



Cheriton Primary School

Minutes of the Full Governing Body Meeting held at school on Thursday 11th May 2023 7-9 pm

Associated documents can be found in the OneDrive folder "Meeting Items 2023-05-11"

<p>Present: Andrew Goldsworthy, Headteacher (HT) Elizabeth Brett, Chair (EB) Elisabeth Flett (EF) Rebecca Haskins (RHa) Susan Henderson (SH) online Rachel Holmes (RHo) Nicholas Parmley (NP) Jenny Reeves (JR)</p>	<p>Apologies: Christopher Durant (CD) Emily Moorhouse (EM)</p> <p>In Attendance: Rhona Hatchley (Clerk)</p>
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Key: evidence of challenge/question; evidence of support

Quorum: With 8 out of 10 governors present, the meeting was always quorate

Item		Action
1.	<p>Welcome by the Chair and Apologies The Chair welcomed everybody to the meeting. Apologies had been received for Christopher Durant and Emily Moorhouse.</p>	None
2.	<p>Declarations of personal and pecuniary interest. <i>to note any conflict with any item on the agenda</i> None declared.</p>	
3.	<p>Correspondence and request for AOB None had been received.</p>	None
4.	<p>Minutes of the previous meeting on 23rd March 2023</p> <p>a. Approval of the minutes These had been uploaded on OneDrive in advance. They were reviewed and agreed by all present as an accurate record of the meeting. They were signed by the Chair and handed to the Clerk for filing in the School Office.</p> <p>b. Actions arising from the previous minutes not covered later in the agenda Item 2 Outstanding declarations on Governor Hub to be followed up by the Chair/Clerk Item 9 the SFVS was submitted by 31st March Item 13a Last term's newsletter went out. No feedback has been received</p>	Chair/Clerk

5.

Headteacher's Report and Questions

The HT had circulated a detailed report in advance which covered the following:

- NOR
- Attendance
- Safeguarding
- SEN
- Behaviour
- SIP updates and progress

Governors had been invited to email questions. The questions/comments received in advance are below in green shading with answers from the HT. Additional Q & A and comments from the meeting added in blue shading.

The HT also circulated four new documents at the meeting for discussion:

- Assessment Tracker
- Monitoring Persistent Absentees (a single sheet on which groups of children who are persistently absent will be monitored)
- Safeguarding Monitoring Overview
- Safeguarding Improvement Plan

Q. Is attendance at alternative provisions monitored and fed back to the school?

A. One regular non-attendance at an alternative provision is being monitored. The HT and DSL need to attend/check the site for safeguarding. CPS is still responsible for a child when in an alternative provision.

Q. Would it be possible to promote full time attendance for all YR children (regardless of birth date) and its advantages for children at EY meetings with parents? Parents could then weigh up against legalities.

A. The Chair explained that the many positive advantages of being in school should be emphasised but that it is important to establish whether non-attendance is a trend or an individual narrative. The Staff Governor explained that there could be more promotion and also that provision can be made for lack of attendance if a younger child cannot manage a full day.

Q. Could the stages of Attendance Policy be added to the attendance schedule and made clearer to parents, possibly using a code?

A. Currently much non-attendance is a result of illness. As per the policy, parents are asked to show evidence for absence eg doctor's letter and there is also an initial meeting with parents to make them aware of what attendance is expected. The Staff Governor added that this has not been a problem historically.

Q Why is attendance data of a child no longer on the school roll still included in school attendance statistics for the whole year?

A. Unfortunately this is a feature of the system.

Q. Can you give some examples of how you are working with the parents of persistently absent child to improve his/her attendance?

A. School has insisted on letters from doctors or specialists and the school nursing team has been involved to corroborate evidence. Letters have been written "your child is one of a group not attending..." which were not affective

