



Cheriton Primary School

Minutes of the Full Governing Body Meeting held at school on Thursday 22nd September 2022 7-9 pm

Associated documents can be found in the OneDrive folder "Meeting Items 2022-09-22"

Present:

Andrew Goldsworthy, Headteacher (HT)
 Elizabeth Brett (EB)
 Rebecca Haskins (RHa)
 Rachel Holmes (RHo) video link
 Frances Lawrence (FL)
 Emily Moorhouse (EM)
 Nicholas Parmley (NP)

Apologies:

Christopher Durant (CD)
 Elisabeth Flett (EF)
 Catherine Hackett (CH)
 Simon Murfitt (Chair)

In Attendance:

Rhona Hatchley (Clerk)

Key: evidence of challenge/question ; evidence of support		
Quorum: With 7 out of 11 governors present, the meeting was always quorate		
Item		Action
1.	<p>Welcome by the Chair and Apologies Apologies had been received and accepted for Christopher Durant, Elizabeth Flett, Catherine Hackett and Simon Murfitt. In the Chair's absence, the Vice Chair Elizabeth Brett was the Acting Chair for items 1-4 of the meeting.</p>	None
2.	<p>Correspondence and request for AOB No correspondence. One item of AOB – Thank you card to Governors for end of term gifts.</p>	None
3.	<p>Declarations of personal and pecuniary interest. <i>to note any conflict with any item on the agenda</i> None declared. The Chair asked Governors to confirm this declaration on Governor Hub as soon as possible, and also to confirm that that they have read and understood KCSiE, the Governors Code of Conduct, the Governors Good Practice Guide and all governors need to have up-to-date Safeguarding training. The Clerk will add these under the Declarations tab accessed via Governors' individual pages on Governor Hub. The Chair emphasised the importance of confidentiality in meetings.</p>	Governors to confirm all four declarations on Governor Hub

<p>4.</p>	<p>Minutes of the previous meeting 7th July 2022</p> <p>a. Approval of minutes The minutes had been circulated to Governors in advance and all present agreed that they were a true reflection of the previous meeting. The minutes were proposed by NP, seconded by FL and signed by the Acting Chair. The Clerk was thanked for her prompt circulation of the minutes and the introduction of colour coding to denote challenge and support at the meeting.</p> <p>b. Actions arising from previous meeting</p> <ul style="list-style-type: none"> - Chair/HT to circulate previous minutes - HT to share Fisher Family Trust report with Govs at Nov 24th FGB - Clerk to follow up one outstanding DBS check - Govs to carry out staff survey and read KCSiE updates - HT to add new governor objectives to SIP - NP to set up new PP working party 	<p>Chair/HT HT Clerk All gov's HT NP</p>
<p>4.5</p>	<p><u>NB CONFIDENTIAL ITEM PENDING PUBLICATION OF OFSTED REPORT</u></p> <p>Ofsted Inspection 13th-14th September 2022 CPS had had a Section 8 visit on 21-22 May 2019, but this was recorded as a monitoring visit and therefore did not reset the timetable and so school remained on the to do list.</p> <p>The Inspection One HMI Inspector and one Ofsted inspector attended, plus a shadow inspector/note taker. The HT had an introductory phone call with the lead inspector and then inspectors spoke to the HT, staff, subject leaders and children (groups and individually), observed reading and watched lessons. The CPS school curriculum is currently being developed with support from the LLP but needs 6-12 months to become fully operational; without this already in place, school cannot be categorised “good”.</p> <p>Limiting judgements</p> <p>Curriculum which then impacted on</p> <ul style="list-style-type: none"> - Leadership, - Quality of education - Early Years (unable to show curriculum feeding through school). <p>Safeguarding Inspectors spent a great deal of time establishing whether one particular child was being kept safe. On day 2, there was a multi-agency Teams call with the inspector and the HT was asked for a chronology of all documentation relating to the child. Once the trail could be seen the Inspector was happy that Safeguarding was “effective”.</p> <p>Next steps</p> <ul style="list-style-type: none"> - HCC offers support for curriculum building together with a DfE 	

approved list of other HTs to work alongside.

- Inspectors might drop in to monitor progress
- CPS could have a monitoring inspection within 2 years and after that period there will be another full inspection. If that goes well the school could be recategorised as “good”
- Middle leaders to be targeted for development
- Governors to take a serious role in school improvement

Q. What is to be done with the Safeguarding problem?

HT. All Safeguarding matters must be recorded on CPOMS. Governors discussed ways of doing this more easily and efficiently.

Q. Does it have to be the HT who inputs the information?

HT. No, Ruth Gent is training to be DSL and should be able to take over or share this job. There is a Small Schools Group being set up in East Hampshire to understand this and the HT will join.

