



**Ladbroke JMI School**  
**Minutes of Full Governing Body Meeting**  
**Thursday 7<sup>th</sup> December 2023 at 7.15pm**

**Attendees:**

Debbie Bedford (DB); Claire Brazil (CB); Donna Corke (DC); Phil Cunningham – CoG (PC); Jaime De Verteuil (JDV); Kevin Dobson (KD); Greg Huntley (GH); Jon Mackley (JM); Sara-Jane Tiramani (SJT); Mark Turner (MT); Tracey Webster – Head (TW)

**Apologies:**

Alex Corke (AC);

**In Attendance:**

Helen Romain – Deputy Head (HR); Nicola Thrussell – Clerk (NT)

Item	Description	Action
<b>1.</b> 1.1	<b>Apologies for Absence</b> PC Welcomed all. There was one apology for absence which was approved.	
<b>2.</b> 2.1	<b>Declaration of Interests</b> There were no Declarations of Interests.	
<b>3.</b> 3.1	<b>Notification of Any Other Business</b> There was no other business.	
<b>4.</b> 4.1	<b>Minutes of the Meeting Held on the 14<sup>th</sup> September 2023</b> Approved and signed as accurate.	
<b>5.</b> 5.1 5.2 5.3 5.4 5.4.1 5.4.2 5.5 5.6 5.7	<b>Matters Arising</b> Item 5.1/ 10.1 – Governor Declarations. TW and Governors to double check and confirm actioned. Item 5.2 – Terms of Office. Completed. Item 7.1 – Governor Visits. Ongoing. TW will be looking after Geography. SJT agreed to take on the role of Safeguarding Governor. Item 7.2 – Lettings. The policy has been updated and added to the website. TW needs to speak to the Football Club regarding items in the policy and how this will work with the Beer Festival, for example, no smoking. There was some discussion over rewording parts of the policy and the use of appropriate signage. To be added to the next Resources Agenda. Item 7.3 – Accessibility Plan. Actioned. Item 9.2 – Governor Vacancy. SJT has been appointed as a governor and is now in post. Item 9.5 – Exclusion Training. Completed.	<b>Action ALL</b>    <b>Action TW</b>  <b>Action AC</b>
<b>6.</b> 6.1 6.2 6.3	<b>Headteacher Report</b> TW circulated her report prior to the meeting. Q: We are investigating the use of Clicker to support SEND pupils in writing – Please explain Clicker? A: Clicker is an online tool which can support children with their writing. It allows teachers to prepare texts which can be read to the children independently. It also allows teachers to create word banks for lessons that	

	<p>the children can click on each word for it to be read to them and then use the words to create sentences. We are hoping it will help reluctant writers and children who find writing challenging to be more successful and therefore want to write. There are some issues with the number of licences so we will look into whether laptops or iPads would be better to use.</p>	
6.4	<p>Q: The new provision maps and APDR sheets have been shared with staff, explained and are now in use by all teachers – please explain a bit more?</p>	
6.5	<p>A: The provision map is an overall picture of additional support that is going on in each class. E.g. two times a week, 3 children go out for additional reading practice.</p>	
6.6	<p>Q: Are the targets shared with the parents?</p>	
6.7	<p>A: Yes, they are involved with the APDR process. The APDR sheets stands for Assess, plan, do, review. These are created for individual children who are on the SEN register. It sets clear targets based on assessment of need, states how the target is going to be worked on and is reviewed each term (at least)</p>	
6.8	<p>Q: Punctuality has been highlighted with all parents and targeted letters will now be sent out - how many letters have been sent out, any improvement?</p>	
6.9	<p>A: No letters have been sent out so far but I have had a face to face conversation with one parent. We will possibly add the number of minutes late to children’s reports and the amount of lost learning this equates to.</p>	
6.10	<p>Q: Training has been booked on positive handling for January 2024. This includes training on de-escalating situations to physical contact can be avoided. I support this training – any major issues behind decision?</p>	
6.11	<p>A: We have an increased number of children whose behaviour is unpredictable and in some cases dangerous to self or others (due to small space in classrooms). Due to this we wanted to be secure in our knowledge of what we can do by law and training in how to handle children in the safest way possible if it is necessary. The training is also beneficial for de-escalating situations. All staff will complete the training but will be under no obligation to implement in a ‘hands-on’ way. TW is always happy to be called in to situations that may arise.</p>	
6.12	<p>Q: By the end of term, all performance management will have been completed for all staff. Can we have some general feedback? Will HT performance be reported to next meeting?</p>	
6.13	<p>A: All staff are meeting their targets and this is evident in the work in the school and the fact we remain a good school.</p>	
6.14	<p>You mentioned at the last SIC that the SENCO is off on sick leave and you are covering much/ all of her role. <i>SIC Minutes: SEN was noted as an area to work on from the recent OFSTED Inspection report. TW is still the acting SENCO. TW has developed a better understanding of what services and support is available but noted there is a gap in support for specific difficulties. The use of trackers and improved paperwork has helped the role and made the application process for EHCPs and referrals easier. The SEN provision is continually being developed. We have two new EHCPs and it was noted by the Governing Body that this is an achievement given how much work goes into a single application.</i></p>	
6.15	<p>Q: If signed off again should be advertise for a temporary SENCO?</p>	
6.16	<p>A: Possibly something to consider.</p>	
6.17	<p>Q: Could we approach local schools to help?</p>	

