

## GUILDHALL FEOFFMENT SCHOOL

Minutes of the meeting of the Governing Body of Guildhall Feoffment Community Primary School held at the school at 4.30pm on 16<sup>th</sup> July 2024.

|          |                                |                                |
|----------|--------------------------------|--------------------------------|
| Present: | Ros King (RK) Chair            | Megan Rich (MR)                |
|          | Lara Knights (LK)              | Tiffer Robinson (TR)           |
|          | Kristian Lee (KL)              | Colin Smith (CS)               |
|          | Andy Matthews (AM) Headteacher | Sumathi Sundram (SS)           |
|          | Emma Rees (ER)                 | Ben Tanner (BT)                |
|          |                                | Fiona-Catherine Thompson (FCT) |

In attendance: Sarah Beeston (Governor Services Clerk)

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>  |           |
| 1.1      | Apologies for absence were received from Rachel Pryor and Shan K-Don.  |           |
| 1.2      | Governors consented to these absences.   |           |
| <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 update their entries in the Register of Pecuniary Interests and to publish it on the school's website.  |           |
| <b>3</b> | <b><u>CHAIR'S ACTION/ UPDATE</u></b>   |           |
| 3.1      | The Chair confirmed that no action had been taken.   |           |
| 3.2      | <p>The Chair gave the following updates:</p> <ul style="list-style-type: none"> <li>RK had attended a school concert involving over 80 pupils. FCT said that from September 2024 125 music lessons per week would be provided at the school.</li> <li>An anonymous letter regarding proposed Chromebook provision had been sent to her and to BT. As it was anonymous no reply was sent but we consulted AM. Chromebook provision within the school would be discussed within item 6.</li> </ul> |           |
| <b>4</b> | <b><u>ANY OTHER URGENT BUSINESS</u></b>  |           |
|          | There was no other urgent business.  |           |
| <b>5</b> | <b><u>MINUTES</u></b>  |           |
| 5.1      | <p>The minutes and the confidential minute (copies in the minute book) of the meeting held on 11<sup>th</sup> June 2024, having previously been circulated, were <b>confirmed</b> by the Chair. The Chair signed a copy of the minutes for 11<sup>th</sup> June 2024.</p> <p><b><u>ACTION</u></b> – the Chair would arrange for a copy of the confidential minute to be signed and placed in the Confidential Minute Book.</p>   | <b>RK</b> |

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|     | The minutes of 30 <sup>th</sup> April 2024 had also been re-circulated to confirm the financial documents at item 8 had been approved by all who had been present at that meeting. These were signed the Chair.  |   |         |              |                               |
| 5.2 | <b><u>Matters arising from the minutes not already on the agenda</u></b>   |   |         |              |                               |
|     | Agenda Item  | Action                                  | By Whom | By When      | Status                        |
|     | 11   | Register of attendance to be completed. | TC      | July meeting | Completed up to June meeting. |
| 6   | <b><u>HEADTEACHER'S REPORT</u></b>   |   |         |              |                               |
|     | <p>AM said that 18-20 people had attended each session the school had held about the possible provision of Chromebooks within the school. He had written to parents and sent out a survey. 66% of parents of current Year 4 and 5 pupils had responded. Of those who responded 76.9% supported the proposal outlined by the school, 10.8% had said they would need financial support and 13.8% did not support the project. The school needed 85% of parents to support the project financially for it to be viable and the school would be able to fund the remaining 15%. AM said he would be writing to the parents yet to respond, encouraging a reply and the situation would then be reviewed.</p> <p><b>BT enquired if there were any themes from the 'nos'?</b><br/> AM replied these included 'had an alternative model been considered', 'could an IT fund for the whole school be explored', 'could the machines the children already had been used instead', wanting a more detail spec before making a decision and there being a conflict of interest as 'shouldn't education be for all, not just those whose parents could support the purchase of a Chromebook'. AM said if there was an 85% uptake there would not be an unequal provision as the school would fund the other 15%. If there was only 70-75% uptake school funds were insufficient to purchase the additional Chromebooks. The school could consider existing provision including conversion of existing laptops but that could result in an unequal education provision.</p> <p>AM said that the longer it takes to introduce the project a less attractive proposition it is, as current year 5 parents may only have 6 months to repay the scheme, whereas current year 4 parents may have 9 months.</p> <p><b>MR asked did the responses vary by year group?</b><br/> AM said that 60% of the responses have been from Year 5 parents and 40% from Year 4s.</p> <p>CS said the success of the scheme in one year could be used to market it in future years.</p> <p>RK said some parents were concerned the school may be making a profit on the scheme.</p> <p>AM said if anything the school could lose money as there would be damage, maintenance costs. Some parents had said they thought they could get the same thing cheaper. AM said that the school could do a bulk purchase for a good quality machine at a decent price with the necessary programmes on it paying 0% interest.</p> <p>RK said it was important that in a second letter to parents it is stressed the school are not profiteering from this.</p> |   |         |              |                               |

