

**KINGSKERSWELL C of E PRIMARY SCHOOL**  
**AGENDA OF THE FULL GOVERNING BOARD**  
**18 January 2022 at 5.30 PM**

Name		Attended	Apologies received	Apologies sanctioned
Jenny Benney	JB	YES		
Rev'd Michael Wilkie	MW	Yes		
Rachel Miller	RM	No	Yes	Yes
Paul Palmer	PP	Yes		
Laura Twamley	LT	Yes		
Amy Vine	AV	Yes		
Sarah McDonald	SM	Yes		
Sam Vine	SV	Yes		
Matthew Loosemore	ML	Yes		
Susan Robinson	SR	Yes		
Vicki Payne-Cater	VPC	No	No	
Adam Devine	AD	Yes		
<b>In Attendance</b>				
Louise Lloyd	LL	Yes		
Karen Strachan	KS	Yes		

	AGENDA ITEM
1	Welcome, apologies and sanction of apologies.
2	Minutes of the FGB Meeting on 09.11.21 . The minutes were agreed as a true record of the meeting.
3	<p>Matters Arising from previous meeting :</p> <p>LL to check that Governor Training records were up-to-date. <b>ACTIONED</b></p> <p>HPM meeting arranged for 16.11.21 1.30 p.m. <b>ACTIONED</b></p> <p>RM to publish information on the school website about contingency plans <b>ACTIONED</b></p> <p>Pay and Performance Panel Meeting arranged for 24.11.21 @ 5.30 via zoom. <b>ACTIONED</b></p> <p>Paul Palmer, Rachel Miller, Amy Vine, Sarah McDonald, Sam Vine , Matthew Loosemore, to attend Multi School group Roadshow <b>ACTIONED</b></p> <p>KS to come up with a draft policy (Administering Medications) - for agreement by Governors at next FGB meeting. <b>SEE ITEM 18</b></p>
4	Declarations of Interest for Items on the Agenda. None received.
5	Curriculum Development . <b>Action point: Agenda item carried forward to next FGB.</b>
6	Re Appointment of Paul Palmer as Co-Opted Governor ( 4 yr term of office concludes 16.01.22) <b>Decision: Paul Palmer's re appointment was formally agreed by the FGB</b>
7	<p>Update on Governor Vacancies :</p> <p>(Foundation Governor &amp; Parent Governor)</p> <p>1. <b>Foundation Governor.</b> Rev'd Wilkie said it was extremely disappointing that Heather Cooper had taken the decision to step down. He was continuing to ask about to try to find a replacement, but so far no one had shown an interest.</p> <p><b>A Governor asked what the criteria was for a Foundation Governor?</b> Please see Agenda Item 21 - addendum point</p> <p>2. <b>Parent Governor.</b> It was discussed and agreed that the Parent Governor vacancy would be advertised in school newsletter and Facebook page. <b>Action point: Parent Governor vacancy to be advertised in school newsletter and Facebook page - KS.</b></p>
8	TORS for Lead Governor roles:

	<p><b>Mental Health &amp; Emotional Wellbeing</b> - KS informed the meeting that the Government had added funding to ensure that all schools had a Senior Leader who led on Mental Health &amp; Emotional Wellbeing. KS was in the process of doing a strategy for this role and offered to draft the Terms of Reference for the lead Governor role at the same time. <b>Action point : KS to produce a TORS for Lead Governor Mental Health and Emotional Wellbeing.</b></p> <p><b>SIAMS/SEF</b> – It was discussed that Rev'd Wilkie had been asked to take on Lead Governor role for SIAMS/SEF. However, SIAMS/SEF was a standing agenda item at Ethos Group meetings of which Rev'd Wilkie was a committee member .</p>
9	<p>Monitor Governors' visits to school, including receive report from Maths Monitoring Governor.</p> <p>SR , Lead Governor, SEND provided a summary of her virtual visit completed on 8 December. SR intended to complete another visit in the half term, which she hoped would be face to face.</p> <p>PP highlighted that Governors were asked to complete visits a minimum of termly. The Governing Body needed to be able to evidence in the event of an Ofsted inspection Governor's continuous engagement with their subject leads, evaluating and challenging where necessary.</p> <p><b>In response to a question raised by a Governor,</b> KS advised that Governor face-to-face visits in school were fine now; if this changed, she would let Governors know. It would be a good idea if Governors had lateral flow tests before they came into school (The school had a supply of lateral flow tests if Governors were struggling).</p>
10	<p>Headteacher's Report</p> <p>The Headteacher report was emailed to all Governors prior to the meeting, no questions were received.</p>
11	<p>Discuss School Development plan &amp; Key School Improvement Priorities</p> <p>KS noted that they were currently in the process of reviewing &amp; doing the new school development plan. Governors would receive a copy of the school new development plan in April, which would be linked to SIAMS/SEF.</p>
12	<p>Overview of data</p> <p><b>Prior to the meeting a Governor raised the following question via email to KS. Re End of Autumn Term data. please can you provide an overview of what targeted action will be made address the significant drop recorded in the year 4 data i.e. only 37% of all children at ARE with only 28% reaching FFT Reading? Is the school concerned about the year 6 data with only 49% at FFT? What additional measures will be used to bring this data up closer to the FFT in the next 2 terms, leading up to SATS in the summer.</b></p> <p>KS presented a written report to Governors in response to the above.</p> <p>KS explained to Governors who did not know , what FFT was i.e. the school put all previous data into an online website (FFT), this gave school targets for year groups and what they should achieve based on their previous attainment in EYFS and key stage 1</p> <p><b>In response to a question raised by a Governors,</b> KS confirmed that:</p> <ul style="list-style-type: none"> <li>• In Yr 4 56% of children were going to hit the FFT target of 74% .</li> <li>• In order to keep track of what was happening, KKPS continued to put in historical data/did the necessary assessments , when schools were not doing data officially.</li> <li>• Children that have come to KKPS after Covid, it was not known what their starting points were as other schools have not done the data.</li> </ul> <p>A Governor mentioned that homework was something that parents could try to help with and home schooling writing was the time/area that slipped. A lot of homework was now electronic and many children typed their answers. Should they be encouraged to write their answers and then scan the document back in? LT pointed out that Yr 5 children were writing out their homework in their homework book, taking pictures and then uploading it to google classroom. Children who struggled at home with uploading, came into school and uploaded it. Maybe it was a trend in lower years with families who have technology that</p>

