

OATLANDS SCHOOL

FULL GOVERNING BODY MEETING

MINUTES



Held on Wednesday 19th June 2024 at 6pm at the school

<p>Present: Charlie Langley (CL) (Chair) Chrissy Prebble (CP) (Vice-Chair) Tanya Mooney (TM) (Headteacher) Sara Nursaw (SN) Clare King (CK) Devina Mistry (DM) Charlotte Clarke (CC) Hilary Butler (HB)</p>	<p>In attendance: Moya Tytherleigh (MT) (Clerk) Ellie Origo (EO) (Business Manager)</p>	
<i>The meeting started 6.05pm and was quorate</i>		
		ACTION
1.	<p><u>WELCOME AND INTRODUCTIONS</u> CL welcomed all present to the summer term meeting, thanking them for their attendance. The clerk mentioned working through the agenda efficiently, aiming to keep to the estimated two hour meeting time.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE</u> Apologies of absence had been received from Asif Siddiqui as he was out of the country. These apologies were accepted. Apologies of absence had been received from Lucy Saunders as she could not get childcare cover. These apologies were accepted. Liam McKeavor submitted apologies of absence after incorrectly recording the start time of the meeting, but emailed summarising Finance committee highlights. These apologies were accepted.</p>	
3.	<p><u>DECLARATION OF INTEREST</u> The register of pecuniary interests had been circulated in advance of the meeting for updates. All governors agreed the updated register. No governor declared any interest in specific agenda items at this meeting.</p>	
4.	<p><u>CONSTITUTION OF THE GOVERNING BODY</u></p> <ul style="list-style-type: none"> • Asif Siddiqui had been appointed since the last meeting on 20th March 2024. • Charu Sood had tendered her resignation on 22nd April 2024 as she did not feel she could fulfil the role due to health reasons. • No governor’s term of office was due to expire before the next meeting. • Hilary Butler was undertaking the reappointment process of LA governor and her application would be considered at the Surrey summer appointment panel on 27th June. • There were 3 vacancies on the governing board. The group discussed options to recruit new governors. Vacancies were logged with Inspiring Governance and Governors for Schools. This was discussed later in the meeting. • Hannah Nicholas was due to return from her maternity leave in the autumn term. TM was asked to confirm with HN that she would be happy to continue as staff governor, at which point Lucy Saunders would become an Associate Governor reporting to the Curriculum committee. <p>ACTION: TM to confirm with Hannah Nicholas that she will resume her role as staff governor on her return from maternity leave</p>	TM
5.	<p><u>MINUTES OF MEETING HELD ON 20th MARCH 2024 AND MATTERS ARISING</u> The minutes of the previous meeting were AGREED as an accurate record, to be signed by the Chair. ACTION: Chair to sign the 20.3.24 minutes once changes are made by the clerk ACTION: Clerk to file and upload the 20.3.24 minutes to Dropbox <u>Matters Arising</u></p>	CL MT

