

## **Guildhall Feoffment CPS SCHOOL**

Minutes of the meeting of the Full Governing Body – Ethos of Guildhall Feoffment CPS School held at school at 6pm on Tuesday 19<sup>th</sup> September 2023

Present:	<b>Ros King (Chair) - RK</b> Lara Knights - LK Kristian Lee - KL <b>Andy Matthews (Headteacher) - AM</b> Mathew Pirie - MP Rachel Pryor <i>via Teams</i> - RP	Tiffer Robinson - TR Julie Southgate - JS Sumathi Sundham - SS Ben Tanner - BT Fiona-Catherine Thompson - FCT
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In attendance Toby Cunningham (Governance Professional)

Start time 18.04

<b>1</b>	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>	<b>Action</b>
1.1	No apologies for absence were received.	
1.2	BT arrived 18.06 MP arrived 18.09	
<b>2</b>	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
2.2	Governors noted the requirement to complete the declaration on Governor Hub (GH).  This had been completed by all bar MP, who was having issues with GH, and TR. Both agreed to complete before next meeting. Staff had completed their declarations AM needed approval by RK.	
2.3	Governors noted the requirement to update the register of pecuniary interests and to publish it on the school's website.  <u>Send to Amanda to upload on website</u>	<b>TC</b>
<b>3</b>	<b><u>CHAIR'S ACTION / UPDATE</u></b>	
3.1	Over the summer AM had been working with Vertas to obtain quotes to commission two pieces of capital works. Resurfacing the playground and covering some windows with reflective film to reduce heat. Last week saw the deadline for approval and commissioning the work to maintain price and keep to the half term implementation date. Therefore, the chair had contacted Governors to approve expenditure by email.	

	<p>Governors had approved and the work has been commissioned by AM</p> <p><u>AM to change finance policy to incorporate and align services offered by Vertas and AM to bring proposal via Finance policy to increase credit card on of purchase limit and monthly limit</u></p>	AM
3.2	<p>The Chair gave the following updates:</p> <p>RK had shared slides from Schools' Choice termly update and briefing.</p> <p>Over summer RK and BT had spoken 1-2-1 with all and sought thoughts on the boards progress and development. They reported that in general Governors were pleased with progress but agreed that monitoring and deep dives could be improved. <u>Dates to be put on GH AM.</u></p> <p>BT noted that they hadn't spoken to staff.</p> <p>RK had collate the skills audit from last meeting and advised that the board had a wide and diverse range of skills to enable them to support the school and conduct their business.</p>	AM
<b>4</b>	<b><u>ELECTION OF CHAIR AND VICE CHAIR FOR 2023/24</u></b>	
4.1	Governors determined that the end of the term of office for the chair and vice chair would be the <i>first meeting of the autumn term 2024</i> .	
4.2	Ros King was re-elected Chair Ben Tanner was re-elected Vice-Chair	
<b>5</b>	<b><u>ANY OTHER URGENT BUSINESS</u></b>	
	Some Governors had still to do their pen profiles for the website and AM would take any remaining governor photos at the end of the meeting.	
<b>6</b>	<b><u>MINUTES</u></b>	
6.1	<p>The minutes of the meeting held on 19<sup>th</sup> July 2023 (copy on Website), having previously been circulated, were <b>confirmed</b> and signed by the Chair</p> <p><u>TC to send confirmed minutes to AM to go on website</u></p>	TC
6.2	<b><u>Matters arising from the minutes</u></b>	
	None	
<b>7</b>	<b><u>GOVERNING BODY MEMBERSHIP AND ORGANISATION</u></b>	
7.1	Amy Beaven had been appointed new LA governor. RK welcomed Amy to the Board	
7.2	<p>There remained two vacancies. RK had an application for a co-opted member and hoped that this would be in place for next meeting</p> <p>A parent governor election would take place in the next two weeks, so hopefully the parent vacancy would be filled.</p>	

