



Cheriton Primary School

Minutes of the Full Governing Body Meeting held at school on Thursday 7th July 2022 7-9 pm

Associated documents can be found in the OneDrive folder "Meeting Items 2022-07-07"

Present:

Simon Murfitt (Chair)
 Andrew Goldsworthy, Headteacher (HT)
 Elizabeth Brett (EB)
 Elisabeth Flett (EF)
 Catherine Hackett (CH)
 Rebecca Haskins (RH)
 Frances Lawrence (FL)
 Nicholas Parmley (NP)

Apologies:

Christopher Durant (CD)
 Rachel Holmes (RH)
 Emily Moorhouse (EM)

In attendance: Rhona Hatchley (Clerk)

Key: evidence of challenge/question ; evidence of support		
Quorum: With 8 out of 12 governors present, the meeting was always quorate.		
Item		Action
1.	Welcome by the Chair and Apologies Apologies received and accepted for Christopher Durant and Rachel Holmes.	None
2.	Correspondence and request for AOB No correspondence. One item of AOB – Trip to Marriners Farm, Cheriton on 8 th July 2022	None
3.	Declaration of personal and pecuniary interests, <i>to note any conflict with any items on the agenda</i> None reported.	None
4.	Minutes of previous FGB Meeting 12th May 2022	
a.	Approval of minutes The minutes will be circulated following this FGB. Please return with comments or corrections as soon as possible.	Chair to circulate previous minutes.
b.	Actions arising Playground resurface update and 16% invoice uplift issue Work will take up to two weeks and planned for the summer holidays, awaiting date but will aim to avoid Bank Holiday and village events. HT will let neighbours	

	<p>know of potential disruption. Discussion is still ongoing with Hampshire County Council (HCC) as to why there is a 16% uplift (£1,500 extra cost) for not using capital expenditure.</p> <p>Request for draft minutes to be circulated within 2 weeks of meeting Discussed with Clerk and agreed to send draft to AG and HT in a few days and to governors within 14 days. Governors confirmed they are happy using OneDrive. Final minutes will also be uploaded on Governor Hub for electronic signing. Meeting attendance figures will be recorded on Governor Hub.</p> <p>Works programme and Pupil Premium Accountability Template Now completed and on OneDrive in Meeting Documents folder. Pupil Premium (PP) now works on a 3 year programme for each child rather than annual targets, plus extra money for additional. There needs to be a new role of Governor with PP responsibility. <i>The chair added that this is good for clarity.</i> <i>Q. Is this a monitoring role?</i> HT. Yes, in order to monitor the impact of PP on each child</p> <p>Governors confirm role intentions for new academic year Governors are asked to email the chair in the next week with their preferred role for the next year and he will complete the matrix for discussion at the next FGB</p> <p>Governor skills audit Only one form outstanding. EB has uploaded the spreadsheet of individual comments on OneDrive. Outcomes have been discussed and now need to be put into actions.</p>	<p>Clerk to circulate minutes in good time</p> <p>All govs to email chair with role intentions for discussion at the Sept FGB</p>
<p>5.</p>	<p>Headteacher's Report This report had been uploaded on OneDrive for Governors ahead of the meeting. The HT reviewed the document and highlighted the following:</p> <p>Staff Changes 4 staff leaving and 2 new appointments who are a very welcome addition. <i>All four staff leaving have contributed their time, effort, enthusiasm, patience and creativity to provide the children of Cheriton with such a high level of support, challenge and happiness. They will be missed and I wish them well.</i></p> <p>OFSTED Inspection is highly likely before the end of this term. Key areas to be aware of are safeguarding and phonics. There is an option for the inspector to speak to a governor so a list will be compiled of who is available/happy to do so. Important to look at past inspection documents and think about questions. <i>Q. Does OFSTED give you an idea of what subjects to look at beforehand?</i> HT. Have had a 1.5 hour preliminary conversation and it is likely to be history.</p> <p>Safeguarding Staff are using CPOMs regularly and there are 5 live cases at the moment, 2 in contact with Social Services. The LLP (Leadership and Learning Partner) has been to school and checked the SCR (Single Central Register) and is happy. HT and DSL have weekly meetings <i>Q Are all cases external reporting?</i> HT. 3 are, and 2 are being monitored internally.</p>	

