

GUILDHALL FEOFFMENT SCHOOL

Minutes of the meeting of the Governing Body of Guildhall Feoffment School held at the school at 6pm on 11th June 2024.

Present: Fiona Catherine-Thompson (FCT) Deputy Headteacher
 Ros King (RK) Chair
 Lara Knights (LK) arrived 18.12
 Kristian Lee (KL)
 Andy Mathews (AM) Headteacher
 Rachel Pryor (RP)
 Megan Rich (MR)
 Tiffer Robinson (TR)
 Colin Smith (CS) left at 19.42
 Sumathi Sundram (SS)

In attendance: Toby Cunningham (Governor Services Clerk)

Meeting

Started: 18.04

1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>
1.1	Apologies for absence were received from Shan K Don, Ben Tanner and Emma Rees
1.2	Governors consented to these absences.
2	<u>PECUNIARY AND OTHER INTERESTS</u>
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.
2.2	Governors noted the requirement to update their entries in the Register of Pecuniary Interests and to publish it on the school's website.
3	<u>CHAIR'S ACTION/ UPDATE</u>
3.1	The Chair confirmed the following action had been taken. Reimbursement for SATS breakfast which went down well with the children. Solar panels: the negotiations have progressed but there is a difficulty in determining who owns the building. They wanted Lawyers involved – RK advised that the building was owned by the Local Authority on Guildhall Feoffment land.

3.2	The chair gave the following updates: Phonics was going calmly staff did not tell the pupils it was a test, but rather approached it as just another practice session a report to follow.				
4	<u>ANY OTHER URGENT BUSINESS</u>				
	There were no AOBs				
5	<u>MINUTES</u>				
5.1	The minutes of the meeting held on 30 th April 2024 (copy on Governor Hub), having previously been circulated, were confirmed and signed by the Chair				
5.2	<u>Matters arising from the minutes</u>				
	Agenda Item	Action	By Whom	By When	Status
	5.2	Governors to provide photo and bio for website	All governors	June	Ongoing
	6	AM would look into the viability of OP attending an evening meeting.	AM	June	Closed
	7.2	RK to change instructions in the monitoring folder (re the SEF versions on GH)	RK	June	Closed
	7.1	AM to look into giving governors access to the school data to help with monitoring visits. AM gave governors are general access to insight our data management system. This enables governors to look at the school performance data which would assist in monitoring visits. He demonstrated how and what governors can access in the data system.	AM	June	Closed
6	<u>HEADTEACHER'S REPORT</u> Any questions To include. <ul style="list-style-type: none"> • Change to science curriculum. • Reporting to parents – new format using Insight • Consultation on Relationship and Sex Consultation • Summer holiday club • Staffing structure update • School fete, sports days, and plays. • SATs, maths check and phonics check • Playground works postponed to summer holidays because of weather. • Writing moderation at KEVI AM demonstrated the new school data software programme that governors would have access to. RK are previous years up?				

AM yes

CS does it show the school results vs national average?

FCT only where there us a statutory assessment

AM advised that the staffing position was very positive, there would be a static teaching staff team for first time in a number of years. There will be some changes to the TA team with recruitment for an additional TA underway. The TA pay budget was set at 7% for next year, but the actual settlement will be far below this. This freed up an additional £10k for TA staff. This will be used in EYs

CS how has the settlement gone down?

AM they didn't know it was budgeted at 7%.

RK next year what will the TA support look like in classrooms?

AM same as last year everyone has a morning TA and a range of pastoral and 121 support in the afternoon.

RK are you keeping continuity with subject leads?

AM yes, however we have two ECT qualifying this year, we want to engage them in some leadership activity.

AM advised that SATS went well – all children had relaxed approach not too stressful they enjoyed the breakfast and had a celebration at the end. Going through phonics and Y4 MTC checks. Phonics checks so far were very positive.

FCT we have not done the Y2 retakes but so far really pleased.

AM in terms of the Premises the playground has not been resolved due to inclement weather at half term. The work is now scheduled for the first week of the summer holidays.