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	<p>Recruiting new governors was discussed. At the last meeting all had been asked to network find suitable candidates. The clerk reported that she had had a conversation with Simon Matthews an ex-trustee at Cleves and would pass on his contact details to CL. DM noted that she could advertise at work through a governors group. ACTION: MT to pass on Simon Matthews contact details to CL</p> <p>In the past an advertisement had been placed with local firms that run schemes that offer their staff time to volunteer in the community. The children’s artwork had added a personal touch to the advert. Desirable qualities would be someone with experience in Safeguarding and SEND. ACTION: CP to ask Ali Skeffington for a copy of the previous recruitment advertisement</p> <p><u>Table of Agreed Actions</u> The following actions were not marked complete: 7. Add ‘appoint a second safeguarding governor’ to the next agenda CK said that she felt adequately supported in her role and there was no longer a need for a second person. 10. HB to ask local councillors to come for a site visit when the meeting date to consider applications is released There was no longer a need for this visit as the local councillors had already reviewed the application and it appeared to be scoring highly. 13. DM and CP meet to discuss Curriculum committee risks and update the register CP offered to update DM following the 1st July Curriculum committee meeting. 13. Form a working party to plan to meet increasing demand for Oscar club The working party had met and the positive outcome was reported later in the meeting.</p>	<p>MT</p> <p>CP</p>																																																																																																																																				
<p>6.</p>	<p>HEADTEACHER’S REPORT</p> <p>The Headteacher’s report had been written against each of the Ofsted framework categories, providing an update on contextual data and developments since the last FGB held on 20th March 2024. The report includes a summary of achievements and next steps as identified in the School Development Plan (SDP). It should be read in conjunction with the minutes of all Governor sub-committee meetings held since the last FGB. <u>TM presented the following headlines to the board:</u> School Contextual data</p> <table border="1" data-bbox="247 1052 1348 1444"> <thead> <tr> <th>Year Grp</th> <th>Class</th> <th>No in class</th> <th>Boys</th> <th>Girls</th> <th>PP</th> <th>PP& SEN</th> <th>LAC</th> <th>SEN</th> <th>SEN EHCP</th> <th>EAL</th> </tr> </thead> <tbody> <tr> <td>R</td> <td>Butterflies</td> <td>30</td> <td>17</td> <td>13</td> <td>1</td> <td>0</td> <td>0</td> <td>2</td> <td>1</td> <td>6</td> </tr> <tr> <td>R</td> <td>Ladybirds</td> <td>30</td> <td>14</td> <td>15</td> <td>2</td> <td>0</td> <td>0</td> <td>3</td> <td>0</td> <td>8</td> </tr> <tr> <td>R</td> <td>Bumblebees</td> <td>30</td> <td>13</td> <td>17</td> <td>2</td> <td>0</td> <td>0</td> <td>2</td> <td>0</td> <td>7</td> </tr> <tr> <td>1</td> <td>Seahorse</td> <td>30</td> <td>17</td> <td>13</td> <td>4</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>10</td> </tr> <tr> <td>1</td> <td>Starfish</td> <td>30</td> <td>15</td> <td>15</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>9</td> </tr> <tr> <td>1</td> <td>Jellyfish</td> <td>30</td> <td>15</td> <td>15</td> <td>1</td> <td>0</td> <td>1</td> <td>3</td> <td>0</td> <td>16</td> </tr> <tr> <td>2</td> <td>Tigers</td> <td>30</td> <td>15</td> <td>15</td> <td>1</td> <td>1</td> <td>0</td> <td>5</td> <td>3</td> <td>10</td> </tr> <tr> <td>2</td> <td>Lions</td> <td>30</td> <td>14</td> <td>16</td> <td>2</td> <td>0</td> <td>0</td> <td>7</td> <td>1</td> <td>5</td> </tr> <tr> <td>2</td> <td>Leopards</td> <td>29</td> <td>16</td> <td>14</td> <td>2</td> <td>1</td> <td>0</td> <td>4</td> <td>0</td> <td>10</td> </tr> <tr> <td colspan="2">TOTAL NO</td> <td>269</td> <td>135</td> <td>134</td> <td>15</td> <td>6</td> <td>4%</td> <td>26</td> <td>5</td> <td>81</td> </tr> <tr> <td colspan="2">Total %</td> <td></td> <td>50.19%</td> <td>49.81%</td> <td>6%</td> <td>2%</td> <td>0.00</td> <td>10%</td> <td>2%</td> <td>30%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Key Statistics June 2024 were listed and were balanced in terms of gender. • Pupil Premium numbers remained relatively low. • Proportions of children with EHCPs looked relatively low but there were 5 in process (3 in year 2, 2 in Reception and 1 in year 1). <p>Attendance</p> <ul style="list-style-type: none"> • Attendance continued to be high compared to Surrey and National figures. <p>Partnership working</p> <ul style="list-style-type: none"> • Emma Turner had been formatting the subject overview grids from all three schools to ensure they are consistent. These will then be added to each school website to show the 7-year journey across our schools. • Continue to look at collaborative opportunities across the three schools – See partnership action plan. Phil Cosey shared highlights of Lindsay Pickton visit with staff and is implementing suggested areas for development, including the following: <ul style="list-style-type: none"> ○ Nursery rhymes in Reception ○ Year 2 whole class reading 	Year Grp	Class	No in class	Boys	Girls	PP	PP& SEN	LAC	SEN	SEN EHCP	EAL	R	Butterflies	30	17	13	1	0	0	2	1	6	R	Ladybirds	30	14	15	2	0	0	3	0	8	R	Bumblebees	30	13	17	2	0	0	2	0	7	1	Seahorse	30	17	13	4	4	0	0	0	10	1	Starfish	30	15	15	0	0	0	0	0	9	1	Jellyfish	30	15	15	1	0	1	3	0	16	2	Tigers	30	15	15	1	1	0	5	3	10	2	Lions	30	14	16	2	0	0	7	1	5	2	Leopards	29	16	14	2	1	0	4	0	10	TOTAL NO		269	135	134	15	6	4%	26	5	81	Total %			50.19%	49.81%	6%	2%	0.00	10%	2%	30%	
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- Thinning quantity of texts in class book corners to enhance book choosing process
- Further development of the library
- Lindsay Pickton has been booked to complete a review of Writing of the three schools. He will be coming to Oatlands on 23.1.25. Cleves have generously agreed to fund this for the partnership schools again.

