



BALCOMBE C.E. (VC) PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Held on Thursday 14th October 2021 at 7pm at School and via TEAMS
In all that we do we are guided by God

Present:

Ian Tremble (IT) Chair	Janina Clark (JC) Vice Chair	Liz Bendall (LB)	Wendy Mill- banks (WM)	Julia Wilson (JW)	Lara Power (LP) & Bursar	Rose Carr (RC)
David Paul (DP)	Mostyn Field (MF) (Ex-officio)	Rosie Telford (RT)	Carolyn Rolph (CR)	Jill Dawson (JD)	Rob McIntyre (RMc)	

In attendance:

Catherine Frewing (minutes)

Minute reference	Formal actions identified	Status	By
16-2020/21	IT to review 20 questions document and circulate to FGB	In progress – to be done by September	IT/JC
12.3	AP3: WM to speak with Clare (SENCO) regarding attending the December meeting		WM
13.1	AP4: WM to circulate the school values as agreed to governors	Completed	WM
14 th October 2021			
3.7 – Board Membership	AP1: MF to confirm what point 9 Instrument of Governance refers to with the Diocese		MF
5.2 – Data – school roll	AP2: RT to speak to Facebook admin regarding advertising of school places		IT
8.1 Strategy and Vision	AP3: IT to send out governor letter to parents regarding the SIP & Vision		IT
8.2 - SIP	AP4: meetings to be arranged with governors regarding continuity planning		IT
8.2 - SIP	AP5: Governor to consider if they would like to be the Early Years link governor		All
9.1	AP6: LD to be invited to the spring FGB to talk about sports premium		IT
9.6 – Monitoring – Sports Premium	AP7: New pupil premium strategy and impact from 2020/21 to be discussed at the December FGB		Clerk

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12.3 - Training	AP8: LP to look into the SLA with Diocese and confirm training was still available		LP
13.1 - GDPR	AP9: LP to circulate GDPR report to governors		LP
15.1 - AOB	AP10: IT to send email out regarding the next meeting		IT

Signature: _____ Date: 21st October 2021

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

	Item	Action
1.	Welcome and Apologies	
1.1	Apologies were received and accepted from Julia Fairweather.	
2.	Declarations of Interest	
2.1	None	

3.	Board Membership Matters																					
3.1	<u>Election of Chair/Vice Chair</u> IT was agreed as Chair for one year. JC was agreed as Vice Chair for one year.																					
3.2	<u>New Appointments</u> IT welcomed Rose Carr (parent governor) and Rosy Telford(foundation governor) to the governing body. A second parent, Oliver Smith had nominated himself for parent governor however, it was agreed that Oliver would move into the foundation governor vacancy. IT informed governors that it was JW’s last meeting as her term of office was at an end and thanked her on behalf of the governing body. He advised that Oliver’s appointment should be confirmed by the next meeting.																					
3.3	<u>Structure</u> IT confirmed that there were no longer committees, which should allow more time for monitoring visits. It was hoped that governors would complete 2 visits per term. The following link governor roles were confirmed: <table><tr><td>Governor</td><td>Area</td></tr><tr><td>Carolyn Rolph</td><td>SEND, PP</td></tr><tr><td>Jill Dawson</td><td>Wellbeing</td></tr><tr><td>Julia Fairweather</td><td>Safeguarding</td></tr><tr><td>Mostyn Field</td><td>RE</td></tr><tr><td>David Paul</td><td>Health and Safety</td></tr><tr><td>Rosy Telford</td><td>Finance</td></tr><tr><td>Rose Carr</td><td>Curriculum</td></tr><tr><td>Rob McIntyre</td><td>Community and Stakeholders</td></tr><tr><td>Lara Power</td><td>Training</td></tr></table> It was highlighted that Early Years was vacant and it was questioned whether there should be a separate governor for this. <u>Terms of Reference</u> All agreed the updated Terms of Reference which reflected the change to the meeting structure. Governors agreed the Code of Conduct. IT confirmed that JF had emailed to confirm that she had read and agreed it. <u>Instrument of Governance</u> Governors agreed the Instrument of Governance: <ul style="list-style-type: none">• 3 parent governors• 1 Local Authority• 2 staff governor (including Headteacher)• 5 co-opted governors• 3 foundation governors There was a discussion regarding point 9 of the (pre read Diocese finance)	Governor	Area	Carolyn Rolph	SEND, PP	Jill Dawson	Wellbeing	Julia Fairweather	Safeguarding	Mostyn Field	RE	David Paul	Health and Safety	Rosy Telford	Finance	Rose Carr	Curriculum	Rob McIntyre	Community and Stakeholders	Lara Power	Training	
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3.4		AP1: MF to confirm what point 9 refers to with the Diocese																				
4.	Minutes and Matters arising from the meeting on 8th July 2021																					
4.1	The minutes were agreed as a true and accurate record of the meeting. Proposed JC/Seconded CR																					

