

Action list for FGB meeting 07/12/22

Action	Action description	By who	By when	Complete
Arrange short extraordinary meeting	To appoint new parent governor	LS	ASAP	Done - meeting arranged 17/01/23
KCSiE questionnaire link to be resent	Resend link	LS	ASAP	8/12/2022
LL & TP to meet with new SBM	Safeguarding meeting and complete audit.	TP	ASAP	
AQ to amend SFVS	Amend SFVS and return to LS	AQ	Return so can be sent to local authority before 31st March 2023	
Training dates	Send reminder of available training	LS	ASAP	Done
Review Annual Cycle of Business		LS/TP	Before 8th March	
Emergency plan	Review plan	TP	Before 8th March	

**SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY
T&L COMMITTEE MEETING**

MEETING – Part I					
Date/Time: Wednesday 7th December 2022 at 6.30pm			Location: SMCPs		
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Ex	Rhoda Bailey	RB	Co-opted
Chris Brown	CB	Co-opted (Chair)	Beverley Adams	BA	Local Authority
Rosie Warrington	RW	Deputy head	Andrew Quayle	AQ	Co-opted
Toby Shaddick	TS	Parent	Glenys Laws	GL	Co-opted
Laura Lockwood	LL	Co-opted			

In attendance	Initials

Liz Shaw	LS	Clerk

	Agenda Item	Details	Action
Procedural items			
1	Apologies	Ivor Smith. Laura Tandy - potential new parent governor - unwell. Advised by the clerk support that an extraordinary meeting can take place to officially appoint LT.	To arrange extraordinary Teams meeting for January 2023
2	Business interests	None	
3	Mins from previous meeting	Agreed. AQ - as chair of resources committee, update on meeting: online meeting, discussed new school business manager. Considered school's financial situation, which is fine, spending on things that are in the forecast. End the year with a surplus, which is good. School is growing, no problems currently. TP - every other school in deficit over the next 2 year AQ - the new SBM will need to look at the new financial year and make plans. The school is realistic about growth and numbers. BA (chair of T&L) - no concerns raised. Good to have the lights on the drive on	
4	Actions	Emergency plan - requires updating. TP to take away and update. Vice chair - no volunteers have approached CB. Consider co-chair - chairs of the committee meetings to act as chair should the need arise. New kitchen arrangements - information in FGB folder KCSiE - questionnaire link sent out 23rd Nov. Resend and governors to complete.	
5	Received correspondence	Letter received from South Molton Municipal Charities offering help with funding for trips etc. TP & LS advised school already in contact with this charity and a letter has been sent requesting support for residential trips. Have received an email from Mr Lock that the request will be considered at the next meeting of the charity board (sometime in the new year).	
6	Items brought forward	None	
Safeguarding			
7		LL & TP to meet with the new SBM in January and to complete the safeguarding audit by the end of Jan. LL can meet on Mondays or Wednesdays. CB - any concerns? TP - dealing with general concerns, but nothing major. A lot of time is taken in trying to make contact with social workers. BA - understand that social workers have been diverted to deal with refugees and are stretched. CB - social care system is very difficult to make contact with. TP - Devon childrens' social care is in special measures and has been for sometime, there are bigger caseloads, staff are stretched, very hard to make contact.	LL & TP to meet with new SBM in Jan
7.1	KCSiE	Covered previously - all governors to complete questionnaire in link sent	
Health & Safety			
8	Site visit and report	TS - visit booked for January	
Monitoring and accountability			
9	School Improvement Plan (SIP)	TP - the context of the plan has changed. Transition & assessment data to be added to the plan and reevaluate. Staff to evaluate their action plans in January (mid academic year)	

