



Guildhall Feoffment Community Primary School

Minutes of the meeting of the Governing Body of Guildhall Feoffment School held at the school at 6pm on the 24th September 2024

Present: Shan K Don (SKD)
Ros King (RK) Chair
Lara Knights (LK) arrived 18.06
Kristian Lee (KL)
Andy Mathews (AM) Headteacher
Meghan Rich (MR)
Tiffer Robinson (TR) arrived 18.06
Colin Smith (CS)
Sumathi Sundram (SS)
Fiona-Catherine Thompson (FCT)

In attendance Toby Cunningham (Governance Professional)

1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	
1.1	Apologies for absence were received from Ben Tanner and Rachel Pryor Emma Rees was not in attendance	
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 complete and return a new declaration form.	
2.3	Governors noted the requirement to update 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 that no action had been take.	
3.2	There were no updates	
4	<u>ELECTION OF CHAIR AND VICE CHAIR FOR 2024/25</u>	

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 2025</i>	
4.2	Ros King was re-elected Chair. Kristian Lee was elected Vice-Chair	
5	<u>ANY OTHER URGENT BUSINESS</u>	
	None	
6	<u>MINUTES</u>	
6.1	The minutes of the meeting held on 16 th July 2024 (copy on Governor Hub), having previously been circulated, were confirmed and signed by the Chair	
6.2	<u>Matters arising from the minutes</u>	

Agenda Item	Action	By Whom	By When	Status
5.1	Confidential minute of 30 th April 2024 meeting to be signed and placed in Confidential Minute Book	RK	ASAP	Complete
6	To send further letter to parents and to target parents who have not replied or committed to Chromebook project <u>Update</u> Replies from 80+ uptake sufficient to proceed. However, the wi-fi system was not resolved. Delayed start until wi-fi resolved – looking to start with current year 5. Use same leasing arrangements as used during covid and contracts will be used.	AM	End of term	Complete
6	To send reminder to governors termly to book on training via National College Portal <u>Update</u>	AM	Completed	

	FCT set up as group on NC, need to know if there are any courses that the whole board should take? KL advised that he though SG training should be the pilot. RK advised that governors with link and subject responsibilities might like to share recommendations of training modules.			
6	To arrange Insights training for governors	FCT	Autumn term	Log-in details posted - Closed
8	To consider preferred words for school values	ALL	September meeting	Closed
9	Review and comment on curriculum intent document	ALL	September meeting	Closed
9	To review responses to curriculum intent document and re-present this at next meeting	AM	September meeting	Closed
10	Write and circulate visit reports for History, Computing, and Safeguarding MR has uploaded History	LK and 2 others	September meeting	ongoing
11.4	Spelling policy to be added to September meeting agenda	TC	September meeting	Closed
12.1	Summarise protected characteristics survey	RK	September meeting	Closed
12.2	Consider succession planning for governing body	ALL	Ongoing	Closed
12.2	Summarise self-evaluation survey	RK	September meeting	Closed
12.3	Update governors' attendance list to include July meeting	TC	September meeting	Closed

Commented [RK1]: Geography was an error. Report uploaded last term

7	<u>GOVERNING BODY MEMBERSHIP AND ORGANISATION</u>		
7.1	To note the changes to Governor Hub over the summer and to recommend that all governors download the new web app to their smartphones/tablets, and delete the old app.		