Outcomes for Pupils

- To be shared with curriculum committee on Monday 1st July.
- New Teaching and Learning policy and Language for Learning policy to be in place for the beginning of the new year and shared with curriculum committee.

Monitoring

All teachers were observed during the Spring term, with a focus on how the lowest 20% of pupils are accessing the curriculum. Richard Blackmore (SIP) was involved in those taking place on 22.4.24.

SEND Update

- A meeting with Kathrine Everett (KE) regarding the discrepancy with late assessments had taken place on 22.5.24, where KE said that the late assessment funding was separate to the additional funding received by Manby Lodge and they had been awarded this for other shortfalls in SEND funding. She did however agree to approve the additional payments of 2 x £1,600 for the additional two children.

KE had been shown Oatlands provision and discussed individual cases as well as providing her with a breakdown of the costs. She recognised that these were significant, however the finance team provided her with information demonstrating that the school was currently holding an end of year reserve of 23.04% and while the in-year reserve was 1.1% the total carry forward would mean that the school is not running below an 8% reserve. For this reason, Oatlands was not given any additional funding.

She recognised the positive impact that Oatlands specialist SEND provision is having both for the children in school and for families in the wider community through the workshops being facilitated. She asked that any further requests about formalising this provision into a 'unit' are undertaken with Jodi Emery. This will be the next step.

- When CL asked if TM was happy with this explanation, she had been told it was confidential but she planned to pursue it. SN noted that for children with named specialist provision, some for which had been at Oatlands for a year, these circumstances had saved Surrey a huge amount of money, and it felt that schools managing their budget well were being penalised for it.
- Liaise with preschools re Early intervention funding. The EYFS Lead was currently carrying out visits to pre-schools and including this in her questions.
- HTs drafting a letter to Surrey stating that until specialist provision is made available, schools would like funding as an interim measure. This was covered in the meeting with Kathrine Everett. The partnership HTs had met with representatives from STIPs and Freemantles to seek advice as to how provision can be developed. They said that all three schools were doing really well and everything they could and suggested explore becoming 'Nurture Hubs'. This was something that had been looked at and disregarded. It was planned to explore other provision such as extra-curricular experiences for SEND children.
- Review provision for 2024/25.
- 9 high needs children would be leaving at the end of the year (8 x year 2 and 1 x R). The Voysey room would continue, with 3 children accessing this provision in September (2 x Year 1 and 1 x R).
- 1 child will be moving into Year 2 whose EHCP is in process and will have support in class.

Behaviour and Attitudes

- Restorative practice will be shared with all staff. The final relational and restorative practice day will take place on 24.6.24.
- Charlotte Clarke (CC) delivered a whole school refresher on School Development Day and will be carrying out a monitoring visit before the end of term.
- Additional transition support will be put in for current Year 2 children. A comprehensive transition plan is in place. With the addition this year of an art project for identified children.
- Review Behaviour Policy ahead of September 2024.

