



MINUTES OF THE FULL GOVERNING BODY MEETING MICKLE TRAFFORD VILLAGE SCHOOL		
Date	26th June 2024 at 5pm	
Venue	At MTVS	
Present	Wendy Lyon (WL) Mat Hutchinson (MH) Sara Hayes (SH) Anouska Youds (AY) Adrian Ralph (AR) Nicola Lasikiewicz (NL) Andrew Canham (AC)	Headteacher Co-opted Governor Staff Governor Parent Governor Co-Chair Co-opted Governor Vice Chair Parent Governor Co-opted Governor
Attended remotely:	Clare Arnold (CA)	Co-opted Governor
In attendance	Annette Jones (AJ) Nicole McNally (NMc) Chloe Woolbridge (CW)	Governance Clerk Observer (SBM) Year Teacher & Literacy Lead
Apologies	Jill Cutler (JCu) Yvette Brindle (YB) Linda Peate (LP) Julie Cox (JC)	LA Governor Co-Chair Co-opted Governor Linda Peate (LP) Observer (DHT)

The three core functions of the governing body (March 2024 new Governance Guide):

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

Documents sent ahead of the meeting or tabled:

- Minutes of the last meeting
- Headteacher's report
- School Development Plan

The meeting was quorate

The meeting started at 17.07

AGENDA ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE
	The Chair welcomed the governors to the meeting. Apologies were received from LP, JCu, JC, YB. A particular welcome to Andrew Canham as a new governor was made.
Resolved:	To accept apologies from LP, JCu, JC and YB.

AGENDA ITEM 2	PRESENTATION BY SUBJECT LEAD ON WRITING (DEFERRED FROM THE SCS MEETING)
	To receive a presentation by a member of staff ('Greater Depth' and a 'Working Towards' Writing example for governors to review.)
	CW shared a presentation on screen and highlighted the objective of the presentation as Writing & next steps: <ul style="list-style-type: none"> • Overview of data. Just a little below average but improvement from baseline data. • End of KS2 writing data – close to the national average but improvement from baseline data • Phonics data – well above national standard with 86% pass for Y1 and 100% pass rate for Y2 retake.



	<ul style="list-style-type: none"> • SDP – significant part of the plan is Writing in 2023-24. Next steps are individualised <p>Q AR asked how the school communicates with parents? A CW gave examples of mid-year reflections, end of year report, notes and emails, parents evenings.</p> <p>Q AR asked how parents can engage? A WL proposed adding to the SDP to increase parent's engagement. A Writing showcase is planned next year.</p> <ul style="list-style-type: none"> • KS2 have started with jotters – very positive feedback, some examples were shared. <p>Q AY asked if it's up to the child to decide to enter vocabulary in the jotter? A MH replied that previously whiteboards were used but the words disappear, now children are encouraged to use their jotters.</p> <ul style="list-style-type: none"> • SpAG lessons KS2 spelling, punctuation etc • National Writing Day • Story Glory competition – positive • Free writing stations for children to access during wet play • Drama organised. A company work on learning topics • Marking Policy update in Sept. • Time for pupils to follow up the marking responses • Consistency across the school will build the writing focus • Improve data across the board • Spelling programmes • P2P for years 2 & 5 (those working towards) are the main target – TAs run the interventions <p>Q CA asked about all of year 5 accessing the programmes? A CW replied that it's for any borderline or below expectations. Not a set group it's as and when they're identified.</p> <p>Q CA how to push the greater depth children? A CW it won't help those expected but it enables teachers to push those on the cusp of greater depth as they can balance the time more. CA to include in the SDP. A WL confirmed its addressed on the pupil progress meetings and will highlight those who are not achieving as expected.</p> <p>Q A asked about keep-up rather than catch-up? A MH replied that this intervention is catch-up. Keep-up interventions are not separate interventions as TAs provide this support. CW replied that when the marking policy is consistent that enables the keep-up.</p> <ul style="list-style-type: none"> • Additional training • Ofsted telling the story – CW is a literacy specialist and supports other schools. <p>WL reported that this enables a very positive sharing of practice.</p> <p>SH reported how positive the RWI training was and how it influenced her practice.</p> <p>MH clarified - not far off greater depth for Writing. MTVS is in line with the national average.</p> <ul style="list-style-type: none"> • The SDP focus and action plan for 24-25 was shared. • Read, Write Inc Spelling was shared. 2 months free trial. The programme was explained. • P2P Intervention model was explained. <p>Q AY asked about the rationale for implementing P2P in the afternoons A CW responded - to avoid missing the structured curriculum in the morning. The afternoons are freer for pupils to pick up subjects they may miss and enables pupils to miss out as little as possible.</p> <ul style="list-style-type: none"> • Other interventions were shared and included on the presentation • Nesy was discussed. Pupils work independently. • KS2 P2Read • Ofsted – the key statements on Writing were highlighted on the presentation. <p>WL highlighted that there's an increase in Headteacher' rewards / stickers.</p> <p>CW invited governors to ask further questions by email</p>
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Action: 2.1	MH to circulate the power point presentation following the meeting.
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Governors thanked CW for her presentation.

