



BALCOMBE C.E. (VC) PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Held on Thursday 26th May 2022 at 7pm at School

In all that we do we are guided by God

Present:

Ian Tremble (IT) Chair	Janina Clark (JC) Vice Chair	Liz Bendall (EB)	Wendy Millbanks (WM)	Rosy Telford (RT)	Lara Power (LP) Bursar
Mostyn Field (MF) Ex-officio	Jill Dawson (JD)	Rob McIntyre (RMc)	Oliver Smith (OS)	Carolyn Rolph (CR)	Julia Fairweather (JF)
Laura Baird (LB)	Rose Carr (RC)	Dominique At- well (DA)	David Paul (DP)		

Apologies:

In attendance: Lucy Dunsby

Minute reference	Formal actions identified	Status	By
<i>17th February 2022</i>			
9. School Development	AP7: Governors to do the NGA webinar for Ofsted inspections	In Progress	ALL
<i>31st March 2022</i>			
5.1 Headteacher Report - Celebrations	AP2:CC to present SEN progress data at Autumn Term FGB		CC
5.7 Headteacher Report - Catch up funding	AP4: LP to collate reports in preparation for Ofsted on end of academic year for funds and plans		LP
11.2 Reports from Committees/Link Governors - SEND	AP12: WM to issue teacher survey for knowledge base on SEN to identify CPD requirements	In Progress	WM
11.2 Reports from Committees/Link Governors - SEND	AP13: IT to email all staff on acknowledgement of success of SEN pupil	In Progress	IT
<i>26th May 2022</i>			
7.1 Mental and Emotional Well-being	AP1: IT/JD/WM to further develop the role and maximise what else we can do to support Well-being		IT/JD/WM
8.1 School Development - SIP 2021/22	AP2: WM to share date when staff are meeting for book monitoring		WM
8.2 School Development - SIP 2022/23	AP3: WM to issue 2022/2023 SIP by w/c 20/6		WM
8.4 School Development - SEF	AP4: IT to assign governors to SEF sections for review		IT
11.8 Reports from Committees/Link Governors - Training	AP5: IT to update training list and recommendations		IT

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13.2 Chairs Business - Skills Audit	AP6: IT to re-issue Skills Audit to all governors		IT
13.3 Chairs Business - Ofsted	AP7: RC to research on other schools Ofsted inspection timings		RC
13.4 Chairs Business - Fete	AP8: Governors to email IT for volunteering on 24/6 and 16/7		ALL
14. AOB	AP9: JC/IT to create and issue clerking rota		JC/IT

Signature: _____

Date: _____

Confirmation signature to agree accuracy of minutes and official approval of the documentation for the files

	Item	Action
1.	Welcome and Apologies	
1.1	None	
2.	Declarations of Interest	
2.1	None	
3	Teaching and Learning <ul style="list-style-type: none"> • LD presented on PE and Sports Premium • Refer dropbox 1. Full Governing Body / Academic Year 2021:22 / Agendas / Papers for May 2022 FGB for presentation details 	
4	Board Membership Matters	
4.1	<u>Membership:</u> <ul style="list-style-type: none"> • Governor services advised JF to move to Associate in line with Instrument of Government • Introductions of governing body members to DA • Deputy role - will be officially appointed in September per voting processes • Clerk - no enquiries despite advertising; consideration for increase in hourly rate required 	
5	Minutes and Matters arising from the meeting on 31 st March 2022	
5.1	The minutes were agreed as a true and accurate record of the meeting. Proposed RMc / Seconded MF.	