	<p>but teacher/parent meetings have followed this up. Comparative national data has been helpful as there has been a cultural shift since COVID.</p> <p>Regarding the Safeguarding Section of the HT report, the Chair commented: Kila Barber (KB) monitored examples of both open and closed cases with Ruth Gent (RG). Minutes of meetings between DSL and safeguarding governor should be uploaded to Governor Monitoring folder in One Drive and a hyperlink copied onto Governor Monitoring schedule. This then provides quick access to info if requested by external agencies. Governors are reminded of actions arising from Safeguarding audit sent in Sept 2022.</p> <p>Discussions with SIM and LLP highlighted the importance of having audit trails (e.g. in FGB/Committee minutes/gov visit reports) and all required areas covered so that less time would be spent by Ofsted/external partners in checking these making more time available to look at strengths of the school.</p> <p>The HT agreed that a robust monitoring schedule was a very good idea although acknowledged that maintaining it is a big job. KB did look in particular to see that closed cases had been satisfactorily dealt with.</p> <p>Q. Did KB find anything wrong? A. No but did suggest that safeguarding monitoring reports and minutes should be shared.</p> <p>Q. You mention pupil conferencing (Spring 1, Safe in School), how is this conducted? Is there artistic license? A. Yes, the way this is conducted is flexible. The concept has been designed by HCC School Improvement Managers and could be taken up by the new school administrator. There is now an opportunity to develop this admin role.</p> <p>Q. Has the behaviour of the child who had an FTE improved? A. Yes, changes have been brought about. The exclusion was worthwhile.</p> <p>The Safeguarding Scenario from the HT report was discussed and it was agreed that these are useful exercises for learning what to do and what not to do. Q. Do Governors get feedback if they report and incident and how? A. Feedback should be received from the HT or DSL, if not, Governors should make contact to follow up. Care must be taken with confidentiality so no detail would be given, just that the case had been followed up. The HT encouraged Governors to write and sign incident reports for CPOMS in case they are ever required for evidence.</p> <p>The HT drew attention to the Safeguarding Improvement Plan for submission on 30th September 2023. The Low Level Concern (LLC) reports amongst staff are particularly difficult in a small school but it is hoped that staff well-being should always come first. Volunteers in school are routinely given KCSiE Part 1 to read. Q. Do volunteers in school have to sign a disclaimer? A. Yes they do. Q. Are safeguarding scenarios tested on volunteers? Is there an onus on volunteers to do safeguarding or GDPR training as for charities? A. Not at the moment but this is a very good idea. All do have DBS checks. The new DSL (RG) is working very well with the HT and their weekly meetings</p>	<p>Minutes of meetings between DSL & Safeguarding gov to be uploaded to Governor Monitoring folder in OneDrive & hyperlink copied onto Governor Monitoring schedule</p> <p>HT to increase Safe-guarding checks for volunteers</p>
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	<p>are particularly effective.</p> <p>Q. Is the new role impacting on the DSL's classroom work?</p> <p>A. Unfortunately this is likely but Safeguarding is a very high priority. Personal well-being will be monitored.</p> <p>The HT added that from September the Safeguarding Audit needs to be routinely looked at and not regarded as a once a year task. Clear timeframes must be added.</p> <p>Q. Does the audit have its own section on the SIP?</p> <p>A. Yes.</p> <p>Q. Could we have oversight of pupil attainment at this stage of the year and high level info about the number of children working at/below or above age related expectations as well as the percentage of children in each class likely to achieve progress targets set for them in September?</p> <p>The HT explained the Assessment Tracker in detail looking in particular at the correlation between SEN and PP. The results show how children are doing based on tests designed specifically for them.</p> <p>Q. Is SONAR testing included?</p> <p>A. No</p> <p>Q. Is PP shown separately?</p> <p>A No but it would be very interesting to see.</p> <p>Governors agreed that many of the results are very encouraging.</p> <p>Q. Is there a correlation between attendance and results?</p> <p>A. In some cases yes. There is a half day scheduled with KB to see what is working and what is not and the HT has also asked the INSPIRE group for advice.</p> <p>Q. Are there the same NOR issues across all schools?</p> <p>A. Many are struggling for September as a result of current local demographics.</p> <p>Q. Should we be using SH's skill set for a new marketing campaign?</p> <p>A. SH agreed to work on this with RHo and was thanked by governors.</p> <p>It was agreed that the Staff Well-Being Survey, Questionnaires for Children and the Forest School open afternoon are ongoing matters which are deferred and will be addressed by the HT at a later date.</p>	<p>Safe-guarding Audit timeframes to be added for monitoring progress</p> <p>SH/RHo to set up marketing project group</p> <p>HT</p>
6.	<p>Safeguarding</p> <p>This has been largely covered in item 5 above.</p> <p>The Safeguarding Governor had visited the school and the report has been made available on OneDrive. It was suggested that in future a governor should be involved in the safeguarding audit and all agreed.</p>	<p>Governor to be involved in Safe-guarding Audit (JR)</p>
7.	<p>Approve annual budget and 3-year budget plan</p> <p>The budget and three-year plan had been reviewed and agreed at the Resources Committee meeting on 27th April. The meeting minutes and budget had been circulated in advance on OneDrive for governors to see.</p> <p>The Resources Committee Chair summarised that there was a small deficit predicted for year 1 and that years 2, 3 and 4 were looking difficult as is the case for many schools at the moment. Some hard discussions will need to be made. The HT suggested some cuts might be needed in teacher training or</p>	

learning support and all agreed this would be regrettable as it would have such a negative impact on the school. Governors will be updated on any decisions.

Cheriton CE Primary School Budget Summary 2023-2024		
	£	Value pounds
Total Income	(518,548)	Five hundred and eighteen thousand, five hundred and forty eight pounds
Total Expenditure	54,823	Fifty four thousand eight hundred and twenty three pounds
In Year Surplus (Deficit)	(463,725)	Four hundred and sixty three thousand seven hundred and twenty five pounds
Surplus Brought Forward	61,692	Sixty one thousand, six hundred and ninety two pounds.
Cumulative Surplus C/Fwd	(2,671)	Two thousand, six hundred and seventy one pounds.

Having ensured that the governing body is aware of the future year's deficit as shown on this plan and will take action to address it, and with the approval of all governors present, the Chair and Head Teacher signed the budget which was proposed by NP and seconded by JR. The HT will deliver the signed copy to the School Office for submission by 31st May.

8.

Pupil Premium

This item will be deferred to the July FGB to incorporate end of year data.

9.

Committee Reports

a. Learning Committee Meeting

- Minutes of the meeting will be circulated in due course. The Chair summarised the main items covered:
 - Theme of correlation between staff well-being and workload
 - Children's gender/DOB/Year group/PP were analysed
 - SATs – anxiety and confidence problems discussed
 - Pre-assessments
 - SIP (key deadlines only)
 - Knowledge Organisers
 - Admissions
 - NOR and school promotion
 - Link Governor visits (see item 10)
 - Safeguarding and attendance
- Policies approved in committee
 - Intimate Care
 - Lesson Observation Protocol
 - E-Safety
 - Children with Health Needs Attendance

Use of Images of Children and Complaints Policy were both deferred.

Resources Committee Meeting 27th April 2023

b.

- Minutes of the meeting had been circulated in advance and the Chair summarised some of the main items covered:
 - Building works

		<ul style="list-style-type: none"> - SEN Budget Review - DPO - deferred to next committee on 29th June - Budget 2023-24 approval (see item 7 above) • Policies agreed/reviewed in committee <ul style="list-style-type: none"> - Admissions policy was agreed - Emergency Management Plan was reviewed <p>The Chair has created and shared a link to a new document on the process for policy reviews, particularly designed for new governors.</p>	
10.	<p>Governor Matters</p> <p>a. Governor Monitoring Visits The Chair thanked governors for the improvement seen in numbers of monitoring visits and the HT is very pleased to see more governors in school.</p> <p>b. Governor Vacancies Governors Elizabeth Flett and Rebecca Haskins announced that they are stepping down from their roles, effective immediately, after 18 months and 7 years service respectively. The Chair thanked them very warmly for their hard work and valuable contributions to the work of the FGB. EF has kindly agreed to help with the handover of the Safeguarding Governor role.</p> <p>After detailed discussion of the governor roles now vacant and the time and training requirements, the following governors volunteered and were thanked very much for taking on these important responsibilities:</p> <p>JR – Safeguarding Governor SH – HTPM Committee</p> <p>SEN and Well-Being governor roles remain vacant for now but the Chair will follow these up when governors have had time to consider them further.</p> <p>The Chair and Clerk have received a new governor application from a retired local person who has experience in nursery education. Although mindful of the need for diversity the Chair feels that with two vacancies on the FGB the application should be seriously considered. The applicant had toured the school with HT and LB who had subsequently discussed her application with her. No governors expressed any concerns and it was agreed that the new governor should be appointed.</p> <p>Another expression of interest has been received by the Chair but the applicant is unsure whether they are quite ready to take on the role. They have been invited for a school visit.</p> <p>Suggested places for advertising vacancies are: Church and Village, Tichborne Village noticeboard, Alresford Newsagent</p> <p>d. Diversity data (HCC has suggested optional publication of this) This is deferred pending further detail from the DfE. Governors are entitled to opt out of any data publication.</p> <p>e. Review progress against Governor development target on SIP (see item 10a above)</p>	<p>SEN and Well-Being Governors to be appointed</p> <p>Chair to appoint the new governor and Clerk/ School Admin to follow up the relevant checks</p>	