		<p>CB - is this the usual date?</p> <p>TP - it's a year long plan, but makes sense to reevaluate mid academic year. David Chaplin (external advisor) has been completing walkthroughs and has commented on the staff's positivity, which is lovely to hear.</p> <p>We are probably behind on parent engagement and need to work on this.</p> <p>There will be small edits made to the plan in the new year and shared with the board at the next FGB.</p> <p>CB - it is an evolving plan, positive that it is dynamic.</p>	
10	Admissions arrangements	<p>TP - PAN (published admission numbers) 45, although not seen those numbers in reception, approx. 30 reception pupils this year. We are able to take up to 45.</p> <p>AQ - this means we are obliged to take pupils if below the 45 mark.</p> <p>TP - the school is expanding in KS2. Expect a similar size school for the next academic year, possibly slightly bigger.</p> <p>CB - will the new build be affected by numbers in the school, is there a trigger for the local authority to begin building?</p> <p>TS - from what seen in the working environment, it is more likely the growth of the town that will trigger the need for new builds within the school.</p> <p>TP - we have 9 classes currently, with two spare classrooms. We have the space for up to twelve classes.</p>	
11	Head Teacher's report	<p>TP - data in the folder with a written report. Points of interest: 38% of pupils in year 5 are new to the school, and did not start in reception with us. The year group has a low assessment score and a very high level of SEND.</p> <p>Year 3 cohort is similar, in that a lot of in year transfers (again did not join in reception), with again a very high level of SEND.</p> <p>Year 6 data looking good.</p> <p>New children joining the school with SEND or low ability.</p> <p>AQ - as a governor at a previous school completed some research and found that 65% of in year joiners had SEND, these children required more attention and were harder to manage.</p> <p>TP - academic year (2021-22) and national data in folder. School is broadly in line with national data for maths, if not slightly above. Writing is below, this is a school wide issue and a focus for all staff. We have had issues with maintaining writing during lockdown, as a lot of the work was online.</p> <p>CB - what about current year 6 data, how are they doing?</p> <p>TP - assessment week, will be able to give feedback at the spring T&L committee. We will see improvements.</p> <p>Interventions are being offered to children of concern before and after school, along with class support.</p> <p>RW - increased teacher confidence - supporting through training and meetings. Hard to assess writing ability.</p> <p>BA - combined scores were low</p> <p>TP - the writing element of assessments brought the general score down.</p> <p>BA - can pupils be targeted for extra help?</p> <p>RW - teachers will be assessing and children selected for interventions.</p> <p>TP - the school was moderated for writing last year and it is generally known that moderated schools will have lower scores than those assessed by teachers alone. There is a school wide focus on writing.</p> <p>RW - this week's staff meeting looked at writing and stamina, as children are not used to writing at length.</p> <p>CB - greater depth - apart from maths we are significantly lower on most elements. How relevant is this?</p>	

		<p>TP - not alarming figures. Greater depth data is defunct without having progress reports. Schools in less disadvantaged areas will always do better.</p> <p>ASP data has some progress information. Government entry line data started in 2021, now rolling out. Will capture information from EYFS - year 6. KS1 SATs have not taken place for a couple of years, so progress data will be difficult to show.</p> <p>CB - progress indicators in school would be useful.</p> <p>TP - greater depth would be good, but want all pupils to reach expected standards.</p> <p>RW - new phonics programme in EYFS, Little Wandle. Already seeing good progress and able to highlight children of concern more readily.</p> <p>TP - thanked TS for his help with the new gate. Quote has been agreed.</p> <p>AQ - expecting staff stability this year?</p> <p>TP - yes</p> <p>TS - what about the main hall facias, will the firm keep their original quote?</p> <p>TP - the firm has put the date back again to summer 2023.</p> <p>TS - is it worth approaching others?</p> <p>TP - SBM to make contact with them to see if they are maintaining the quote.</p>	
12	PP & SP data	<p>Agenda item moved to spring FGB, as information not available until March</p> <p>TS - pupils with PP do they receive free school meals? Would this explain the drop in meals?</p> <p>TP - not all but most PP children receive free school meals. All reception and KS1 children are entitled to a free meal (government initiative). There has been a drop in meal take up.</p> <p>TS - the choice did drop</p> <p>TP - there was an issue earlier in the year that affected choice. The kitchen staff are receiving training from the new food firm.</p> <p>CB - does the new firm respond well when needed?</p> <p>TP - yes they have provided support and some cover.</p> <p>BA - have parents come in to taste the menu?</p> <p>RW - the kitchen had a taster session this week, with dishes from their new spring menu for parents and children to try.</p> <p>TS - the Christmas Fayre would be a good time for a taster session</p> <p>TP - the kitchen will be open for the fayre, offering food and drinks. The menu will alter slightly in that we will now have an option 1 or 2, rather than a main meal or a vegetarian option. Hope it causes less confusion and stops the vegetarian meal being seen as inferior.</p>	
13	SFVS	<p>CB - ensure we have responsible financial management. Happy with the document.</p> <p>AQ - just one or two tweaks required, will send to LS</p>	<p>AQ to amend SFVS and return to LS</p>
Strategic Items			
14	MAT sub committee update	<p>CB - we had a meeting with TP before the meeting tonight and we have a road map of what we want to achieve. We are looking at three MATs, where we will have an informal TEAMS meeting with a mini presentation from each of the MATs.. We will then visit three schools, one from each MAT, before requesting presentations from those MATs we feel have something to offer at the next FGB.</p> <p>TS - wanted to get some idea of direction before March FGB.</p> <p>AQ - what questions, documents are we requesting from each MAT/school? What if we pick a poor school, will this affect our judgement of the MAT? Need to be objective.</p> <p>CB - all schools/MATs will have the same questions.</p> <p>TS - Fiona Collier (from Governance support) suggested that we see the worst school in each MAT. If the visit is poor, then we judge it as poor, as</p>	