5.2	<p>Matters Arising Per previous meeting actions:</p> <p><u>14th October 2021</u> AP7: New pupil premium strategy and impact from 2020/21 to be discussed at the December FGB - Completed</p> <p><u>17th February 2022</u> AP7: Governors to do the NGA webinar for Ofsted inspections - In progress</p> <p><u>31st March 2022</u> AP1: JC to update Governor Services and our records etc. - Completed AP2:CC to present SEN progress data at Autumn Term FGB - Ongoing AP3: WM to identify documents for governors to QA for website - Completed AP4: LP to collate reports in preparation for Ofsted on end of academic year for funds and plans - Completed AP5: All governors to advise WM if can invigilate for SATs - Completed AP6: JD to email thanks to all staff on behalf of GB before Easter break - Completed AP7: JD/RMc to circulate pupil conferencing report - Completed AP8: IT to email governors for learning walk participation - Completed AP9: WM to review and report on parent survey results and next steps - Completed AP10: MF to work with WM on collective worship monitoring - Completed AP11: LP to send questionnaire on safeguarding to demonstrate checking governors knowledge - Completed AP12: WM to issue teacher survey for knowledge base on SEN to identify CPD requirements - Completed AP13: IT to email all staff on acknowledgement of success of SEN pupil - In Progress</p>	
6	<p>Headteacher matters – verbal report</p> <p>6.1 <u>Sept Admissions</u></p> <ul style="list-style-type: none"> • 20 places offered; 1 place declined and at least 1 on our waiting list • From Sept classes will compromise of Lake - Year R & 1; Coombe - Year 1 and & 2; Forest - Year 3 only; Spring - Year 4 & 5; Mill - Year 5 & 6 • Both Spring and Mill have small classes but high SEND • Looking at resourcing and will need more TA time in Spring and Mill, subject to funding <p>6.2 <u>SATS</u></p> <ul style="list-style-type: none"> • Year 6 pupils present for all days and coped really well • Two pupils in a separate room to manage distractions • On first glance, reading paper seemed easier that previous years, less text and maths and GPS seemed fair • Still covered whole curriculum from Year 6 and years leading up to Year 6 • All collected on time • Year 2 were taken in test conditions although with little fuss as possible; pupils see it as a quiz with booklets • Marked internally after half term • Phonics carried out over the first week back after half term • Year 4 multiplication table tests carried out in June; 6 seconds per question, for 25 questions <p>6.3 <u>Key Dates</u></p> <ul style="list-style-type: none"> • week commencing Monday 13th June - talent week • Friday 24th June - Summer Fair; 3:15pm-5:30pm ish • Tuesday 28th June - Sports' day • Monday 11th July - NEARS sports competition • Saturday 16th July - Village fete • Tuesday 19th July - Year 6 Leavers service; 1:30pm • Thursday 21st July - Final assembly; 9am 	
7	<p>Mental Health and Emotional Wellbeing</p>	

7.1	<p><u>Wellbeing Feedback</u></p> <ul style="list-style-type: none"> • Staff <ul style="list-style-type: none"> • All very busy spending evening and weekends working, but realised this is what the job is • Now thinking about reports • Y2 moderation have to gather evidence • Prepare children for summer term assessment • Planning is taking a long time • External pressures to deliver a creative curriculum • Feel the SLT are doing everything they can to support everyone • Feel supported by the governors and feel more of a team than ever • Children <ul style="list-style-type: none"> • Have bounced back and have shown resilience. • They were not stressed out KS1 SATS as they were not aware of them • Y6 SATS seemed to be ok too; I spoke to some Y6 and all found it a good experience • Refer report son dropbox 6. Monitoring and Evaluation / 2021:22 Reports / Pupil conferencing 	AP1: IT/ JD/WM to further develop the role and maximise what else we can do to support Wellbeing
8	School Development	
8.1	<p><u>SIP - 2021 / 2022 Update</u></p> <ul style="list-style-type: none"> • IT advised that we will be looking closely at this document between now with the view to finalise and sign off subject to final completion of actions during the next half term; • Aim is also to review and sign off the new SIP at the next FGB <p>Q - In the current school improvement plan the first action under <u>Improvement 1</u> is around number facts in Coombe. I appreciate there wasn't sufficient time to implement the trial effectively and it has been postponed</p> <ul style="list-style-type: none"> • but where are the children now in terms of their number facts and mental maths? • have we seen any improvement in solving problems more quickly? • have we seen improvement in recalling number facts? • what other strategies did the school use to focus on this area? This has been included in the new SIP so is still an area to focus on. <p>A - EB advised there is improvement in KS1 and there is a big focus from government; For Number sense we are teaching young children strategies rather than simple counting; we are making facts more accessible to all pupils; We have trialled the programme in Coombe before rolling it out wider; We are also doing other programmes (such as Little Wandle for phonics and reading). It has been difficult to do Number Sense as planned as our focus has had to be phonics and reading; but we have incorporated plans where possible and already seeing some strategies are working with pupils;</p> <p>Q - What is the yearly investment for the programme and will we continue? A - Yes we will continue; it costs approx £100 each year and it has had a good impact so far</p> <p>Q - Will other staff use the programmes? A - Not as yet, but it is in the SIP going forward</p> <p>Q - Are there cross curriculum links with Nature Ninjas? A - Not as yet, but this is definitely something to be discussed going forward</p> <p>Q - What happens to those pupils that can't do it? A - Pupils learn at different rates and some take a little longer, but overall pupils are very engaged and enjoy it</p>	

