

MINUTES of the FULL GOVERNING BODY MEETING

on Thursday 7 December 2023 at 6.30pm

Membership

Name	Initial	Governor category	Term Expiry date
Gary Robson	GR	Co-Opted	18.09.2023
Genevieve Hughes	GH	Co-Opted	31.07.2024
Carl Spitzer	CS	Co-Opted	05.05.2023
Denzil Jenkins (Chair)	DJ	Co-Opted	06.12.2027
Mark Hilton	MH	Co-Opted	06.12.2027
Vacant		Parent	
Juliet Natali	JN	Parent	22.10.2024
Amir Gold	AG	Parent	26.09.2027
Kate Malczyk	KM	Parent	06.12.2027
Dawn Barnes	DB	LA Governor	22.02.2027
Annie Ashraf	AA	Headteacher	Ex-officio
Michelle Moss (SBM)	MM	Associate	26.09.2024
Fiona Moffatt	FM	Staff Governor (1)	20.07.2025
Rachel Gillingham (DH)	RG	Associate	26.09.2024
Chris Lambert	CL	Interim Clerk, HEP	

PART 1 – PUBLIC MATTERS

1. Welcome and Apologies for Absence

- 1.1 DJ (Chair for the meeting) welcomed all to the meeting, which was quorate. Apologies were received and accepted from GH and JN. CS attended online.
- 1.2 KM was welcomed to her first FGB meeting as a newly elected parent governor.

2. Declarations of Interest

There were no declarations made.

3. Governing Body and Committee Membership

- 3.1 This was the final meeting for both GR and CS who were stepping down from the GB, today. On behalf of the GB DJ expressed his thanks and appreciation to both governors for their service to the school and the GB, particularly during the period of Covid 19 and the extended school closures.
- 3.2 DJ becomes the Chair of Governors with immediate effect as a Co-Opted governor. As DJ stated that he intends to hold the post for two full academic years the issue of succession planning should remain on the agenda.
- 3.3 MH's term as a parent governor has also ended. He will stay on the GB as a Co-Opted governor for a further year and remain Chair of the L&C Committee with DB as Vice Chair.
- 3.4 GH's term has also ended but has agreed to remain on the GB until term end in July 2024.
- 3.5 KM (new parent governor) will take the role of Link Governor for English, sit on L&C Committee and support in the delivery of the school's communication strategy.
- 3.6 As a result of the changes there are two governor vacancies: a Co-Opted role, and one parent governor. Elections for the PG role will be held in spring 2024.

Governors noted and Approved the proposed changes to the composition of the GB.

4. Committee Terms of Reference

4.1 Both the Resources and Learning and Community Committee had reviewed and **Approved** their ToR.

Governors ratified the Terms of Reference of the Resources and L&C Committees

4.2 Funding Committee and Pay Committee require their own Terms of Reference.

Action: Terms of Reference to be drafted for the Funding and the Pay Committees and approval sought.

5. Minutes of the Meeting of 27 September 2023 and Matters Arising

5.1 The Minutes were accepted as an accurate record and **Approved**.

5.2 It was noted that the draft FGB minutes of the March, May and July 2023 meetings were still under review on points of accuracy. These will be re-presented to FGB in due course.

5.2 Matters Arising (action numbers noted):

3.4 MM to confirm that all governors have received the new Code of Conduct and completed their Declaration Form **MM**

4.1 Terms of Reference reviewed.

5.6 Action list to be prepared by the clerk: actioned.

5.6 AG to attend HEP's new Governor training: actioned.

6. Chair's Items

6.1 Governors noted that work continues to review the impact of the school's expected deficit financial position at year-end, (March 2024) under the banners of both financial resilience and sustainability. These two programmes require both internal reviews and discussions with external partners including the LA. Governors will be kept informed of the reviews.

7. Headteacher's Report

7.1 AA's published report had been circulated and governors were invited to ask questions. Key points:

- Since September both staff workloads and the calendar of events have been reviewed.
- All internal procedures and processes had been reviewed for effectiveness, clarity and efficiency.
- Curriculum focus has been on STEAM subjects, science and PE.
- Internal moderations have reviewed behaviour for learning, the Behaviour Policy, Music, pedagogy in Science, English and the effectiveness of Pupil Voice.
- External moderations have reviewed Phonics, RE and History and plans developed as appropriate.
- The Safeguarding Audit achieved a very high score on all points. Children were able to articulate the safeguarding measures in the school and the links between safeguarding and the curriculum.
- Data Analysis of pupil progress has identified opportunities to support specific children in their development.
- Performance reviews have been completed on all staff.
- Many school trips have taken place over the term; and staff training continues to be a priority.

7.2 Governors commended AA for her very proactive efforts in her first term as HT.

Action: The Safeguarding Report will be circulated to the GB on release; and in Summer 2 the DSL will present to the GB.

7.3 Governors were pleased with the positive pupil data report, as at July 2023, with particular success in noted in EYFS, Phonics, KS1 and KS2. Writing skills still required more attention and this was being addressed. Governors were keen to promote the successful outcomes to parents.

Action: AA/ KM to review options for the promotion of the strengths of the school, including academic results to the community as part of the Resilience working group.

7.4 It was noted that the current videos would need to be updated to reflect the current SLT.

7.5 Governors were impressed by AA's evident commitment to the school in her first term as HT and reassured her of their continued support in these challenging times.