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| <p><u>ACTION</u> – to send further letter to parents and target parents who have not replied or committed to project for responses.</p> <p>AM said there were no changes to the SEF for 2023 -2024 and the 2023-2024 SEF had been updated and circulated to governors.</p> <p><u>ACTION</u> – to send reminder to governors on a termly basis to book courses on the National College Portal.</p> <p>Governors congratulated the school on their 2024 KS2 SATS results. BT asked that thanks to the Year 6 teachers and staff were placed on record.</p> <p>AM said for the national times table Check 33% of pupils got full marks, nationally this was 34%; 60% of children got 23 or more correct, so this was good data.</p> <p><b>BT asked what could be learned from the KS2 SATS results this year?</b><br/>AM said there had been good quality teaching and effective intervention to help those children on the cusp of achieving greater depth or expected level. This cohort of children included many children who didn't make national across all three areas, whereas in previous years children may not have made national in one area which impacted on the combined result. AM added the boundaries for KS2 SATs will not be out until November and there had been a dip in phonics compared to the previous year (the last three years being 62%, 91% and 88%).</p> <p><b>RK asked about children doing the recheck test in year 2?</b><br/>FCT updated governors regarding the individual circumstances surrounding these two children.</p> <p>AM said the School Development Plan (SDP) for 2024 -2025 had been drafted.</p> <p>FCT said there had been an enormous push for reading and this was pushing through for a strategy for writing, where there was also a new national framework. This included ensuring the mechanics of writing were also in place e.g. correct letter formation. The school were being strict in ensuring children met the standards for this which had impacted on some of the judgements in EYFS.</p> <p><b>RK asked if EYFS staff were despondent because of this.</b><br/>AM said initially yes, but they understood why the school were being so rigorous.</p> <p><b>RK asked if there was any discrepancy for girls and boys?</b><br/>AM said that the attainment gap has closed, it was not level in each year group but was closing. It was one of the school's equality objectives so that sight would not be lost of this.</p> <p><u>ACTION</u> – to arrange an Insights training session for governors.</p> <p>AM said the SEO workshops with subject leaders had been well received and supported them in being prepared for Ofsted. It included talking through the role of the subject leader, moving the subject forward and posing Ofsted style questions. It supported the development of middle leaders.</p> <p><b>KL asked if it was normal to have zero bullying reports?</b><br/>AM said that not every behavioural incident was bullying. It had to meet the definition in the school's behaviour policy before it was counted as bullying.</p> | <p>AM</p> <p>AM</p> <p>FCT</p> |
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|           | <p><b>BT asked how would the school show external visitors the school was free from bullying?</b><br/>FCT by looking at the definition in the school's policy. Staff may categorise it as bullying initially then a member of the DSL team may recategorize it as a behaviour incident.</p> <p><b>RK asked about the 12 children were being monitored for 44 safeguarding incidents.</b><br/>FCT said that some children were being monitored; this number also included incidents which were recorded as being monitored as they may be new concerns raised since the last DSL meeting, and the DSL team need to meet to discuss whether they should continue to be monitored or closed off.</p> <p>AM said that the school's main objectives for the for 2024-2025 SDP were listed in the headteacher's report.</p> <p>There was no update on the SEF or on buildings.</p>             |                           |
| <b>7</b>  | <b><u>SCHOOL COUNCIL REPORT</u></b>  |                           |
|           | There was no report from the chair of the school council, although he was preparing a report for whomever was taking over next academic year.  |                           |
| <b>8</b>  | <b><u>SCHOOL ETHOS</u></b>   |                           |
|           | <p>The school wanted to re-think the 'Be Kind' values.<br/>AM said that staff and children had already thought of some words which could be used for each letter, spelling out BE KIND.</p> <p>Governors broke into two smaller groups to discuss their preferred words against each letter.</p> <p>RK said that it would be helpful if the words were verbs not adjectives.<br/>CS said the values needed to be understood by children throughout the school.</p> <p>FCT said that it was also important to ensure that the words were accessible for all children including those with SEN.</p> <p>MR said it was important to make sure the words were values not skills.</p> <p>It was agreed that a maximum of 6 values should be identified and would be further discussed at the next Ethos meeting in September.<br/><u>ACTION</u> – to consider preferred words for values.</p> | <b>ALL</b>                |
| <b>9</b>  | <b><u>CURRICULUM INTENT</u></b>  |                           |
|           | <u>ACTION</u> – Governors were asked to comment on the curriculum intent document on GovernorHub.  | <b>ALL</b>                |
|           | <u>ACTION</u> - AM said he would review comments and re-present this at the September meeting.   | <b>AM</b>                 |
| <b>10</b> | <b><u>GOVERNOR MONITORING REPORTS</u></b><br>Since the last meeting there had been reports on reading, maths and art & design which were available on GovernorHub. All had identified inconsistency in exercise books as an issue. Over the last year there had been 24 visit reports including 14 subject reports.<br><u>ACTION</u> – Reports for History, Computing and Safeguarding would be expected soon.   | <b>MR;<br/>KL;<br/>LK</b> |



