

**THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL**

Minutes of the Governing Body Meeting held at 6.30 pm, remote via Teams on Monday, 8<sup>th</sup> July 2024.

PRESENT

Mr R Michael (Chair), Mrs S Hull, Mrs E Hurst, Mrs E Johnson, Mrs H Kerr, Ms J Lavery, Miss E Taylor (Head Teacher)

IN ATTENDANCE

Mrs A Sahota (Minute Clerk)  
Mrs S Latham (Associate Member)

87. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

88. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items were notified to be raised under Any Other Business:

- OFSTED Training – It was agreed this could be covered under Governor Training/Visits
- Parent Election – it was agreed to pick this up under Representation below.

89. REPRESENTATIONS

The following matter of representation was noted:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Helen Jackson	LA	19.6.2024

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs E Hurst (re-appointment)	Staff	21.6.2024

To report the following vacancies:

**2x Foundation (including ex-officio)** – Julie Anderson had been emailed to visit the school and no response was received to date. Mr Michael agreed to follow this up again.

**1x Parent** - Miss Taylor advised governors that she had run the election and at close of nominations had received 2 nominations, both candidates had different skill sets and agreed both would be an asset on the board. Unfortunately, given there was only one vacancy it was agreed that a ballot would be necessary. It was agreed to liaise with the

unsuccessful nominee and offer them the opportunity to consider being appointed as an associate member.

**1x LA** – The clerk explained that although this seat was the responsibility of the LA to fill if there was anyone the school felt was suitable, they could be asked complete the application as long as they were not a parent of a child at the school or member of staff. Mr Michael considered whether it would be helpful if he swapped seats. It was highlighted that if this was something that the board considered doing, the panel, who considered LA applications, would require a clear rational why and for this to be submitted with the application for consideration by the panel.

90. MINUTES OF THE MEETING HELD ON 20<sup>th</sup> MAY 2024

**RESOLVED:** That the minutes of the meeting held on 20<sup>th</sup> May 2024 be approved subject to the following amendment:

Minute 76 (b) “Ms Lavery” to read “Ms Kerr”

91. MATTERS ARISING / ACTIONS

The following Matters Arising / Actions were reported:

(a) Governor Induction (Minute 76 (a) refers)

The Chair had followed up on this action with Mrs H Jackson and Mrs A Kalinowski who had agreed to come back with some convenient dates. Mrs Jackson had since resigned.

**ACTION 1:** Mr Michael to chase up again with Mrs A Kalinowski.

(b) Working Party (Minute 54(e) refers)

Miss Taylor apologised that she had not yet completed this. She agreed to have this completed by the end of this term and share with governors.

**ACTION 2:** The committee structure / planner for 2024/25 to be completed by Miss Taylor and made available to all governors

(c) Pupil Safety (Minute 76 (c) refers)

Although a face-to-face meeting had taken place with Cllr Taylor it was reported that this had not been to discuss the original matter. The focus of the meeting attended had been to discuss the flooding and the culvert.

Details of this meeting had been discussed at length at the S & R committee meeting which would be covered later in the meeting.

(d) Policies for Review - EpiPens (Minute 76 (d) refers)

Ms Lavery had spoken to Mr Needs regarding an emergency EpiPen for the school who had advised that these were available at a charge. Miss Taylor agreed to follow this up.

It was reported that schools could also hold emergency inhalers (available from a pharmacy) for pupils who did not have one. Guidance allowed schools, in the event of a severe emergency, to use another child's inhaler. Any child taking the school's emergency inhaler home, parents would be expected to replace this with a new one from their child's prescription.

**ACTION 3:** Miss Taylor to purchase an emergency EpiPen and inhaler for the school.

(e) Governor Training – Safeguarding Visit (Minute 76 (e) refers)

Notes had been uploaded onto Sharepoint and available to all governors.

(f) Action Log (Minute 54(k) refers)

The Chair reported that extraction of the Action Log from draft minutes had been done in part and would be completed by the end of this academic year and uploaded onto SharePoint.