	A pupil governor elected to attend part of the curriculum meetings	
7.3	Governors noted the requirement to upload their details on to GIAS. AM agreed to ensure that this action was completed.	
7.4	Governors formally <b>approved</b> the Governing Body Decision Planner (signed and dated copies filed in the front of the Minute Book).  Link Governor roles would be published on the website. <b>A governor asked what they should do if they were approached directly by a parent.</b> RK advised they should be referred to AM	
7.5	Governors noted that they were required to review the Committee Structure and Committee Terms of Reference as required by the School Governor Regulations on an annual basis.  Governors formally <b>approved</b> the Committee Structure and Terms of Reference document (signed and dated copied filed in the front of the Minute Book).	
<b>8</b>	<b><u>EDUCATIONAL PERFORMANCE AND SCHOOL IMPROVEMENT</u></b>	
8.1	<b><u>Headteacher's Report</u></b>	
	Governors received a written report from the Headteacher (copy in Minute Book) and the Headteacher invited questions:  AM outlined the report.  In terms of staffing the new starters had settled in well with established colleagues. There were two TAs due to start maternity leave this year. One position had already been covered and they would seek to recruit a replacement for the second. <b>Governor asked if this extra money was covered by insurance?</b> AM advised that the insurance only covered teaching staff.  Bury Schools Partnership (BSP) was expanding to include local colleges to improve collaboration between schools. There was a learning conference booked for this year and it was hoped that this would expand to include subject leaders, governance and shared training for staff.  Staff were currently undertaking further training in Little Wandle. Two colleagues were starting their NPQSL training. Some colleagues were undertaking training in Purple Mash and Number Sense to improve learning outcomes from years one to five.  The LA was organising Mental Health First Aid training and this would cover MH for both staff and pupils.  RK requested a staff list with names and roles and AM advised this would be on the website soon.  <b>A Governor asked for an update regarding SEND.</b>	

<p>FCT advised she took a more strategic role, writing policies, tracking and monitoring, whilst Ms Attwell worked more directly with pupils and managed EHCPs. Between the two of them they allocated and managed family casework.</p> <p><b>Admissions</b> Admission in Reception were down on previous years. This was due to a national decline in children of that age group and was being experienced by varying degrees across the Bury Schools  Group (BSG)</p> <p>This was a cause for concern regarding the financial implications, whilst not an issue this year, if the trend continued for a number of years this would be unsustainable.</p> <p>The school was seeking to gain permission from the LA to increase numbers in other year groups. The LA had agreed to an increase to 48 but a further increase might be required. The LA were required to balance the needs of all the schools in the area.</p> <p><b>Governors asked if raising the numbers in later year groups would impact on the numbers allowed in Reception in future years?</b> AM advised that there were options regarding mixed year groups and amalgamating classes however, size of classrooms and fire capacities created restrictions.</p> <p><b>Governors asked about recruitment strategy and the schools reputation amongst parents and families.</b> AM advised that the current ratio of children with siblings at the school and those without was 50/50 but there was no previous historical data.</p> <p>AM identified several improvements to Reception, with improvements to behaviour and the learning environment and hoped that this would help when doing parental tours.</p> <p><b>RK noted that the schools results were improving and that maintaining this trajectory was critical to recruitment and reputation.</b></p> <p><b>Governors asked when a decision was required to take action based on longer term lower numbers and what pressure could be asserted on the LA to allow higher numbers in other year groups to make up for the shortfall.</b> AM advised November 2025 and that there were solutions but these were not ideal and the plan should be to attract and maintain high numbers of pupils. <u>AM agreed to arrange another meeting with him, RK and the LA.</u></p> <p>Governors noted the changes to housing in the local area with the likelihood of more families moving into the catchment area in the medium to long term.</p> <p><b>ATTENDANCE</b> Above National Average for attendance last year and continuing to improve so far this year.</p> <p><b>SAFEGUARDING</b> Governors noted 12 logged incidents and some concerns regarding staff logging into CPOMS. FCT had identified a number of barriers to staff logging on with TAs not having access to IT equipment. FCT was rolling out the CPOMS app so reports could be made on phones. This would make it easier to monitor who was logging on and who wasn't</p> <p><u>Governors requested a six monthly update.</u></p>	<p>AM</p> <p>FCT</p>
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8.2	<b><u>School Development and Improvement Plan</u></b>	
	<p>To consider and adopt the School Improvement and Development Plan</p> <p>The ADP set out four golden areas for the focus for the academic year and five key priorities.</p> <p><u>AM agreed to add a sixth being the role of the GB and it's Development Plan</u></p> <p>As requested at the last meeting the language had been modified to include 'lower attaining' rather 'lower ability'.</p> <p>The plan built on last year's work with actions carried over, and new objectives. These included continuing with the phonics programmes and subject leaders taking more responsibility and leading on their curriculum areas.</p> <p>The GB were pleased that the SDP was consistent with the report they received in July but was evolving. They expressed their gratitude at being involved in the development of the plan from the outset. They noted the stress on oracy, vocabulary in English and reasoning in Maths and how this was expanded into other subject demonstrating consistency through out the curriculum. The GB were pleased that science was playing a key role on the curriculum.</p> <p>All teachers would be monitoring handwriting twice a year and maths in the spring term.</p> <p><b>A governor asked if the lack of challenge identified in the last Ofsted report was being addressed within the plan</b></p> <p>AM advised that the new curriculum partly addresses this, as did the drive to higher standards in vocabulary and improved assessment outcomes. He advised that Ofsted tended to focus on lower attaining 20% and would extrapolate this across the whole school.</p> <p><b>PREMESIS</b></p> <p>Improvements had been made to the staff room to improve wellbeing and encourage the mixing of staff across the school.</p> <p>As advised the Playground resurfacing and window improvements works were booked for half term.</p> <p>Following an assessment with the LA, air-conditioning had been agreed as a requirement to improve learning in some teaching rooms. AM would engage in the process of getting quotes, this would likely be expensive and may require some fundraising</p> <p>KL had conducted a site visit. A number of security issues were identified and AM was now looking at a more holistic whole school lockdown approach. Including powered gates, fencing etc.</p> <p>An area of the playground perimeter, 16m long, had been identified as requiring a hedge. Governors discussed the options to see if this could be a place that supported the curriculum as well as created a barrier. Investigatory ground works would need to be done to identify what solution could be applied. TR to liaise with the Trust for financial support on this project.</p>	<p>AM</p> <p>AM</p>