7.2	<p>There were no changes to report.</p> <p>AM advised that the school had started the process to invite parents to apply to be parent governor.</p>	
7.3	<p>Governors noted the requirement to upload their details on to GIAS. AM agreed to ensure that this action was completed.</p>	
7.4	<p>To ensure that all governors have made the relevant declarations on GH, including that they have read KCSiE, and the Governor Code of Conduct</p>	
7.5	<p>To ensure arrangements are in place for the uploading of governors' details to GIAS (Get Information About Schools) AM to update</p>	
7.6	<p>To review and approve the Decision planner</p> <p>RK advised that the only subcommittee of the board was the Pay and Staffing Committee. It was agreed to leave item 2. Item 13 and 26 changed for Pay and Staffing Committee to approve and 28 changed to 'monitor'.</p> <p>The amended decision planner was Approved</p>	
7.7	<p>To review results of the Governor questionnaires:</p> <ol style="list-style-type: none"> 1. Protected characteristics 2. FGB self-evaluation <p>RK invited comments from Governors.</p> <p>CS advised that he thought the induction for new board members was not fit for purpose. He advised whilst there was training and policies relating to the role there was no formal introduction to the school and how it operates or how the board works and functions. RK observed that she shows prospective governors around the school and talks to them extensively about the role, and that there is an Introduction to governance at GFCS on GH.</p> <p>AM advised that he recognised the gap and thought that often new governors were overloaded with training at the start of their tenure, and these might be better spread out over time.</p> <p>AM agreed to coordinate a working group on new governor induction and onboarding. CS and ER agreed to join the group.</p> <p>CS Advised that he thought the board did not spend enough time considering the schools longer term strategy and finance projections.</p> <p>RK advised that there had been a lot of operational issues to resolve in the last two years and this had been the focus.</p> <p>AM advised that the school sector was subject to constant change and recent years had shown that changes in process and salaries are hard to predict and longer terms plans are often therefore redundant. AM was developing an emergent plan that was flexible enough to react to changes beyond the school's control. He advised that whilst the SDP was focused on the year ahead, he and SLT were considering the development of longer-term data targets and were looking at changes to local demographics that might impact on admissions and staffing etc.</p> <p>RK advised that Andy had asked in his report whether Governance should continue as part of the SDP this year, she advised that it was a positive development for governor monitoring to be threaded so extensively through the SDP and particularly in Section 10. This is very unusual but demonstrates how well the FGB is integrated into the school's improvement journey. She hoped this would continue</p>	

	<p>KL advised that the SDP was the responsibility of the AM, but he couldn't be responsible for the FGB.</p> <p>The board agreed that that governance should be in the SDP, but that AM was not responsible for the outcomes the FGB was.</p>	
7.8	<p>To Approve the Virement Report</p> <p>The Virement report was – Approved</p>	
8	<u>VISION, ETHOS AND STRATEGIC PRIORITIES</u>	
	Governors discussed the school's current vision and ethos and strategic priorities for 2024/25	
8.1	<p>To review and approve the proposed words and logo representing School Values</p> <p>AM presented a slide with the school values and logo; he advised that the wording was not yet set in stone. He advised that it was important that adults and pupils could easily relate to and remember the values and that these could be embedded into the curriculum.</p> <p>Governors discussed the wording and the mixture of verbs and nouns. They discussed the age appropriateness of the words used. It was agreed that it was important to teach these words and concepts as part of vocabulary development. Governors discussed how they would monitor this and agreed to adapt the monitoring form to encourage governors to ask staff and pupils about how they thought the values were developed as part of the educational experience for pupils.</p> <p>Governors approved the values as presented.</p>	
8.2	<p>To review and approve the proposed new statement of Curriculum Intent</p> <p>AM advised that the Values as discussed above were gently embedded into this document. He advised that the Values informed the Curriculum Intent which in turn informed the individual Subject Intent. It was about setting out why the school did what it did and how this was done.</p> <p>RK advised that the Curriculum intent set out the ethos of the school in terms of learning and teaching.</p> <p>KL asked if subjects had already conducted their subject reviews the Curriculum Intent would be retro fitted?</p> <p>AM advised that this is part of the evolving process of review and change that is constantly happening, the intent documents are aspirational and about the journey to excellence and as achievements are made new aspirational ambitions are created.</p> <p>FCT advised that subject curriculum overviews were on the website and governors should review these prior to making subject based monitoring visits.</p> <p>The Curriculum Intent was Approved</p>	
9	<u>EDUCATIONAL PERFORMANCE AND SCHOOL IMPROVEMENT</u>	
9.1	<u>Headteacher's Report</u>	