**ACTION 4:** The Chair is to complete uploading the Action Log onto SharePoint.

(g) Safeguarding – RAG rate Safeguarding Document (Minute 76 (i) refers)

Miss Taylor advised that most governors had returned the OFSTED questions with their rag rating.

**ACTION 5:** Miss Taylor to email those governors who have not returned their rag rated questions asking them to do so promptly

**Q: What is the intention of this exercise?**

A: It is an audit of skills sets and to help identify strengths, any gaps as well as establishing areas governors are confident on and any areas where Miss Taylor may need to share more information on with governors.

(h) School Council / Ethos Group (Minute 76 (j) refers)

Miss Taylor reported that this action had been given some thought. Given no one had come forward Miss Taylor and Mrs Hurst had looked at how the roles could be made easier/streamlined. It was agreed to report on this later in the meeting under SDP.

(i) 3-Year Budget Forecast (Minute 80 (c) refers)

This would be covered later in the meeting.

(j) Link Governor Visit Report (Minute 82 (a) refers)

Ms Lavery reported that she had been unable to undertake the MFL visit due to some staff absences.

Miss Taylor reported that MFL (French) was currently the least developed subject. Mrs Morris had been the lead on this subject, and it had been agreed to purchase KAPOW to support future development of the subject. The benefits of this scheme were that it included CPD videos, pronunciation and mouth shapes that pupils could copy.

The Kapow scheme of work/ lesson planning had been considered as part of the recent Curriculum review and a new long-term plan for French agreed.

**ACTION 6:** Ms Lavery to defer her MFL visit until the Autumn term (first half term). A Geography visit would also be completed.

**ACTION 7:** Mr Michael to undertake a Maths and SEN visit before the end of term

**ACTION 8:** Ms E Johnson to conduct a Safeguarding Visit next week Monday or Tuesday.

Mrs Latham reported that she was still awaiting confirmation from governors regarding their addresses and whether they had lived or worked abroad. Those governors present at the meeting verbally confirmed that the address on file was correct and that they had not lived or worked abroad except Ms Lavery.

**ACTION 9:** Mrs Latham to follow up with remaining governors.

(k) Register of Business Interest (Minute 84 (e) refers)

Governors were reminded to complete the online RBI form and submit by the deadline date of 31 August, sooner if possible.

92. REPORTS FROM COMMITTEES

(a) Safety and Resources Committee held on 13 May 2024 and 24<sup>th</sup> June 2024

Both sets of minutes of the Safety and Resources Committee meetings were available on Sharepoint. It was reported that the 13<sup>th</sup> May meeting minutes had been covered at the last full governors meeting (20<sup>th</sup> May 2024).

Ms Lavery provided a summary of the discussions held at the S & R committee meeting held on 24<sup>th</sup> June, as follows:

- Staffing Changes
- Budget – Given it was so early in the financial year there had not been much to report on in terms of expenditure or other issues
- Premises – Flood. On 18<sup>th</sup> June there had been a major roof leak into the corridor by Apple class. The cause of the roof leak had now been resolved although some further discussion was still required around whether there had been any permanent damage or any replacement of ceiling /floor tiles required. This would continue to be monitored by Mr West.
- Culvert – There had been an issue with culvert. Due to the heavy rainfall the level had risen which had resulted in it overflowing onto school grounds and also onto neighbouring gardens. The effected neighbours had contacted the school and a meeting was held on 3<sup>rd</sup> July. It was reported that one neighbour was proposing to claim on school insurance. This was now an ongoing process.
- Land ownership and where the responsibility lies was something which needed to be resolved as a matter of priority. Discussions had also taken place regarding the Developers and whether the ditch was insufficient and the drain too small.

- A very similar conversation had taken place at a 2<sup>nd</sup> meeting with the other neighbour and it was agreed that responsibility and ownership needed to be clarified so that the school could try and avoid happening in the future as well as whether the culvert was fit for purpose given the change in climate and increase of rainfall.
- Cllr Taylor had been present during one of these meetings and had agreed to follow up from the LA's perspective.
- Mr Michael had agreed to reach out to Mr Dean Morgan (Carter Trust) for further information.
- A safeguarding issue had also been identified – Miss Taylor had spoken to the gentleman who had come onto the school premises and requested the school be contacted before visiting. The gentleman's email and address had also been obtained so that the school could follow this up in writing, if necessary
- A question had arisen from the 3 July meeting re the school's emergency procedures for dealing with such situations – it was highlighted that this was all covered within the school's policy under dealing with general flooding in school.

