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| **PART ONE MINUTES**  **OF THE FULL GOVERNING BODY MEETING**  **BRIDGEMERE C of E PRIMARY SCHOOL** | |
| **Date** | **19th October 2021 - 6:30 pm** |
| **Venue** | **Via Zoom** |
| **Present** | Elizabeth Ford (EF) - Foundation Governor, Chair  Caroline Middleton (CM) - Headteacher  Sam Foyle (SF) Foundation Governor  Sarah Willington (SW) Staff Governor  John Forshaw (JF) - Parent Governor  Stephen Knott (SK) – Foundation Governor  Jo Edwards (JE) LA Governor  Richard Lewis (RL) – Parent Governor |
| **Apologies** | Emma Fradley (EF), Jan Morgan (JM) |
| **In attendance** | Wendy Collyer – Independent Clerk |

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to:* ***• accuracy • action points • challenge***

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| *Papers Circulated before the meeting*  *Agenda, Minutes 30th September, Bridgemere SEF 2021-22, Budget Figures, Budget update for Governors, Headteacher’s report, letter from RCSAT, PP Strategy 2021-22* |

Start time – 6:30pm, the meeting met its quorum

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| **AGENDA ITEM 1** | **WELCOME, PRAYER & APOLOGIES FOR ABSENCE** |
| **Discussion:** | The Chair welcomed all to the meeting which started with the school prayer.  Apologies from Emma Fradley and Jan Morgan were received. |
| **Decision:** | Resolved: To accept the apologies of EF and JM |

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| **AGENDA ITEM 2** | **PART ONE MINUTES OF THE LAST MEETING (30th September 2021)** |
| **Discussion:** | Governors reviewed the minutes that had been circulated before the meeting and agreed to approve them. The Chair confirmed she would be signing the minutes. |
| **Decision:** | **Resolved:** To approve the minutes of the board meeting held on 30th September 2021 |

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| **AGENDA ITEM 3** | **MATTERS ARISING** |
| **Discussion:** | To note whether the following matters arising have been completed or not.   * Letter received from another trust   The Chair confirmed that she had uploaded the letter to Governor Hub and also brought a copy in to school. She sought confirmation that all Governors had been able to access the letter and advised that she had responded by letter to say that the board were not looking to join a trust at the moment but would be in touch as and when they were.   * Safeguarding Audit - October 2021 *(moved from 27/9/21 due to Covid outbreak)*   It was noted that this had been completed and a report on it would be covered under agenda item 12. |

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| **AGENDA ITEM 4** | **GOVERNING BODY MEMBERSHIP 2021-22** | | |
| **Discussion:** | * Vacancies - if any   The Chair advised that the board had requested assistance from the Diocese in recruiting a Foundation Governor but so far they are unable to find any candidates   * Appointments   Governors agreed RL was welcome to reapply. The Headteacher confirmed that the school were advertising to parents for another parent governor.   * Skills audit (if not done recently): to consider any new appointments in light of the audit outcomes.   RK confirmed that the skills audit was on Governor Hub and The Chair asked all Governors who had not done so to complete it, the clerk agreed to remind Governors. | | |
| **Action:** | **What** | **Who** | **When** |
|  | Advertise Parent Governor vacancy to parents | CM | ASAP |
|  | Complete skills audit | Governors | ASAP |
|  | Remind Governors to complete skills audit | clerk | ASAP |

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| **AGENDA ITEM 5** | **AGREE GOVERNOR SUBJECT OR YEAR LINKS & LEAD GOVERNOR ROLES 2021-22** | | |
| **Discussion:** | The Chair asked Governors if they had given thought to appointing a Governor for each class as an alternative to subject link Governors adding that there were four classes and six Governors.  She asked if any Governor had a preference reminding that it would not be appropriate for a parent Governor to link with their child’s class.  The Headteacher requested if a list of classes and Governors could be drawn up and circulated.  Governors agreed that coming in for a half or whole day would be beneficial. This would enable there to be time to share dinner time and worship, link with their class and really get to know the school.  It was agreed the Headteacher would provide some possible dates for next term.  *(Clerks note: SEND and GDPR Governor leads still to be confirmed)* | | |
|  | What | Who | When |
| **Action:** | Provide list of Governors and classes | Headteacher | In the first 2 weeks after half term |
|  | Provide possible dates for Governor half/full day at school next term | Headteacher | In the first 2 weeks after half term |
|  | Appoint SEND and GDPR Governor leads | Governors | ASAP/By 14th December |

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| **AGENDA ITEM 6** | **GOVERNOR TRAINING REQUIRED/ATTENDED** |
| **Discussion:** | The Chair asked if Governors had completed any training since the last meeting and the following was confirmed. Governors were reminded to complete the skills audit.  Sexual abuse training – EF, JE |