FCT advised she had had a long conversation with IT technician on how to best spend our devolved capital ITC budget and best plan for the supply and upkeep of hardware. The most important thing was the wireless infrastructure which was out of date and slowing down systems. The school was using much more streamed content and learning portals which need high band width. She had received a quote for refitting 12 seventh generation wireless transmitters, which should future proof the school.

FCT beyond that we want a plan in place for sustainable IT system. We are considering children in years 5 and 6 to lease purchased chrome books over two-year period. As a child enters year 5 they would be given a chrome book on a lease basis and then keep it at the end of year 6. The cost would be £28k to purchase but this would be paid back over two years, parents would pay approximately £12/month. The aim is to develop a sustainable and affordable IT programme that would free up finances over time. This would be phased in over time.

TR iPads infrastructure released periodically on a two year release cycle and they stay the same price.

AM we are looking into this. We might move to an android based system this would be cheaper but links to the two app stores but this would be more difficult in transition.

KL android devices give shorter software licensing periods

TR could parents buy it outright?

AM they could, we are trying to make it affordable. We need to get commitment from the vast majority of families. Children with existing IT hardware cannot access the system due to the proxy server restricting access. We would continue to be able to monitor internet activity, Smoothwall gives us a weekly report and would identify the actual machine used, which would make tracking down the inappropriate use easier.

CS would that be switched of at home?

AM That would be for parents to monitor through family filtering system.

MR some are going to get broken damaged – who replaces them?

AM this would be covered by either school or domestic insurance.

FCT those who can't afford the rental would get access to the chrome book at school, but they would be missing out at home – we are thinking about how to deal with this. PP may be of use here.

Governors asked about staff and ITC.

AM advised that staff laptops still worked and the electronic whiteboards, whilst some had lost their interactivity, they were still useable. The priority was the wi-fi and year 5 and 6 access to IT. Are you happy for us to proceed £28k outlay from the budget spending the reserves.

AM the next stage we would explain and consult Y4&5 for next year. Y5 will only have one year so they will have an increased payment per month and final payment. We have to sell it to parents, so looking to consult and get feedback, we need above 75% ideally 80-85%. Support for finance must be sourced, comparable on cost and quality.

RK asked Governors to confirm their approval to take to the next stage.

Governors **approved**.

AM in terms of curriculum we have opted for a new science scheme developed by the University of Cambridge and Industry. The scheme was subsidised by the business that supported the development of the scheme.

AM demonstrated the scheme to the board.

MM are the topics in science integrated across the curriculum?

AM where possible yes.

Governors asked if there was a conflict of interested between the business and the education. Are fossil fuel companies promoting their use for example?

AM teachers are free to use the many resources as they see fit.

AM advised that there was a current national consultation on relationship and sex education. Due to the impending general election, it was difficult to fore see where this might go.

	Am advised that in terms of safeguarding reporting there had been one racist incident, it had been dealt with properly the victim was aware of the outcome and there had been no repeat. All 3 DSL's done training in last three months and next would be to update safer recruitment.
7	Finances
7.1	To receive a report and commentary on the current budgetary position. There was not a current up to date position available so deferred to the next meeting.
7.2	CONFIDENTIAL ITEM – see separate confidential minute.
7.3	To receive any updates on the Budget for 2024/2025 In HT report
7.4	Longer term forecast for school development and financial implications 2024/27. To include: <ul style="list-style-type: none"> IT prioritisation of for next year: Wi-Fi upgrade v iPads As discussed above. Shower room for personal hygiene for children. This idea is still in the plan but unlikely to do this year. Curriculum integration of art, music and DT – Changes to the curriculum for art and music is planned for the year ahead. The aim is too build confidence in leaders, that can be passed down to support staff. Three other things coaching triads for teaching staff – key themes, SCO subject leaders support preparing for Ofsted and improve subject leadership – AM advised that they would be doing more lesson dips and feeding back to help develop practice further. Peer coaching would be focused on high quality teacher interactions. The focus was on oracy with subject knowledge a focus for the latter part of the year. Developing staff confidence – As above.
8	<u>SAFEGUARDING, WELLBEING AND HEALTH AND SAFETY</u>
8.1	SELF AUDIT REPORT AM advised that he had completed the annual Safeguarding audit. The process highlights area that will be prioritised for the year ahead. Filtering and Monitoring provided by the LA only partly meets the standards. Governors had not yet had the opportunity to monitor the system. AM will share the report with KL. The filtering and monitoring throws up some bizarre results which can interfere with pupil learning. In the future the school mat look into bringing this process in house.
9	<u>GOVERNOR MONITORING REPORT</u>
9.1	CS had conducted an Art monitoring visit and spent some time with the subject lead Karen Robinson. The visit focused on the leads deep dive and examining examples of pupil work. The report was available on GH. MR had conducted a Geography subject review. There was some inconsistency with teaching, particularly around the use of technology. The subject was being taught well and examples of student work would be examined at the next visit.