8.1	<p><u>Improvement Action 1.3</u> Q - Can you quantify the start and end points for catch up for this improvement? A - Yes, we do have data; however with only a small amount of money available, we have only been able to have a few sessions for those pupils</p> <p><u>Improvement Action 1.5</u> – IT requested that some governors be present when working sampling takes place</p> <p><u>Improvement Action 3.2</u> Q - Can you give some examples of positive change as a result of student council meetings? A - The older children will scribe ideas and thoughts and then meet with WM; they have a lot ideas for outdoor play and outdoor learning; We have delivered on some of the ideas through pirate ships and digging pits; We have taken on their ideas, including the need to replace the basketball hoop and back board; At school council meetings, every child has their say and opportunity to give ideas; they also discuss how better to use money for items to last (not get lost)</p> <p><u>Improvement Action 4.3</u> Q - Should this be green? IT added that we don't have evidence of middle leaders talking to governors about their subjects, however we do have evidence that CC has done a governor presentation on SEND, LD on sport premium and EB on data tracking</p> <p>It was confirmed that the governing body agreed sign off of the 2021/2022 SIP subject to some actives to be completed in next half term.</p>	AP2: WM to share date when staff are meeting for book monitoring
8.2	<p><u>SIP - 2022 / 2023 Development</u></p> <ul style="list-style-type: none"> • Plan is still work in progress • Aim is to share the SIP in the 2nd or 3rd week after half term, with the view of all governors meeting and provide input • In the meantime, email any initial comments to IT and WM • IT thanked the SLT for their hard work and input so far 	AP3: WM to issue 2022/2023 SIP by w/c 20/6
8.3	<p><u>SIAMS SEF</u> - no update to add</p>	
8.4	<p><u>SEF</u> Q - Do we have more up to date data on pupil progress to include? A - Yes and this will be updated</p> <ul style="list-style-type: none"> • It was discussed, when governors are reviewing their assigned section of the SEF, they review examples from other Schools/templates etc. 	AP4: IT to assign governors to SEF sections for review
9	<p>Monitoring</p>	