4.2	<p><u>Matters Arising</u></p> <p>Ref Formal action identified By Status</p> <p>16- 2020/21 IT to review 20 questions document and circulate to FGBIT Rather than each governor complete the 20 questions, questions to be circulated and 4 to be picked for discussion at the next meeting. By the end of the academic year intention was to cover all 20 questions.</p> <p>NEARS Policy adoption process to be agreed IT Ongoing – WSCC had released more policies</p> <p>IT/RMc to complete walk round school to itemize jobs needed for working day volunteers IT</p> <p>Superseded by events – closed</p> <p>WSCC governor team to be notified of JC move to co-opted governor post Clerk</p> <p>Completed</p> <p>Governors to email IT if they are available to attend SIP planning morning on 3rd September</p> <p>2021 All Completed</p> <p>WM to speak with Clare regarding attendance at the December meeting WM</p> <p>WM to circulate school values as agreed by governors WM</p> <p>Governing body structure to be added to October FGB for approval All Completed</p>	
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5	<p>Headteacher matters – verbal update</p> <p>A written report would be submitted to the next meeting. WM gave a verbal update. The key points are highlighted below:</p>	
5.1	<p><u>Successes/challenges</u></p> <ul style="list-style-type: none"> • There had been a good level of attendance and parents were respecting the headteacher request that all children when tested were kept at home until negative PCR result. DfE guidance does state that children can return to school whilst awaiting PCR result. • Children had settled well and there had been very noticeable improvements in challenging behaviour. • The plans for “nature ninjas” were progressing, the ground had been cleared and a sponsored walk organised. All children would have some provision. The children would be set a challenge to design a logo. • In terms of challenges, everyone in school was struggling. Everyone had been affected by the pandemic in some way. • Staff morale was good, but both staff and children were very tired and ready for half term. • There was a variety of levels of learning in classes, and there was now even more of a stretch of ability. • Funding was a challenge, there was a lot of work that needed doing, such as sound system in the hall but the finance wasn’t available to fix it. • Curriculum and resources to support teachers with learning – got funding for websites – schools can buy into sets for lessons • There were some issues in terms of behaviour. Children did not have the self control, Covid and family situations during the pandemic had an impact on behaviour with children forgetting how to behave in school. Teachers were having to pull children up on things they wouldn’t have had to do pre Covid. As a result, teaching was hard work. <p>Q: Is this type of behaviour effecting a certain number of children? Have you identified a solution to manage the behaviour?</p> <p>WM confirmed that this was affecting a lot of children and that teachers were working very hard to keep it under control. Zones of regulation had been considered for use across the whole school, but was decided to target its use where individuals really needed it. This means that in some classes it isn’t used at all this year (Mill) but is used in others for individuals/small groups rather than whole class. Consideration has been given to introducing it for whole classes, although this intervention does not really tackle the low level, disruptive behaviour that we are currently experiencing a rise in.</p> <p>Q: Do you think that the strategies you used pre Covid will not work post Covid?</p> <p>WM responded that pre Covid, teachers could give stickers for good work/behaviour and that now the children did not want stickers. As a result of Covid there was a lack of communication between parents and teachers and there was a need to work in harmony with parents. There seemed to be lack of respect for adults.</p> <p><u>Data – Attendance</u></p> <ul style="list-style-type: none"> • Attendance for the autumn term 2021 was 95.76%. In comparison attendance for autumn 2020 was 96.7%. • The numbers on roll for autumn 2020 was 127, for autumn 2021 it was 124. • There were 19 new starters in Reception in September and 18 leavers from y6 in July. • 5 children left the school in July 2021 and 5 left during the academic year. • 3 children joined other year groups in September 2021, • 5 children joined during 2020-2021. <p>There followed a discussion regarding the advertising of school spaces on Facebook.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> • WM confirmed that staffing had in the main stayed the same. Some TA hours had been lost as one child had transferred to specialist provision. • Staff morale and wellbeing was good although as previously mentioned staff were tired. <p><u>Performance Management</u></p> <ul style="list-style-type: none"> • WM’s appraisal had been delayed • Teacher appraisals to be beheld once WM’s was complete. • All teachers would have a target around SEND/additional needs, plus curriculum leadership. <p>Q: Can we cross reference teacher targets?</p> <p>WM confirmed that this was possible.</p> <p><u>KPI’s</u></p> <p>It was highlighted that the catch up funding had been spent differently across the school.</p> <ul style="list-style-type: none"> • Forest class had an additional teacher • Lake did lots of different things <p>Teachers had been asked to evaluate the impact of the support:</p>	
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5.5		

