



## Cheriton Primary School

### Minutes of the Full Governing Body Meeting held at school on Thursday 26<sup>th</sup> January 2023 7-9 pm

*Associated documents can be found in the OneDrive folder "Meeting Items 2023-01-26"*

<p><b>Present:</b>          Andrew Goldsworthy, Headteacher (HT)          Elizabeth Brett, Chair (EB)          Elisabeth Flett (EF)          Catherine Hackett (CH)          Rebecca Haskins (RH<sub>a</sub>)          Susan Henderson (SH)          Rachel Holmes (RH<sub>o</sub>)          Frances Lawrence (FL)          Nicholas Parmley (NP)          Jenny Reeves (JR)</p>	<p><b>Absent:</b>          Christopher Durant (CD)          Emily Moorhouse (EM)</p> <p><b>In Attendance:</b>          Rhona Hatchley (Clerk)</p>
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Key: evidence of challenge/question; evidence of support

**Quorum:** With 10 out of 12 governors present, the meeting was always quorate

Item		Action
1.	<p><b>Welcome by the Chair and Apologies</b>            The Chair welcomed everybody to the meeting, in particular our new co-opted governor Susan Henderson.</p> <p>Rev Christopher Durrant had sent his apologies prior to the meeting.</p>	None
2.	<p><b>Declarations of personal and pecuniary interest.</b>  <i>to note any conflict with any item on the agenda</i>            None declared. The Chair reminded governors to update their declarations on Governor Hub as it is an important record for Ofsted of governors having completed recent Safeguarding Training.</p>	Governors to update declarations on Gov Hub
3.	<p><b>Correspondence and request for AOB</b>            No correspondence.</p>	None
4.	<p><b><u><a href="#">Minutes of the previous meeting on 24<sup>th</sup> November 2022</a></u></b>  <b>a. Approval of the minutes</b>            These had been uploaded on OneDrive in advance. They were reviewed and with one date change were agreed 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>	None

	<p><b>b. Actions arising from the previous minutes</b></p> <ul style="list-style-type: none"> <li>- Governor Progress Group has been set up: Jenny O’Keefe, HGS (Hampshire Governor Services) Advisor, Catherine Redgrave School Improvement Manager, Kila Barber LLP (Leadership Learning Partner), together with the Chair and governors RHo and NP. They will meet for one hour on Friday 3<sup>rd</sup> February and then half termly.</li> <li>- Link Governor actions will be added to the Monitoring Schedule on OneDrive and recorded through Committee minutes.</li> <li>- Clerk will deliver May and Nov minutes to school by 30<sup>th</sup> Jan.</li> <li>- Fisher Family Trust report has been taken to the Learning Committee.</li> <li>- The Staff Well-Being Survey will now be conducted in school.</li> <li>- The HT confirmed that the website states skorts or skirts can be worn for sport.</li> <li>- Forest School Open session has not been arranged. HT to consider further.</li> <li>- The maintenance list is in place but issues not yet resolved</li> <li>- The Sonar Curriculum has been purchased which is an online, comprehensive solution to curriculum design and comprises a multitude of materials for curriculum mapping, short and medium planning and resources to support the delivery of effective teaching and learning.</li> <li>- The 2<sup>nd</sup> governor newsletter was circulated at the end of last term.</li> <li>- January party is postponed for discussion at the next FGB.</li> </ul>	<p>HT to conduct Staff Well-being survey in school.</p> <p>HT to consider Forest School open afternoon further</p> <p>FL to raise party at next FGB.</p>
<p>5.</p>	<p><b><u>HT Report and Questions</u></b></p> <p>The Headteacher had circulated the report in advance and asked for questions to be emailed to him. The questions received and answered in advance are below in green shading and white, with additional Q &amp; A and comments from the meeting added in blue shading.</p> <p>Q1 I have a query on the point about Kila asking you to stop working on helping the children to remember more. I'm curious about her rationale and whether or not this is something that will return to being a focus in itself once the new curriculum is embedded or if it will continue to be a discussion point?</p> <p>When I observe lessons, the use of questioning along with other key forms of pedagogy will always be looked at. What I have been advised to hold back on is the use of staff meeting and other training time to develop staff understanding of these techniques. We will indeed, pick up these important development areas when the curriculum work is more fully completed.</p> <p>Q2 I was wondering does Sonar allow you to create a hardcopy plan that you could share with governors (perhaps you already have with Learning) or would it be possible perhaps next FGB to do a 5 min session to show where we are to the governing body?</p> <p>Yes. Copies of different planning documentation to be shared at FGB.</p> <p>Governors were very impressed with the examples of planning from the SONAR package for curriculum that the HT shared. All documents can be edited and made our own.</p> <p>Q. Is there a way of identifying where the curriculum document has been adapted for the school?</p>	<p>None</p>

HT. It is anticipated that subject leaders would be able to explain this to an inspector.