(b) Children and Families Committee – 18<sup>th</sup> June 2024

Mr Michael provided a brief summary of the discussions held at this meeting as follows:

- The committee had discussed the predicted end of year outcomes for EY, Phonics, KS1 cohorts and vulnerable groups
- The committee noted that Early Years were doing very well 10 out of 13 pupils had achieved a GLD which was very positive to see.
- Phonics YR1 – out of this cohort 16 pupils had passed the phonics screening. Although 3 pupils had not achieved the required score they had made significant progress.
- Phonics YR2 – out of the 5 YR2 pupils, 3 achieved the required score, 2 had not, one pupil was disapplied
- The Monster Phonics programme continued to be refined – Mrs Weatherhead was now a recognized trainer for this programme, which enabled the school to have more of an insight.
- KS1 outcomes were looking very positive.
  - Maths was particularly strong (All pupils 91.7%),
  - Writing – Although improvement on previous year (seeing benefits of new scheme of work but need another year to see the true benefits). Progress over time was excellent.
  - Reading – 75% - looking positive and pleasing
- Overall, very pleasing results – great progress had been made
- Mr Michael asked for governor volunteer(s) to conduct a curriculum visit especially covering Science and meeting with Mrs Horword, Geography and History. Ms Lavery volunteered to conduct this visit in the Autumn term
- Some policies had also been reviewed by the committee
- The committee had also conducted a deeper dive into the D&T curriculum which had been reviewed to include Kapow and other new schemes of work

93. HEAD TEACHER'S REPORT / DATA REPORT / WELLBEING AND GOVERNORS' QUESTIONS

The Head Teacher's report was circulated to all Governors prior to the meeting and the following areas were highlighted and questions raised.

(a) School Context

Number on Roll and Distribution – There were currently 79 children on roll (the distribution within each class was as listed within the report).

Miss Taylor highlighted that there had been some movement in school, which was unexpected normally at this time.

Two pupils (in Years 3&5) had moved out of area. These pupils were currently awaiting a place at their new schools following the completion of ICAF's. The school were currently reporting these pupils as missing in education as they were still on the school's roll and not yet attending either school.

There were 15 places allocated for September 2024 intake, two children had deferred their places; one until the following academic year, and one until April 2025 due to SEND need of the pupils.

It was reported that another child had applied and been allocated a place in Reception. Unfortunately, another family's house sale had fallen through, therefore the family had decided to move their child from Flockton to join their younger siblings school.

**Q: Regarding the 2 SEN pupils given these pupils have allocated places do we have to keep the places and can we include them in the October census even though they have not joined the school?**

A: We can fill one place, as it is a whole academic year (which we have). The other place no we cannot fill

**Q: Does that mean we would only have 13 places remaining the following year?**

A: No, there were 15 then another pupil was given a place, so this went to 16 places and one child deferred so we are back to 15.

**Q: No, it is more about the following year. If 2 are deferring i.e., 2025) does that mean there are only 14 places available for next year.**

A: I am not sure. Sometimes they do allow numbers to go over. I would need to check.

**Q: What is the impact of only having 17 children in Sycamore (YR3)?**

A: Just the funding we receive and the impact on staffing. In terms of pupils development none. YR3 is a strong cohort, and pupils do mix across the whole class and play together.

(b) Attendance

Attendance figures were slightly down (95.1%) compared to last year, which was due to the recent sickness bug and chicken pox in school. Miss Taylor reported that there appeared to have been lots of illnesses within school this year which had impacted on the school's attendance target.

**Q: The 2 pupils who appear not to be in school will they pull our attendance down?**

A: Yes

**Q: Are we making phone calls and carrying out home visits whilst the pupils are off?**

A: Yes, we have phoned the parents but have not carried out a home visit. We do make virtual calls.