	<p>Governors received a written report from the Headteacher (copy in Minute Book) and the Headteacher invited questions:</p> <p>AM advised that admissions were good and up 13 on last year and the roll might increase before the audit date. He noted that the NHS data suggested that a falling birthrate would impact admission in the years going forward. The playground work was now complete.</p> <p>AM advised that the parent survey was completed by 50 parents from roughly 175 families, and this was about the same as last year.</p> <p><u>Governors requested that the survey is available to parents on-line as well as on paper.</u></p> <p><u>AM agreed to try this.</u></p> <p>Survey responses were very encouraging with 100% of respondents saying they would recommend the school to a friend.</p> <p>KL noted the lower results regarding school clubs.</p> <p>AM advised that there were no clubs available to EY and fewer to KS1 because these groups were harder to run clubs for, but there was a good choice of clubs for KS2</p> <p>Governors discussed the questions, and their relevance and AM advised that these were the questions used by Ofsted in their parent surveys.</p> <p>Governors noted that attendance was much higher than the national average and that the SG data was in line with last year and behaviour showing a reduction in reported incidents year on year.</p>	AM
9.2	<u>School Development/Improvement Plan</u>	
	<p>The Headteacher presented the School Development /Improvement Plan for 2024/25.</p> <p>RK advised that BT had sent a question in advance regarding the phrasing of the use of manipulatives and asked that it be changed to 'effective' use of manipulatives.</p> <p>AM made the change on the document</p> <p>AM added a new section 11 for Governance.</p> <p>KL noted the wording of the aims was sometimes woolly and unmeasurable.</p> <p>AM advised that all of these have underpinning actions that will be measurable.</p> <p>CS asked about staff wellbeing and development.</p> <p>AM advised he would add this to the sustainability section.</p> <p>SS asked why writing not among top four priorities?</p> <p>AM advised that the school had made good progress in writing and that this year the key was to embed this good practice.</p>	

	<p>SS asked about Science and AM agreed to add this to objective 6.</p> <p>RK advised that the SDP would be monitored by Curriculum meetings</p> <p>Governors were pleased to approve and adopt the School Development and Improvement Plan for the 2024/25 academic year.</p>	
9.3	<u>Monitoring Visits</u>	
	<p>Governors discussed a programme of monitoring visits for 2024/25 in line with School Development and Improvement plan.</p> <p>SKD advised he had tried to contact his subject lead last term but had not had a response.</p> <p>AM advised that the DT deep dive week was 27/1 – and it would be best to contact them just after this.</p> <p>KL and AM agreed to work on the GDPR monitoring together.</p> <p>RK advised that all link governors should contact their subject lead this term in preparation. CS advised he would conduct a visit this term and again after his subject deep dive in January</p>	
10	<u>STAFFING ITEMS</u>	
10.1	<p>To receive an update on the proposal to take control of the school kitchens</p> <p>AM was looking into the TUPE arrangements that would be needed for the moving of catering in-house. This would trigger notification to Vertas in the next week or so.</p>	
10.2	<u>Staff Workload and Wellbeing</u>	
	<p>Governors discussed the plans in place to reduce the workload of staff and support their wellbeing.</p> <p>AM advised morale was high, but the new year was always a busy time. Several subjects were in the second year of their curriculum and teachers were therefore able to just review and amend – rather than rewrite their teaching plans.</p> <p>CS asked if an expected Ofsted inspection this year impacted on staff.</p> <p>AM advised that he was expecting an inspection later in the academic year. Now it was not particularly on the minds of staff, but agreed inspections were stressful for colleagues.</p>	
11	<u>SAFEGUARDING, WELLBEING AND HEALTH & SAFETY</u>	
11.1	<u>Pupil wellbeing</u>	
	<p>Governors discussed the strategies in place to support the mental health and wellbeing of pupils.</p> <p>AM advised that the general wellbeing of the pupils was good, some have pastoral and mental health needs. The pastoral care register had 63 pupils on it for a wide variety of needs and the school put on small group activities to support needs of some of these pupils.</p> <p>SKD asked to see a redacted thematic version of the list for governors to better understand the issues that pupils and the school faced.</p>	