Q. Is there capacity to put links in the system for ease for teachers and so an inspector can see them?

HT. Yes, hyperlinks can be added to the Word document. The HT added that he is delighted to have the new system to work with but that teachers must be careful to manage objectives in mixed year group classes. There is a pupil assessment module included.

Q. How do you see the report from this module?

HT. It is generated from what teachers input.

Q. Can subject leaders see this too?

HT. All teachers have a login.

The Chair added that it would be good for link governors to look at their subject areas when meeting teachers.

Q3 For the 8 children with persistent absence issues as a result of illnesses that are not chronic and have not affected attendance post illness, are figures expected to improve going forward.

Of the 8 children, one has an ongoing condition which is likely to cause repeated absences. We are working with this child's parents to manage this situation and are looking at officially putting the child on a reduced timetable to manage his condition which is linked to fatigue. The remaining 7, we expect to see their figures improve over time.

The HT added that the figures are not helped by additional holidays.

Requests for holiday absence are considered very carefully and parents/carers requested to book appointments such as dental out of school hours.

Q4 Is there a way of sharing the timing plan for the SIP targets?

Yes, I have placed the spreadsheet on the OneDrive and will share the link. Please do not tamper with it as it is live and the only copy.

Q. Can Governors use it to see where we are against deadlines? Governors might need guidance on access/use of the plan. They need to own it and demonstrate using it to monitor deadlines, hold HT to account and flag good actions and reasons for celebration.

HT. The SIP is available for all to read and monitor. The Chair added that the HT report is a good place to mark reasons for celebration.

Q5 Are there any concerns about targets not being met?

Yes. It is of course deeply concerning when target deadlines are missed.

There will always be unforeseen circumstances and perhaps a lack of understanding of the work involved to achieve targets. What is important is that we recognise when a deadline has slipped and that we are clear how this will be completed and by when. The original targets for completing the curriculum development were not met. The purchase of the SONAR materials has greatly accelerated our progress and will allow us to catch up with the missed deadlines and then complete the whole task more quickly and I believe to a higher standard than would have previously been achieved.

The HT added that new topics will need to be second nature for children when Ofsted returns in 18 months.

Q6 Is there a way to celebrate successes?

The notice board by the photocopier is being used to display the completed elements of the curriculum as they are produced. The tracking spreadsheet will clearly show when tasks are completed and give an opportunity for a celebration of some sort including sharing on the school newsletter

Q7 Are additional measures still in place for when staff/ children return post covid absence, especially if it is after only 3 days when they could potentially be infectious?

No, nothing additional has been put in place. I can only assume that the guidance says they are OK to return after 3 days because there is evidence that they are unlikely to be infectious.

Q8 Swimming- Is the amount of time spent on swimming lessons sufficient for all children to be able to reach required standard by end of KS2? Has closure of swimming pools during COVID had an impact on swimming skills? Last year, 100% of our Year 6 pupils met the requirements of the swimming curriculum. The majority of the children are also having or have had private swimming lessons in addition to what the school offers. I have considered using catch up funding to provide additional swimming sessions to children who do not meet the standard by the end of their swimming sessions in Year 6. This would cause additional issues with transportation and supervision which would need to be considered.

Q. Is there a way of parents knowing what progress has been made in swimming? The HT explained that the swimming coaches report back to school on the swimming ability of each child at the end of the 10 weeks.

Q. The Chair asked whether swimming could be added to school reports as for other National Curriculum subjects? All agreed this was a good idea and the HT agreed to look into it.

Q9 Wessex River Trust work with Class 3- to be publicised more widely?

Something to celebrate! Ofsted team viewed this sort of local context work as very valuable.