	<p>BT had produced a comprehensive report on Pupil Premium. In some areas PP pupils were progressing better than their non-pp counterparts. BT identified a small attainment gap and wanted to see the funding focused on reducing this even more. BT identified the wireless issues that emphasised the importance of improvements in these areas as identified above.</p> <p>Governors asked how the SATS had been received by the pupils. FCT advised that the children were calm and smiling during the exam period, the breakfasts had gone down well and there was many Y6 pupils wearing their 'leavers' hoodies.</p>
10	<u>POLICIES FOR REVIEW AND APPROVAL</u>
	<ol style="list-style-type: none"> 1. Purchasing Card Policy 2. Procurement Policy 3. Peer on peer abuse policy 4. Child exploitation policy 5. Charges and Remissions policy <p>Governors Approved these policies (subject to some clerical errors).</p>
11	<u>Compliance</u>
11.1	<p>Governor webpages</p> <ul style="list-style-type: none"> • to ensure governor photos and biographies are up to date. • <u>Protected characteristics Survey: There was a standard LA form in GH folder, governors needed to complete this for next meeting and bring in a completed hard copy. (ALL)</u> • <u>Register of attendance TC to complete. (TC)</u>
11.2	FGB: SEF
12	<u>REFLECTION ON THE MEETING</u>
12.1	<p>Governors considered a detailed strategic decision to help school in the longer term.</p> <p>The discussion on governor monitoring identified some themes and verifications of the judgements identified in the SEF by SLT. Governors recognised where the school was in its journey, there were issues identified, but they felt that this was a good example of working together between governors and SLT.</p> <p>Governors were pleased to have access to the data platform that would give them real time data on progress and attainment.</p>
13	<u>GOVERNOR HEADLINES AND THE KNOWLEDGE</u>
13.1	
14	<u>DATES OF FUTURE MEETINGS</u>
14.1	<p>To confirm the dates of future meetings</p> <p>16 July 2024 4.30pm FGB Ethos tea with staff at 3.45pm; meeting starts at 4.30pm: review of the year, and preparing for next year: SEF for school and governors; Curriculum Intent</p> <p>24 Sept 2024 6pm FGB Ethos: Curriculum Intent; policy reviews</p>

26 Nov 2024	2pm	FGB Curriculum to review school, local, and national SATS data 2024
10 Dec 2024	6pm	FGB Resources: to approve mid-year budget review; SEFS;
21 Jan 2025	2pm	FGB Curriculum: to review autumn term assessment data
25 March 2025	6pm	FGB Resources: to set the budget for financial year 2025-6
29 April 2025	2pm	FGB Curriculum: to review spring term assessment data and approve 3yr budget plan
10 June 2025	6pm	FGB Curriculum: to include SDP and Governor Monitoring reports; PP; Sports Premium; SEND
15 July 2025	4.30pm	FGB- Ethos; tea with staff at 3.45pm; meeting starts at 4.30pm: review of the year and preparing for next year. SEF for School and Governors

The meeting closed at 20.00.

Signed

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Date

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Action Log

Agenda Item	Action	By Whom	By When	Status
11	<u>Protected characteristics Survey:</u> There was a standard LA form in GH folder, governors needed to complete this for next meeting and bring in a completed hard copy.	All Governors	July	Open
11	<u>Register of attendance TC to complete.</u>	TC	July	Open