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| **AGENDA ITEM 7** | **GOVERNOR MONITORING REPORTS SINCE LAST MEETING** |
| **Discussion:** | It was noted that due to the short time since the last FGB and Covid no visits had taken place. |

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| **AGENDA ITEM 8** | **IMPACT OF OUR CHRISTIAN VISION** |
| **Discussion:** | The Headteacher reported that the school’s Christian vision was leading the way in all it did and confirmed this would now be a permanent agenda item so that its impact could be recorded.  She told Governors that she had started the Christian Leadership course which had training days throughout the school year. She commented that she felt Bridgemere Primary Schol was a distinctly different school and its Christian vision impacted every aspect of the school.  She added that this vision affected how the school developed its curriculum and the work of subject leaders. This impacted the development of children both academically and also the development of their character. She promised to share the work staff were doing in this regards with Governors. |

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| **AGENDA ITEM 9** | **CHAIR’S ACTION** |
| **Discussion:** | It was confirmed that no independent urgent action had been taken by the Chair since the last meeting. |

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| **AGENDA ITEM 10** | **FINANCE UPDATE** |
| **Discussion:** | The Headteacher confirmed that the school secretary had uploaded this to Governor Hub and asked if all Governors had reviewed it.  Governors confirmed that they had and there were no queries or concerns. |

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| **AGENDA ITEM 11** | **SAFEGUARDING** |
| **Discussion:** | The Chair reported that she and JE had completed the Ofsted Inspections and Sexual Abuse Review training. She commented on a key point of the training – that just because there were no signs of abuse, theirs being a friendly small school, it did not mean it was not there and all those concerned with the school should not become complacent but make the assumption that there could be problems and act accordingly.  She reminded Governors of their obligation to read (and sign to say they had read) the Keeping Children Safe in Education document that had been circulated and an electronic form would be being circulated for signature.  JE reminded that the Ofsted update on Peer to Peer abuse within schools was also in the KCSiE document too.  The Chair also noted from the training that the school needed to keep a Vulnerable Child list  The Headteacher confirmed that there was one kept. She also reported that as a result of the Safeguarding Audit that had taken place on 11th and 18th October there were a few things that could be done better and these would be shared in her report in agenda item 12. |

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| **AGENDA ITEM 12** | **HEADTEACHER’S REPORT** | | |
| **Discussion:** | The Chair thanked The Headteacher for her report that had been circulated before the meeting and invited questions from Governors.  **Question:** The authorised absence was 10% in the autumn term was that down to Covid?  **Answer:** The Headteacher responded that it was and that the short time since returning to school had made the figures appear stark, this contrasted with summer term where attendance had been very good and she said she hoped that next term the figures would be almost back to normal.  The Chair thanked the Headteacher for her hard work and praised the improvements to the library and congratulated a pupil, who had won an art prize.  A Governor also welcomed the installation of the defibrillator and thanked the Headteacher for organising it.  **Question:** The Chair asked if years 3-4 and 5-6 had sufficient support as there was quite a high proportion in class on SEND support.  **Answer:** The Headteacher responded that the report included the children requiring SEND support last year and that this year there were more who were actually receiving it and getting quality first teaching. She also confirmed that (the SENDCo) Becci had reviewed the support with the teachers and been impressed with the progress where the school had focussed on ‘first concerns’.  **Question:** The Chair asked how often this took place.  **Answer:** The Headteacher responded that it was one day a week but if staff needed input more frequently the SENDCo was available.  **Question:** The Chair asked if the Headteacher had reported on Pupil Premium on Governor Hub  **Answer:** The Headteacher responded that she had reviewed the strategy and confirmed she would value the assistance of JE who agreed to meet with her and provide input to PP.  **Question:** JE asked if there were case studies of children available.  **Answer:** The Headteacher said there weren’t.  JE advised that at Calverley and Acton Schools a mock Ofsted had been undertaken with the SIP. JE had produced case studies for all the children in receipt of PP and this had been appreciated by Ofsted so she recommended this for Bridgemere School and agreed to assist the Headteacher in producing them by the next meeting (14th December).  **Question:** The Chair asked if the review of sports funding had been completed.  **Answer:** The Headteacher responded that she had met with Andrew Lyons and Stacey to look at how the funding could be used and confirmed she would report on it at the next meeting.  **Question:** The Chair asked how it had been not having a specialist sports teacher.  **Answer:** SW responded that teachers were doing their own activities within class with an active 15 minutes between phonics and literacy which was working well. She also advised that she and the Headteacher were doing one PE session each.  The Headteacher reported that the field was out of use at this time of year and an all-weather running track around it would be beneficial. She confirmed that the school had already had some quotes and that one possibility was to use some of the sports funding for it. | | |
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|  | **What** | **Who** | **When** |
| **Action:** | Create case studies for children in receipt of PP | JR/Headteacher | In time for 14th December meeting |
|  | Report on ways to spend sports funding | Headteacher | 14th December meeting |