Sadly, no photographs were taken during the session! We are planning to re-enact a part of the session by the river to get a photo to send to the Chronicle with some positive blurb.

Also to highlight fab resilience of Class 2 staff in being so flexible with relocating teaching so quickly! Could have been really disruptive but routine of phonics learning now so instilled that children/ staff just adapted to change of scenery!

Q11 NOR- reasons behind leavers?

One lives in Winchester and mother and nanny are struggling to get him to and from school each day. 2<sup>nd</sup> child was looking to move to a private school in Year 7. When looking round the parents were told that places were highly sort after and would be dependent on the entrance exam score. However, if the child joins them in Year 5 they would be guaranteed a place and there would be no need to take the exam.

	<p>Q12 If Kila has suggested putting the ' For children to be aware etc...' to one side for the time being until full curriculum in place, should this remain a focus on the gov visits form as it currently is or should it also be adapted? I think it is for us to decide what is important information to be gathering. Information gathered on visits could help to shape future training provision for staff.</p> <p>Q. Were children who could not sit through the Panto sent home? HT. No, children would never be sent home rather than attend a visit during school time. I remained in school during this time and would have been able to supervise any pupil who was in school if parents felt they did not wish their child to attend.</p> <p>Q Did the children actually enjoy the theatre visit? HT. There was a mixed response; the older children less so. A Governor added that school must be aware that whilst some children are familiar with the theatre, others may only ever experience it with school. There followed discussion of whether this was the best/most cost-effective choice of school outing. All agreed that the whole school being together is special. Next year the Panto is coming to school instead.</p>	
6.	<p><b>Safeguarding</b> The Safeguarding Governor reported that overall all is going well. EF has visited Ruth Gent and found systems in place which are robust and resilient. CPOMS is being used regularly and new staff members unfamiliar with it have been shown how to use it. There have been no major safeguarding incidents this term.</p> <p>An Ofsted suggestion was that staff meetings where children are discussed should be minuted and that safeguarding trends should be observed. Is it the same children or year groups with issues?</p> <p>The Chair drew attention to an email from The Key on 23<sup>rd</sup> January which showed the results of a survey of 70,000 children at primary and secondary schools about feelings of safety in school, out of school and online. The survey includes interesting question which governors could use in their monitoring and safeguarding. TK_Pupil_Safeguarding_Governors</p>	<p>HT/Staff to consider best way to minute safeguarding discussions at staff meetings so that names not included in minutes</p> <p>All Govs to look at safeguarding email from the Key</p>
7.	<p><b>Committee Reports</b> All committee minutes had been uploaded on OneDrive in advance</p> <p>a. <b>Learning</b> Main focus was on SIP (including Sonar), data and SATs targets and work being done with borderline children specifically in writing. Detailed Q and As can be found in the committee meeting minutes.</p> <p><b>The following policies were all approved:</b></p> <ul style="list-style-type: none"> <li>- Behaviour Principles Written Statement/Pupil Behaviours and Discipline the HT had to edit the policy to add "parents and carers". NP added it would be best if we agreed to follow the government advice and then delegated responsibility where possible.</li> <li>- <a href="#">Dignity at Work</a></li> </ul>	