The HT and other Governors added that many positives that had come out of the inspection, particularly in relation to children’s behaviour:

- inspectors had never before seen no evidence of low level disruption
- the children had mentioned enjoyment of Leader in Me programme unprompted
- children talked about empathy
- children said that bullying was rare and dealt with swiftly
- SEND provision did well
- there were no issues with Governors fulfilling their statutory duties
- Ofsted also noted a “culture of kindness” in the school which should give parents and Governors a great sense of pride

So much of this is what the school has already built and should take great credit for. These will all be foundations for improvement.

CD has offered to write a letter to Ofsted expressing concern at the timing of the inspection during a period of national mourning. All were grateful for the support but felt it was important to deal with the report content first.

Feedback from post-Ofsted meeting on 22.9.22 with LLP and SIM

Governors should consider the best use of HT’s time:

- CPOMS should be delegated
- A school caretaker should be found

Don’t prioritise the budget: need to improve the school or children will not come and the school will close

Don’t wait for the full report to be published to initiate an action plan.

Kila Barber has offered to deliver WGB Training based on the curriculum as soon as possible.

Q. What can governors do to start the improvement process?

Q. Why should governors be involved in curriculum setting?

	<p>HT/Vice Chair. It is one of the key roles of governors to ensure the ethos of the school is maintained. This now means ensuring that the curriculum can be linked to and surrounded by the school ethos, vision and values. The curriculum must be broken down into manageable chunks that governors can work with. Other schools' curriculums are on the The Key and could be copied and made relevant to our children and our community. It is important that all staff understand the planning behind all subjects to minimise the impact if one staff member is absent. The HT explained that the bare bones of these improvements can be in place by Christmas but that teachers will need longer to expand on them. A Governor said that County support is only one third funded and when teachers are out for training, supply cover must be funded too.</p> <p>PR going forward Q. When, where and how is the report published and should we send something out first? HT. Not sure of exact timings but in the next few weeks. The bottom line is always an issue. School needs a strong united message to go out when the report is published (see item 12 Stakeholders)</p>	
5.	<p>Election of Chair and Vice Chair The Vice Chair announced Simon Murfitt's intention to step down as Chair. EB then put herself forward for the role. With no other volunteers forthcoming from within the Governing Body, the Clerk asked her to step outside for a vote. EB was unanimously appointed as Chair for the agreed term of one year. The HT and Governors thanked her very much. There were no volunteers for the role of Vice Chair so it was agreed that Governors would discuss it again at the November 24th FGB.</p>	<p>All Govs to consider role of Vice Chair for Nov 24th FGB</p>
6.	<p>Appoint/confirm roles and responsibilities</p> <ul style="list-style-type: none"> a. Health and Safety – EM b. Safeguarding and Child Protection - LF c. Governor Training and Development (DTG) - EB d. Governor Forum – NP e. SEN/Inclusion/Able – EF f. Staff Governor – RHa g. Community/Sport – tbc h. Chair of Learning Committee – RHo i. Learning Committee RHo, FL, EB, CH j. Chair of Resources Committee – NP k. Resources Committee – NP, CD, SM?, AG, EF l. Pay Committee – tbc m. HT Pay Committee – tbc n. Staff PM Auditor – FL o. HTPM Review Panel – EB, FL (ask CD, CH) 	<p>Chair to confirm roles at Nov 24th FGB: Community/Sport Pay Committee HT Pay Committee HTPM Review Panel</p>
7.	<p>Approve Committee Terms of Reference To be confirmed at first committee meetings of the year.</p>	<p>All Committee Chairs</p>

8.	<p>Whole Governing Body Training Potential date of 3rd November, EB to confirm</p>	EB to confirm WGB training date 3 rd Nov
9.	<p>Headteacher's update on reopening The HT reported on the start of term apart from Ofsted (item 4.5 above)</p> <p>Inset days 2 have been held</p> <p>Training All staff have done Safeguarding and First Aid training which was face to face and shared with other schools to save on cost. Ruth Gent has done her DSL training Elaine Wright has done Safer Recruitment</p> <p>NOR 89 with one new approach so probably 90, down from 95 last year.</p> <p>Open Days 7th October 9.30-10.30am 12th October 2-3pm 15th October 10-11am Governors are encouraged to attend as this was on FaceBook.</p> <p>Absences and other matters 5.6% authorised absences which is down on last year 1.1% unauthorised absences which will be closely monitored 8.8% of children have had 10% or more absence. This equates to 7 children of whom one is signed off medically and another likely to be. 2 Children are on the Child Protection Plan 1 looked after child 3 who were looked after have now been adopted No current exclusions</p> <p>New staff Chloe Shaw – Reading Leader Elizabeth Taylor – Maths Leader Julie Fairey - Class 2 Learning Support Julia Becker - Class 2 Learning Support New Learning Supports are on Global Development Delay Training Chloe Shaw and Julia Becker are training on how to lead phonics Elizabeth Taylor has done Maths Core Provision</p>	None
10	<p>Approval of School Improvement Plan (SIP) 2022//23 and headline objectives for the year The HT circulated a list of School Improvement Priorities for the year as follows:</p> <ul style="list-style-type: none"> To implement procedures to ensure all safeguarding concerns and actions are recorded on CPOMS in a timely and efficient way. 	None

