

Date/Time	Thursday 20 th October 2022 5.30pm	Location	In school with a Microsoft Teams option. *-denotes attendance via Teams				
Governors:	I			Governors:	Initials		
A Boyce	AB	Chair, Community Governor		A Purcell	AP	Head Teacher	
S Caunter	SCa	Parent Governor		J Webb	JW	Community Governor	
S Cooke	SCo	Community Governor		S Williams*	SW	Staff Governor	
M Parkes	MP	Community Governor					

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials
A Green	AG	Parent Governor		

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
Kirsty Grant	KG	Observer	Attendees
B Jordan	BJ	Observer	Apologies
K Palmer*	KP	Governance Professional	Academy Website
Damon Rew	DR	Observer	Trust Board.
Rachel Shaw (joined 6.40pm)	RS	CEO	

No	Agenda	Led by
1	Welcome and Apologies	AB
2	Declaration of Interests	AB
3	Local Governing Board Matters	AB/AP/KP
4	Minutes of Previous Meeting	AB
5	Headteachers Update	AP
6	Summer 2022 Data Report	AP
7	Safeguarding Update and Governor SCR Visit Report	AP/SCo
8	School Development Plan (SDP)	AP
9	Target 23	AP
10	Response to Letter from CEO	AP
11	Pupil and Staff Wellbeing	AP
12	Policies	AP/RS
13	Links with Parents and Community	AB/JW
14	Governor Training	AB
15	Communication with Trust Board	AB/RS
16	Any Other Business	AB/SCa
17	Date of next meeting	AB

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies AB welcomed everyone to the meeting and introduced KG, BJ and DR. Apologies were received from AG, governors consented to this absence. Governors noted that AG would resign from the LGB following the meeting and noted their thanks for her support to the school.	
2	Declaration of Interests No declarations of interest regarding matters on the agenda were made. Governors were reminded of the requirement to complete the pecuniary interest declaration which could be found on Governor Hub.	Action: All to complete declaration
3	Local Governing Board (LGB) Matters: <u>Governor Body Membership and Succession Planning:</u> AB advised that KG, BJ and DR had responded to the recent advertising for additional governors and, following meetings with herself and AP, she proposed KG to join as a community governor, BJ and DR to join as parent governors. Governors approved these appointments. MP, SCo and AB agreed to act as mentors for the new governors. AP advised there had been no nominations for the vacancy staff governor position, AB agreed to readvertise this with staff. <u>Election of Chair:</u> AB advised that she was willing to remain Chair but noted the need for succession planning as she wished to step down from the role in September 2023. Governors noted that the school was due an inspection from Ofsted. AB left the room whilst governors discussed and subsequently approved AB's appointment to the role of Chair for the 2022/2023 academic year. <u>Election of Vice Chair:</u> Governors discussed potential candidates for this role. Governors nominated SCo who advised she was willing to stand as vice chair. SCo left the room whilst governors discussed and subsequently approved SCo's appointment to the role of Vice Chair for the 2022/2023 academic year. <u>Named Governor Roles:</u> Governors discussed this and the following allocation of roles to governors was agreed: • Named Safeguarding Governor – SCo, BJ to support • Health and Safety – JW • Premises and Risk Register – SCo • Grants and Finance – BJ and SCo • Special Educational Needs and Disability (SEND), Looked After Children (LAC), Pupil Premium (PP) and pupil Welfare – MP and DR • Early Years Foundation Stage (EYFS), staff welfare and wellbeing – KG and AB • Links with Parents and Community – JW, BJ and DR Governors discussed the links with the local council and JW agreed to contact the local representative, Laura Bell. <u>Governor Designation:</u> Governors approved SCo's redesignation to Community Governor.	Decision: KG, BJ and DR appointed Action: AB readvertise role Decision: AB appointed Chair Decision: SCo appointed Vice Chair Decision: Governor roles agreed Action: JW contact council Decision: SCo to be community governor