<p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p><u>Learning Walks</u></p> <ul style="list-style-type: none"> • Collective worship assembly - MF was most impressed finding the children very engaged; worship included a song with signing; children enjoyed both session with singing, school's prayer and reflection; • Refer report on dropbox 6. Monitoring and Evaluation / 2021:22 Reports / Learning Walks <p>• Behaviour - LB/JF spoke with Spring class about the Behaviour Reflection forms pupils felt the form was good and helped them improve their behaviour; Coombe class - most pupils were not aware of the form however their behaviour in general was good and some knew the school values</p> <p>• IT added that we have achieved what we've set out; and will continue to monitor behaviour but less formally;</p> <p>• Nature Ninjas - DA/RMc were very impressed seeing pupils really engaged and perfectly behaved; the lesson built a team spirit and pupils were encouraged to take ownership; School values were mentioned throughout; pupils wanted to learn more about environment</p> <p>• Q - how many more opportunities to have outdoor learning in KS2?</p> <ul style="list-style-type: none"> • A - We will include more opportunities in new SIP • IT raised that the School Vision is being delivered in Nature Ninjas <p><u>Growth mindset</u></p> <ul style="list-style-type: none"> • All pupils are clear about what it is: • Forest class <ul style="list-style-type: none"> • are taught an area discretely, such as "perseverance" so they are clear about what it is and what it looks like in the classroom then are reminded about it throughout teaching sessions. • They like earning a sticker to show they have demonstrated the area. • All children have demonstrated some of the areas some find it easier than others but are all supported to achieve. • Mill class <ul style="list-style-type: none"> • have looked at how the brain works which has given growth mindset a purpose. • Language has changed in the classroom now, not 'well done' but 'you have shown great perseverance' etc. • Y6 were very clear about what Growth mindset was and how you can grow your brain and that it is good to make mistakes as you still learn. • Discussed thinking positively and their responses were interesting - makes you more decisive, you can do things you don't think you can do. • Y6 SATS children I spoke to found it a positive experience now looking forward to their show <p><u>Parents Survey</u></p> <ul style="list-style-type: none"> • WM summarised the survey results and provided answers to questions raised; • Summary report is published on the School website • Anything child related had been followed up and parents invited to come in to speak with HT and/or class teacher <p><u>Summer term priorities</u></p> <ul style="list-style-type: none"> • IT advised that the curriculum monitoring after half term will focus on maths and art in two classes • IT thanked the Governing Body for their time and input into monitoring and achieving our objectives for this academic year 	
<p>10</p>	<p>Policy Review</p>	
<p>10.1</p> <p>10.2</p>	<p><u>Update on review progress</u></p> <p>LP will continue to review the policies and then issue to governors to their final review ahead of FGB sign off</p> <p>Noted that there are several policies due for sign off by the next FGB</p> <p><u>Governors agreed sign off for the following policies:</u></p> <ul style="list-style-type: none"> • Teaching and learning - RC - signed off • Accessibility - CR - signed off 	
<p>11</p>	<p>Reports from Committees/Link governors</p>	

- 11.1 **Safeguarding**
- LB reported Learning mentor (LM) is seeing children according to needs, i.e. weekly, fortnightly; up to 12 pupils and advises this is manageable
 - LM is working on zones of regulations with some pupils
 - Ukrainian children joining the School; looking to employ Russian/Ukrainian speaking TA in the second half of the Summer term
 - Introduction of new communication system being considered; however in-house system suitable for small school
 - Governor survey completed by 11 of 16 governors and demonstrates a good knowledge and understanding of responsibilities
 - Refer Safeguarding meeting minutes on dropbox under 7. Safeguarding / Minutes / 2021

- 11.2 **Health and Safety**
- DP reported that he and AG we went through the various files/inspection sheets; looked at when they were last completed (dates signed off) and any action done or in the system to be carried out etc.
 - The intended 'planned maintenance yearly check' with outside companies is waiting input by SSC.
 - Other items to note include:
 - Locks/doors - rear door to playground is being replaced in the summer
 - Felt replacement - roofs at rear (including above loos/boiler house) being completed in the summer
 - Lake shed - AG has the felt and will replace in the next few weeks
 - Broken steps to back of school + hall - discussed the further repairs - AG to repair over next weeks
 - Fascia/soffits - in the diary for Sept/Oct 2022
 - Wooden structure from playground to grounds - posts ordered to replace where required
 - Problem with moles reduced - ongoing
 - Ground contractor now in place - grass/hedges etc.
 - WSCC - visit last week re electrics - panel / boarding to roof in boiler room + general update
 - Play equipment inspection for outstanding items being actioned
 - DP advised that AG is fully on top of his the administration/paperwork; he cross references comprehensive files with the overall daily planner which works from a control point of view
 - AG has ongoing 'risk action time scales list' which DP reviewing
 - Health and Safety inspection completed on 16th May was 92%, up from last inspection
 - We have jointly signed off and dated the Governors' Premises Check sheet
 - Next walk round is scheduled for 13/09/22.

- 11.3 **SEND**
- CR reported that we have 22 pupils on the SEND register, which is 17% of our pupil population versus National of 12%; there are 3 pupils with EHCPs, 1 in progress resulting in 3% versus National at 3.7%;
 - CC our SENCO has collated the results from a questionnaire to staff; purpose being to list of resources they would like and any other comments;
 - There are regular meetings with TAs to discuss pupils needs;
 - TAs now have access to pupils profile to help them understand more about the pupil and illustrates a 'whole' school approach;
 - This also supports CC identify any CPD needs with TAs;
 - WM and CC are working on the provision for SEND next year

Q - Why do we have a high proportion of SEND pupils here?