|               |         |  |
|---------------|---------|--|
| 10th Dec 2024 | 6:00 PM | <b>FGB Resources:</b> to approve mid-year budget review; SEFS  |
| 21st Jan 2025 | 2:00 PM | <b>FGB Curriculum:</b> to review autumn term assessment  |
| 25th Mar 2025 | 6:00 PM | <b>FGB Resources:</b> to set budget for 2025-6   |
| 29th Apr 2025 | 2:00 PM | <b>FGB Curriculum:</b> to review spring term assessment data and approve 3 yr budget plan  |
| 10th Jun 2025 | 6:00 PM | <b>FGB Curriculum:</b> to include SDP and Governor Monitoring reports; PP; Sports Premium; SEND  |
| 15th Jul 2025 | 4:30 PM | <b>FGB Ethos:</b> tea with staff at 3.45 pm; meeting starts at 4.30 pm; review of the year and preparing for next year; SEF for School and Governors |

The meeting closed at 6.39 pm.

Signed

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Date

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### Action Log

| Agenda Item | Action   | By Whom | By When           | Status |
|-------------|--|---------|-------------------|--------|
| 5.1         | Confidential minute of 30 <sup>th</sup> April 2024 meeting to be signed and placed in Confidential Minute Booked | RK      | ASAP              |        |
| 6           | To send further letter to parents and to target parents who have not replied or committed to Chromebook project  | AM      | End of term       |        |
| 6           | To send reminder governors termly to book on training via National College Portal                                | AM      | Ongoing           |        |
| 6           | To arrange Insights training for governors   | FCT     | Autumn term       |        |
| 8           | To consider preferred works for school values  | ALL     | September meeting |        |

|      |   |                 |                   |  |
|------|---|-----------------|-------------------|--|
| 9    | Review and comment on curriculum intent document                                      | ALL             | September meeting |  |
| 9    | To review responses to curriculum intent document and re-present this at next meeting | AM              | September meeting |  |
| 10   | Write and circulate visit reports for History, and Safeguarding                       | LK and 2 others | September meeting |  |
| 11.2 | Computing Policy to be added to September meeting agenda                              | TC              | September meeting |  |
| 11.4 | Spelling policy to be added to September meeting agenda                               | TC              | September meeting |  |
| 12.1 | Summarise protected characteristics survey  | RK              | September meeting |  |
| 12.2 | Consider succession planning for governing body                                       | ALL             | Ongoing           |  |
| 12.2 | Summarise self-evaluation survey  | RK              | September meeting |  |
| 12.3 | Update governors' attendance list to include July meeting                             | TC              | September meeting |  |