	<p>f. Postponed Party All agreed that it would be good for general well-being to have an end of term party. Also Sally Craddock is leaving and governors who have left this year could be included. The suggested date is Friday July 14th. Details to be discussed in committees at the end of June.</p>											
11.	<p>Development and Training</p> <p>a. WGB Training</p> <ul style="list-style-type: none"> • Holding Leaders to Account training confirmed as Thursday 15th May 7pm at school. <p>b. Governor training completed since March FGB</p> <ul style="list-style-type: none"> • JR attended New Governor Induction and has booked Understanding the Primary Curriculum and Safeguarding Children 											
12.	<p>Stakeholders</p> <p>a. Governor Newsletter The newsletter went out at the end of last term. Suggestions were made for this term's edition eg a feature on the work of a governor or description of governor visits, or pictures and role descriptions.</p> <p>The new parent's letter is now going out in hard copy rather than email.</p> <p>Events which governors might attend include Sports day and the KS2 production in July. The Chair attended the Coronation Party at school which was very enjoyable.</p>											
15.	<p>Monitoring Impact How have we:</p> <table border="1" data-bbox="268 1193 1313 1861"> <tr> <td data-bbox="268 1193 874 1350">Helped to set long-terms plans for the school, decide where improvements need to be made and how to make them?</td> <td data-bbox="874 1193 1313 1350">By looking at Safeguarding Audit and Attendance data Review of SIP and milestones in HT reporting</td> </tr> <tr> <td data-bbox="268 1350 874 1507">Looked at the quality of education being offered and ensured the head is doing everything possible to improve results?</td> <td data-bbox="874 1350 1313 1507">Review of Curriculum/ subject leader development through training SATs</td> </tr> <tr> <td data-bbox="268 1507 874 1664">Examined budgets and spending proposals to monitor whether the school is getting value for money and ensured the money is spent in the right areas?</td> <td data-bbox="874 1507 1313 1664">Submitting the SFVS and reviewing/approving the new budget</td> </tr> <tr> <td data-bbox="268 1664 874 1776">Monitored safeguarding and attendance?</td> <td data-bbox="874 1664 1313 1776">Through the new schedules produced by the HT.</td> </tr> <tr> <td data-bbox="268 1776 874 1861">Ensured that the voices of stakeholders are heard?</td> <td data-bbox="874 1776 1313 1861">Pending new ideas.</td> </tr> </table> <p>With no further business to discuss the meeting was closed at 20.45.</p>	Helped to set long-terms plans for the school, decide where improvements need to be made and how to make them?	By looking at Safeguarding Audit and Attendance data Review of SIP and milestones in HT reporting	Looked at the quality of education being offered and ensured the head is doing everything possible to improve results?	Review of Curriculum/ subject leader development through training SATs	Examined budgets and spending proposals to monitor whether the school is getting value for money and ensured the money is spent in the right areas?	Submitting the SFVS and reviewing/approving the new budget	Monitored safeguarding and attendance?	Through the new schedules produced by the HT.	Ensured that the voices of stakeholders are heard?	Pending new ideas.	
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17.	<p>Dates of future meetings</p> <p>FGB 13th July 19:00-21:00</p> <p>WGB Training 15th May 19.00-21.00</p>	<p>Committees</p> <p>Resources 29th June 17:00 Learning 29th June 18:00</p>	<p>Clerk to draft list of meeting dates for 2023-24</p>
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CPS FGB Meeting 110523 Draft Minutes

Signed:

Date:

Summary of Actions Arising from FGB 23rd March 2023

Item	Action	Assigned
4b	<p>Outstanding declarations on Governor Hub to be followed up by the Chair/Clerk</p> <p>The Staff well-being survey and Forest School Open Afternoon are still under consideration.</p>	<p>Chair/Clerk</p> <p>HT</p>
5	<p>Minutes of meetings between DSL and Safe-guarding gov to be uploaded to Governor Monitoring folder in OneDrive and hyperlink copied onto Governor Monitoring schedule.</p> <p>HT to increase Safe-guarding checks for volunteers</p> <p>Safeguarding Audit timeframes to be added for monitoring progress</p> <p>SH/RHo to set up marketing project group</p> <p>Staff Well-being Survey, questionnaires for children and the Forest School open afternoon are deferred to be addressed by the HT at a later date.</p>	<p>HT/Chair</p> <p>HT/Admin HT/Chair SH/Rho</p> <p>HT</p>
6	Governor to be involved in Safe-guarding Audit	JR
10b	<p>Chair to appoint the new governor and Clerk/School Admin to follow up the relevant checks</p> <p>SEN and Well-being Governors to be appointed</p>	<p>Chair/Clerk</p> <p>Chair/ALL</p>
17	Clerk to draft list of meeting dates for 2023-24	Clerk