



**Full Governing Body Meeting
15 September 2022 – 7.15 pm**

Minutes

Present: Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mr K Dobson, Mr G Huntley, Mr J Mackley, Mr M Turner, Miss T Webster (Head)
Apologies: Mrs L Gawen
Absent:
In Attendance: Mrs S Tiramani (Clerk)

No.	Item	Action
1.	Welcome and sign in and Apologies for Absence. Apologies for absence were received and approved from Mrs L Gawen	Apologies approved
2.	Appointment of Chair and Vice Chair of Governors PC advised that he was happy to stand again if no-one else was willing to take on the role but that he felt he would not be in a position to dedicate as much time to the role as he had done previously. In the absence of anyone else wishing to stand, PC was unanimously elected Chair. JM agreed to take on the role of Vice Chair and was elected unanimously.	PC elected Chair JM elected Vice Chair
3.	Reminder of Conflict of Interest and Confidentiality No conflicts arose during the course of the meeting.	
4.	Notification of Any Other Business None	
5.	Governor Checks/Pecuniary Interests and Dates	
5.1	Governor Checks The Clerk circulated a copy of Governors’ details from GovernorHub and Governors checked and confirmed that their details were up to date.	All Govs to update pecuniary interest on GH as well as other confirmations Action: All
5.2	Pecuniary Interests/KCSIE/Code of Conduct Governors were asked to go onto GovernorHub and edit their pecuniary interests as appropriate and to confirm they were up to date. They were also asked to confirm that they had read the revised KCSIE document and their agreement to abide by the Governor Code of Conduct. Governors agreed to leave the Code of Conduct unchanged.	
5.3	Meeting Dates TW advised that due to the dates of the school journey, the Resources Committee meeting in June would need to be held one week later on 22 June 2023.	
6.	Approval of the Minutes of the previous meetings on 7 July 2022. The Minutes of 7 July 2022 were agreed as a true and accurate record.	Minutes approved
7.	Matters Arising not on tonight’s agenda	
7.1	Minute 5.3 – Gaps in training – training to be undertaken by all. The Clerk read out details of training completed as follows: • Safer Recruitment Trained – CB, DB, LG	Exclusions Refresher training to be

	<ul style="list-style-type: none"> • Exclusions trained – DB, PC, LG • Exclusions training expired – CB, AC, MT • Safeguarding training – all up to date. The Clerk asked for TW to provide the dates that she and DC had most recently completed this training. <p>Those Governors with expired training were asked to complete refreshers asap.</p> <p>PC asked Governors to think before the next meeting what they would like as this year’s group training. It was noted that TW/PC and maybe LG would be involved in a commissioned Governance visit from County and that gaps may be identified during the process.</p>	<p>completed where required. Action: CB, AC & MT</p> <p>All Govs to consider group training. Action: All</p>
7.2	<p>Minute 5.4 - Parent Governor Vacancy to be advertised. TW advised that she would include this again in the next Newsletter.</p>	<p>Ongoing Action: TW</p>
7.3	<p>Minute 5.7 – School Fund TW to chase HfL Outstanding.</p>	<p>Outstanding Action: TW</p>
7.4	<p>Minute 5.9 – TW to investigate comments being mandatory if certain boxes are ticked on the pupil voice questionnaire when the next one is sent out Ongoing.</p>	<p>Ongoing Action: TW</p>
7.5	<p>Minute 6.1 – SAT’s Results TW reported that official SAT’s results from the DfE had been received. SPAG now reads 108 rather than 107. Progress results for KS2 have also been released and TW will talk about these in more detail at the next meeting. Whilst one would expect the scaled scores in KS1 to translate into a corresponding scaled score in KS2 to show progress, this is not the case and a totally different marking scheme has been used. This makes no sense, but TW has calculated a corresponding scaled score to show accurate progress. Positive progress has been made in reading, writing and maths. This is not normally the case in writing, so TW is pleased with this. We are in the top 25% of schools for progress, which is really pleasing.</p>	
7.6	<p>Minute 8.1 – Subject Visit actions to be completed. Action: DB, MT, JM, GH, LG, AC, KD, CB The following visits/reports were noted as outstanding:</p> <ul style="list-style-type: none"> • PE – report to be uploaded to GH – Action: DB • SEN/PP – report to be uploaded to GH – Action: DB • Humanities – report to be uploaded to GH – Action: JM • RE – visit to take place – Action: LG • French – visit to take place. TW advised that the scheme of work for French has changed and therefore she would like some time to embed this before AC’s visit. Action: TW/AC • English – visit to be completed by October half term holiday – Action: KD • Science - visit to be completed by October half term holiday – Action: CB 	<p>Outstanding visits/report to be actioned</p>
7.7	<p>TW reported that a local school that had been previously inspected by Ofsted in June 2016 had just received an inspection (Ladbrooke last inspection Feb 2017).</p>	<p>TW to discuss inspection</p>