	<p>The chair emphasised the importance of weekly meetings to keep a check on cases and involve Social Services when necessary.</p> <p>Phonics School starts using a new phonics scheme Read, Write inc in September. Whole staff training will take place in Oct to include the new staff.</p> <p>SATS results KS1 is very strong and KS2 demonstrates some clear successes and some potential areas for development. KS2 reading scores are very high but writing is below the national average. Q. Will the RWM combined score be affected? HT. It will Q. How do you plan to tackle this? HT. Plans are to extend the range of writing from long to shorter work and to monitor closely with the English Lead.</p> <p>NOR (Numbers on Roll) Currently 90, eight leavers this term.</p> <p>Attendance Attendance: 95.5% -Up since May, roughly in line with national figures Authorised absences: 6.6% -down since May Unauthorised absences: 0.9%- Up since May Persistent absence: Children absent for over 10% - 15.2% Q. Is persistent absence pandemic related? HT. yes this is significant for children’s learning and will be closely monitored next year.</p> <p>Health and Safety The H&S Audit has taken place. Mrs Elaine Wright (School Admin Officer) has done her Safer Recruitment Training.</p> <p>Further questions/comments Q. Can we look at numbers of children rather than percentages for SATS and are numbers combined or just Greater Depth? HT. They are combined, and yes, we can look at the raw numbers. Q. It is early to look at the data in depth but when might this be possible? If we knew what expectations were we could compare this with actual results. HT. The data has been sent to the Fisher Family Trust who will produce a progress report to be shared with governors by the end of term. We have looked at comparative NFER data for Yrs 3, 4 and 5.</p> <p>The Safeguarding Governor noted that one governor has not done their DBS check and the Clerk agreed to follow this up. Q. Should Safeguarding be made a separate agenda item? HT. (and all gobs) agreed this was a good idea and noted it for the next agenda.</p> <p>The HT thanked the Safeguarding Governor for asking children spontaneous safeguarding questions at school. This was a very productive exercise.</p>	<p>HT to share Fisher Family Trust report with gobs by the end of term</p> <p>Clerk to follow up DBS checks</p>
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	<p>Q Could governors include a safeguarding comment in every Governor Visit just as it is done at staff meetings.?</p> <p>Q. Could governors should do safeguarding scenarios to test their knowledge.</p> <p>HT will look for new scenarios to use.</p>	
6.	<p>SIP (School Improvement Plan)</p> <p>The SEF/SIP 2022 summary report and the SIP Sept 2021-July 2022 had been uploaded on OneDrive ahead of the meeting. The HT reviewed the documents with governors and explained that the colour coding illustrates which areas he feels are going well (green) through to those which need work (red).</p> <p>Attention was drawn to the following:</p> <ul style="list-style-type: none"> • Importance of monitoring and building an effective assessment tool • Impact of Leader in Me which has produced deep changes in the classroom. • Intention to focus on broadening the cultural elements of teaching but avoiding tokenism. • Staff survey to be carried out; also establish how best to communicate with parents (WhatsApp, school newsletter, Twitter?) • Safeguarding curriculum - become familiar with the updated KCSiE which is now uploaded on OneDrive and comes into force from September 2022. <p>Q. Does the school do exit interviews? These could be useful.</p> <p>HT. Currently not. Questions could be generic and not personal ie What did you enjoy most? If you were staying, what would you like to change?</p> <p>The Governor Development Plan objectives (Governor development and PR) and success criteria can be cut and pasted into the SIP.</p>	<p>Govs to carry out staff survey and read KCSiE updates.</p> <p>HT to add gov's Self-Ev success criteria to SIP</p>
7.	<p>Committee Reports</p> <p>a. Learning Committee</p> <p>In the absence of the committee chair, the HT listed approved policies as follows:</p> <ul style="list-style-type: none"> • Children with health needs who cannot attend school • Designated teacher for look-after ad previously looked-after children • Assessment for Learning • Home School Expectations • Behaviour Principles • Use of images with children <p>b. Resources Committee</p> <p>Pupil Premium Working Party – to be set up in September</p> <p>Approval of draft minutes for 230622 meeting. The Resources Committee meeting minutes of 23rd June 2022 were circulated and approved.</p> <p>Policy approval summary</p> <ul style="list-style-type: none"> • Governor Code of Conduct • Data Protection Policy • New Governor Induction Policy 	<p>NP to set up PP Working Party (see Resources Committee minutes)</p>

