

Willand School Full Governing Board Meeting Minutes

Thursday ^{3RD} October 2024 6pm-8pm

Venue: Meeting Room

Governors and trustees need sufficient information on the agenda to come to the meeting prepared and know what they will be expected to decide, discuss, agree or monitor (Discussion, vote, paper or report)

The agenda should identify documents the board is expected to read in preparation and submit questions in advance of the meeting.

	AGENDA ITEM	PREPARATION NOTES & MEETING AIMS	LEAD	TIME
1	Welcome Back! Apologies for Absence	<ul style="list-style-type: none">• Everyone welcomed back after the summer• Attendance: NT SM AL TC KS JJ• Apologies received ahead of the meeting: LP SOM and LJ	JJ	18:00-18:02
2	Attendance & Business/Pecuniary Interest Register	<ul style="list-style-type: none">• Confirmation of business interests required on governor hub - Governors to confirm• Business/Pecuniary Interest Register will be available to read on the website• TC application for LA governor sent to Governor services	SR	18:02-18:03
3	SDP	<ul style="list-style-type: none">• Governors to approve the SDP• Change of framework for the SDP• Changes still need to be made• Six key areas identified within the SDPs• Attendance• Writing• Early Years	NT	18:03-18:15

		<ul style="list-style-type: none"> • Subject leadership • SEND • Mental Health and wellbeing <p>How do staff see Mental Health Support in school ?</p> <p>Through self-referral, MHST in school, every Monday</p> <p>Can staff work from home?</p> <p>Yes, this has always been the case in school if they want to do this for PPA time. There are no concerns around work not being done from home working.</p> <p>Each area identified has it own area planned area within the SDP</p> <p>NT will finish the SDP and email out to governors for approval</p>		
4	Attendance	<p>Governors received attendance data report ahead of the agenda</p> <p>County supporting the school with attendance improvement</p> <p>Attendance being monitored every two weeks in school and challenged</p> <p>2 CME forms sent to county</p> <p>Persist Abs (PA) 48 Chn Severely Abs (SA) 3 Chn</p> <p>Due to the timing in the year, 2 days absence brings a child's attendance rate to 88.2% thereby listing them as PA. 27 Out of the 48 children fall into this group.</p> <p>Attendance meeting Fri 4th Oct, NT/WG.</p> <p>Detailed analysis of absences/ Letter out for pupils whose attendance is causing concern</p>	NT	18:15-18:20

		<p>Contact school nurse regarding one family Chase up CME pupils.</p> <p>Are the EHCP students attending throughout the year groups – Yes, if not we are aware and monitoring</p> <p>51 on roll in reception significant rise in two years</p> <p>Attendance policy agreed and approved at this meeting</p>		
5	Approval of Minutes of Last FGBM	<p>Minutes from the last meeting 11.07.24</p> <p>Governors approved and agreed at this meeting they are of true representation of the meeting</p>	SR	<p>18:20</p> <p>18:23</p>
6	Matters Arising from Minutes of Last FGBM including any progress made on the actions raised.	<ul style="list-style-type: none"> Month by month savings shown in budget reports – Completed Preschool contract update – TC/SM will review the Lease and calculate RPI rate – JH and NT actioned for this GDPR – emails to be sent to Willand School emails only – one governor outstanding All governors accessing governor hub – Outstanding S106discussion update from last visit – Update in this meeting New governor framework for visits and FBG meeting dates – Governor visits to be agreed at FGB meetings and Meeting dates agenda item at this meeting 	JJ	<p>18.23</p> <p>18:25</p>
7	HT Report – verbal	<ul style="list-style-type: none"> Permanent staff member Fixed term post Maternity leave Dec/Jan Staff sickness high – 41 days of sickness this term This does not included absence related to Medical, unpaid leave or personal reasons or childcare Supply staff being used currently to manage staff absence Return to work form being completed after absence. Behaviour – Behaviour policy reviewed and updated to reflect everyday language and has been simplified. Rewards in place for good behaviour 	NT	<p>18:25-</p> <p>18:40</p>

		<ul style="list-style-type: none"> • Suspensions – Zero • Health and safety – Asbestos survey no actions – systems on the door 2 quotes awaiting on one more. Work to start Half term once a quote has been agreed • Reputable companies being used – yes and Devon local • Is it a system that needs annual checks – every two years No licensing • Funding will come from the capital budget <p>Clerk to get acronym document</p>		
8	2025/2026 term date setting	<p>Term dates – Approved</p> <p>FGB dates - Approved</p>	NT	18:40-18:45
9	Governor Attendance	<ul style="list-style-type: none"> • Agree and Approve Governor attendance 23-24 • This document will be available on the school website Approved 	SR	18:45-18:47
10	Curriculum	<p>Monitoring visits this term</p> <p>Two visits – writing and maths monitoring – changes to teaching of maths across the school. Governor and HT to arrange</p>	JJ	18:47-18:50
11	S106 update	<ul style="list-style-type: none"> • During the summer holidays, NT met with DCC regarding the new extension areas • Feasibility report read out to governors at the meeting • Three options governors discussed • Pro and cons discussed around space and best use of building on the existing space. • Extension option be considered and explored in my detail at present • Report to be shared with governors for further discussion 	NT	18:50-18:55
12	Governor Training (Formal and Informal)	<ul style="list-style-type: none"> • Update on finance and strategic training for FGB – Still outstanding. No response from governor services • H&S Overview for Governors- Training Costs £60 per delegate. • Online training booked TC 	SR	18:55-19:00

13	Finance update	<ul style="list-style-type: none"> Finance audit completed and shared with governors at the meeting Website policies to be updated Website decisions to be made at the next meeting 	NT	19:00-19:20
14	Policy Adoption/Review	<ul style="list-style-type: none"> Governor visits policy - Gov e-mails/enquiries - all email queries (not relating to policy or admin (SR) to be sent to JJ in first instance SEND Policy and SIR Document – SEND Gov Supporting students with medical conditions -SEND Gov Attendance Policy – Attendance and Behaviour Gov Approved and agreed at this meeting Redundancy Policy Grievance Policy – No updates Approved and agreed at this meeting Discipline Policy Capability Policy Education for Children in Care Policy Approved and agreed at this meeting Ethical code of Conduct – No changes 	SR	19:20-19:30
15	Items brought forward by the Chair	<p>Potential board members x 2 – see constitution</p> <p>Both candidates to be coopted onto the governing board and invited to the next FGB meeting subject to DBS and Safeguarding training</p> <p>OFSTED Letter (NT) read out to governors at the meeting</p> <p>Letter received 29th August 2024 – 8 months after the OFSTED inspection</p>	JJ	19:30- 19:40
16	Safeguarding Update	<ul style="list-style-type: none"> Governors to read all documents and watch safeguarding video. This was emailed to all governors ahead of the meeting Termly safeguarding report emailed to governors ahead of the meeting 	AL	19:40-19:50

17	Impact!	<p>Some boards use an 'impact' question at the end of the meeting and ask a different governor each meeting to summarise what the board has decided during that meeting that will directly impact on the pupils in their school. Impact statements can be collated into an annual impact statement that boards can share with stakeholders to provide evidence of their work across the year.</p>	JJ	19:50-19:55
18	Next Meeting Date and Close	<p>FGB 05th December 2024</p> <p>Pay and Performance meeting 05.12.24</p>	JJ	19:55-20:00