	<p>homework was done electronically.</p> <p>KS suggested that teachers needed to have discussion across the school, so there was consistency. Tutoring money was being used for additional maths support, KS had been looking at what tutoring money there was for writing as well.</p> <p>A Governor thanked KS and Wendy for preparing the data.</p> <p>A Governor commented that the discussion regarding data had been very helpful and suggested that there needed to be more of these conversations, if Governors got asked questions by Ofsted it was useful to be able to respond with this kind language and describe these kind of activities and initiatives.</p> <p>KS said it would be a good idea when Pupil Progress meetings were held if a Governor dropped in and heard what conversations were going on. <b>Action point: SV Curriculum Lead to attend a Pupil Progress meeting.</b></p>
13	<p>Review arrangements for reporting to parents</p> <p>KS advised Governors that the report format was reduced down considerably last year and this year the same report format would be maintained. Parent consultations were coming up March. It was unclear at the moment whether this would be face to face or on line, but when KS did the survey, overwhelmingly parents wanted face to face.</p>
14	<p>Receive update regarding any changes in staff.</p> <p>KS further advised that when Sophie left, Jenny moved into Yr 5 and KKPS employed a teacher (also called Jenny) to cover Yr 4. Jenny was an experienced teacher, she had settled in well and was doing a great job. Similar to other schools KKPS was struggling to appoint TA's.</p> <p>Beverley Jackson had been employed as new counsellor – one day a week as top up for children who needed more than Thrive. An MTA had also been appointed.</p>
15	<p>Report from Pay and Performance Panel Meeting</p> <p>The Pay and Performance Panel Meeting was held on 24.11.21 via Zoom. KS pointed out there had been nothing controversial for attendees to discuss, the school did not have any issues with members of teaching staff.</p>
16	<p>Receive School Business Manager's report and Budget FRS .</p> <p>The School Business manager report was circulated to Governors prior to the meeting, no questions were received.</p> <p>AV additionally reported :</p> <ul style="list-style-type: none"> <li>• Surplus : both provisions (School and Wrap Around) were looking healthy at the moment.</li> <li>• Pupil numbers: The dead line for parents to make an application for primary places in September was on 14 January 2022. We have been monitoring this on the DCC portal. We planned for 60 new admissions , we currently had 39 parents selecting KKPS as their first choice,12 for second choice and four for third choice. Parents would be notified in April regarding places, KKPS would then know what the numbers were and parents given the chance to go for their second choice if they did not get their first. There would be a second round of applications in May.</li> <li>• Budget: Has to be approved by DCC by 1 May 2022. The FGB in April was currently scheduled to take place on 5 April 2022, but this would not tie in with when reception numbers were released. RM, KS &amp; AV needed time to sit down and were suggesting that the date for the April FGB was moved to 26 April 2022, AV would then be able to get the Budget to DCC by 1 May 2022.</li> </ul> <p>In response to a question raised by a Governor regarding Benchmarking , AV stated that she had arranged to meet with AD the following week to look at Benchmarking. They intended to meet again in March to look at SSVS (deadline still 31.03) and also have a look through action plans. AD would have an involvement as</p>