8. Revised SDP 2023-24

- 8.1 AA confirmed that SLT had reviewed the SDP targets for the year 2023/24 with focus on a) the school curriculum and ethos and b) the organisation effectiveness. AA suggested that The Ofsted rating of "Good" was appropriate but the school should be aiming for "Outstanding". The lack of capacity in the SLT continued to be an obstacle to that ambition. The lack of TA's in the staff structure was an obstacle in the delivery of SEND support. Both are hampered by the financial position. Governors noted the focus on the childrens' personal development. 8.2 Governors noted the recent internal appointments of an AHT and RG as the interim Deputy HT and the changes made to job descriptions to ensure all skills within SLT are fully utilised for the benefit of all children. Delegation of responsibility has also started to cascade down within the staff teams, providing all with opportunities for personal development.
- 8.3 The substantive role of Deputy HT will be advertised externally, as required, in Spring 2024.
- 8.4 Governors noted the focus for the present academic year was on behaviour, attitudes and being able to challenge errant behaviour. By developing a focus on the importance of relationships the aim was to become more child focused, supporting their developmental needs and providing opportunities for enrichment.
- 8.5 Governors were pleased at the clarity of the revised SDP with clear descriptions on the areas of the focus for the year: behaviour, writing, staff training, pupil progress and putting pedagogy at the heart of the curriculum. Governors agreed on the areas of focus but asked that resources be managed to ensure that all children were able to benefit. The partnership with OPAL in developing childrens' playtime activity; due to start in Spring 2024 was one example of the new approach.
- 8.7 AA confirmed that the attention to matters of safeguarding, governance and risk management would continue unabated.

Action: The revised SDP 2023-2024 was Approved.

9. Development of the SDP 2024-2027

- 9.1 Governors had received a proposed timeline for the development of the next 3-year SDP. The process would be consultative with focus towards developing the school culture, improving organisational effectiveness, enhancing behaviour and promoting positive attitudes, supporting personal development (pupils and staff), pedagogy across the curriculum, and on being inclusive, respecting rights, supporting all childrens' needs.
- 9.2 It was noted that the consultation would involve discussions with staff, pupils, parents and the wider community as well as building on similar feedback from these groups during the HT recruitment earlier in the year. The governors would discuss the first iteration at Governors Day on 1 March

Action: Next SDP for discussion at the Governors' Day on 1 March 2024.

- 9.3 It was agreed that the agenda for the day should include a review of the effectiveness of the GB, training, and the SDP review with opportunities to walk the school. The role of the Link Governor was also proposed as a topic.

Action: AA to circulate a draft agenda for the Governors' day.

10. Committee, SBM and Link Governor Reports

- 10.1 Learning and Community (MH): it was noted that the key points arising from the L&C meeting were set out in the HT's report (previously circulated and discussed). It was noted that further training on Data Reports would be helpful for committee members and governors.
- 10.2 Resources (MM): the Committee minutes had been circulated; no questions were raised. Governors noted that a premises review with GH was scheduled for January 2024. A new cleaning contract had been confirmed with Atlantic Cleaning, to start on 5 January 2024, with an expected £5k saving per annum and better service standards. MM reported that the expected deficit at year-end had reduced to c(£88k) with staff changes, cost reductions and closer cost control supporting this expected deficit reduction. It was still expected that the school would be required to apply for a Licensed Deficit Reduction Plan. Discussions with the LA were ongoing.

- 10.3 Governors discussed how the school might be able to leverage parent support by way of financial donations noting that any money raised would be used to support building maintenance. The funds raised by the Friends of Tetherdown continue to be important and ringfenced to support directed projects.
- 10.4 Governors were pleased to note that the wrap around provision of breakfast and afterschool clubs was now in profit with rising demand for placements. The Afterschool club was in such demand that larger premises were now required.
- 10.5 A review of the Single Central record had been completed. Fully compliant.
- 10.5 Link governor reports from JN and DJ were in the folder on Teams.

11 Policy Reviews

- **Business Continuity Plan** – approved by Resources Committee; **Ratified** by FGB
- **Internal Scheme of Delegation** – approved by Resources Committee; **Ratified** by FGB
- **Model Teachers' Pay Policy** – LBH Policy; **Ratified** by FGB

12. Governors' Training

Governors were reminded to take advantage of the HEP training programme and to note training undertaken.

13. Adoption of Governorhub

13.1 MM described the functionality of the online governance management programme – Governorhub. It was noted that this resource was widely used in school and was highly regarded. Governors raised some queries on issues of data management and security which would be addressed to Governorhub.

Action: MH to liaise with MM on the questions to raise with Governorhub.

13.2 Governors noted how the functionality of Governorhub would improve issues of governance and document filing.

Action: the purchase and implementation of Governorhub for use by the school was **Approved subject to satisfaction on data management/security.**

14. Date of next GB Meeting:

Tuesday 6 February 2024 at 6.45pm:

15. Any Other Business

There were no additional items for discussion.

The Chair thanked all Governors for attending and closed Part 1 of the meeting at 20:30.



Signed
D Jenkins,
Chair of Governors

14/3/24
Date

Actions from the meeting of 7 December 2023

Min. Ref	Action	By Whom
4.2	Terms of Reference to be drafted for the Funding and the Pay Committees and approval sought.	MM
7.2	The Safeguarding Report will be circulated to the GB on release; and in Summer 2 the DSL will present to the GB.	AA
7.3	AA/ KM to review options for the promotion of the strengths of the school, including academic results to the community as part of the Resilience working group.	AA/KM
8.7	The revised SDP 2023-2024 was Approved.	GB
9.2	Governors' Day on 1 March 2024. Governors to confirm attendance. Next SDP for discussion.	GB/AA
9.3	AA to circulate a draft agenda for the Governors' day.	AA
13.1	MH to liaise with MM on the questions to raise with Governorhub.	MH/MM
13.2	The purchase and implementation of Governorhub was Approved subject to satisfaction on data management/security	GB