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6	Curriculum Delivery Update	
6.1	<p><u>Understanding of the Curriculum – Trial of the change to teaching and learning spellings</u></p> <p>WM explained the trial of the change to teaching spelling and advised that Y6 was trialing a new approach to teaching and learning spellings. This was a new programme by Jane Considine, and the emphasis was on using spellings in writing. There were 'low stakes' spelling tests in class, but no spellings set as homework using this programme.</p> <p>Q: How do you measure success in terms of how it works?</p> <p>WM responded that whilst there were no spelling tests the programme used a set of words at the beginning of the year. These were tested at the beginning of the year and at the end of the year the children did the same test. Secondly 15 words were on the walls in classrooms and at the end of a couple of weeks the children did quiz. In the first cycle most children scored 12/13/14.</p>	
6.2	<p>WM added that historically the curriculum was themed and everything the children did was on one theme, eg pirates. There was now more focus on catch up. Taken each subject and asked what skills and knowledge do we want the children to have? What does the child need to know and how do we ensure coverage?</p>	
6.3	<p><u>Split Year Groups</u></p> <p>WM highlighted that the use of split year groups impacted on this. The school had a partial split and the splits could change over time eg forest There were 8 possible pathways to go through the school which made planning difficult. As a result unable to have a simple year or 2 year rolling programme. Tracking possible journeys had caused issues when assigning curriculum coverage. It was suggested that flow chart showing the possible journeys through the school would be helpful.</p> <p>.</p>	
7	Mental Health and Emotional Wellbeing	
7.1	<p><u>Policy</u></p> <p>JD advised that she had looked at the policy and that she would be the link governor responsible for MHWB. She had spoken to staff and whilst tired they were upbeat.</p>	
7.2	<p><u>Staff and Pupil Wellbeing</u></p> <p>The children were positive about being back in school. There were low behaviour levels.</p>	
7.3	<p><u>Support from County</u></p> <p>The Headteacher advised that there had been major issues with one family during the last academic year and that she had been in contact with WSCC since July for help and support. Unfortunately, this was lacking and had an impact on WM's ability to do the job. WM advised that discussions had been held with Paul Wagstaff. WM added that in the future if a similar circumstances occurred she would look to governors for support in taking a lack of support/guidance to WSCC/Paul Wagstaff.</p> <p>Q: Has this situation been resolved?</p> <p>WM responded that part of it had been resolved and added there had been 3 subject access requests.</p>	
8	School Development	

8.1	<p><u>Strategy and Vision</u></p> <p>IT advised that the school had revisited the objectives and vision. This was now on the website and a governor letter would be sent to parents detailing the strategy/vision.</p>	AP3: IT to send out governor letter to parents regarding the SIP
8.2	<p><u>SIP Objectives</u></p> <p>The SIP was a work in progress. Governors were happy with the overarching improvement priorities (detailed below) and the Early Years document.</p> <ul style="list-style-type: none"> • Emotional health • Deliver and curriculum • Foster stronger sense of responsibility in pupils • Celebrate learning and achievements in school and raise profile of the school <p>Governors agreed the updated SIP objectives.</p> <p>IT confirmed that he would meet with WM after half term and respective link governors for each area of the SIP. WM added that the governing body should have a Early Years link governor. Governors were asked to consider if they would like to nominate themselves for the role.</p> <p>There was a discussion regarding how often the SIP should be reviewed, it was felt that this should be over 2 years</p> <p><u>SEF</u></p> <p>It was discussed that the SEF should also include 'open the book' activities.</p>	AP4: meetings to be arranged with respective link governors.
8.3	<p><u>Covenant Agreement</u></p> <p>It was confirmed that this went to the PCC 2 weeks ago. The agreement would be signed by the Church Warden and IT. It was suggested that this should be hung in the school reception once signed.</p>	AP5: Governor to consider if they would like to be the curriculum link governor
8.4		
9	Monitoring	.