6.18	A: TW is in contact with Cheryl Mence at DSPL 6 which is based at Wroxham School.	
6.20	It was noted that it is a requirement for all SENCOs to be a fully qualified teacher.	
<b>7.</b>	<b>Sports Premium and Pupil Premium Funding</b>	
7.1	The documents were updated and circulated prior to the meeting.	
7.2	It was noted that there is more Pupil Premium Funding this year due to an increase in numbers of eligible children.	
7.3	It was noted that progress with Pupil Premium children is above the National Average.	
7.4	The document is available on the school website.	
7.5	Costings need to be added to the Sports Premium document.	<b>Action TW</b>
<b>8.</b>	<b>Updated Governor Reports</b>	
8.1	These were circulated earlier in the year and have been added to the website. No issues.	
<b>9.</b>	<b>School Improvement Committee Reports</b>	
9.1	Minutes were circulated prior to the meeting. No issues.	
<b>10.</b>	<b>Resources Committee Reports</b>	
10.1	Minutes were circulated prior to the meeting. No issues.	
10.2	All were happy to continue holding committee meeting remotely rather than in-person.	
<b>11.</b>	<b>Governor Conference Update</b>	
11.1	No information has been received.	
<b>12.</b>	<b>Policies</b>	
12.1	<b>Pay and Appraisal Policy</b>	
12.1.1	Q: Do we have a Pay Committee should any movement to the UPS be applicable?	
12.1.2	A: Yes, this comes under the remit of the Resources Committee.	
12.1.3	TW normally reports to CoG and then this is reported at the Resources/ FGB meetings in terms of teacher pay and movement through threshold. The wording in the policy will be amended to reflect this.	<b>Action TW</b>
12.1.4		
12.1.5	Q: Do we have any R&R payments?	
12.1.6	A: No	
12.1.7	Policy Approved pending minor wording amendments	
12.2	<b>Child Protection Policy</b>	
12.2.1	Q: Do governors check their email addresses regularly?	
12.2.2	A: Not sure, although governors need to.	
12.2.3	Q: Are volunteers given a copy of this policy?	
12.2.4	A: Not the full policy. They are given a safeguarding summary leaflet.	
12.2.5	Policy Approved.	
12.3	<b>Online Safety Policy</b>	
12.3.1	Q: Are governors using school email addresses or going via GovernorHub?	
12.3.2		

12.3.3	A: Most governors communicate through GovernorHub but this needs to be highlighted.	
12.3.4	Q: Are governors trained in online safety? A: Not as far as I am aware. We could potentially do a governor training session on this.	
12.3.5		
12.3.6	Q: Do governors get reports of online safety incidents	
12.3.7	A: I will be adding it to my HT reports in light of the new policy.	
12.3.8	Q: Have all the agreements been signed as set out in the appendices? A: This is an updated policy. Once it has been agreed, I will send out the documents to be signed next term.	<b>Action TW</b>
12.3.9		
12.3.10	Q: Has there been any Online safety incidents recorded	
12.3.11	A: No online safety incidents have been recorded this term.	<b>Action TW</b>
12.3.12	Q: Please can you provide a bit more explanation behind the INTERM report? A: The INTERM report is in response to the new monitoring and filtering requirements in KCSIE. There are standards which we need to meet and the document is set out to explain how we meet them.	
12.3.13		
12.3.14	Q: Do staff use the WiFi for their own devices.	
12.3.15	A: Not particularly.	
12.3.16	Q: Are staff aware of the filters and reports.	
12.3.17	A: No. will make them aware. Policy Approved.	<b>Action TW</b>
<b>13.</b>	<b>Headteacher Performance Management</b>	
13.1	This is due to take place later in December. There was some discussion around the Headteacher performance management and any associated pay increase. Governors Unanimously agreed that any potential increase following this year's Headteacher Performance Management be approved.	
<b>14.</b>	<b>Premises Update</b>	
14.1	There is a redecoration schedule for the Site Manager in place for working on sections during the various school holidays. JM is visiting the Site Manager tomorrow.	
14.2	Fire drill has been completed.	
<b>15.</b>	<b>Governor Training</b>	
15.1	See item 12.3.4.	
15.2	There is also the possibility of running a session for parents.	
<b>16.</b>	<b>Staff Leaving</b>	
16.1	Mrs Radmore is leaving after more than 20 years and Mrs Petrou after 10 years. It was agreed that governors would present flowers and a letter to both given their significant service.	<b>Action PC</b>
<b>17</b>	<b>Dates of Next Meetings</b>	
17.1	<ul style="list-style-type: none"> <li>• <b>FGB Meetings:</b> 7th March 2024; 16th May 2024 (Budget Ratification 8pm); 4th July 2024</li> </ul>	
17.2	<ul style="list-style-type: none"> <li>• <b>Resources Meetings:</b> 1st February 2024; 13th June 2024</li> </ul>	
17.3	<ul style="list-style-type: none"> <li>• <b>SIC Meetings:</b> 11th January 2024; 25th April 2024</li> </ul>	

The Meeting closed at 8pm.