A - It is more likely that the national figure is too low; schools are recognising the needs of pupils and providing support and it is increasingly being reported on more and more

Q - Have any pupils on the SEND register had private assessments?

A - Yes; but we also review the list of pupils prior to joining the SEND register and then constantly monitor to assess whether they remain or can be removed from the register

11.4	<p>Finance</p> <ul style="list-style-type: none"> • RT report that the End of Year report circulated in the pre-reads together with the final figures for 2021 / 2022 and the budget for 2022/2023. • Many thanks to Lara for all her work in preparing these. • The end result for 2021 /2022 was a carry forward of £60.7k, comprising £11.5k DFCEG and £49.2k general, just under the 8% allowed. • Therefore in line with forecast but the 2022/2023 budget still extremely tight. • Also, some items of expenditure since identified which could push into deficit, being one teacher potentially exceeding the pay threshold and the car park charges. • Details of all matters discussed at the Finance meeting on 13 may circulated in advance of meeting • It was discussed that we need to benchmark against other schools where there is high SEND % versus low Pupil Premium; however indication is that we are in a specific position • CR shared her concern and has offered to help where possible • LP has put in bids for the S106 monies; projects include a climbing frame and external fencing with specific criteria; LP confirmed that funds have finally released 	
11.5	<p>Community / Stakeholders</p> <ul style="list-style-type: none"> • Environment - RMc reported no further update as yet on the initiative; • Marketing - the prospectus has been reviewed again and will be printed in time for the Village fete • Website audit - is near completion 	
11.6	<p>Foundation</p> <ul style="list-style-type: none"> • MF reported that the Easter service went well and pupils were engaged; • A meeting was held with the Diocesan link representative regarding SIAMS, providing advice and offer for another session. • We believe that the collective worship, RE lessons, church links are flourishing and we just need to be able to articulate this to an inspector. • It's important for those who will be involved, to have thought through how they might answer certain questions before SIAMS occurs. 	AP5: IT to update training list and recommendations
11.7	<p>Training</p> <ul style="list-style-type: none"> • LP advised that the updates to the training log have been done and this is available on drop-box • Noted governors recommend Monitoring and Effective Questioning training 	
12	<p>GDPR, Cyber and Physical Security</p>	
12.1	LP reported there were no breaches	
13	<p>Chairs Business</p>	
13.1	<p>Review of Board Structure</p> <ul style="list-style-type: none"> • IT noted that we are towards the end of the first year with our new flat governing body structure • IT welcomed governors feedback; whilst new governors will not know how we previously operated, their feedback is also important 	AP6: IT to re-issue Skills Audit to all governors
13.2	<p>Skills Audit</p> <ul style="list-style-type: none"> • This is to be resent to all governors to enable them to give evidence of where their strengths are and where their knowledge is less and hence feeds into the training that they should look to under take 	
13.3	<p>Ofsted</p> <ul style="list-style-type: none"> • IT attended a Chair's training session • Discussion on when we expect Ofsted in the Autumn term; governors focus should be now Ofsted focussed; 	AP7: RC to re-search on other schools Ofsted inspection timings
13.4	<p>Fete</p> <ul style="list-style-type: none"> • Volunteers are requested for <ul style="list-style-type: none"> • School Fair on Friday 24th June; • Village fete is Saturday 16th July; • School and the FoBs will have a stall at the Village fete • Nature Ninjas and Governor presence during the day is requested 	AP8: governors to email IT for volunteering on 24/6 and 16/7
14	<p>Any other business</p>	

	<ul style="list-style-type: none"> • JC asked for volunteers to support in the Clerking role - minutes, meeting preparation, general governor admin/housekeeping activities, monitoring the clerk email account etc. <i>(noting that these are activities are not the responsibility of the Chair)</i> • As no volunteers presented at the meeting, a rota will be created going forward for all governors to support the Chair until a new Clerk is appointed 	AP9: JC/IT to create and issue clerking rota
15	Date and time of next meeting	
15.1	The next meeting will be held on Thursday 7 th July 2022 at 7pm	