	<p>b.</p>	<ul style="list-style-type: none"> <li>- <a href="#">Performance Management and Capability</a></li> <li>- <a href="#">First Aid</a></li> </ul> <p>A question had arisen regarding the level of First Aid training Elaine Wright has received. Governors discussed this and agreed that if Elaine agrees, she should attend the three day course costing approximately £400 and cover would be arranged for her at school. NP confirmed it was below the threshold for a special agreement for spending. The HT will ask Elaine to find out when, where and the exact cost of the course so she can book it and go ahead.</p> <ul style="list-style-type: none"> <li>- <a href="#">Attendance</a></li> <li>- <a href="#">Supporting Pupils with Medical Conditions</a></li> </ul> <p><b>Resources</b></p> <p>Main focus was on Arbor data which is not yet available and changes to the process for SLA renewals. NP drew attention to the SFVS which has to be submitted by 31<sup>st</sup> March and must be approved at the next FGB. Further details to be found in the committee meeting minutes.</p> <p><b>The following policies were all approved:</b></p> <ul style="list-style-type: none"> <li>- <a href="#">Charging</a></li> <li>- <a href="#">Governor Expenses</a></li> <li>- Head Teacher Performance Management</li> </ul>	<p>HT to follow up First Aid training with Elaine Wright</p> <p>NP to bring SFVS to March FGB for approval.</p>
<p>8.</p>		<p><b>Policies for FGB approval</b></p> <ul style="list-style-type: none"> <li>- Equalities Information – deferred</li> </ul> <p>All others were approved at committee (see above). All policies requiring FGB approval were agreed by governors.</p>	<p>None</p>
<p>9.</p>	<p>a.</p> <p>b.</p>	<p><b>Governor Matters</b></p> <p><b>Governor Visits/Monitoring</b></p> <p>Class 3 Link Governor Report had been uploaded to the Monitoring Schedule on OneDrive in advance. In addition, EB and EM have visited Class 2 and looked at phonics in action which was fast paced, with children well embedded in the procedures and previous learning repeats in evidence. A report will be uploaded in due course.</p> <p>EF has completed a Safeguarding Audit at school.</p> <p>RHo will 'buddy' new governor JR and NP will 'buddy' SH.</p> <p><b>Governor vacancies</b></p> <p>Catherine Hackett's four year Term of Office finishes at the end of January and she has decided to step down. She would very much like to remain involved in school life and has kindly offered to host farm visits and be involved in other horticultural activities. Frances Lawrence's Term of Office finishes at the end of March and she too would like to step down after eight years as a Governor. The Chair thanked Catherine and Fran warmly for their considerable contributions to the work of the Governing Body over the years and all wished them well in the future.</p> <p>There are now two vacancies for co-opted governors which the Chair would like to fill as soon as possible. The <a href="#">recruitment flyer</a> on OneDrive needs to be</p>	<p>None</p>

	<p>widely distributed and new governors to not have to be from the immediate area. NP added that the NGA can help with recruitment. The important role of Pupil Premium Governor and a place on the HTPM Committee (not a parent) now need to be filled. These both require training which is available from HGS.</p> <p>The Chair reminded governors that her term off office is due to come to an end shortly. She agreed to renew her term and was unanimously reappointed as Chair of Governors by the FGB.</p> <p><b>c. HGS Advice, Support and Training Subscription 2022-23</b> All agreed to renew this without changes.</p> <p><b>d. LA Clerking Service requirement for 2023 and contracted hours</b> All agreed to renew this without changes.</p> <p><b>e. Review Progress against Governor development target on SIP</b> The visit schedule is in place but number of completed visits is low. The Chair encouraged all governors to complete their visits and even those who are not link governors to pop into school observe what is happening or chat to staff after school and write up a report. <b>Q. A new governor asked what they should be looking for on a visit?</b> The Chair directed them to the link governor form and policy on OneDrive. A reminder that the SIP states that visits need to be “consistent and regular”.</p>	<p>All Governors to focus on recruitment drive</p>
<p><b>10.</b></p>	<p><b>a. Stakeholders</b></p> <p><b>Governor newsletter</b> The latest newsletter has gone out. The Chair thanked EF for the Safeguarding feature she is writing for the next one. <b>Q. Has there been any feedback on the newsletter?</b> Yes, and some has been very good. The Chair would like to try and link this to Ofsted. It was agreed that the Newsletter is a good point of reference for parents.</p> <p><b>b. Leavers’ Questionnaire feedback</b> The HT shared the results of the questionnaire which 6/8 leavers completed. Results were every positive showing all 6 agreed or strongly agreed with the following statements:</p> <ul style="list-style-type: none"> <li>- My child has felt safe at school</li> <li>- My child has made good progress at school</li> <li>- The school has met my child’s particular needs</li> <li>- My child has been taught well at school</li> </ul> <p>1/6 respondent disagreed that “the school has kept me well-informed”</p> <p>Additional responses were given as follows: “Making strong friendships, varied curriculum through unique and local exp...” “Forest School” “Learning philosophy and debating” “Thank you” “..... has been very happy at Cheriton Primary” “Excellent School with great teachers and a fantastic environment for learning”</p>	<p>None</p>