8.3	<b><u>Monitoring Visits</u></b>	
	<p>To agree a programme of monitoring visits for 2023/2024 in line with the School Development Plan</p> <p>It was noted RK and AM were working together to align monitoring visits and school Deep Dive weeks – which AM would put on the GH calendar. Full plan for visits will be provided with improved forms (see below).</p> <p><b>A governor asked the question about the role of the Link Governor for assessment.</b> AM advised that they needed to be aware of teacher assessments and when they took place and that statutory assessments were being carried out correctly</p>	
8.4	<b><u>Pupil Premium</u></b>	
	<p>to review the impact of the pupil premium and propose a strategy for 2023/24</p> <p><b>Carry over to next agenda</b></p>	
8.5	<b><u>Primary PE and Sports Premium</u></b>	
	<p>To review the impact of the Primary PE and Sports Premium and propose a strategy for 2023/24</p> <p><b>AM</b> was working on a report with staff. The Link governor would do a monitoring report in line with the GDP.</p>	AM
8.6	<b><u>Ofsted Handbook</u></b>	
	<p>To note changes to <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118122/school-inspection-handbook-for-september-2023.pdf">School inspection handbook for September 2023 - GOV.UK (www.gov.uk)</a></p> <p>Governors are advised to read the handbook</p>	
8.7	<b><u>Performance Management</u></b>	
	<p>to discuss the framework for performance management of all staff for the current year.</p> <p>RK was setting up a committee to conduct HT performance review</p> <p>All staff performance reviews linked to SDP:</p> <ul style="list-style-type: none"> <li>• SDP gave whole school targets for Subject leads</li> <li>• Staff would have CPD targets</li> <li>• All staff performance measured against the four key objectives</li> </ul>	
9	<b><u>SAFEGUARDING, WELLBEING AND HEALTH &amp; SAFETY</u></b>	
10.1	<p>Governors discussed the strategies in place to support the mental health and wellbeing of staff and pupils.</p> <p>As above working on Mental Health First Aid training for key staff.</p>	