9.1	<u>Sports Premium</u> It was confirmed that the sports premium section on the website was up to date.	AP6: LD to be invited to the spring FGB to talk about sports premium AP7: New pupil premium strategy and impact from 2020/21 to be discussed at the December FGB
9.2	<u>Curriculum monitoring</u> The focus was those children in catch up. It was agreed that RC and CR would link in with WM and arrange some monitoring. This should link in with lesson observations with WM.	
9.3	<u>Autumn Learning Walk</u> It was agreed that someone from curriculum, safeguarding and welfare should link in with the learning walk. RT to do learning walk too.	
9.4	<u>Reception</u> It was confirmed that a survey focused on the experiences of both parents and children would go out to the parents of reception children. A wider survey would be conducted after Christmas.	
9.5	<u>Collective Worship</u> To be discussed at a later date	
9.6	<u>Pupil Premium</u> The PP report for this year and the impact of 20/21 spend should be published on the website by December 2021. It was agreed that the impact of 20/21 spend should be discussed at the December FGB.	
9.7	<u>Health and Safety</u> DP to complete walk around with AG before next FGB.	
10	Policy Review	
10.1	IT confirmed that the priority was to ensure that the statutory policies on the website were up to date. IT added that if there were a number of policies for a FGB meeting, these would be allocated to specific governor. The following policies were agreed: <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Register of Pecuniary Interests • Designated teacher for looked after children and previously looked after children 	
12	Reports from Committees/Link governors	

12.1	<u>Safeguarding</u> JF reported that there were no issues.	AP8: LP to look into the SLA with Diocese and confirm training was still available
12.2	<u>SEND</u> CR reported that the following: <ul style="list-style-type: none"> • 18 children on the SEND register and • 3 pupils with an ECHP with a further ECHP in the process. • By the end of w/c 18th October all ILP's would be in place. 	
12.3	<u>Training</u> LP confirmed that everyone had completed the safeguarding training including KCSIE. LP confirmed that the new governors had the links to the training websites. There was a discussion regarding the Diocese training and if this was still available.	
12.4	<u>Marketing</u> There had been 2 articles in the Mid Sussex Times. RMc confirmed that he was producing a document for the school and a video. He added that the village fete had been a success and thanked those governors who had helped on the day.	
12.5	<u>Health and Safety</u> <ul style="list-style-type: none"> • The following works were reported as completed: • Decoration of mill corridor and gallery • Step edges painted in high visibility paint • Taps replaced in boys/girls toilets • Mill deck repaired • Stage area – the rotten stage area had been made safe • First aid training cupboard completed. First aid boxes inspected and compliant <p>The Premise inspection highlighted the external door to Lake needed repairing, and there was a minor leak in Coombe storage room.</p>	
13	GDPR, Cyber and Physical Security	
13.1	LP reported that there had been 3 minor GDPR breaches.	AP9: LP to circulate GDPR report to governors
14	Chairs Business	
14.1	<u>Clerk Update</u> IT advised the advert had been re-advertised twice without success. The advert had gone out again. JC was currently supporting the role but there was a need for other governors to assist.	
14.2	<u>Succession Planning</u> IT to speak to everyone on a 1-1 basis to confirm current plans and governors aspirations to take on new roles. <u>Open Evening</u> Governors were asked to attend the open evening on Tuesday 9 th November which presented an opportunity to re-engage with parents.	
15	Any other business	

15.1	<p>IT informed the meeting that he had booked a room at the social club for the next governors meeting. This would commence at 6pm.</p> <p><u>Sponsored walk</u> WM advised that the sponsored walk would be taking place w/c 18th October 2021 and asked governors to attend if possible.</p> <p><u>PTA Christmas Fair</u> There was a discussion whether governors should have a stall at the Christmas Fair</p>	AP10: IT to send email out regarding the next meeting
16	Date and time of next meeting	
16.1	The next meeting will be held on Thursday 9 th December 2021 at 6pm.	