		Governors thanked the HT for sharing this positive feedback.										
11.	<p><b>Development and Training</b></p> <p><b>a. Holding Leaders to Account – update</b> This training course was suggested by Jenny O’Keefe. The Chair explained that it can either be a one off extra WGB Training session, held very soon and tailored for the school’s needs but at an extra cost of £485; or it could be held early next term as part of next year’s HGS WGBT (Whole Governing Body Training) package. It was agreed that it should be held next term once two new governors have been found. The Chair will go back to HGS and find a date for a Thursday evening in the first half of the summer term.</p> <p><b>b. <u>Governor Training Schedule</u></b> The Chair has updated the schedule on OneDrive and asks governors to input their e-learning dates which are not added automatically.</p> <p><b>c. Training Completed since November FGB</b></p> <ul style="list-style-type: none"> <li>- Coaching Skills EB</li> <li>- Understanding Finance in Schools EF</li> <li>- Strategic Finance in Schools NP</li> <li>- GDPR Clerk</li> </ul> <p>Following a Coaching Skills course the Chair handed out a list of soft skills for governors to fill in and return. She will bring the results next week.</p>	<p>Chair to contact HGS to discuss</p> <p>Chair to bring Soft Skills results to next FGB</p>										
12.	<p><b>Monitoring Impact</b></p> <table border="1"> <tr> <td>Helped to set long-terms plans for the school, decide where improvements need to be made and how to make them?</td> <td>Yes, tracking improvements.</td> </tr> <tr> <td>Looked at the quality of education being offered and ensured the head is doing everything possible to improve results?</td> <td>Discussion re: greater depth in writing (Rho)</td> </tr> <tr> <td>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>Benchmarking (NP), and value of First Aid Training</td> </tr> <tr> <td>Monitored safeguarding and attendance?</td> <td>Yes, EF</td> </tr> <tr> <td>Ensured that the voices of stakeholders are heard?</td> <td>Questionnaires, Feedback from Panto &amp; communication</td> </tr> </table>	Helped to set long-terms plans for the school, decide where improvements need to be made and how to make them?	Yes, tracking improvements.	Looked at the quality of education being offered and ensured the head is doing everything possible to improve results?	Discussion re: greater depth in writing (Rho)	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?	Benchmarking (NP), and value of First Aid Training	Monitored safeguarding and attendance?	Yes, EF	Ensured that the voices of stakeholders are heard?	Questionnaires, Feedback from Panto & communication	
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13.	<p><b>AOB</b></p> <p>The Clerk raised the issues of email communication via Outlook and Sharing OneDrive documents. Governors were asked to check whether they have an FGB Group inbox in Outlook, and the Clerk agreed to send governors additional notification on Governor Hub when emails and attachments have been circulated in Outlook.</p>	Govs to check their FGB email Group Inboxes										



<b>14.</b>	<b>Dates of future meetings</b>		
	<b>FGB</b> 23 <sup>rd</sup> March 2023 19:00-21:00 11 <sup>th</sup> May 19:00-21:00 13 <sup>th</sup> July 19:00-21:00	<b>Committees</b> Resources 9 <sup>th</sup> March 17:00 Learning 9 <sup>th</sup> March 18:15 Resources 27 <sup>th</sup> April 17:00 Learning 27 <sup>th</sup> April 18:15 Resources 29 <sup>th</sup> June 17:00 Learning 29 <sup>th</sup> June 18:00	

CPS FGB Meeting 260123 Minutes

Signed:

Date:

#### Summary of Actions Arising from FGB 26<sup>th</sup> January 2023

Item	Action	Assigned
<b>2.</b>	Governors to update declarations on Gov Hub	<b>ALL</b>
<b>4b</b>	HT to conduct Staff Well-being survey in school. HT to consider Forest School open afternoon further FL to raise party at next FGB.	HT HT FL
<b>6</b>	HT/Staff to consider best way to minute safeguarding discussions at staff meetings so that names not included in minutes All gobs to look at Safeguarding email from the Key <a href="#">TK Pupil Safeguarding Governors</a>	HT/Staff  <b>ALL</b>
<b>7a</b>	HT to follow up First Aid training with Elaine Wright	HT
<b>7b</b>	NP to bring SFVS to March FGB for approval	NP
<b>9b</b>	All governors to focus on recruitment drive	<b>ALL</b>
<b>11a</b>	Chair to contact HGS to discuss	Chair
<b>11c</b>	Chair to bring Soft Skills results to next FGB	Chair
<b>13</b>	Gobs to check their FGB email Group Inboxes	<b>ALL</b>