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THE CLERK TO THE GOVERNORS

Stoke Bishop Church of England Primary School
FULL GOVERNING BODY MEETING – TERM 4
Held on Wednesday 13th March 2024 (part of Governors Day at school)

Minutes

PRESENT:

FOUNDATION

Rachel Powlesland (RP)
Jema Ball (JB)
Sue Rees

MEMBERS

Cynthia Treharne (CT)
Joshua Denton (JD)
Paul Wake (PW)

PARENT GOVERNORS

Bridget Davies (BD) Chair
Helen Rowe (HR)
Sophie Summers (SS)
James Wiggins (JW)
Emily Fletcher (EF)
Dave Tilley

STAFF

David Forrester (DF) Head Teacher
Darren Hunt (DH) Deputy Head
Ann Smith (AS) Business School
Manager

Clerk to Governors

Sara Bartlett (SB)

ITEM	MINUTE	ACTION
294	<p>Welcome</p> <p>294.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from Michael Barnes (MB) and Charlie Gunter (CG). Apologies were accepted by the Governing board.</p> <p>JB led the opening prayer.</p> <p>294.2 Declaration of Pecuniary Interests The Declaration of Pecuniary Interests was updated via Governor Hub. Nothing was noted.</p>	
295	<p>Minutes from the last meeting (FGB 22.1.24)</p> <p>295.1 Approval of Minutes Minutes were approved and will be available on the school website.</p> <p>295.2 Matters Arising & Review of Action Points from last meeting (22.1.24) All items had been completed.</p>	SB
296	<p>Safeguarding</p> <p>The Safeguarding report on the Child Protection Online Management System (CPOMS) has been re-categorised as it needed a re-fresh.</p> <p>CPOMS is a software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. It is a very valuable tool when used properly.</p>	

<p>297</p>	<p>Headteacher Report</p> <p>DF circulated his report and papers ahead of the meeting today.</p> <p>297.1 Questions and comments on the Headteacher Report</p> <ul style="list-style-type: none"> • Parent feedback from the recent Online Safety Day was really positive. Parents loved the Operation Topaz workshop and asked if the school has any way of controlling Social Media. DF explained to them that this definitely a parental responsibility rather than a school one. • The drama element of the recent online safety day at the Redgrave Theatre was a big success, Drama really lights children up which is great to see. Drama also helps children work through various personal issues. Governor Question: Can we replicate the drama at the workshop in school? Is there a cost or time issue which may stop this activity? There is definitely a cost issue. • Governor Question: What was the use of Twitter referred to in the documents? Twitter is now known as X. Subject Leaders can collate what is going on in their subjects and use these as examples on X. This is extremely useful not only as a common tool, but also as a Subject Leaders tool. <p>297.2 Pupil Numbers</p> <ul style="list-style-type: none"> • The new admission application numbers are out and the results show that we are well over-subscribed which is really positive. We were 1st choice for 63 children and 2nd choice for 57 children. Many families with young children are moving to the Sea Mills/Shirehampton areas as that is where they can afford to live. <p>297.3 Healthy Schools Update</p> <ul style="list-style-type: none"> • Claire Woodman-Smith is the trained person leading the Parent Gym. This is generating self-help for parents. Claire will come to the next FGB to talk about her work on this. <p>297.4 Q & A with Claire Woodman-Smith</p> <ul style="list-style-type: none"> • This will be discussed at the next FGB meeting in May 2024. 	
<p>298</p>	<p>Governor updates</p> <p>298.1 Leadership Succession All staff have now been told about the Changes in Leadership Plans from September 2024, apart from the SMSA's. The immediate response has been very positive especially as it will create opportunities to move staff around. Staff have been asked to see DF this week if they want to change their role.</p> <p>An announcement will be going out to parents on Friday 15th March 2024.</p> <p>Communications will be sent out to new reception parents.</p> <p>Q & A's will be shared with Parent Governors before going out to parents.</p> <p>It will be up to DF and DH to communicate who will be responsible for what.</p> <p>298.2 Training & GDS If any Governors are interested in attending any training courses please send the details to AS so she can book them.</p> <p>If any Governors have undertaken any training, please send the details to SB so she can update the training spreadsheet.</p> <p>Claire Foxwell is leaving the GDS which will only leave one person left working there.</p>	