(c) Safeguarding

There had been no bullying or racist incidents

The following update was provided:

- Children with an education, health and care (EHC) plan 3
- Children on the SEND / additional needs register 13
- Children with a child protection plan 0
- Children with a TAF 4
- Looked-after children (LAC) 0 (4PLAC)
- Young carers 0

Safeguarding and DSL refresher training had been completed by Mrs Hurst.

(d) Premises

The following premises updates were provided:

- Works on the new windows and doors had been completed. The school was awaiting for blinds to be hung in Elder Class.
- The gutter had been cleared by the drive
- New fence in the playground had now been fitted and finished

(e) School Development Plan

It was reported that the school had completed the Reading Hub graduation audit with the English Hub and working with the Hearts for Reading programme.

(f) Sports day

Sports day was due to take place tomorrow, however the weather forecast was not looking good. Miss Taylor reported that even if the weather was fine the school would need to ensure that the field was completely dry before using, due to health and safety. A VIP (Jodie Ounsley, celebrity from Gladiators) was due to come into school to meet with pupils tomorrow. It had been agreed that if outdoor sports day was cancelled a whole school fitness day would take place in the school hall.

(g) Donation

It was reported that a substantial donation had been made to the school, with a request that the money be used to support SEN pupils. Ideas were currently being collated on how to spend this donation. Ideas collated to date included: purchasing

reading books to support Dyslexia, sweets project and outdoor play, subsidise trips and pay for coach costs for the underprivileged pupils, enrichment days, purchasing musical instruments for outside apple class, Cliffe house days, reading packs, develop learning area.

It was agreed that the school would follow agreed processes to validate the donation before accepting and agreeing what it would be spent on.

(h) Staffing

The following staffing updates were reported:

- CM had been off on long term sickness; Claire Pogson had been covering – CM had now returned to work.
- Lia Hough was absent due to sickness. Both members of staff had returned to work.
- Alexandra Hewitt had been appointed in KS2 to replace Mrs Morris – Mrs Hewitt had been highly recommended, and it was felt she would be an asset to the school.
- Amanda Booth – was back in school following a sickness bug.
- Headteacher and staff wellbeing – Miss Taylor advised governors that she had been feeling a little tired but was feeling a lot better now. All staff in school were looking forward to the end of term. Everyone in school had worked extremely hard and morale in school was good.

94. SAFEGUARDING

Safeguarding had been covered earlier under the Head teachers report. Mrs E Johnson had agreed to carry out a safeguarding visit.

95. School Development Planning and SEF review

Miss Taylor reported that a copy of the SDP and SEF had been placed on Share Point.

The following priorities for 2024/2025 were highlighted:

(a) Leadership and Quality of Education

**Writing** – Writing would continue to be a priority next year as outcomes were currently not as strong as Maths – Pathways would be in the second year of a 2-year rolling programme. New resources (books) would be purchased and going forward the programme would be embedded securely.

**Reading** – Data showed that improvements were being made in the right areas. Reading would be a key priority next year. Reading was stronger than Writing however was not as strong as Maths. It was reported that the school had made significant progress embedding Monster Phonics and Reading across the whole of KS1. This was due to the hard work of all the teachers coupled with Mrs Oliver and Mrs Weatherhead who had been working alongside the English Hub and bringing back some good practice to implement within school.

Historically the school had never had anything concrete for Reading in KS2. Although there were many pupils who read well, the school needed to ensure the curriculum was covered. Given the impact of Pathways for writing the school were looking at



purchasing Pathways for Reading to be implemented in September 2024 to ensure full coverage in KS2 only. Pupils who were still struggling with reading and at Monster phonics level, Monster Phonics had introduced some new books aimed at KS2 pupils (content and look for KS2 but still working at phonics level). The school would also be looking at how the school assessed fluency across school, which was a key focus.

**Core subjects** – The school had worked extremely hard over the past few years with the RE syllabus. The school followed the Kirklees (Believing and Belonging syllabus and added to this with Understanding Christianity Syllabus (where units similar could replace with the understanding Christianity). After 5 years the LA had advised that they had now updated the syllabus and given the school was a maintained school the school would have to buy into this and follow. This had had a significant impact and would involve quite a lot of additional work.