		<p>our visit will not be a surprise and the MATs should be selling themselves to us</p> <p>TP - we don't want a sales pitch. The process should be two way conversation.</p> <p>CB - needs to be balanced. We should be confident in ourselves, we are a strong school.</p> <p>TP - not spoken to parents about MATs - how are we going to approach this?</p> <p>AQ - research at the moment, not to inform parents until we have something concrete to give them, we can always refer them to the government bill about academy trusts.</p> <p>CB - the bill has been scrapped in Westminster today. We have taken a step on this journey, feel we should complete this and give feedback.</p>	
15	Governor visits	<p>RW - have mapped out staff monitoring until March, would be good to fit governor visits around these, so staff are not overwhelmed by visits.</p> <p>TP - visits to be linked to SIP</p> <p>BA - yes, like writing focus.</p> <p>CB - each governor lead to arrange their visit and relate it to their responsibility. One visit a year.</p> <p>T&L committee to arrange visit via RW, whilst Resources committee to arrange via TP.</p>	
16	Termly newsletter	<p>CB - are we going to have one?</p> <p>BA - a paragraph about what we have done this term could go in the weekly newsletter.</p> <p>AQ - we did add information to the school newsletter about 3 years ago. Would be good to update parents.</p> <p>TS - website still incorrect.</p> <p>LS - email staff who have access to amend the website about changes required, will do so again.</p> <p>BA - yes, copied me into an email about the spelling of governors and need to change it.</p>	
17	Raise online data	<p>an old system used to be a massive amount of data. No longer received. To be removed from the Annual Cycle of Business.</p>	
18	Governor training and reports	<p>LS - sending out training dates about areas of interest and those requested through skills audit. Have 3 interested in the finance training for January.</p> <p>CB - quite a lot of training has been completed. The lunchtime bitesize training is useful and accessible in a half hour slot.</p> <p>OfSted training would be good for anyone not completed it and to refresh for those that have, we need to be ready for their visit.</p>	Send out training dates
19	Receive ACB	<p>TP & LS to review the annual cycle of business and bring to next FGB</p>	Review ACB
20	Sub committee/governor roles	<p>CB - grateful for everyone's time and support. AQ is looking to exit the board, but with planned succession. Would like to thank Andrew for all he has done over the years. TS has volunteered to be the chair of the Finance and resources committee.</p> <p>AQ - the committee elects its own chair, the committee can elect a new chair on 17th Jan.</p> <p>TP - when are you thinking of leaving?</p> <p>AQ - during the spring term.</p> <p>CB - key role that needs to be covered is SEND. CB to chat with GL about the SEND role and change of committee.</p> <p>AQ - SEND lead has lots of training and support.</p> <p>TS - role requires someone with time</p> <p>CB - Laura once appointed will have a role, all governors should feel engaged and a responsibility.</p> <p>LL - what is her focus?</p>	

		CB - working in renewable energies, has been a special constable. More of a business role. Ongoing recruitment.	
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Policies			
21	Accessibility policy	TS - agreed policy. Need to add new dates	
22	Child Protection & Safeguarding	LL agreed	
23	Emergency Management Plan	TP to review and return to TS to confirm	TP to review policy
24	Equality	TS agreed	
25	Outdoor Education visits & off site visits	LL agreed	
26	Administration of medicines	CB - is Meg qualified in first aid, as she has a lot of responsibility? TP - she is actually a qualified first aider. CB - agreed in general, some wording could be amended to email LS	
	Impact	AQ - good discussion around assessments data, as part of the resources committee, don't always get to hear about this type of information. BA - impact of SEND/in year transfer to resources, good that everyone is aware of it.	

Meeting closed at 8.15pm

Next meeting dates: FGB 8th March 2023