	<p>298.3 MATs – DF/DH/BD</p> <p>Many schools are going in the MAT direction and all are discussing the issue. We need to keep up to date with the landscape as it and the MATs evolve. Headteachers recently attended presentations from 6 MATS organised by the Diocese, of which 3 were selected for further discussion.</p> <p>Governors will need to keep up to date on the discussions locally and make the ultimate decision about how we move this forward.</p> <p>An Information Evening for Governors about joining an Academy Trust is taking place on Tuesday 30th April 2024, 6pm-8pm online, which all Governors are invited to attend.</p> <p>During the evening, time will be spent looking at:</p> <ul style="list-style-type: none"> - What an Academy Trust is - What makes a strong Trust - The governance structure of a Trust - Considerations for Church schools thinking about joining a Trust - The opportunities to schools and the wider community of being part of a Trust - The role of the Regional Director <p>SB has already sent out an email to all Governors with this information. Please let her know asap if you want to attend.</p> <p>Governor Question: Why are schools still 2.5 years away from joining a MAT even if they decided to do this?</p> <p>There is considerable discussion and negotiation required before any final decision is made by schools and the DfE. After that, there is due diligence and planning before any change is finalised. MATs are growing incrementally and are planning the timing of bringing in new schools to ensure they can cope with the increased size.</p> <p>DF will have more information on progress at the next FGB and remain part of the discussions with other local schools and the Diocese.</p> <p>298.4 NW24 Governor Exchange</p> <p>A suggestion has been made that Governors visit other Governing Boards, which will be really useful. Governors from Westbury on Trym will be visiting SB. BD will confirm dates for SB governors to visit St John's.</p> <p>CT has posted to look for other Inclusion Governors and has so far received 3 responses.</p>	
<p>299</p>	<p>Policies</p> <p>There were no policies to discuss.</p>	
<p>300</p>	<p>Committee Reports</p> <p>300.1 Finance</p> <p>The Finance Committee met last week. AS had circulated the latest Management Accounts for January 2024 which are now forecasting a small surplus of £4k for the full year. This compares with an original budgeted deficit of £64k at the beginning of the year. This has resulted from 2 x TA leavers in Term 1 not being replaced and other staffing changes. In addition, the school has kept a tight grip on its overheads cost</p> <p>One West has carried out a second internal audit report, covering budgetary control. The report was circulated to governors and received a Level 5 – Full assurance rating.</p>	

	<p>The school has to complete a School Resource Management Self-Assessment Tool Return to the ESFA each year. This includes information on governance, financial strategy, staffing, budgetary control, value for money etc. The draft return was shared with governors and AS highlighted two areas. Firstly, the school had been unable to set a balanced in-year budget for 2023/24 due to a lack of fully funded pay-rises, the school however has sufficient cumulative surplus reserves to counter this. Secondly, the school is asked to confirm it has surveyed it's physical estate and ensured it has adequate capital provision in it's budget. It was noted that capital work is planned and undertaken within the constraints of our budget.</p> <p>The school's benchmarking data, prepared by Bishop Fleming, was shared with governors. This compares our school with all other primary academies audited by Bishop Fleming.</p> <p>Governor Question: The school is now forecasting a small surplus, which is in part due to not replacing the 2TA leavers. What is the impact on the capacity to provide interventions and effectiveness of hub structures? Will we see a change in this? Can we demonstrate what we have is going to still have an impact? We are still very fortunate to have the number of TA's that we have. There is, of course, an impact on provision but staff are absorbing this as well as possible at the moment.</p> <p>300.2 Quality of Education The next meeting is on 21st March 2024.</p> <p>300.3 Leadership and Management There is a meeting next week.</p> <p>300.4 Personal Development SIAMs – preparation has started to ensure we meet the inspection requirements. The SDP in general is going really well and is relatively on track.</p>	AS to submit return
301	<p>Link Governor Reports/updates</p> <p>301.1 Equality, Diversity & Inclusion</p> <p>CT attended a National School Governors Awareness Day on 29.2.24 focussing on The Governance of Inclusion 2024. CT will send her notes on this to SB to circulate to all Governors.</p> <p>CT will also send SB the link to The Governance of Inclusion Day webinar sessions to circulate to all Governors.</p> <p>CT reported that SEN funding has changed and top up funding is being phased out. Fortunately, this effects us less than other schools, but we will still apply for some more top up funding in May 2024.</p> <p>301.2 Health & Safety</p> <p>A Health & Safety meeting is being held tomorrow. Following on from our initial DFE RAAC survey, the school has now completed further investigations which concluded that there is no RAAC present in school.</p> <p>Governor Question: Have any parents expressed concerns about RAAC? Yes, but only right at the beginning of the academic year – nothing since then.</p> <p>301.3 EYFS</p> <p>EF provided a EYFS report following her meeting with VM.</p> <ul style="list-style-type: none"> • A good start to the academic year followed by a dip requiring a pivot and focus on independence and social skills. This was a common theme across NW24. • Several children indicated they didn't want to write and only wanted to play. 	CT/SB CT/SB