**History and Geography** – Although the school were covering the curriculum teachers were not fully confident that the progress was quite where it needed to be. Kapow had a tendency to build up small steps and skills across each year which enabled pupils to build substantive knowledge overtime and digging down into skills. DT and ARTs had been updated and finalised and fitted in with the school's 2-year cycle. History and Geography had also been reviewed but it was now important to enable this to be embedded. All curriculum schemes had been chosen to meet the needs of the school, locality and the pupils rather than using pre-written commercial schemes available online.

The long-term curriculum plan and how this was mapped out was shared with governors, it was highlighted that this was available on the school website to view. Miss Taylor talked governors a few points and highlighted the following:

- A list of the wide range of high-quality textbooks used by each class to drive their literacy, using Pathways, as well as the drivers for writing. Mrs Kerr highlighted that she had noticed that a few of the books linked in with British values which appeared to be an area Ofsted talked to pupils about during an inspection.
- Pathways was a well-researched award-winning scheme which was making a significant impact in schools
- Pupils were really inspired by what they were reading in school (from pathways), and this was encouraging pupils to read other books from same authors
- Looking forward to seeing the success of the school using the Pathways scheme next year
- Miss Taylor advised that she intended to share the list of books with parents asking parents, if possible, for these books not to be read at home due to follow up work in school
- Curriculum statement – Long term plan, Teachers had worked hard finalising this and had been placed on the school website. Miss Taylor agreed to share this with governors

(b) Personal Development

Miss Taylor and Mrs Hurst looked at how the School Council/Ethos group etc could be streamlined and made easier to manage. The proposal going forward was explained as follows:

Miss Hurst would continue with the **Wellbeing Warriors** – as it was felt this would fit nicely with Happiness Heroes. Training would be received.

It had been agreed that the **Eco Club** would be managed by Mrs Booth – the Wow Walk to School challenge included someone coming into school to train on how to encourage pupils to walk to school a little more and it was felt this linked in nicely with the theme of cutting down on pollution/fumes and traffic outside of school the **Eco** group could take this role on.

**Ethos group** - this linked in nicely with Collective Worship and would be picked up by Miss Taylor

**School Council** – Alexandra Hewitt would be asked to run the School Council.

(c) Behaviour and Attitudes

New guidance for attendance, this would be implemented in September. The school had done some significant work on improving behaviour at playtime – however there was still room for some tweaks especially relating to behaviour during lunchtimes.

Professional Development fitted in with spirituality and the SIAMs SEF and SDP.

It was reported that the school had signed up to Healthy Lifestyles, which was all about pupils having healthy lifestyles, making a difference, pupils knowing who they were and celebrating differences. This was a £500 program the school had received for free which included WOW – The Walk to School Challenge which was all about encouraging active lifestyles (children would record at home how they get to school and receive badges and rewards every month). Running alongside this (the main driver) was Happy Minds. Mrs Hurst explained that this was an NHS backed scheme which had been developed for supporting positive mental health and wellbeing across all the school community. This was a recognised scheme with supporting statistics showing that there was a 67% decrease in pupils requiring SENCo support if using the scheme throughout school. 60% decrease in external exclusions and a 42% decrease in CAMHS referrals. This was a great curriculum which would be launched with staff later this week. This was a free scheme, and the school had all the resources, it was felt this scheme would enhance what the school already did, just now needed to be embedded through school. This scheme went hand in hand with the Jigsaw Curriculum and the schools' values and ethos.

96. FINANCIAL MANAGEMENT AND MONITORING

3-Year Budget Forecast

Huge thanks were expressed to Mrs Latham for all her hard work in managing the budget this year. It was highlighted that the school would not be where it was now without her amazing work and stewardship. Despite all the challenges and stress Mrs Latham had placed the school budget/finances in a very positive position.

Mrs Latham had placed the 3-year budget onto Share Point for all governors to view and talked governors through this making reference to the following points:

- 24/25 column was the current financial year - schools had to project for the next 2 years - 2025/2026 and 2026/2027 – the difficulty was that there were a number of unknowns. Therefore, what governors were presented with now would **be** likely to

change. Could only be used as a gauge as to where the school would be if things were based on what had been included.