	<ul style="list-style-type: none"> To develop middle leaders so that they have the required skills and subject knowledge to ensure the best outcomes for children in their subjects. Design and implement a whole school curriculum in which the content is broken down into components and sequenced in logical progression, systematically and explicitly, for all pupils to acquire the intended knowledge and skills. <p>These will form the core improvement activities for the next two years. Alongside these will be other improvement activities, some of which will be ongoing from the previous year. A Governor suggested using the new Ofsted Handbook, July 2022, to look at what is “good” with regard to the curriculum descriptors.</p>	
11.	<p>Evaluation of governor objectives for previous year and setting new objectives</p> <p>The HT outlined three long term objectives:</p> <ul style="list-style-type: none"> Governors to develop of systems to begin building a deeper understanding of school’s wider curriculum with a focus on looking at the quality and breadth of foundation subjects Governors to develop communication with parents and the wider community Improving new governor inductions and succession planning <p>The HT also suggested considering short term goals in due course.</p>	None
12.	<p>Stakeholders</p> <p>a. Governor newsletter Once the Ofsted report has come out, it would be useful to issue a joint statement from the leadership team and governors. A Governor suggested drafting a “battlecard” of potential questions and answers to ensure a consistent, strong and united message goes out.</p> <p>b. Leavers’ Questionnaire feedback This is deferred</p> <p>c. School Open Day See item 9 above</p>	HT, NP, RHo to draft “battlecard” ASAP
13.	<p>Policies for approval</p> <p>Child protection Policy – approved Safeguarding Policy – approved MOPP – adopted</p>	None
14.	<p>Governor matters</p> <p>a. Adopt MOPP – see item 13 above b. Adopt HCC Governors Good Practice Guide – see item 3 above c. Adopt HCC Governors Code of Conduct – see item 3 above d. Read KCSiE 2022 – see item 3 above e. Governor vacancies</p>	

	There is currently one Parent Governor vacancy and potentially two Co-opted Governor vacancies coming up in March. The HT and Governors all agreed to work on finding replacements as soon as possible. A Governor suggested inviting potential newcomers to tasting meetings and publishing a clear job description.	All govs to work on finding new governors
15	School trips for the year Deferred to the November 24 th FGB	None
16	Committee dates Change to the 13 th October Learning and Resources committee meetings to be confirmed.	RHo and NP to confirm L and R committee dates
17	Impact of the meeting <ul style="list-style-type: none"> • Governors recognise the impact of the Ofsted inspection which must now lead to actions. • Strong strategic meeting • EB elected as new Chair • The HT has the unanimous support of the governors 	None
18	Any other business The Chair had received a thank you card to Governors for the end of term gifts which she will copy and circulate. With no other business to discuss the Chair closed the meeting at 9pm.	None

CPS FGB Meeting 220922 Minutes

Signed:

Simon Murfitt

Date: 24th Nov 2022

See over for Summary of Actions table

Summary of Actions

Item	Action	Assigned
3.	Governors to confirm all four declarations on Governor Hub	All govs
4b	Chair/HT to circulate previous minutes HT to share Fisher Family Trust report with govs by the end of term Clerk to follow up one outstanding DBS check Govs to carry out staff survey HT to add new governor objectives to SIP NP to set up new PP working party	Chair/HT HT Clerk All govs HT NP
5.	All govs to consider role of Vice Chair for 24/11 FGB	All govs
6.	Roles tbc at Nov 24 th FGB: Community/Sport Pay Committee HT Pay Committee HTPM Review Panel	Chair
7.	Committee Terms of Reference to be confirmed at first committee meetings of the year.	All Committee Chairs
8.	Whole Governing Body Training date to be confirmed as 3 rd November	EB
12a	Draft a “battlecard” of potential questions and answers following Ofsted	HT, NP, RHo
14e	All govs to work on finding potential new governors	All govs
15	School trips for the year to be discussed at November 24 th FGB	HT
16.	Change to the 13 th October committee meetings date to be confirmed.	RHo, NP