	<p><u>AM would provide a range of needs across the school in a report.</u></p> <p>AM advised that all staff had received Early Minds training, and many had expertise in certain areas, where necessary pupils and families were referred to external agencies such as the NHS, Suffolk Mind and bereavement counselling.</p> <p>FCT advised that staff and pupils continued to use the learnings and resources from the Dragonbreath training undertaken last year.</p>	AM
11.2	<u>Keeping Children Safe in Education (KCSiE) 2024</u>	
	Governors noted the requirement to read the whole of KCSiE 2024 (not just part 1). The safeguarding governor agreed to ensure governors were up to date with this and with the National College Safeguarding and Prevent modules identified by F-CT.	
11.3	<u>Safeguarding and Child Protection Policy</u>	
	Governors reviewed and approved the Safeguarding and Child Protection Policy in line with Keeping Children Safe in Education 2024	
12	<u>Compliance</u>	
12.1	To receive and review the Policy Review Schedule	
12.2	<p><u>Policies for review or approval</u></p> <p>To approve (copies available on GH)</p> <ul style="list-style-type: none"> • Spelling Policy • Oracy Policy • Attendance Policy <p>Approved</p> <p>Governors pleased that school policies are incorporating metacognition and the Voice 21 project – FCT advised they wanted to become a Voice 21 school in the future.</p>	
13	<u>GOVERNOR TRAINING AND DEVELOPMENT</u>	
13.1	To ensure that governors upload their National College training record onto their Governor Hub profile.	
13.2	To share titles of any training modules that are particularly useful/relevant	
13.3	FCT had sent governors an email to sign up for two training modules, and Governors agreed to undertake this training	
14	<u>GOVERNOR HEADLINES AND THE KNOWLEDGE</u>	
	Governors noted the contents	
15	<u>REFLECTION ON THE MEETING</u>	
	Governors discussed the impact of the meeting on the governing body's strategic priorities.	

	<p>Governors felt that the discussion regarding the vision, values and Curriculum Intent and how this informs the SDP gave a strong strategic element to the GB deliberations.</p> <p>They were pleased to see Governance in the SDP and believed this demonstrated the importance of the role played by the Governing Body in supporting the school.</p> <p>The identification of governor induction as an area of improvement gave the SDP a strong area of focus for a new working group.</p>																			
16	<p><u>DATES OF FUTURE MEETINGS</u></p>																			
	<p>Governors confirmed that the next meeting would be held at 2pm on 26th November</p> <p>Governors agreed the programme of meeting dates for the remainder of the 2024/25 academic year as follows:</p> <table border="1" data-bbox="92 846 1053 1505"> <tr> <td data-bbox="98 853 167 952">9th Dec 2024</td> <td data-bbox="175 853 263 952">6:00 PM</td> <td data-bbox="271 853 1045 952">FGB Resources: to approve mid-year budget review; SEFS</td> </tr> <tr> <td data-bbox="98 958 167 1057">21st Jan 2025</td> <td data-bbox="175 958 263 1057">2:00 PM</td> <td data-bbox="271 958 1045 1057">FGB Curriculum: to review autumn term assessment</td> </tr> <tr> <td data-bbox="98 1064 167 1162">25th Mar 2025</td> <td data-bbox="175 1064 263 1162">6:00 PM</td> <td data-bbox="271 1064 1045 1162">FGB Resources: to set budget for 2025-6</td> </tr> <tr> <td data-bbox="98 1169 167 1267">29th Apr 2025</td> <td data-bbox="175 1169 263 1267">2:00 PM</td> <td data-bbox="271 1169 1045 1267">FGB Curriculum: to review spring term assessment data and approve 3 yr budget plan</td> </tr> <tr> <td data-bbox="98 1274 167 1373">10th Jun 2025</td> <td data-bbox="175 1274 263 1373">6:00 PM</td> <td data-bbox="271 1274 1045 1373">FGB Curriculum: to include SDP and Governor Monitoring reports; PP; Sports Premium; SEND</td> </tr> <tr> <td data-bbox="98 1379 167 1478">15th Jul 2025</td> <td data-bbox="175 1379 263 1478">4:30 PM</td> <td data-bbox="271 1379 1045 1478">FGB Ethos: 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</td> </tr> </table> <p>To confirm dates and times of the Pay and Staffing Committee 22 October 2024</p>	9th Dec 2024	6:00 PM	FGB Resources: to approve mid-year budget review; SEFS	21st Jan 2025	2:00 PM	FGB Curriculum: to review autumn term assessment	25th Mar 2025	6:00 PM	FGB Resources: to set budget for 2025-6	29th Apr 2025	2:00 PM	FGB Curriculum: to review spring term assessment data and approve 3 yr budget plan	10th Jun 2025	6:00 PM	FGB Curriculum: to include SDP and Governor Monitoring reports; PP; Sports Premium; SEND	15th Jul 2025	4:30 PM	FGB Ethos: 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	
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The meeting closed at 19.13.

Signed _____

Dated

Action Log

Agenda Item	Action	By Whom	By When	Status
9.1	This years staff survey to be both on-line and on paper	AM	June	Open
11.1	AM to provide details of the type of pastoral issues pupils faced	AM	November	Open

Governor training working group