	<u>Governing Body Housekeeping and Training</u>: this was not discussed as a stand-alone item. <u>Governor Hub</u>: This demonstration was deferred due to technical challenges.	
4	Minutes of Previous Meeting The minutes for the meeting on 11th July 2022 were approved as a true and accurate record of the meeting. No outstanding matters arising were identified.	
5	Headteachers Update AP noted the very welcome appointment of new governors and the positive impact this would have on the school. AP reported the start of the year had been very positive and new children had joined the school in all year groups. SW advised that feedback from new families had been very positive highlighting the inclusive nature of the school.	
6	Summer 2022 Data Report Governors noted the previously circulated report. AP highlighted the results for key stage (KS) 2 and EYFS had been strong, especially in reading with almost 50% of year 6 children achieving a greater depth level. The combined score for reading, writing and maths for year 6 was 59% nationally and at Ide this figure was 81%. AP highlighted the drop in the year 1 phonic results to 68% of children achieving the required standard, this was 80-90% in previous years. Year 2 children who had resat the test had also not reached the pass threshold. Governors noted the school was investigating the reasons for this fall in performance. AP highlighted the KS1 results, whilst remaining above the national figure, were lower than hoped and again the school was investigating this and it was also included within the school development plan (SDP). Governors asked for clarification regarding how children were assessed, AP advised that EYFS pupils were assessed using teacher judgements for seven areas and pupils needed to pass all seven areas to be categorised as showing a good level of development (GLD). Year 1 phonics assessment tested children on a mix of real and alien words and they need to be able to read 32/40 of these "words" correctly. KS1 pupils were teacher assessed but external tests were available to inform this judgement. KS2 pupils had externally marked tests for maths, reading and spelling and grammar (SPAG) but writing assessments were teacher assessed with moderation processes in place. Governors asked whether KS1 judgements were moderated, AP confirmed this. Governors asked if parents were informed regarding the testing process, AP advised information was sent to parents as their child reached the various testing points. <i>Item recorded under a confidential minute.</i> AP noted that Targets 23 had been worked on by staff and challenging targets had been set for all children. Governors asked how many pupils were in year 2, AP advised there were 20 children. Governors asked if this was a typical cohort size for the school, AP advised that there were 14 children in reception, 21 in year 1, 20 in year 2, 24 in year 4 and 18 in year 6. Governors asked whether autumn review results would be available for the next governors meeting, AP confirmed this.	
7	Safeguarding Update and Governor SCR Visit Report	

	This item was taken out of order and discussed after item 8.	
8	School Development Plan (SDP) Governors noted this document had been previously circulated. Governors noted that the first priority was to develop the professional growth approach within school. Governors asked how the professional growth model differed from the previous appraisal system for staff, AP advised it was a Trust-wide approach where staff developed their own goals for development and evaluated themselves with support of a mentor. SW advised that initially the system felt very different as it was self-lead reflective practice but the coaching conversations with the mentor were very helpful and stimulating with the individual being more proactive in their professional development process. Staff feedback was noted to be very positive. AP advised she was undertaking the advanced coaching module. Governors asked if the school felt the change of approach was useful, AP confirmed this. Governors asked what happened if staff did not feel sufficiently challenged by the process, AP advised that although the process was staff lead the mentor would step in if the target was not felt to be appropriate or sufficiently challenging and there was a crib sheet of questions to support the mentor in this process if required. AP advised that if concerns were noted of staff not meeting the teacher standards this would be dealt with via the capability policy. Governors asked whether individual staff goals supported the plans of the school, AP advised that so far this had been the case however goals should always show how they positively impact the individual's class needs. Governors noted the remaining priorities within the SDP were to strengthen the curriculum with particular regard to history, geography and science, to develop reading and writing for KS1 pupils and writing for pupils with SEND, and to raise outcomes in maths for KS1 pupils and pupils with SEND. Governors asked whether the White Rose maths scheme had been of benefit, SW advised that this had been used alongside the pupil's maths books and had been very effective. It had linked well for all concepts, allowed pupils to embed their knowledge and had been well received by the children. Governors asked whether it had supported the development of the maths curriculum, SW confirmed this. AP advised staff had taken pupils views into account when looking at the system being used in other Trust schools before bringing it into Ide. AP advised that pupils with SEND had also found it easier to access the curriculum via this programme. Governors asked whether the SDP would be on the school website, AP confirmed this. Governors asked whether teachers who had pupils with SEND in their class received additional classroom support, AP confirmed this.	
7	Safeguarding Update and Governor SCR Visit Report (deferred from earlier in the meeting) Governors noted the previously circulated visit report regarding safeguarding from SCo. SCo reported she had completed recent training regarding safeguarding which had highlighted the need for the single central record (SCR) to be accurately maintained and stored securely. Governors asked whether the SCR related to teaching and non-teaching staff, AP confirmed this and advised that she maintained the overview, but information was inputted by administration staff. Governors asked whether volunteers were removed when no longer associated with the school, SCo confirmed this and that she had checked the SCR during her recent visit to school. <i>RS joined the meeting at 6.40pm.</i>	
9	Target 23	