<p>8. Governor Matters</p> <p>a. Skills Audit – no skill areas disastrous and some every good.</p> <p>b. Governor Recruitment & Governor Expectations – important to be clear and realistic about time and workload commitment, a positive sell eg “if you are interested, training is available for specialisation”. Important to look at promotion and how to find new governors. Important also to reach those not directly involved in school. Governor Development Training suggests a Recruiting and Induction Governor (RIG) whose role would be to settle new governors in quickly.</p> <p>c. Training Governors are encouraged where possible to give training feedback and demonstrate impact. Recent training completed includes: FL - HT Performance Management Training – very useful but longer than necessary. The webinar was harder than face to face. Take care when booking. EF - Induction for New Governors, longer than necessary; Safeguarding very good with a strong focus on OFSTED NP - The Governors' Role in Employment Matters & Understanding Personnel Matters which were both useful webinars EB also attended PM training. EB reported that CD had found his Governor Induction training helpful</p> <p>Q. How do governors store training and governor visit reports? There is a sub folder in the Link Governor folder on OneDrive which contains a schedule for 2021/22 to upload date, objective, issues and impact. If possible please add hyperlink to the report.</p> <p>Q. Do we have to write all training up? Not necessarily but please upload a PowerPoint presentation if there is one and any issues to know for the future. It is important to know who has done what.</p> <p>A governor suggested reporting back in FGB or committees to ensure everyone benefits from the training.</p> <p>e. Cloud storage and governor email addresses This is all now up to date and everyone confirmed they have access. One issue was reported – HT/CH to meet at school and sort out.</p> <p>f. Governor Visits EF Safeguarding Visit 5th July 2022 (report on OneDrive) EM Health & Safety Audit 28th June 2022 (report on OneDrive)</p> <p>Q Is it too late to organise a visit this term? No, there is lots going on to see. The chair suggested asking teachers if they have something particular which a governor could come and visit. Giving the teachers the initiative might be well received. CH would like to schedule a well-being visit this term if possible.</p> <p>Q Is the well-being visit just for the children? No, includes staff. Consider well-being “not just about being happy, being able”.</p>	<p>Chair/EB further work on recruitment consider a RIG</p> <p>HT/CH to meet re IT issue</p>	<p>Chair/EB further work on recruitment consider a RIG</p> <p>HT/CH to meet re IT issue</p>
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9.	<p>Governor Intentions for next year See item 4b above EB has the list of roles which will be updated to include a new Pupil Premium Governor and uploaded on OneDrive Q Would it make sense to combine Well-Being and Mental Health responsibilities? Governors generally agreed this might not work.</p>	EB to upload List of Roles for circulation
10.	<p>Stakeholders Friends of Cheriton Primary School AGM was well- attended. Delicious refreshments provided at Sports Day. There is a new Chair of the Friends, Chris Pullinger. HT will talk to him about use of images and fundraising.</p> <p>Leavers Plans are in place for the Leavers’ Service. Elaine Wright will send out Pupil Leavers’ Questionnaires which will be the same as last year. Plans for leavers to buy an Outdoor Clock. Leavers going to Perins, Alton School, Churchers and Swanmore. A governor commented that last year’s leavers found the transition to Perins harder than usual. Work has been done to improve it this year. CPOMs transfers all info with the children. Staff Leavers’ Party on Wed 20th July. Governors are welcome.</p> <p>Village Village Fete and Village Show plan to use School Hall in September</p> <p>Q .Will OFSTED look at Parent Questionnaires? HT. It is likely.</p>	HT/Chair of Friends to meet
11.	<p>Impact</p> <ul style="list-style-type: none"> • Positive discussion about Safeguarding which will now be an agenda item which will ensure governors are up to date. • Holding the HT to account in questioning data (numbers behind percentages) <p>A governor noted that whilst the HT and teachers had clearly done a great deal of very useful preparation for OFSTED it would be helpful if governors could also be given the headlines of what has been discussed to help prepare.</p>	
12.	<p>AOB Mrs Haskins plans to take 12 children to Marriners Farm tomorrow 8th July. Risk assessment has been done and the staff:children ratio is 3:1. All agreed this was a lovely idea.</p>	
13.	<p>Date of next meeting(s) FGB Meeting Thursday 22nd September 7-9pm remaining dates tba Committee Meetings Thursday 6th October Learning 6pm and Resources 7pm</p>	Chair to set FGB dates 2022-23
	With no further business to discuss the meeting closed at 8.50pm	

Signed:

Date:

Action Summary

Item	Action	Assigned
4a	Approval of minutes Chair to circulate previous minutes	HT
4b	Actions arising Clerk to circulate minutes in good time All govts to email chair with role intentions for discussion at Sept 22 nd FGB	Clerk All govts
5	Head Teacher's Report HT to share Fisher Family Trust report with govts by the end of term Clerk to follow up DBS checks	HT Clerk
6.	SIP Govs(?) to carry out staff survey and read KCSiE updates HT to add govts Self-Evaluation success criteria to SIP	All govts? HT
7b.	Resources Committee NP to set up PP Working Party (see Resources Committee minutes)	NP
8b.	Governor Recruitment and Governor Expectations Chair/EB further work on recruitment, consider a RIG	Chair/EB
8e.	Cloud Storage and Governor email addresses HT/CH to meet re IT issue	HT/CH
9.	Governor Intentions for next year EB to upload List of Roles for circulation	EB
10.	Stakeholders HT/Chair of Friends to meet	HT
11.	Dates of next meetings Chair to set FGB dates 2022-23	Chair

CPS FGB Meeting 070722 Minutes