

Action list for FGB meeting 08/12/2021

Action	Action description	By who	By when	Complete
Sign off mins	Minutes from previous meetings to be signed off	Governors	Next meetings	
H&S site visit	Autumn term visit to be carried out.	JT RK	ASAP	
Pupil premium and sports premium	Bring the reports for SP and PP to the meeting.	TP	Next FGB - March 2022	
Pay policy	TP and JT to delete areas not relevant and send out to governors.	TP JT	ASAP	
Termly newsletter	CB to write something from the governors for the newsletter.	CB		
Governor visits	Look at arranging governor visits for spring term if covid allows	All	On-going.	
Safeguarding	Governors to take part in the SG/KCSiE training and quiz to ensure understanding - TP to send out the link.	All	ASAP	
Website	JK to update governor info when next in.	JK	ASAP	
Book review	As meeting was virtual, book review will be carried out next FGB	ALL	Next FGB - March	

SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 8th December 2021				Location: Microsoft Teams			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Rhoda Bailey	RB			Lorraine Kennealy	LK	Parent	
Tris Marchington	TM						
Chris Brown	CB	Co-opted					
Toby Shaddick	TS						
Tom Parkin	TP	Headteacher					
Laura Lockwood	LL						

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk

	Agenda Item		Action
PROCEDURAL ITEMS			
1	Welcome and Apologies	AQ, HS, IS, BA. PW has resigned as a governor due to changing work commitments. JK to advertise for a new governor. CB was asking governors to do an introduction and to share their background/skills set. This will wait now until next term and maybe when we can get back together in person.	
2	Business Interests	RB to update that she is now working at the school teaching a year 4 / 5 class.	
	Minutes	Sign off mins from last meeting.	
3	Actions from last meeting	Current covid situation deems it not suitable to carry out the SG visit planned for tomorrow. Baseline - TP will fill us in on this DPO - on going, keep on the agenda. Finance visit - organised for Jan £10 - DCC being used to subsidised the xmas party for staff Website - JK to update the website with CB when next in school. Book - review books next time.	
4	Receive correspondence	None	
5	Items brought forward by the chair	T M Unanimous decision standing unopposed for staff governor.	
Safeguarding			
6	Safeguarding policy	Policy has now been finalised and agreed	
7	KCSiE	TP has got training to show understanding of the KCSiE and then a Q&A to show understanding. TP will send out the link for governors.	
Health and Safety			
8	Site visit	Will be carried out in the new year JT RK in communication to arrange this.	
Monitoring and accountability			

9	SIP	<p>All governors have now seen the SIP headings at the committee meetings. TP shared the working document with the governors on screen to show how the paragraphs are coming together.</p> <p>If governors have any ideas on what to call the headings/aims then please let TP know. These are softer aims and we will have some bullet points below with harder targets and possible measurable items.</p> <p>CB - will you be giving responsibility to SLT individuals for a certain area?</p> <p>TP - It will be more SLT as a whole to be responsible. The bullet points underneath may have individuals that take responsibility but the headings as a whole will be looked at together. Look at them possibly every half term for SLT. Governors may look at it once a term with the committees maybe looking at individual areas from time to time.</p> <p>TP will get some bullet points on it and send it out, and can possibly look at it again at FGB next term.</p>	
10	Admission arrangements	<p>Admissions is set by DCC. EYFS visits have been going well with TP showing them around individually. This is working well and gives TP a chance to show parents all the great things we do and to really show the school off. Hoping to have a good size EYFS next year - around 25 - 30 (not seen any growth in the EYFS area) our growth comes from in year admissions and our older year groups growing.</p>	
11	Head Teacher report	<p>TP sent the HT report out in advance - if anyone has any questions, please ask. Included this time was an environmental report including introducing the environmental prize - there were three winners chosen - although there could have been loads so it's good to see that what we discuss in school is having an affect on the children. We will repeat this again next year for more ideas.</p> <p>RB - Which were the children's suggestions on the list?</p> <p>TP - The environmental prize winners were the winners of the children's suggestions.</p> <p>CB - Who is awarding the £500 for the environmental prize?</p> <p>TP -The school is, it will come out of our budget. Going forward there will be a line in the budget for the environmental prize.</p> <p>CB - Can we look at funding streams for these projects going forward.</p> <p>The school has been recognised on a national level as a centre of excellence for the eco work they do - CB in discussion with the national governance association about the recognition.</p> <p>Staff update -</p> <p>CB - why do you feel the TA recruitment is so difficult at the moment?</p> <p>TP - normally we have a huge amount of applicants but currently we have low level applications for TA roles. TP - we need to market the school better for the next recruitment.</p>	
12	External reports	<p>Reports included in the governor folder - Are there any questions?</p> <p>TP - David Chaplin came and carried out a visit. TP asks him to come in and ask him to look at certain areas. He is a school improvement professional so if there is something that needs improving then he will report on that so hopefully it gives governors confidence in the school. Subject area leads is an area for improvement. We knew this already and know that there are areas needing improvement.</p> <p>Behaviour is an area that the school is good at, David always comments on the behaviour of the children in the school.</p> <p>DC was asked how the school has performed across the pandemic against other schools - He praised the school for how it was performing by comparison to other schools he visits. He was very complimentary.</p> <p>If anyone has any questions? None.</p>	
13	Pupil premium and sports premium	<p>Carry over to the next FGB</p>	
14	School uniform	<p>Looking at new rules regarding branded items to make them affordable.</p> <p>We only have one branded item that we require parents to purchase which is the school jumper at £12.00 and an optional branded PE hoody. Everything else is left to parents to decide. TP - we can send out a questionnaire to parents to ask how they feel about the uniform we ask for.</p> <p>LK - Pleased with how it is and the black trainers are much better.</p>	

		<p>CB - Do we do seconds? Yes we do, we can provide seconds for families that need it and also try and reunite parents with lost uniforms where possible. Uniform swap shop is a good idea - we are already looking at sustainability with the clothes swap.</p>	
15	Governor visits	<p>TS attended the school for the induction and looked at the track. CB - are we thinking we can still carry out visits? TP - We are still managing a few to be carried out. TP - learning walks are good and governors maybe take part in these during the second half term maybe? The finance visit and safeguarding visit still being carried out. We can look at visits for spring term and if needed to delay, we can go for the summer term. TS - how is the staff/governor event looking for next week? TP = It will be rescheduled for another time.</p>	
16	Termly newsletter	<p>CB will write about something for the newsletter - maybe something on the environmental aspect.</p>	
17	Pay Panel	<p>Pay panel met on Monday and agreed</p>	
	Policies		
18	Pay Policy	<p>JT and TP to delete the areas not relevant to our school and we will then send out.</p>	
	Safeguarding Policy	<p>All agreed and updated - JK to send it out for all to access.</p>	
	Impact	<p>Meetings and when they take place - governor absences - dates for meetings have now been drawn up going forward. Also governors discussed the environmental aspects discussed within the agenda.</p>	