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| **AGENDA ITEM 13** | **SCHOOL DATA 2021 (provided within Headteacher’s report)** |
| **Discussion:** | The Chair asked if all Governors had reviewed the data.  The Headteacher confirmed that the data showed the summer term and hoped to show an improvement in the data when the cohort had moved up a year.  **Question:** The Chair asked how the school stretched the children who were achieving above what was expected.  **Answer:** The Headteacher responded that these children were given more challenging work or were given a focus on an area that they needed to work on as often children who were achieving well in reading writing and maths had an area they were not achieving so well in. She added that staff did not become complacent and also there was an awareness that these children could slide if they were not challenged.  **Question:** a Governor asked if there was a lot going on in year three reported in the data who would now be year four.  **Answer:** The Headteacher responded that this particular class had been significantly impacted by Covid. They did not complete year two due to the pandemic and there was Key Stage 1 foundation work missed as a result. She advised that since they had been in year three there had been some improvements and the children’s progress was being monitored -  **Question:** A Governor asked if the reasons for two pupils leaving were known.  **Answer:** The Headteacher responded that one had gone to another C of E school after the child had become unmotivated during Covid. She added that the school had put strategies in place to help with this but the child had been moved anyway and the Headteacher confirmed she had told the parents the child could return in the future if necessary. She added that the second child had moved abroad.  **Question:** A Governor asked about year 3 where there were 32 in the class and sought assurance that the good work in year two continued in year three. He wondered what could be done to bring the children back on track.  **Answer:** The Headteacher advised that sometimes when children go up to year three parents relax a bit because the child has often mastered the basics of reading. She added that parents still needed to read with their child or the progress could be lost and that was why ‘love of reading’ featured in the SEF as reading needed to continue right through school.  Governors agreed that year three could often be a year where progress slowed but it was important to be aware and take steps to keep progress up.  **Question:** A Governor asked if there had been an exit interview with the family who took their child to another C of E school so that lessons could be learned if necessary.  **Answer:** The Chair responded that the school did not do formal exit interviews for pupils.  There was a consensus amongst the Headteacher and Governors that sometimes not every school works for every child or family and that if the school had done its best to help it was a matter of respecting the family’s decision and wishing them well with an offer to return if they wished.  The Headteacher reported that the flat roof was being fitted on Friday and representatives from the Diocese were visiting to assess the rest of the roof that had been patched over the years and the school was planning to request if the costs could be spread over a couple of years to avoid impact on the budget.  The Chair advised that the solicitors had contacted the head leaseholder with regards to the lease and they were awaiting a response.  The Chair thanked the Headteacher for her report. |

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| **AGENDA ITEM 14** | **SCHOOL SELF EVALUATION FORM FOR REVIEW** |
| Discussion: | The Headteacher expressed thanks to Susan Walters for her assistance with the SEF which was now on Governor Hub. She advised that items in green were new areas that the school wanted to develop and these would be in the SDP ready for the meeting on 14th December.  She made the following comments on the SEF:  Parts of the curriculum to be developed included PHSE, anti-bullying, personal development of the whole child and also a look at how the Christian vision of the school helps with these areas,  The Headteacher and SW had completed the Quality of Early Years training.  **Question:** The Chair asked the Headteacher if she had enough time to complete such tasks as the SEF and training adding they had given the previous head a half day away to .  **Answer:** The Headteacher confirmed that tasks that required focus could not be completed at school due to interruptions and that the time when it would have been beneficial would have been during Covid so it had not been possible then so the work had been completed at weekends.  A Governor pointed out that if the Headteacher were able to have a day away it would give an opportunity to a senior teacher to be in charge for the day giving them valuable experience.  There was a consensus amongst Governors that the Headteacher needed to be supported to enable her to have time to train and to have time to focus on tasks such as report writing and producing documents such as the SEF. |

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| **AGENDA ITEM 15** | **PROCEDURES / POLICIES FOR REVIEW/APPROVAL** |
| **Discussion:** | * Health and safety * Child protection and safeguarding   The above policies were approved by Governors |
| **Decision** | **Resolved:** To approve the above policies |

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| **AGENDA ITEM 16** | **ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING** |
|  | Governors were reminded to return their GIAS form and declaration forms if not already done so. |

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| **AGENDA ITEM 17** | **DATE OF NEXT MEETING/S** |
| **Discussion:** | The Chair advised she would be away for three weeks in November  Next FGB meeting – 14th December 2021 |

***The Board moved on to confidential matters***