7.8	<p>TW will discuss the inspection with the Headteacher concerned. PC asked for the school to encourage parents to complete ParentView.</p> <p><i>Minute 13.2 –TW to amend FGB meeting date from 11 May to 18 May 2023</i> Actioned.</p>	<p>with local Head Action: TW Actioned</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Governing Body Committee Update – Details</p> <p>Governors reviewed the Committees, and the following memberships were agreed:</p> <ul style="list-style-type: none"> • Resources – AC, PC, KD, LG, GH, JM, MT (AC chair) • School Improvement – DB, CB, DC, PC, KD, JM, MT (MT chair) • Staff Grievance –PC, LG, MT, DB, JM • HT Performance Mgmt. – MT, DB • Exclusions– AC, LG, GH, MT, DB, JM, PC– All Governors to ensure they are trained ASAP <p>Link Governors</p> <ul style="list-style-type: none"> • Safeguarding – LG. • Pupil Premium Governor – DB • Health & Safety – JM. • SEND – DB. • Autism lead – DC. • Education Visits –CB. • Equality – JM. • DPO – MT. <p>Subject Link Governors Maths - PC English - KD Science - CB Computing - GH Humanities - JM Art - DC DT - MT Music - MT PE - DB RE - LG French - AC</p> <p>Q How often should we be visiting with regard to linked subjects? A. Governors agreed that a minimum of once a year was essential. TW added that Governors need to be supportive as well as challenging, and ask relevant questions. She asked Governors to feed back to her any concerns that they might have. A good question that will be asked by Ofsted to staff and Governors alike is ‘how do you and how is this evidenced’. Governors need to ask questions so that they understand, as well as being a process to allow staff to explain confidently.</p> <p>Q. Can TW suggest some questions to ask? A. TW will add some suggestions to the ‘crib’ sheet.</p>	<p>Suggested questions to be added to crib sheet Action: TW</p>

8.4	Agreed All Governors to complete a visit this term if possible. Please get dates in the diary.	Visits this term to take place Action: All	
8.5	Q How do we report back? A. Visit Reports should be uploaded to GH but Governors agreed it would also be good for them to feed back at meetings.		
8.6	Q. Should we also be going into school during the spring term just to talk to teachers? Maybe an after school chat with the teacher then in to see the class at another time? A. TW suggested Governors asked each teacher what would suit them.		
8.7	Q. Is there anything else we should be doing to get to know the school better? A. TW suggested that the commissioned visit might give us an answer to that. TW/PC will report back after it takes place.		
8.8	The Clerk agreed to source a proforma visit form to allow all Governor Visit reports to be standardised.		Clerk to source proforma Visit Report template Action: Clerk
8.9	Governor Membership The Clerk advised that CB's term of office as a Parent Governor would end on 18 October 2022 and that the vacancy would need to be put out to all parents with the other vacancy. If there were more applications that vacancies, CB would need to formally put herself forward by completing the requisite forms to stand for re-election.		
8.10	Review Terms of Reference for all Committees The Terms of Reference for all Committees and panels were agreed unchanged with the exception of the Resources ToR where it was agreed to remove item 8 under the Finance section (To authorise the signing of monitoring reports to the LA) as this was no longer a requirement.		Terms of Reference agreed
9.	Safeguarding Update including:		
9.1	Keeping Children Safe in Education 2022 Covered above.		
9.2	Governor Code of Conduct Covered above		
10.	Any Other Business		
10.1	None. The meeting ended at 7.57 pm.		