10.2	<b><u>Keeping Children Safe in Education (KCSiE) 2023</u></b>	
	RK reported whilst the response from Governors on GH had been good the last few Governors needed to record their reading and understanding of KCSiE 2023 and must do so by next meeting.	
10	<b><u>FINANCIAL PERFORMANCE</u></b>	
10.1	<b><u>Budget Monitoring Report</u></b>	
	<p>Governors received a written report and commentary (<i>copy in Minute Book</i>) on the current budgetary position,</p> <p>There was some movement between cash reserves and Capital expenditure to cover the planned works.</p> <p>RK thanks Nic Hubbard for their hard work and a thorough report.</p> <p>Whilst there was a favourable variance and positive cash reserves there were a number of ongoing financial challenges around staff pay and recruitment that Governors would continue to monitor.</p> <p><b>A governor asked about the Government National Tutoring Fund.</b> AM advised that this fund was used to improve additional learning in school rather than use the Governments national online scheme, which had yet to prove its value in delivering outcomes nationally.</p>	
11	<b><u>COMPLIANCE policies for review or approval</u></b>	
11.1	<b><u>Policy Review Schedule</u></b>	
	<u>Governors agreed to establish a policy review schedule. AM agreed to ensure that this action was completed by 28<sup>th</sup> November.</u>	AM
11.2	<b><u>Policies for Review or Approval</u></b>	
	<p>Governors reviewed and <b>approved</b> the following policies:</p> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding</li> </ul>	
12	<b><u>Organisation – Use of Google Drive</u></b>	
	Governors agreed to use GH as the principle depository for papers and reports. AM to upload the file containing policies (stored on the school intranet) to GH half termly to ensure consistency.	
13	<b><u>School Website</u></b>	
13.1	<p><u>Governors noted the requirement to ensure the statutory information was included on the website including governance information. AM agreed to ensure that this action was completed.</u></p> <p>The school was launching a new website. <b>Governors agreed the new site was a vast improvement on the previous one.</b></p>	AM

14	<b><u>REPORTS FROM COMMITTEES, WORKING PARTIES AND GOVERNORS' MONITORING</u></b>	
14.1	<p>Governors received the Links Governors roles and monitoring schedule for 2023/24</p> <p>GB discussed how they will go about monitoring this term. RK and AM working on a schedule. There will be a link Governor for each area.</p> <p>FCT advised that for safeguarding monitoring visits as well as monitoring and checking reports Governors could ask about how staff are managing safeguarding in other areas like on-line or for schools trips are more strategic approach. Good questions might be</p> <p>'How are you keeping children safe doing this activity?'</p> <p>'What safeguarding considerations do you need to think about in your area?'</p> <p>'Why do you do this this way, have you considered another way?'</p> <p>'How do you know this is happening?' (monitoring and checks)</p> <p>Questions should be pre-planned and a copy sent to subject leaders in advance of the visit to help them prepare considered detailed responses. It was felt by staff that this approach was more supportive and gave to a more collaborative and richer monitoring experience.</p> <p>Monitoring visits for Link Governors in core subjects should take place at least twice a year but preferably once a term. Foundation subject once per year, whole school non-teaching at least twice per year. Safeguarding visits should be at least once a term but best practice is six times per year.</p> <p>Governors noted that in some cases the dates of visits will be determined by report deadlines.</p>	
14.2	<p>Governors received a reports which had focused on (copies on the website).</p> <ul style="list-style-type: none"> <li>• Music</li> <li>• SEND</li> <li>• MFL monitoring</li> </ul> <p>(These were reports carried out at the end of last AY but not considered at the last meeting)</p>	
15	<b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b>	
15.1	Governors agreed to do the (non-link governor) safeguarding update via National College together, directly after the next meeting (28 Nov).	
15.2	<p>Governors discussed the governing body's requirements for training and development of the new academic year in line with School Improvement and Development Plan priorities and agreed to advise the clerk or the central office of any bookings relating to the Governor Training Programme or whole governing body training requests.</p> <p><b>Carried over to next meeting?</b></p>	
16	<b><u>GOVERNOR HEADLINES AND THE KNOWLEDGE</u></b>	