Safeguarding Updates

- The successful implementation of CPOMs (Safeguarding management system).
- The increase in proportions of children on the child protection register at Oatlands.

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	<ul style="list-style-type: none"> Kathryn Friend performed a comprehensive handover with Claire King (CK) and following this, an annual safeguarding monitoring schedule was created for governors. This had been included with the meeting papers. <p>Partnerships Update</p> <ul style="list-style-type: none"> There had been an increase in partnership working across the 3 schools around SEND provision, curriculum and funding opportunities. An application made by Emma Turner at Cleves to Walton Charity had been successful securing a shared Home School Link Worker at a cost of £57,600 over 3 years. A meeting planned with the new HT, Jim Usher at Cleves for action planning. <p>Facilities</p> <ul style="list-style-type: none"> The sustainability project continues. A CIL funding application had been submitted for the refurbishment of the Oscar club wash rooms at £10,000. It was hoped that works will be completed in the summer. CL and EO would be presenting at the Weybridge local spending board meeting on 20.6.24. A new PTA funded climbing frame the 'FriendShip' had been installed. <p>School Development Day</p> <p>School Development Day 2024 team evaluations had been included with the report, where staff had shared reflections on the year and ideas for improvements.</p> <p><u>Governors asked the following questions:</u></p> <ul style="list-style-type: none"> CP asked about tying in School Development Day and Behaviour. TM said that feedback on behaviour consequences had come up quite a lot, and ways staff would like to see improvements. CL commented on how behaviour and discipline had come up as something some staff had recorded as a desired improvement on School Development Day. CC ran a behaviour session on the afternoon of School Development Day, which clarified Oatlands' restorative approach and changed some of the views around discipline expressed by some staff during the morning. <p>Governors thanked TM for her updates.</p>													
7.	<p><u>SAFEGUARDING</u></p> <p>Governors noted the following documents and updates:</p> <ul style="list-style-type: none"> A detailed report from the safeguarding governor's visit to the school on 16th May 2024 where they had looked at CPOMS. CK said there had been nothing to report and she was very happy with safeguarding practice at Oatlands. A summary of changes to KCSiE prepared by CK that had been circulated via email. A yearly monitoring overview. Governors noted the submission of Surrey County Council Education Providers Safeguarding Data Collection. Academic Year 2023/2024 - Spring Termly Data Collection. An update of safeguarding activity had been covered in the HT report. All governors had been asked to attend refresher safeguarding training in addition to reading required parts of KCSiE – Recommended https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/safeguarding-for-governance/. <i>This course is for all governors and trustees in all school types and is in line with the latest requirements as set out by the DfE and KCSiE 2023. Learn in bitesize chunks whenever best suits you, or set aside about 3 to 3.5 hours to do this course in one sitting.</i> 													
8.	<p><u>COMMITTEES AND NOMINATED GOVERNOR REPORTS</u></p> <p>Governors noted receipt of the minutes of meetings held since the last FGB meeting.</p> <p><u>Committee membership (to note)</u></p> <table border="1" data-bbox="245 1722 1347 1928"> <tr> <td>Finance Committee</td> <td>LM, CL, AS, DM, TM</td> </tr> <tr> <td>Facilities Committee</td> <td>DM, HB, CL, TM</td> </tr> <tr> <td>Pay Appeals</td> <td>CL</td> </tr> <tr> <td>Personnel Committee</td> <td>HB, AS, TM - AS as an Associate Member</td> </tr> <tr> <td>Pay Committee</td> <td>HB, LM, CP</td> </tr> <tr> <td>Headteachers Review Panel</td> <td>CP, AS</td> </tr> </table>	Finance Committee	LM, CL, AS, DM, TM	Facilities Committee	DM, HB, CL, TM	Pay Appeals	CL	Personnel Committee	HB, AS, TM - AS as an Associate Member	Pay Committee	HB, LM, CP	Headteachers Review Panel	CP, AS	
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Facilities Committee

Minutes of the meeting held on 14th May had been circulated to all Governors. Although DM had not been at the meeting, she listed the following items covered:

- Oscar washroom refurbishment planned for August 2024.
- Refurbishment of the Caretaker's House (although this had been deferred until he had recovered from a planned operation).
- Observations from a walk around performed by the children would be referred to when the governors' walk around takes place.
- Cleanliness had become an issue since the decline in the Caretaker's health. The SLT were very aware of the situation and some changes had been made including meeting with the cleaning company about the quality of cleaning and the hours being done. There will be future consideration of how the Caretaker's workload is managed.