- LA had re-introduced their calculator this year – this was only a guide on how much funding the school would receive based on the current funding formulae.
- Factors taken into consideration: A 2% increase added to salaries, Increments included where known, lots of experienced staff therefore no further increments, based on 6% for this year and 2% for the next 2 years. Everything else based on 2% inflation.
- 2025/2026 - £21,414 projected deficit – the school would need to report to LA what the school would do to claw back the deficit – all the school could do would be to look at a re-structure
- 2026/2027 - £34,996 deficit – again all the school could do to try and claw back would be to look at another re-structure
- The number of pupils on roll (moved on a year) had been factored into this exercise – Children missing from education, Pupil Premium pupils had been removed from the calculations and new children included. SEN/High needs funding which would continue had also been included. If high needs /SEN pupils go so did the funding therefore impacting on staffing.
- Staffing changes following the mini re-structure this year had been included in the calculations.
- DFC funding to be used for – ICT development (new server required) and refurbishment of KS2 toilets.

**Q: Can you please explain the difference on ETA's?**

A: It does look like increasing, which it is, this financial year we have £60,333 however part way through the year we will get some top up funding. We cannot put this in at the beginning of the financial year, it must be done as a budget adjustment. Therefore, although it just looks like we have £60k it will go up a lot so it will be more in line with the figures we have put in 2025/26 and 2026/2027.

**Q: Can you explain the figure in the Grants/ Sports Premium etc?**

A: We are expecting the Sports Premium to end at the end of this next academic year (August 2025). When this ends so will the expenditure, associated with that which has been factored into this. We do feel it will be the last year for this as it has been greyed out on the calculator. There has been a change in Government so this could have an impact on funding and the curriculum.

**Q: Making breakfast clubs available for all (majority of pupils), is that something we could facilitate?**

A: No, not on current staffing. We would have to employ more staff.

**Q: Is this in relation to food or wrap around care?**

A: It is the morning wrap around care aspect, supporting families to work

**Q: In relation to the current YR3, i.e. the 7 pupils once they are out of the school (in 2027/2028) would our figures start increasing considerably?**

A: Yes, hopefully.

Although, in the 3-year budget forecast did not look great governors felt it was better than they had anticipated however there were still a lot of unknowns.

**RESOLVED:** That the 3-year be approved.

## 97. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Miss Taylor reported that the school currently did not have any NQT's, which would be declared to the DfE. The NQT policy had not yet been completed.

**ACTION 10:** The NQT policy would be drafted by Miss Taylor and shared with governors at a future meeting.

## 98. GOVERNOR TRAINING / DEVELOPMENT & LINK VISIT REPORTS

There had been no link visits since the last meeting. Future link visits had been set and agreed as discussed earlier in the meeting.

**Ofsted Training** – Emma Johnson and Josephine Lavery.

The following key points/feedback from the OFSTED training was shared by Mrs Johnson and Ms Lavery as follows:

- The training attended had been very helpful and focused on what to expect as a governor.
- From 1<sup>st</sup> September schools needed to ensure the statutory document relating to Music was placed on the school website. Miss Taylor agreed to speak to Mrs Delaney regarding this.
- Governors were responsible for website compliancy – Having all statements on website. Mr Michael advised governors that he was working through the template reviewing the contents of the school's website and would have this exercise completed before the end of term. Miss Taylor also advised that she checked all the statutory policies etc.
- New inspection framework – recommends feedback meeting to be minuted.
- Did Governors have Ofsted file – with all necessary documents and evidence (Nautilus was being used to allow governors to collate this)
- Go through and answer the OFSTED questions and add this to the file.
- Attendance – what is expected governors.
- Safeguarding mapping – where there any areas /gaps – how are actions being monitored? PHSE link?
- IDSR sharing – following October updates would need to be shared with governors
- Receiving the call – first areas to be focused – Parent View /website – being proactive by collating/capturing positive parent views during school events.
- Governors having knowledge of the recommendations made from previous inspection and actions/progress made.
- Having idea of types of inspections
- Governors being clear on their role and impact on governance.
- Governors knowing the strengths and weakness and areas of development.
- Mobility of pupils past 12 months – ins and outs and governors having knowledge of reasons for pupils leaving
- Governors Minutes – are governors holding school leaders to account and do the minutes show challenge.
- Be familiar with OFSTED handbook and Governance handbook.
- Educational performance beyond reading, writing and maths and beyond academic.

