



FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the full Board of Governors of Fournalanesend C.P. School held at the school on Wednesday, October 11th 2023 at 1.30pm

PRESENT: Major Adrian Battley, Mr Jay Blue, Mrs Fran Ferguson, Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mr Ben Rimron, Mrs Sue Robinson,.

APOLOGIES: Mr Piers Taylor.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence and welcome new governor:** Piers Taylor sent apologies for absence which were accepted. Vicki Richards took the Chair in his absence. Jay Blue was welcomed to his first meeting and thanked for putting himself forward to be a governor.
2. **Election of Chair:** Mrs Richards was unanimously elected Chair of Governors.
3. **Election of Vice Chair:** Mr Taylor was unanimously elected Vice Chair.
4. **Review Governor terms of office and vacancies:** the Clerk advised that Fran Ferguson's term was about to end and a staff governor election will need to take place. Vicki Richards' term as a parent governor will end in the New Year. This will be addressed at the next Board meeting. There remains one vacancy for a Co-opted Governor.
5. **Governor recruitment:** Putting something on the Sports Day running order about governors being needed had drawn in Mr Blue. Something will be added on the programme for the Christmas performance. In the meantime Governors will talk to suitable candidates and encourage them to think about the role.
6. **Pecuniary interest forms:** All Governors present completed pecuniary interest forms.
7. **Minutes of the full Board meeting of July 12th 2023:** Governors approved the minutes of the FGB meeting of July 12th 2023 to be a true and accurate record of the meeting. The minutes were signed by the Chair on behalf of the Board to reflect this.
8. **Matters arising from the minutes:**
 - a. No matters arising.
9. **Items for annual review and adoption:**
 - a. **Code of Conduct:** the latest NGA model Code of Conduct was adopted.
 - b. **Governing Body Decision Planner:** readopted unamended.
 - c. **Scheme of Delegation:** readopted unamended.
 - d. **Standing Order for Virtual Meetings:** Readopted unamended.
10. **Governors' roles and responsibilities:**

Safeguarding	Sue Robinson
SEN	Adrian Battley
PP	Piers Taylor
Whistleblowing	Vicki Richards
H&S	Jay Blue
EYFS	Vicky Richards

Attendance	Ben Rimon
Sports Premium	Piers Taylor
Staff Health and Wellbeing	Ben Rimon
Data Protection	Piers Taylor
RE/SMSC	Sue Robinson

Pay committee: Adrian Battley, Vicky Richards, Sue Robinson.

Headteacher Performance Management: Chair and Vice Chair

11. Head's Report:

- a. **A Governor challenged how the implementation of the new strategy towards persistent absence is going?** The persistent absence has improved. Some of those with attendance problems have gone on to secondary school. Letters have gone out to families where there is an issues with a warning about legal action. A follow up meeting has taken place with one parent. Parents are invited to speak to the Head if attendance falls below a certain level. Lateness is a problem. One child was late 11% of the time, which was more than one day a week of the weeks that they came in. Better recording has shown up the problem of children coming in late; a teacher now checks in arrivals so there is no opportunity to get past the office without being seen.
- b. It had been known that last year's Y6 would have weak results, but in fact they did better than expected and their progress was good. Writing has been affected by covid since children wrote less whilst they were locked down at home. The current Y6 has a high level of children with SEN. Y5 is a strong cohort.
- c. A Governor asked about the behaviour book mentioned on page 11 of the Head's report. Mrs Ferguson explained that things such as children not completing homework or not reading at home are put into the book. Teachers look for a pattern and follow up. Children can earn an extra 15 minutes play on Fridays with good behaviour.
- d. A Governor asked about the family dining that the School introduced. The Head said that it is one of the best things she has ever done. There is a happy buzz of conversation and it has helped with behaviour. There are not so many lunchtime issues as there used to be. Children mix with different children now when they go out to play because it takes them out of their set friendship groups. Parents have noticed the difference. Eating habits have improved too. Children get house point for eating vegetables, but just the fact they there have to wait for the table to finish eating before the pudding is served encourages children to eat more of their food. They are learning social skills too about how to sit at a table and eat, and how to clear away afterwards. Two thirds of the school play the same game in the morning now together now. The Head feels that it has had the most significant impact on behaviour of any action she has taken. It will be reported on in the next letter to parents from Governors.
- e. A Governor challenged about the level of reading at home. Could this go into the Governors' letter?
- f. A Governor asked if other Governors had been in to talk to children at the end of last term? Due to time pressure the SIP had spoken to children. It is in the SDP that Governors will come in at the end of this year to talk to children.

12. New Ofsted strategy:

- a. There have been some limited changes to the Ofsted code of conduct. Little has actually been written down but it does say that complaints will be handled by an independent body. There has been a quote that the "aim is for Ofsted to be transparent". The Ofsted interpretation of their

framework changed for schools inspected within a four month window, and then sadly a Headteacher took her own life as a result of the pressure she came under. Mrs Norton has been invited to do a survey the object of which seems to be to show that Ofsted inspection result in changes for the better at the schools that have been inspected. Mrs Norton has replied to the questions that she strongly disagrees with the suggestion that Ofsted inspection had a positive impact and where invited to give more detail about responses has said that the decision was clearly made before the inspection took place and that the inspectors disregarded evidence completely.

13. Pupil numbers:

- a. There are 77 on roll. The intake is low at 5, but pupils are always picked up as time goes on. There is one child in FS1 and one starting after half term.
- b. The Head is working on a new website and this will allow push notifications to parents making it easier to communicate news about classes and the school. A banner will be made to make it clear that prospective parents can visit the school at any time by making an appointment.

14. Curriculum and Learning:

- a. SDP: Following a Governor challenge the Head has responded by putting the five Ofsted action points into the Leadership and management area of the SDP followed by the action taken in response which then feeds into the actions being taken by teachers. Changes are highlighted in green. All teachers worked on the SDP together to produce the actions. This has resulted in some changes such as there will now be paired peer visits once a term. Staff will get more from a professional conversation and it should be less judgemental and more balanced.
- b. Governors will look at the area of the SDP pertinent to them.

15. Safeguarding, SEND, CiC :

- a. Updated 'Keeping Children Safe in Education': All Governors have received the newly updated KCSiE and have been asked to ensure they have read it. They will be asked to sign to confirm that they have done so.
- b. s175 feedback: nothing has been heard back about the s175.
- c. There is still one child on roll but not being educated in school.
- d. Emma Cunningham is leading on SEND supported by Mrs Norton.
- e. Item in confidential appendix.
- f. Item in confidential appendix.
- g. Child Protection and Safeguarding Policy: approved.

16. Staffing:

- a. Update: cover for an EHCP has been taken on on a one-year basis. This is someone who trained with the school last year and had done cover on a casual basis. An advert has gone out for bank staff for lunchtimes. There has been some response to the advert.
- b. Every teaching post is on a job share basis in the school so effective communication is key. There are also fewer teachers doing the same roles. The Head is keeping an eye on the work load put onto staff and is not asking for extra beyond what is in the SDP when setting performance management targets. Cover is being provided when needed from the other side of the job share which gives the children consistency. The job shares are going well.

- c. Staff wellbeing: New staff who have come into the school have commented that there is no expectation around the length of time spent in school rather the emphasis is on how much is achieved. The School respects the fact that different people work in different ways.

17. Finance:

- a. Budget monitoring: The Head note that the budget report had been prepared by someone who didn't understand the School's circumstances and although the comments high-light a staffing overspend from this term there is one less teacher which will result in lower expenditure. There is an overspend on the residential due to some parents choosing not to pay. It has not been the parents who might be expected to find it difficult to meet the cost; it has been parents choosing not to pay. Letters are now highlighting that trips will not go ahead if costs are not covered.

18. Premises and Health and Safety issues:

- a. Backlog maintenance update: there are still outstanding issues with the work done over the last three years. For example, the filtering system in the kitchen is causing the heating to go on

19. Data Protection:

- a. **A Governor challenged whether the School had filtering and monitoring software in place to fulfil the School's responsibilities laid out in the updated KCSiE?** Yes the School is covered and the Vice Chair is keeping a close eye on this area.

20. Dates for future meetings:

FGB meetings

Wednesday, November 22nd at 1.30pm

There being no other business the meeting closed at 3.12 pm.

Chair.....

Date.....

ACTIONS

New Actions

Date

Responsible Person