	Lead Finance Governor for the Budget.
17	<p>Review progress of identified building/maintenance works.</p> <p>AV informed Governors that in April 2021, KKPS had a CDC2 inspection from Government Surveyors who came into the school to do a conditions survey. AV received their report just before Christmas and had made a few bullet points. AV had not had time to implement anything, but no urgent works were identified. AV would work through this, which would also link to AV putting a Buildings Action plan together for the next 3 years - due in February after half term. AV would share the Action Plan with Governors once approved, this would link with the Budget and School Key improvements.</p> <p>A Governor said it was pleasing to know that the Government Surveyors, did not identify any major areas of concern</p> <p><a href="#">In response to a question raised by a Governor re Holiday Club uptake</a>, AV said she had a very good uptake from parents on the holiday provision. AV also had a meeting with Sharon, Early years and Warren DCC Finance via Zoom. AV submitted a business proposal and financial spreadsheet; this flagged some issues around staffing. AV was looking to implement the provision 5 weeks a year in the school holidays. AV had gone back to the drawing board at the moment to look at all issues &amp; work out the staffing situation, she would then have a discussion with SLT, Governors and then go back to DCC for approval. Financially it looked great. AV sent out an email to staff yesterday stating that she was looking for a Play Leader and Play Workers. AV planned to allow a week for staff who were interested to get back to her and would then advertise externally. If there was no interest in the roles, AV could not run the provision. AV did not want to commit herself 5 weeks a year to be a Play Leader.</p> <p><a href="#">In response to questions raised by Governors</a>, AV stated that she planned that the 5 weeks would be spread over – 1 week in April, 3 weeks in summer and 1 week in October half term, but nothing was confirmed yet. DCC have suggested lots of ways the provision can be grown, rather than saying KKPS had to do it a certain way.</p>
18	<p>Policies:</p> <p>Capability of Staff Policy (annual) Whistleblowing Policy (annual) Accessibility Plan (every 3 years 2022) Administering Medications (Draft policy) <b>CARRIED FORWARD</b></p> <p>The above Policies were circulated prior to the meeting, no questions were received.</p> <p><a href="#">A Governor referred to the Accessibility plan : Better access to Forest School for wheelchairs/ building flatter garden and asked if there had been any thinking if there was accessibility for Forest School this potentially could open up Forest School to children from specialist schools &amp; adults in wheel chairs.</a></p> <p>KS noted that they had looked in previous years at installing a surface and was something that perhaps she could revisit with AV.</p> <p><a href="#">The FGB approved the policies.</a></p>
19	<p>Ethos group</p> <p>LT summarised that last week she attended the SIAMS hub and received an update from Ed Pawson, Diocese of Exeter. The new schedule was released in September 2020, which was the new SIAMS/SEF framework against which KKPS would be judged. The Diocese was now asking schools to provide a 2 page A4 summary and the SIAMS/SEF which was 20 – 30 pages as an optional. From conversations with Ed Pawson and other schools who have already attempted this, it was really difficult for a school to summarise ‘<i>who you are and what you do</i>’ in 2 pages. Last week KS and LT worked really hard and updated the SEF against the new framework, putting in new provision, where the impact is. Impact is what we are looking for, we know who we are, we have the vision and the values, it was the impact that what we are doing is delivering, which was still a huge focus in the SEF. When the school had an inspection it would need to provide the SEF. Ed also said the school website was a window to who we are, we need to sell our self</p>

	<p>through the website, this also needs to be doable, as far as asking teachers to provide things for the website which needs to be sustainable. The school Facebook account was giving a glimpse of what happens in school . Tatiana Wilson was coming to look at the SEF on 28.02.22 ( JB asked to attend) , by that date LT hoped to have the 2 page summary ready for Tatiana to have a look at. The next Ethos Group meeting was planned for 01.02.22.</p> <p>LT suggested that at the FGB meeting in April, Governors gain an understanding of the SEF in greater depth so they will be able to critique the content of each of the seven strands, focusing on a section at a time. At the next inspection, curriculum, rather than data, will be a bigger focus.</p> <p>All Governors thanked LT for all her hard work.</p>
20	<p>Multi-School Grouping Policy – Diocese of Exeter</p> <p>Action point: carried forward to next meeting.</p>
21	<p>Chairs Other Business</p> <p>ADDENDUM POINT Outside of the meeting LL contacted the Diocese who advised that the criteria for Foundations Governors was :</p> <ul style="list-style-type: none"> <li>• Regular worshipper at Church of England services</li> <li>• Regular worshipper within one of the Member Churches of ‘Churches Together in Britain and Ireland’ (CTBI)</li> <li>• By exception, an individual may be appointed as Foundation governor who was not a regular worshipper at one of the churches in the groups listed above, but a person who was committed to uphold the Christian Ethos of the school.</li> </ul> <p>A Foundation Governor was responsible for supporting and upholding the faith and beliefs of the Church of England within school, a member of the School Ethos committee/group and could also take on a Lead Governor role according to their skill set. A reference from the relevant church leader must be provided , when the ‘exception’ criteria is being used, the nominee is required to meet with the exofficio Foundation Governor. The formal appointment of Foundation Governors is undertaken via the Exeter Diocesan Board of Education.</p> <p>Date of Next Meeting 1 March 2022 face to face</p> <p>Meeting ended 19.02.</p>