

AUTUMN TERM 2024

Minutes of the FGB Meeting held on Thursday 12th December 2024

Members:	Mrs T Beckett	Co-opted Governor
	Mrs K Brissett	Co-opted Governor
	Ms M Gaughran*	Staff Governor
	Ms H Hamid*	Co-opted Governor
	Councillor Mrs J Jones*	Local Authority Governor
	Ms C Louis	Co-opted Governor
	Mr R Puttnam*	Co-opted Governor (Chair)
	Mrs C Tizzard	Parent Governor
	Ms L Feeley	Parent Governor
	Ms Amila Sarwar*	Co-opted Governor
	Mrs M Ziane*	Headteacher

Also Present:	Mr J Bryant	Clerk (Cover)
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	The meeting started at 5.30pm	
		Action
1	Welcome and Apologies for Absence The Chair welcomed everyone to the meeting. Apologies were received and accepted from Karen Brissett, Corey Louis, Lauren Feeley, Charlotte Tizzard and Tracey Beckett.	
2	Notification of Any Other Business There were no additional items for Any Other Business.	
3	Declarations of Business/Conflicts of Interests The Headteacher informed the meeting that she was now a Governor at another local Primary School.	
4	Membership of the Governing Body	

	Resignations The Headteacher informed governors that Charlotte Tizzard had made the decision to step down from role of Parent Governor due to work commitments and not being able to commit the time needed for the role. Governors recognised her hard work and commitment to the role over the last 4 years. She has not formally resigned yet but plans to do so in the new year. Vacancies It was noted that, with Charlotte's resignation, there would be 2 vacancies. One for a co-opted governor and the other for a parent governor. Governors proposed moving L Feeley to a co-opted governor role and then advertise for 2 parent governors in the new year.	MZ to confirm with CT. MZ to liaise with LF and plan parent election.
5	Minutes of the Previous Meeting The minutes of the meeting held on 11th July 2024 and Wednesday 18th September 2024 were agreed as a true record. A copy would be signed by the Chair and a copy would be placed on the school's records. Noted that the Summary of levels of financial delegation were discussed and agreed at the meeting on Thursday 11th July 2024 but not noted. Governors agreed the minutes with that change.	
6	Matters Arising All matters arising had been completed except the EYFS visit but governors agreed to carry this action over to the next FGB meeting.	
7	Governor Action Log and Action Plan review Action Log The Headteacher shared the overview and provided an update of the actions from the Autumn Term and focused visits for Spring Term were discussed and agreed. Action Plan The Headteacher provided an update linked to the priorities in the action plan.	Headteacher to email AS the updated school attendance policy
8	Headteacher's Report	

	The report had been shared prior to the meeting and the Headteacher highlighted the following key points • No suspensions or exclusions • No internal suspensions • Number of EHCPS has increased this year. • School support – not representative of the school community due to how it is reported • To cover staff absence – MDAs have supported with classroom cover. • All performances reviews have been completed. • Curriculum workshops – introduced reading cafes and had 106 parents across KS2. Very positive. Considering a similar model for Maths. • Secretary of State for Education visited on 2nd December and was impressed with the approach of the school around inclusion, specifically in the ARP. Good recognition for the school. • LA SEND Quality Assurance Visit had taken place and it was a positive visit with excellent feedback. • Lots of coaching opportunities for staff which is having a positive impact. Q-Given the success of the model for inclusion, is there something moving forward that would be feasible given increasing numbers of children with high needs in mainstream settings? A-It is an area of consideration as it is not sustainable moving forward. There is capacity with space but not with staffing especially if there is no increase in funding. It is an unknown at the moment. Governors celebrated the approach taken despite the huge financial impact. Governors celebrated SEND attendance as 92% is significantly above the national figure. Governors celebrated the positive outcomes with behaviour as there were no suspensions reported this term. The Headteacher shared that behaviour was being reviewed as part of the priority on the school improvement plan – to ensure in systems and practices are in line with vision and values of the school and inclusive ethos.	Link Governor to discuss as part of Inclusion visit with SENDCo.
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	Governors congratulated the school for the recognition from the Secretary of State for Education.	
9.	Reports from Committees QED Committee The Chair of the committee reported that Link governors had been agreed along with expectations and being pro-active. In addition, the EYFS data was reviewed and the maths curriculum was progressing well. The Headteacher highlighted those changes to the assessment system was an area of focus for staff and had impacted positively on more consistent assessment outcomes across year groups. SFM Committee The minutes of the meeting held on Thursday 13th June 2024 were ratified and signed by the Chair. Key points of the meeting held on Thursday 7th November 2024 were discussed. Car Park The Headteacher informed the meeting that all staff that drive to school pay a contribution to the cost of the permits needed for some staff since the introduction of the CPZ. This was agreed and actioned before the summer although the price of the permits have since increased. There is a shortfall of £400 and there is the option for the school to pay the £400 or to ask staff to pay an additional amount to cover the cost. Governors discussed the various options and agreed to pay the £400 on this occasion but make it clear to staff that next year this would need to be covered by the staff using the car park. Lettings: Zumba and Childville costs The Headteacher highlighted that it was time to review the letting costs and governor discussed the various options available to them. Governors agreed to increase the costs but the headteacher would explore charges at other schools before making a final decision	Headteacher to report back to governors findings from researching charges made by other

	Financial monitoring report This had been circulated for information and the Headteacher highlighted the following key points: • There is currently £36k in a contingency which is not a lot but is there to support if required. • Some budget areas are underspent and this would be kept as a contingency. • All pay increases were included in the budget. Governors agreed the report and it was signed by the chair of the committee. Q-Agency staff – what staff do you use? A-There are a range of agencies and it is currently 6 key agencies that the school uses. Date to be set for an Extraordinary Finance Meeting re budget setting for 2025/26 Governors agreed to discuss this at the next QED meeting. Pay Committee The minutes of the meeting held in the Summer and Autumn Term were ratified and signed by the Chair.	schools.
10	Director's Report to Governors The key messages were shared but the Headteacher informed the meeting that the content of the report had been covered in various other meetings and updates.	
11	Training and Liaison Governors Report The Training and Liaison Governor provided a brief update and reminded governors to continue to make use of the NGA courses and updates. ACTION –	Clerk to add training for link governors to the QED Agenda
12	Policies for Review - Anti-Bullying - Behaviour and Attitudes - Low Level Concerns - SEND Offer/Information Report - Staff Code of Conduct update	

	- School Teacher's Pay Policy - Support Staff Pay Policy All policies were approved as presented and signed by the Chair.	
13	Governor Visit Reports Black History Month (CL) and Safeguarding (JJ). The reports, key information and findings were shared with all governors.	
14	Any other business There was no other business.	
15	Date of Next FGB meeting The dates of the next meetings were noted as: QED Committee – Thursday 23rd January 2025 Site and Financial Management Committee – Thursday 6th March 2025 Full Governing Body – Thursday 27th March 2025	

Ms M Gaughran left the meeting at 7.30pm