	There was nothing of note.																						
<b>17</b>	<b><u>REFLECTION ON THE MEETING</u></b>																						
	<p>Governors discussed the impact of the meeting on the governing body's strategic priorities.</p> <p>Governors were pleased with the attendance and that plans to recruit new Governors were underway. They were pleased at the diversity and the skills within the group.</p> <p>RK would nail down Link roles and AM the deep dive dates. This would create the schedule for monitoring visits which were a priority of the GB</p> <p>Governors noted;</p> <ul style="list-style-type: none"> <li>• Their approval of the focus on the lowest attaining 20% in the SDP</li> <li>• Improvements to the processes of SEND and expect to see improvements in CPOMS reporting</li> <li>• The interdisciplinary goals of Maths and English throughout the curriculum</li> <li>• The real clarity of vision in the SDP and recognise how they could support this through monitoring visits</li> </ul> <p><u>A discussion on monitoring and the form resulted in AM and RK agreeing to review the form to include questions on safeguarding the four key areas of the SDP, provision for lowest 20%, and vocabulary</u></p>	AM/ RK																					
<b>18</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>																						
	<p>Governors confirmed that the next meeting would be held at [time] on [day and date].</p> <p>Governors agreed the programme of meeting dates for the remainder of the 2023/24 academic year as follows:</p> <table border="0"> <tr> <td><b>28 November 2023</b></td> <td>2pm</td> <td><b>FGB Curriculum</b> to review school, local, and national SATS data 2023. To include a report from the subject lead for English, and from the pupil governor</td> </tr> <tr> <td><b>12 December 2023</b></td> <td>6pm</td> <td><b>FGB Resources:</b> to approve mid-year budget review; SEFS;</td> </tr> <tr> <td><b>23 January 2024</b></td> <td>2pm</td> <td><b>FGB Curriculum:</b> to review autumn term assessment data</td> </tr> <tr> <td><b>26 March 2024</b></td> <td>6pm</td> <td><b>FGB Resources:</b> to set the budget for financial year 2024-5</td> </tr> <tr> <td><b>30 April 2024</b></td> <td>2pm</td> <td><b>FGB Curriculum:</b> to review spring term assessment data and approve 3yr budget plan</td> </tr> <tr> <td><b>11 June 2024</b></td> <td>6pm</td> <td><b>FGB Curriculum:</b> to review SEF; Governor Monitoring</td> </tr> <tr> <td><b>16 July 2024</b></td> <td>4.30pm</td> <td><b>FGB- Ethos;</b> tea with staff at 3.45pm; meeting starts at 4.30pm: review of the year and preparing for next year</td> </tr> </table>	<b>28 November 2023</b>	2pm	<b>FGB Curriculum</b> to review school, local, and national SATS data 2023. To include a report from the subject lead for English, and from the pupil governor	<b>12 December 2023</b>	6pm	<b>FGB Resources:</b> to approve mid-year budget review; SEFS;	<b>23 January 2024</b>	2pm	<b>FGB Curriculum:</b> to review autumn term assessment data	<b>26 March 2024</b>	6pm	<b>FGB Resources:</b> to set the budget for financial year 2024-5	<b>30 April 2024</b>	2pm	<b>FGB Curriculum:</b> to review spring term assessment data and approve 3yr budget plan	<b>11 June 2024</b>	6pm	<b>FGB Curriculum:</b> to review SEF; Governor Monitoring	<b>16 July 2024</b>	4.30pm	<b>FGB- Ethos;</b> tea with staff at 3.45pm; meeting starts at 4.30pm: review of the year and preparing for next year	
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The meeting closed at 19:57.

Signed

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Dated

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Action Log

Agenda Item	Action	By Whom	By When	Status
2.3	Governors noted the requirement to update the register of pecuniary interests and to publish it on the school's website.  <u>Send to Amanda to upload on website</u>	TC	28/11	open
3.1	<u>AM to change finance policy to incorporate and align services offered by Vertas and AM to bring proposal via Finance policy to increase credit card on of purchase limit and monthly limit</u>	AM	28/11	open
6.1	<u>TC to send confirmed minutes to AM to go on website</u>	TC	30/09/23	
8	<u>AM agreed to add a sixth being the role of the GB and it's development plan</u>	AM	28/11	Open
	<u>AM to put deep dive dates onto GH calendar</u>	AM	28/11	Open
	<u>RK to finalise Link Governor roles</u>	RK	28/11	Completed
	<u>AM to arrange meeting with RK and LA re PAN</u>	AM	28/11	Open
13.1	<u>Governors noted the requirement to ensure the statutory information was included on the website including governance information. AM agreed to ensure that this action was completed.</u>	AM	28/11	open
17	Review Monitoring form to include new requirements and questions	AM/RK	28/11	open