Curriculum Committee

Minutes of the meeting held on 22nd April had been circulated to all Governors. The next meeting of the committee was scheduled for 1st July 2024. CP listed the following highlights:

- Monitoring visits continued and had focussed on English, SEND and Safeguarding. A Maths visit was scheduled for next week.
- A EAL meeting had been held, looking at provision. CP had held a pupil voice session with some year 2 children saying how good it had been to celebrate all the children that can speak 2 languages.
- The committee discussed Lindsay Pickton's work (they had really liked the positive view of the way that Reading is taught at Oatlands using poetry and rhyme).
- Discussion covered Safeguarding, SEND and behaviour.

Finance Committee

Minutes of the meeting held on 24th April had been circulated to all Governors. In LM's absence, CL gave the following highlights:

- Governors **APPROVED** the Finance committee's recommendation to approve the Budget Pan 2024-25 that had been agreed via email in May (submitted to Surrey CC School's Finance Team on 30th May 2024 – confirmation letter included).
- Governors **APPROVED** the School Fund annual review for 2023-24.
- The committee reviewed the financial monitoring report and budget plan.
- Approval of spend on playground and washrooms made between meetings by email.
- 3 year budget continues to show in year deficit and use of the Oscar committee reserves. Oatlands is not unique in facing funding challenges and is in a better position than many.
- LM had met with the finance chair at Cleves, Elaine Jones. As an academy their funding is different but they face similar issues. Proposing the committee explore this further at the next meeting as to strategies to secure the school finances in the face of shortfalls in government funding.
- LM thanked the Business Manager for all her support and hard work.

Personnel Committee

Minutes of meeting held on 9th May had been circulated to all Governors. HB gave the following highlights:

- Reviewed results of the staff wellbeing survey and felt responses in general were much more positive.
- The survey reviewed fairness and equality, planning staffing and addressing all concerns raised.
- The same survey will be run again next year to enable a direct comparison.
- Staffing updates – Following the Business Manager's retirement at the end of the summer term, an appointment has made, who EO is confident that will be great and is picking up things very quickly.

POLICIES

Governors ensured that a rolling programme of policy review is in place and that they receive any revised policies and note the date of approval of individual policies.

Governors confirmed that following annual reports are received at FGB or committee with appropriate delegated responsibility:

Safeguarding Audit - Looked after Children - Teacher Appraisals

9.	<p><u>SEND</u></p> <p>SN had visited the school to monitor the provision of SEND on 13th June, although she wanted to share her written report with the SENDCo before sharing with the rest of the FGB. She gave the following headlines, noting that a lot had been touched on through the HT report, and that these were challenges all were aware of:</p> <ul style="list-style-type: none"> • The backlog and delays in processing EHCPs in Surrey were largely in line with the statutory time frames. • Year 2 challenges had been the large volume of children with high needs and the behavioural impact of this that had been hard to manage. SN was pleased to hear that it reflected in the SDD that this is being managed and that generally things were more settled and that procedures in place were working well. • All children exhibiting those challenges are on the SEND register and some have EHCPs. • An Art project is being run by Cleves to support transition in that cohort. • Oatlands were getting SEND parents to play a more active role in transition. • Everything is still a fight (with Surrey) even where EHCP cases from the schools and parents' perspective are clear cut. • Even though Surrey are meeting the deadlines, they are not meeting the funding. • It remained difficult to get SALT support. • The introduction of video assessments by Educational Psychologists (EPs); which does not work with SEND children in infant schools and is not a good way to engage with children. • CL asked if TM was confident that all the children had been identified who may require access to the Vosey room. TM confirmed that the EYFS Lead would provide a report to the Curriculum committee identifying a list of further children who will have needs that can be met in the classroom and look at how intervention is targeted in Reception. 	
10.	<p><u>OSCAR CLUB</u></p> <p>As the school's ability to meet increasing demand for wrap around care was a risk for the whole GB with the long term strategic aim to provide more places. It was agreed to form a working party to discuss increasing capacity as well as being on the agenda for the strategy session. The working party (comprising of staff, parents and governors) had met with the following outcome:</p> <ul style="list-style-type: none"> • Capacity is to be increased to 45 places in the morning and 60 places in the afternoon. • OSCAR club sessions are to be extended in the afternoons, until 6pm. • The booking system will open to ALL children, at the same time in July, including the new Reception children starting in September. There will be no priority booking (with the exception of any staff member child). Siblings still have to be booked individually. • The booking system, when opened in July, will allow booking for the full academic year, from September 2024 to July 2025 so places can be booked and secured for the full year. • Payment does not have to be made before booking, but parents will be expected to pay for a full term in advance of that term or lose their place. Autumn term bookings must be paid for in full by the 1st August 2024, Spring term 2025 by 1st December 2024 and Summer term 2025 by 1st March 2025. • Prices will increase to £7 for morning sessions and £15 for afternoons; morning sessions haven't had a price increase for over 10 years and afternoon sessions only one increase in that time. • OSCAR registration will be allowed at any point in the year. • After-school-club providers had also been consulted, who had in the main, agreed to run their clubs from the first to the last week of term, rather than the previous 10 weeks per term. <p>EO explained that recruitment will need to take place to accommodate the changes and there will be some classroom alterations, as well as moving the fence to give access to the outside area. CL thanked all those involved in the working party and said that there had been really good feedback from parents.</p> <p>In May, Oatlands had been invited by SCC to express their interest in wraparound funding in order to further increase the capacity. EO completed and submitted the Expression of Interest Form for Revenue funding to cover the initial increased costs and Capital Funding to improve security and lighting.</p>	
11.	<p><u>SELF EVALUATION OF GOVERNANCE</u></p>	

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	<p>The Self Evaluation Working Party (CP, LM, DM & KF) had met on 15th September 2023 and discussed the effectiveness of the GB based on the questions suggested by The Key. Considering that the FGB should reflect on its overall effectiveness, meetings and how deliberations and decisions will impact on pupil outcomes. However, KF was yet to supply her written up notes from this meeting that she'd reported had been much aligned to the SDP.</p> <p>ACTION: CL to chase for KF's notes from 15.9.23 SEF working party meeting</p> <p>ACTION: Clerk to add write up of SEF working party meeting to the next FGB agenda</p>	<p>CL</p> <p>MT</p>
12.	<p>RISK</p> <p>Governors received a consolidated view of the risk register. Risk was a recurring agenda item at each committee meeting for which supporting risk registers were in place/being discussed.</p> <p>DK and CP planned to meet to further discuss Curriculum risks.</p> <p>ACTION: DK and CP meet to discuss Curriculum committee risks and update the register, moving staff wellbeing to 'green' following Personnel committee feedback</p> <p>DM asked governors to consider if there was anything as a strategic risk that required strategic discussion.</p> <p>ACTION: MT to share Cleves Strategic intents for information</p>	<p>DK</p> <p>MT</p>
13.	<p>SCHOOL WEBSITE</p> <p>The GB confirmed that they were aware of its statutory duties relating to the website and routinely and regularly ensure that all required information is up-to-date and published on the school website. SAfE had pointed out that the governors area of the website was not aligned with current membership.</p> <p>ACTION: Update the governors area of the website with correct membership</p> <p>ACTION: All governors to review their biography on the website and send the clerk any updates/comments.</p> <p>It was agreed that following an FGB, the clerk would send any website changes to the BM to action.</p>	<p>MT</p>
14.	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <ul style="list-style-type: none"> • Governors reviewed their own engagement in training and development agreeing to continue to share information gleaned from courses attended and to circulate training material to all on the GB. • Since signing up to The Key for Whole School, Governance and CPD in April 2024, governors agreed that the regular updates and suggested reading that came as part of membership were helpful and assisted them in keeping informed and up to date. • A log of training was kept and updated by the clerk (alongside the record kept by the Key). • The clerk would continue to forward training opportunities and topical webinars as well as weekly newsletters from the NGA. 	
15.	<p>PARTNERSHIPS</p> <p>Governors noted minutes from the meeting of the Chairs and Headteachers 3-schools partnership on 20th May 2024.</p> <p>TM had covered an update of partnership working in her HT report.</p> <p>SCHOOL IMPROVEMENT PARTNER</p> <p>TM reported that Cleves had signed up Shaun Jarvis, the Lead Ofsted Inspector from their inspection to be their SIP, and that she had made contact with him and was awaiting a response. She also reported that Mirriam Morris at Manby Lodge had been very impressed with their SIP (supplied through SAfE) and that she would be investigating change for September 2024 and would keep governors informed.</p> <p>HB asked about extra work done with gifted and talented children (even though the focus of the partnership was the lowest 20% of attaining pupils.) TM gave details on work done with this group and agreed that it was something to consider when setting the joint action plan.</p> <p>ACTION: Raise at Curriculum to ask about greater depth children</p>	<p>MT</p>
16.	<p>GUIDANCE</p> <p>Improving workload and wellbeing</p> <p>The DfE has released new and updated guidance which brings together dedicated resources promoting both wellbeing of staff and support for reducing workload.</p> <p>New guidance: PE and sport in schools</p>	