- Links governors feeding back at meetings.
- Suggested having an External review of Governance.
- Suggested inviting Subject leads to meetings to feedback on Curriculum – 5 min presentation.
- Info on staff underperformance to be shared with governors.

**ACTION 11:** All Governors are encouraged to review the OFSTED power point presentation slides and bring any questions back to a future meeting.

Mrs Johnson and Ms Lavery were thanked for their feedback on the training attended.

99. ANY OTHER BUSINESS

Register of Business Interest

Governors were reminded to complete the RBI before the deadline date.

**ACTION 12:** Governors to complete the RBI before the deadline date.

100. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**ACTION 13:** That the dates for 2024/2025 would be set and placed in the annual planner and circulated to all governors and SGS before the end of term.

101. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers is be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.

**ACTION LOG:**

Minute Number	Action	By Whom	Completed
Minute 91 (a)	<p><u>MATTERS ARISING</u></p> <p><u>Governor Induction (Minute 76 (a) refers)</u></p> <p><b>ACTION 1:</b> Mr Michael to chase up again with Mrs A Kalinowski.</p>	Mr Michael	
Minute 91 (b)	<p><u>MATTERS ARISING</u></p> <p><u>Working Party (Minute 54(e) refers)</u></p> <p><b>ACTION 2:</b> The committee structure / planner for 2024/25 to be completed by Miss Taylor and made available to all governors</p>	Miss Taylor	
Minute 91 (d)	<p><u>MATTERS ARISING</u></p> <p><u>Policies for Review - EpiPens (Minute 76 (d) refers)</u></p>	Miss Taylor	

	<b>ACTION 3:</b> Miss Taylor to purchase an emergency EpiPen and inhaler for the school.		
Minute 91 (f)	<u>MATTERS ARISING</u> <u>Action Log (Minute 54(k) refers)</u> <b>ACTION 4:</b> The Chair is to complete uploading the Action Log onto SharePoint.	Mr Michael	
Minute 91 (g)	<u>MATTERS ARISING</u> <u>Safeguarding – RAG rate Safeguarding Document (Minute 76 (i) refers)</u> <b>ACTION 5:</b> Miss Taylor to email those governors who have not returned asking to do so promptly	Miss Taylor	
Minute 91 (j)	<u>MATTERS ARISING</u> <u>Link Governor Visit Report (Minute 82 (a) refers)</u> <b>ACTION 6:</b> Ms Lavery to defer her MFL visit until the Autumn term (first half term). A Geography visit would also be completed. <b>ACTION 7:</b> Mr Michael to undertake a Math's and SEN visit before the end of term <b>ACTION 8:</b> Ms E Johnson to conduct a Safeguarding Visit next week Monday or Tuesday. <b>ACTION 9:</b> Mrs Latham to follow up with remaining governors.	Ms Lavery  Mr Michael  Ms Johnson  Mrs Latham	
Minute 97	<u>REVIEW OF POLICIES</u> <b>ACTION 10:</b> The NQT policy would be drafted by Miss Taylor and shared with governors at a future meeting.	Miss Taylor	
Minute 98	<u>GOVERNOR TRAINING / DEVELOPMENT &amp; LINK VISIT REPORTS</u> <b>ACTION 11:</b> All Governors are encouraged to review the OFSTED power point presentation slides and bring any questions back to a future meeting	ALL Governors	

Minute 99	<u>Register of Business Interest</u>  <b>ACTION 12:</b> Governors to complete the RBI before the deadline date.	ALL Governors	
Minute 100	<u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u>  <b>ACTION 13:</b> That the dates for 2024/2025 would be set and placed in the annual planner and circulated to all governors and SGS before the end of term.	Miss Taylor and Mr Michael	

The Chair closed the meeting at 8.31pm.

Approved Minutes