	Governors noted this had been discussed within item 6.	
10	Response to Letter from CEO Governors noted this had been discussed under item 6.	
11	Pupil and Staff Wellbeing Governors asked how the school was supporting families in respect to the current increase in the cost of living. RS advised that there was support from a Charitable Trust for families and governors noted there was also some funding available from a village fund. JW advised the school ran a second hand uniform shop with items being given at no cost to families when necessary. JW advised this service was currently being used a lot by the school community. Governors asked if this was publicised on the school website, JW advised it was on the Friends of Ide School (FIS) website. RS advised that the Trust had received £50,000 of funding during Covid which had been used to purchased food for identified families. RS reported the Trust also promoted the Government's holiday activities and food programme (HAF) which gave free holiday club places for children and provided a hot meal. RS highlighted the importance of the school ensuring that all families eligible to claim free school meals or pupil premium funding did so. RS advised governors that the Trust was meeting the current additional costs of approximately £300,000 due to increased staff salary costs and utility costs, to limit the impact on individual school budgets. Governors noted that any surplus funds from RS's secondment was being used to support vulnerable families. RS noted that the school did also signpost families to where additional support might be available. AP advised that children receiving PP funding received free places in clubs, the school newsletter was used to promote available services and costs of school trips were reviewed for these children. JW advised that FIS had funded coach travel for school trips the previous year to support the cost. Governors asked whether transport was available from within the Trust, RS advised nothing was currently in place, but the Trust was looking to develop the alternative provision available within the Trust and how facilities can best be used, including transport. Governors discussed the issue of transport and the associated costs. Governors asked how many minibuses the Trust was considering, RS advised only one as most transport would be for small groups of children.	
12	Policies - Safeguarding Policy – Approved - School Admission Policy – RS noted the proposed change to the catchment boundaries and the current published admission number (PAN) for the school of 20. RS advised that a PAN of 20 meant the school was obliged to take 20 pupils into reception if this number applied to the school in a given year. The school was not obliged to take up to PAN for applications into other year groups. RS advised that reducing the published PAN to 15 allowed the school more flexibility going forwards in terms of class structure. AP noted the school could take more than the allocated PAN if it wished. Governors noted the budget implications of the number of children on roll and RS highlighted the drop in live birth numbers and the resulting impact upon the school. Governors asked whether a reduced PAN would negatively impact upon the school's ability to enter funding bids or undertake	Decision: Policy approval: Safeguarding Admissions

	development work, RS advised there would be no change to the school's status. Governors asked whether changing the PAN was a LGB or Trust Board decision, RS advised that the Trust Board was very aware of the current situation at the school and had the final approval but would prefer the decision to be made by the LGB. Governors asked for AP's view regarding the reduction in PAN, AP advised that given the current financial situation for the school a reduction in the PAN would allow greater flexibility if needed going forwards. Governors discussed the implications of a reduced PAN on class structure. Governors asked when the decision would take effect, RS advised this would be from next year, however the policy was still subject to a period of public consultation. Governors discussed this and agreed for the PAN to be amended 15. Governors asked whether the PAN could change each year, RS confirmed this. Governors noted there was no significant proposed change to the catchment areas and approved the admissions policy with the reduction of PAN	Decision: PAN to be 15
13	Links with Parents and Community AB noted the need to continue to develop this further particular with the relevant local council groups. AB agreed to liaise with the school to ensure that monthly items from the school were available for the village newsletter. Governors discussed how community links could be further developed including the hiring of the school hall and the issues associated with this. Governors asked regarding the success of the recent FIS annual general meeting, JW advised it was well supported and dates for events during the year had been agreed. Governors noted the significant increase in parental involvement with FIS. Governors asked whether all officer roles had been filled within the FIS committee, JW confirmed this. Governors asked whether there was currently a clear focus for fundraising, JW advised that it would be helpful to have some projects identified. Governors discussed this and identified the outside area, coach trips and an equipment wish list as potential areas. Governors asked how FIS advertised events, JW advised the board in the playground and website were used. AP advised an area in the school foyer could be used. Governors asked how much parent uptake there had been with the Tapestry resource, AP advised this was used in pre-school, but alternative systems were used in other year groups. JW noted the Facebook group had been relaunched and thanked people for their input into this.	Action: AB/ AP re village newsletter
14	Governor Training Governors noted the information provided regarding governor monitoring visits which contained a clear outline of the governor role for visits, some prompt questions and a format for recording the visit. The guidance made it clear for staff and governors that the purpose of the visit was not to judge teaching. Governors agreed the following allocation of subject visits: • Maths – SCo • Reading and Writing – MP • Science and Geography – AB • History – SCa • PE – JW • PSHE and RE – KG • Music – BJ	Decision: Subject visits allocated.

	Latin – DR Governors asked whether all subjects should be visited this term, AP advised it was important to link visits with the SDP priorities. AB agreed to develop a monitoring schedule in liaison with AP. Governors asked how visits should be organised, AB advised these should be done by contacting the subject lead (copying in AP) to arrange. Governors noted that some employers did provide time during the working day for volunteering activities. Governors discussed other methods of monitoring and agreed learning walks could be undertaken immediately preceding a LGB meeting. AB noted the link with the new staff handbook and the value of a visit to assess the impact of this and reviewing the expectations stated in the handbook against what was shown in children's books. Governors discussed the process of a visit, including liaison with the teacher to check for accuracy and then posting of reports to governor hub. Governors discussed the frequency of visits and agreed that an initial visit early in the year with a follow up at a later point would be appropriate but planned to fit in the with individual subject.	Action: AB develop monitoring schedule Decision: Aim for two visits for subjects each year
15	Communication with Trust Board AB \ for governors to contact her with any items for the upcoming Chair's Forum meeting. RS advised of the new governor induction policy.	
16	Any Other Business Governors noted the visit report from SCa previously circulated. Governors noted that the stairwell work was due to be completed during half term and the boiler work was underway. Governors asked who reviewed quotes for external work, RS advised that these were reviewed by the premises manager. Governors noted the condition improvement fund (CIF) bid for preschool had been resubmitted. Governors asked why CIF bids were necessary, RS advised that these were a method of applying for funding for large scale projects for Trusts with under 3000 pupils or 10 school. Governors asked the deadline for bid submission, RS advised this was December. Governors discussed the value of linking with village organisations to develop the preschool resource. Governors noted a second CIF bid had been submitted in respect to the fire safety system. Governors asked whether the roped off areas of decking was being addressed; JW advised there was a planned parent working party for the next weekend. Governors noted the need for replacement windows and the impact of the school's listed building status on this process. Governors noted the allocated budget of £5,000 for annual class redecoration and that quotes for the replacement LED lighted were awaited. Governors asked whether solar panels could be considered for the school, RS advised this would need careful investigation. Governors asked whether a car charging point could be considered for the car park, RS advised that the school could link with the parish council to investigate this further.	
17	Date of Next Meeting Thursday 24th November 2022, 5.30pm at Ide School. A virtual link would also be available.	

The meeting closed at: 7.56pm.

Action Log:

Agenda Item	Action	Who
2	Complete declaration of interest on governor hub	All
3	Readvertise Staff Governor position	AB
3	Liaise with parish councillor	JW
13	Liaise regarding items for submission to village newsletter	AB & AP
14	Develop monitoring schedule	AB