022 @ 6.45pm

SUMMER TERM: Thursday 19th May 2022 @ 6.45pm

Change of date: Wednesday 13th July 2022 @ earlier time of 6.30pm

12. ANY OTHER BUSINESS

12.1 Ofsted preparation: Governors' discussed the benefits of compiling a crib sheet for Ofsted. It was agreed governors will populate the HEP spreadsheet with useful information to support the Ofsted inspection interview.

12.2 It was noted that if Ofsted inspections are taking place in person and there is a rise in staff absences due to Covid, schools can consider and request to defer the inspection.

Clerk's Note: Part 1 meeting ended at 8.15pm

Signed..........
Chair of Governors

Date 21/4/22.....

MATTERS ARISING FROM GB MEETING HELD ON 8TH FEBRUARY 2022

4.1	Part 1 & 2 GB minutes of the meeting held on 9 th December 2021. To be signed in due course by the Chair.	CoG
	Part 1 & 2 GB Minutes (28 TH September 2021) to be signed by the Chair of Governors	CoG
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
4.9	To adapt the HEP version Governors Ofsted Crib sheet and circulate.	Head Ongoing
6.14	A recommendation was made that some areas identified in the questionnaire demand further investigation by fleshing out particular questions to understand the responses given. It was agreed the Headteacher and KF would explore this further.	Headteacher / KF
8.1	It was AGREED to review the areas requiring link governors in the Learning and Community Committee (LCC).	LCC / agenda item
9.4.4	Extra-Curricular clubs: In response to a request for football for girls, a girl's only football after school activity has been offered and only five girls have signed up. A discussion took place about the low turnout and it was proposed it may be worth exploring the possibility of a joint opportunities with other local schools to provide football for girls. It was AGREED the Learning and Community Committee will review and invite Mr Reynolds to attend their next meeting.	LCC