	<ul style="list-style-type: none"> • Increased attention on parent relations and the importance of the partnership with parents including a writing workshop including parents which was well attended and positively received. • Additional learning meetings are being held for families (approximately 7 across the cohort) where additional support and communication is required and children not achieving a Good Level of Development. • Introduction of the Mastering Number scheme. This is the first time EYFS has followed a scheme. Staff are trusting the scheme. • Outside play needs to be facilitated with this cohort – not free play <p>301.4 Church Links</p> <p>RP reported that an Easter trail is being arranged along with an Easter service.</p> <p>301.5 Risk Review</p> <p>The Risk Register has been updated to reflect comments from the previous FGB meeting and has been shared on GovernorHub. No new comments to add.</p> <p>301.6 GDPR</p> <p>No data breaches since the last meeting and nothing further to report.</p>	
302	<p>Correspondence</p> <p>Nothing noted.</p>	
303	<p>AOB</p> <ul style="list-style-type: none"> • Governor Question: When will the parent survey will be sent out? We are preparing a survey with the view to sending it out during the middle of T5. • Class Observations & Feedback from the Governors Day held earlier today PW observed Year 2 needlework this morning and Year 5 craft this afternoon. Year 2 definitely needed some more parent support as it was a real challenge for the teacher to achieve what they wanted. Lots more parents were present with Year 5. It is really good to recognise progress and see organisation support around parent support. Governor Question: Does it have to be a Year 2 parent supporting or can it be other parents? It could be other parents/carers. More thought is required on how to organise parent support when it is needed. • JD observed Year 4. It was really lovely to see the children all engaged and wanting to explore. • SS observed Year 6. It was good to see staff working as a team and the teacher happy in their role. She liked seeing history being all mapped out. There was a good display of Maths in 2M and seeing the Teacher appreciating Mastering Number was good. • RP observed Year 3 this morning and Year 5 this afternoon. She found the children having fun and being really engaged. She observed a new child being really included and looked after which was lovely to see. • EF found her classes super structured with a clear curriculum plans. Her time in reception observed a situation with a child with learning difficulties being handled really well. 	

	<ul style="list-style-type: none"> • HR observed Year 1 phonic session this morning where one child who was clearly struggling, still understood the subject in their own way. Year 6 this afternoon, was Marble Tastic which was good fun and lovely to see the children 'getting on with it'. • SR observed Year 5. It was great to see team work, open ended conversations and good fun. Year 2 were dissecting bugs and seeing children decide how to treat them. • CT observed Year 1 phonics and writing. It was good to see the children so engaged and attentive. The verbal timetable was brilliant. The Year 3 History lesson was about the British Empire which was brilliant and creative. There were lots of boys in Year 3 and it was interesting to see the teacher asking them to settle down, which CT can imagine is an everyday challenge. • DT observed singing in Year 3 and the marble run in planning stage in Year 6. It was really enjoyable seeing lots of scientific learning and that not only the academic children shine. Spelling was interesting and computing involved coding different shapes which was nice to see. • BD observed Year 2 which was a little disjointed due to staff issues. Despite this, children came in and collected their books and just carried on without any prompting. This was automatic and shows they are working at the right level. Year 4 talked about diversity in class and where their families came from and how different cultures bring different things to this country. • JW observed Year 3 where it is good to see Maths flowing through the school. In Year 6, lots of parents were coming in. In Year 1, the children were perfectly happy to have a chat. • JB observed Year 1 sewing and was really impressed by how calm and encouraging the teacher was. 	
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The meeting closed at 4.02pm

Date of the next meeting: Monday 13th May 2024, 4.30pm at school

SIGNED: DATE: