

## **Guildhall Feoffment Community Primary School**

Minutes of the FGB – Curriculum Full Governing Body meeting of Guildhall Feoffment Community Primary School held at the school at 3.30pm on Tuesday 21<sup>st</sup> January 2025.

Present:                   Shan K-Don (SKD)  
                               Ros King (RK) - **Chair**  
                               Kristian Lee (KL)  
                               Andy Mathews (AM) - **Headteacher**  
                               Meghan Rich (MR)  
                               Tiffer Robinson (TR)  
                               Sumathi Sundram (SS)  
                               Ben Tanner (BT)  
                               Fiona-Catherine Thompson (FCT)  
                               Stephanie Ward

In attendance:           Gemma Arrow (GA) (Maths Teacher)  
                               Abbi Thorpe (Governance Professional)

<b>1</b>	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>	
1.1	Apologies for absence were received from Lara Knights, Emma Rees and Henry Petchey (HP), Pupil Governor.  Rachel Pryor and Colin Smith were not present.	
1.2	Governors consented to these absences.	
1.3	There were no changes to the governing board.	
<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.	
<b>3</b>	<b><u>PUPIL GOVERNOR’S REPORT</u></b>	
	HP was unable to attend the meeting and would write a report for the next meeting.	
<b>4</b>	<b><u>CHAIR’S ACTION / UPDATE</u></b>	
4.1	The Chair confirmed that no action had been taken.	
4.2	There were no updates from the Chair.	
<b>5</b>	<b><u>ANY OTHER URGENT BUSINESS</u></b>	
	KL reported that he had enjoyed the Sums and Buns session, and it was very well attended by Parents. AM confirmed that the feedback from Parents and Carers had been excellent, and Gemma Arrow would attend this meeting to give a presentation at 4.45pm.	

6	<b><u>MINUTES</u></b>	
6.1	The minutes of the meeting held on 9 <sup>th</sup> December 2024 (copy in Minute Book), having previously been circulated, were <b>confirmed</b> , and signed by the Chair.	
6.2	All actions from the previous meeting had been completed and there were no matters arising.	
6.3	Governors noted the correction of the misdating of the minutes of the FGB-Curriculum meeting on 26 <sup>th</sup> November 2024.	
7	This was taken after item 11. <b><u>PRESENTATION ON DEVELOPMENTS IN THE CURRICULUM</u></b>	
	<p><i>GA arrived at 4.50pm.</i></p> <p>She gave a verbal presentation on Maths teaching in the School and highlighted:</p> <ul style="list-style-type: none"> <li>• Looking at Maths in Art with plans to use other areas like Maths in the Movies, Sport and Stories.</li> <li>• Parental engagement was being encouraged, particularly through the Sums and Buns event.</li> <li>• Resources had been added to the School website so Parents could support their child.</li> <li>• Staff were happy with the new Calculation Policy.</li> <li>• Parents had expressed an interest in modelling how calculations were taught as methods had changed over the years. GA was looking at how that could be achieved.</li> </ul> <p><u>RK asked what was being done to help with oracy and comprehension skills to support the understanding of Maths problem solving questions?</u></p> <p>GA reported that teachers were supporting the basics first in lessons and then developing skills with vocabulary lists and pictures. FCT confirmed that the work on metacognition was supporting too.</p> <p><u>SS asked whether real life financial learning was introduced to all pupils?</u></p> <p>GA stated that it was covered in PSHE but was not in the White Rose programme. The School would be participating in the NSPCC Numbers Day and it was covered in more detail in Year 6. She also took the opportunity in lessons to make the learning relevant to everyday life.</p>	
8	<b><u>HEADTEACHER'S REPORT</u></b>	
	<p>The Headteacher's report had been circulated on GovernorHub. He highlighted:</p> <ul style="list-style-type: none"> <li>• The review of level 3 and 4 TA job descriptions.</li> </ul> <p><u>KL asked how the After-School Club vacancies were being covered?</u> AM reported that they were covered internally by existing School staff.</p>	

- An increase to the PAN had been discussed with the LA but the demographics showed a decline in the birth rate so there was no need for additional places in Bury St Edmunds.

SW asked whether the LA had taken into consideration the new housing developments?

AM confirmed that had been taken into account. If there were a change to the financial situation of the school the PAN would have to be considered again.

BT asked how the PAN was agreed?

AM confirmed that the LA could make changes but the Chair of Governors and the Headteacher would make representation to request stability if the proposed changes would be detrimental to the school. The LA did not want more than 24 pupils in the classes in the lower key stages due to the size of the classrooms.

BT asked whether there was a significant risk of admissions over the PAN?

AM stated that numbers were likely to remain as 52 pupils in Years 5 and 6 and 48 pupils in the other year groups.

FCT outlined the Adaptive teaching training that took place on PD Day.

KL asked what feedback had been received from the Staff after the training?

FCT reported positive feedback from the teachers and Support Staff would also receive training.

RK had reviewed the National College module that was offered and had found it to be both useful and informative. Governors were asked to monitor the implementation of adaptive teaching during their visits. AM added that a member of SLT had responsibility for monitoring targeted pupils to see the impact of adaptive teaching.

BT asked whether Staff had attended the Bury Schools Partnership Conference before?

AM confirmed they had attended last year, and this year's conference had a Primary focus.

- The findings of the H & S audit would be discussed at the next meeting, and it was noted that work to the Hall roof would take place over the Easter holidays.
- Safeguarding behaviour related incidents had fallen over the last 2 years.

KL asked why there had been a decrease in incidents?

AM stated that it was due to the positive Behaviour Policy, high expectations of behaviour and good quality teaching. The lunchtime team had also received training and there was more equipment available with structured sessions at lunchtimes.

BT asked whether it was due to staff not reporting incidents?

AM confirmed that Staff were reporting incidents and pupils were confident to report to an adult if there were concerns.

FCT stated that there had been a decrease in incidents at lunchtime due to the systems outlined above and pupils had seen that there was a consequence for poor behaviour.

SKD asked whether there was a recurring theme to behaviour incidents at lunchtime?

FCT stated there had been problems over sharing equipment, but this was now minimised due to training of staff and more equipment being available.

	<p><u>RK asked whether the issue of Police notifications of Domestic Violence had been resolved?</u> FCT reported that she had discussed the issue with the MASH team and had been assured that reporting to Schools would be improved. AM was still not confident that the notifications were working, and the situation would be monitored closely.</p> <p>FCT had written to Bridget Phillipson, Secretary of State for Education, outlining her concerns about the inability of the two main providers of Safeguarding recording software to transfer information about pupils electronically between systems. She had shared her concerns with the Bury Schools Partnership.</p>	
9	<b><u>EDUCATIONAL PERFORMANCE</u></b>	
	<b><u>Pupil Progress and Attainment</u></b>	
	<p>The Insight progress information had been circulated on GovernorHub.</p> <p><u>BT asked, with regard to the good Year 6 SATS results last year, what successful strategies would continue this year?</u> AM reported that the Year 6 cohort this year had more SEND needs and lower attainment, so the results were expected to reflect that. Writing was expected to be lower which was as a result of lost learning in lockdown.</p> <p>FCT reported that reading speeds, understanding and fluency were required for all subjects and there were targeted interventions in Maths to support pupils.</p> <p><u>BT asked whether there would be a progress measure this year?</u> AM stated there would not be a measure this year as these pupils had missed the KS1 assessments. He also reported that there had been different teacher assessments used in KS1 to those used now.</p> <p><u>SKD asked about the progress in Year 4.</u> AM confirmed that the progress reflected the lower attainment levels in this year group but there had been improvement from Year 2 and continued improvement was expected. This year group had missed the Early Years of phonics and letter formation. FCT reflected that there had been a number of children who were not 'home grown' in this year group, some with EAL, and it had a higher than National number of SEND pupils. Support and interventions were in place.</p> <p>AM suggested that some of the PIRA and PUMA tests had been completed too late in the Autumn term and next year it was hoped they would take place in the first week of December. There should be more data to consider once the Spring assessments had taken place.</p> <p><u>BT commented that the Pupil Premium progress was positive and comparable to the whole cohort.</u></p> <p><u>KL asked about the Maths progress of PP children without SEND.</u> AM reported that the use of White Rose Maths programme had a positive impact with improvements in the quality of teaching and a consistent delivery as well as pre teaching.</p>	
10	<b><u>SCHOOL IMPROVEMENT</u></b>	

10.1	<p>AM reported that the Budget Monitoring Report had been discussed in the last meeting and there were no significant changes.</p> <p>It was noted that the use of the Sports Premium grant had to be reported to the DfE in July 2025 and the intention was to ensure that it had been spent by then.</p> <p><u>RK asked about the overspend in Learning Resources.</u> AM reported that a proportion of the overspend was due to the costs of visits which were balanced out by Parental contributions, shown in the Income section.</p> <p><u>RK asked whether there were any concerns in the report?</u> AM stated that the biggest concern was around Staffing costs and any proposed pay increases. It was not clear yet whether the Government would support any increases from Teacher pay awards. It was hoped that there would be an increase in the funding formula and additional grants.</p> <p><u>SKD asked if there were any pay increases expected due to the review of the TA Levels?</u> AM confirmed it was a review of job descriptions and Terms &amp; Conditions outlined in the 'Green book' would remain the same.</p>	
10.2	<p>The School Development Plan had been circulated on GovernorHub. It had been RAG rated to show the progress.</p> <p><u>RK asked about the uptake of the extra catch-up sessions that were being run for some pupils.</u> AM reported that there had been a mixed response with some Parents reluctant to give permission. Discussions with individual parents had led to their children attending the sessions.</p> <p>AM was looking at the use of AI in teaching and the work of the school and it would be discussed at the next meeting.</p> <p><u>SKD asked whether there was an AI Policy?</u> AM agreed that there would have to be a Policy. He was initially looking at the systems for using AI in school and the various products that were on the market. He was interested in finding out what other schools are using. SKD would ask his School if they would share their information.</p>	SKD
10.3	<p>The proposed Residential and Outdoor and Adventurous Activities Provision for KS2 had been circulated on GovernorHub. AM reported that the Sports Premium income would be used to reduce the costs to Parents.</p> <p><u>MR asked if Staff were happy with the proposals?</u> AM confirmed that Staff were keen to support the plan.</p> <p>Governors <b>approved</b> the proposal.</p>	
11	<p><b><u>REPORTS FROM GOVERNORS' MONITORING</u></b></p>	
	<p>The following Monitoring reports had been circulated on GovernorHub.</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> </ul>	

	<p><u>KL asked whether radios had been considered to assist with communications between Class Teachers and SLT?</u> AM reported that staff used WhatsApp to contact SLT about Safeguarding or Behaviour incidents. This worked well as it was more confidential and could not be overheard by pupils. Names were not used in the messages, just initials.</p> <ul style="list-style-type: none"> <li>• Design and Technology</li> </ul> <p><u>SKD asked whether the six new portable hobs required risk assessments?</u> AM confirmed that they were not in use yet but would require a risk assessment.</p> <ul style="list-style-type: none"> <li>• Maths</li> <li>• Website Review</li> </ul> <p>Governors discussed the need for signed policies to appear on the School website. It was agreed that AM would add a narrative on the Policies page to state that signed copies of the policies were available in the school office. SW had listed a number of queries on her report which AM would review and report back to the next meeting.</p>	<p>AM</p> <p>AM</p>
12	<b><u>COMPLIANCE</u></b>	
12.1	<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>• Fire Safety</li> <li>• Intimate Care</li> <li>• Administration of Medication</li> <li>• Anti-Bullying</li> <li>• Calculation Policy</li> </ul>	
13	<b><u>REVIEW OF THE MEETING</u></b>	
	<p>Governors discussed the impact of the meeting on the governing body's strategic priorities.</p> <p>They felt that the presentation on the Maths strategy was very positive, and it was encouraging to see good parental engagement.</p> <p>The lower number of Behaviour incidents were pleasing and Governors thanked Staff for their involvement with the management of behaviour in school.</p> <p>FCT was thanked for her work with the MASH team to ensure that Police notifications would be sent to the School.</p> <p>Governors reported an issue with the password requirements for their email addresses. KL would send details to FCT who would then raise the issue with the IT team.</p> <p><i>KL left the meeting at 5.28pm.</i></p>	<p>KL &amp; FCT</p>
14	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>Governors confirmed that the next FGB Resources meeting would be held on <b>25<sup>th</sup> March at 6pm</b> to set the budget for financial year 2025-26.</p>	

Governors agreed the programme of meeting dates for the remainder of the 2024/25 academic year as follows:		
<b>3 March (tbc)</b>	10am	<b>Pay &amp; Staffing Committee</b> (RK, RP, EH, CS and AM only)
<b>29 April</b>	3.30pm	<b>FGB Curriculum:</b> to review spring term assessment data and approve 3yr Budget Plan
<b>10 June</b>	6pm	<b>FGB Curriculum:</b> to include SDP and Governor Monitoring reports; PP; Sports Premium; SEND
<b>15 July</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. SEF for School and Governors

The meeting closed at 5.29 pm.

Signed

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Dated

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**Action Log**

Agenda Item	Action	By Whom	By When	Status
10.2	Share information about the use of AI	SKD	Next meeting	
11	Add a narrative to the Policy page re. signed copies of policies in the School office	AM	ASAP	
11	Review queries in Website monitoring report	AM	Next meeting	
13	Send email password concerns to FCT to resolve with IT	KL & FCT	ASAP	