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	<p>New DfE guidance has been published to support schools offer equal sporting opportunities for girls and boys.</p> <p><u>Flexible working in schools and trusts</u></p> <p>In response to the legislative changes made to flexible working that have come into effect this month, the Department for Education (DfE) has updated its guidance on flexible working for schools. Key changes include employees now being eligible to request flexible working from day one of employment and being able to make two requests every 12 months.</p>	
17.	<p><u>ANY OTHER BUSINESS</u></p> <p>Julia Veira, the current Music Lead, would be leaving at the end of term.</p> <p>CL thanked Ellie Origo for being fantastic and wished her well in her retirement.</p>	
18.	<p><u>DATE OF NEXT MEETING</u></p> <p>The date of the next meeting was confirmed as Wednesday 25th September 2024 at 6pm.</p> <p>Governors noted FGB and committee meeting dates for 2024-25</p>	
19.	<p><u>PART TWO</u></p> <p>There was no part two business.</p>	

The meeting ended at 8pm

CL thanked all present, and wished them well.

TABLE OF AGREED ACTIONS		By Whom	By When	Complete
4	TM to confirm with Hannah Nicholas that she will resume her role as staff governor on her return from maternity leave	TM	ASAP	Complete
4	Chair to sign the 20.3.24 minutes once changes are made by the clerk	CL	ASAP	Complete
4	Clerk to file and upload the 20.3.24 minutes to Dropbox	MT	ASAP	Complete
5	All governors to network to recruit new governors	ALL	On going	On going
5	MT to pass on Simon Matthews contact details to CL	MT	ASAP	Complete
5	CP to ask Ali Skeffington for a copy of the previous recruitment advertisement	CP	ASAP	Complete
11	CL to chase for KF's notes from 15.9.23 SEF working party meeting	CL	Next FGB	
11	Clerk to add write up of SEF working party meeting to the next FGB agenda	MT	Next FGB	Complete
12	DK and CP meet to discuss Curriculum committee risks and update the register, moving staff wellbeing to 'green' following Personnel committee feedback	DK	Next FGB	Complete
12	MT to share Cleves Strategic intents for information	MT	ASAP	Complete
13	Update the governors area of the website with correct membership	MT	ASAP	Complete
13	All governors to review their biography on the website and send the clerk any updates/comments.	ALL	End of term	Complete
15	Raise at Curriculum to ask about greater depth children	MT	1.7.24	Complete

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