CW left the meeting at 17.39

AGENDA ITEM 3	DECLARATIONS OF INTEREST
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Governors to advise of any new declarations of interest or any items in relation to the agenda to be discussed.				
Member	Entity	Nature	Notes	
Clare Arnold Co-opted	-	Personal or close family relationship	Child in Year 1 Child in Year 4 Child in Year 6	
Yvette Brindle Co-opted	Mickle Trafford Village School	Personal or close family relationship	Daughter in year 3	
Jill Cutler Local Authority	Queens Park High School	Teacher	-	
Adrian Ralph Co-opted	My Child is year 1 student at MTVS	Currently in Miss Holgate's class		
Anouska Youds Parent	-	Personal or close family relationship	Children in Year 3 and Year 5	
Nichola Lasikiewicz			Child in year 1	
Andrew Canham		Chair of governors (Local Authority governor, formerly a parent governor since 2013)	Elton Primary School and Nursery	
		Chair of governors, previously member of IEB	St Paul's Utkinton and Cotebrook	
		Parent governor	Helsby High School	
		Executive Member and Honorary Treasurer	Cheshire West Governance Association	
		Member	Cheshire Academies Trust	

AGENDA ITEM 4	DECLARATION OF ANY OTHER BUSINESS
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	Items of Business for later in the meeting: <ul style="list-style-type: none"> • WL - Shed quotes • NMc declared an interest related to the shed quotes – her husband had submitted a quote. • AY - Website – minutes and governor's group email.
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AGENDA ITEM 5	PART ONE MINUTES OF THE LAST MEETING (13.03.24 & 04.06.24)
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Resolved:	To approve the P1 minutes of the last meetings (13.03.24 & 04.06.24) as a true and accurate record of the meetings.
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AGENDA ITEM 6	MATTERS ARISING
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To address any matters arising/actions from the previous meeting.					
Raised	Agenda item	Action	By Whom?	By When?	Completed / Not



						completed / Pending
13.03.24	6.9.1	To check the progress with the Induction checklist.	NL	ASAP	Completed Almost completed	
13.03.24	6.1	To write to AC to invite him to join the Board as a Co-opted Governor.	JCu	ASAP	Completed	
13.03.24	6.2	To readvertise the Co-opted Governor vacancy. 3 rd party organisations to be contacted.	JCu	ASAP	Agenda item	
13.03.24	6.3	To advise of 3 rd party charity contact for governor recruitment.	AC	ASAP	Agenda item	
13.03.24	6.4	To update their diversity details on GH.	All	By the end of term	Completed	
13.03.24	6.5	To pull off diversity reports from community & GH in readiness for the next meeting.	AJ	Before the next meeting.	Completed	
13.03.24	6.5	To contact governors to gauge interest in the role of Chair.	AJ	Completed	Completed	
13.03.24	7.1	To revisit the NGA 20 self-evaluation questions – AJ to post on GH.	All / AJ	Before the next meeting.	Pending – all others to complete	
13.03.24	8.1	To upload training certificates on GH.	JCu	ASAP	Pending	
13.03.24	8.2	To complete Cyber Security training	MH	Before the next meeting.	Completed	
13.03.24	9.1	To complete a RoV template following visits.	All	Ongoing	Ongoing AY reported that she had uploaded some. NL also uploaded 2 reports - SATs and pupil voice	
13.03.24	10.1	To contact the previous cleaning company who had quoted and if unsuccessful source another company to quote for the cleaning contract.	NMc	ASAP	Completed	
13.03.24	11.1	To send a Collaboration Agreement template to WL.	AJ	Completed	Completed Pending – WL to gain a signed contract from the Chair and Headteacher.	
13.03.24	12.1	To promote the school on their networks.	All	Ongoing	Ongoing	



13.03.24	13.1	Data to be collected on the 20 th of March and shared on GH for governors' review.	WL	By the end of term.	Completed
13.03.24	14.1	To update the SDP at the end of term and upload to GH at the beginning of the summer term for governor's review.	WL	Before the next meeting.	On the agenda
13.03.24	14.2	To present the SDP with headlines and linked to the budget for next year's 2024/25 SDP.	WL & NMc	At the next meeting.	On the agenda
13.03.24	16.1	To review the SEF the section on governance and quality assure that it is up to date.	All	Before the next meeting.	Pending
13.03.24	19.1	To repeat the staff wellbeing questionnaire in the summer term.	WL	By the end of the year.	Pending
13.03.24	23.1	To send out an email to invite governors to attend the SATs tests.	WL	ASAP	Completed
13.03.24	26.1	To publish the minutes of the Part 2 meeting. On the 5 th of March in the Part 2 folder.	JCu	ASAP	Action cancelled

AGENDA ITEM 7	BOARD GOVERNANCE
	<ul style="list-style-type: none"> • Membership/vacancies to address. Co-opted Governor vacancies – Chairs to update. <p>WL reported that Paula Morton, an ex Headteacher at Upton Heath Primary maybe interested. She has a consultancy and works remotely.</p> <ul style="list-style-type: none"> • Change in Governance structure – as a flat structure with no committees there'll be no Associate Governors. To agree the attendance and role of the DHT & SBM in the new FGB structure. <p>NMc left the meeting at 17.53 The value of the SBM and the DHT was discussed. It was agreed that the SBM and DHT to be invited to attend as Advisers to the Board.</p> <p>NMc returned to the meeting at 18.00</p> <ul style="list-style-type: none"> • Succession Planning – to agree a strategy to appoint a Chair from September 2024. Paula Morton may be prepared to be Chair. AC also said that it may be possible that he would stand. • Governor Training required/attended: Note – the board must ensure at least 1 governor on an interview panel is safer recruitment trained even if a governor is not on a panel. It is useful to have a governor trained in case another panel member can't take part for any reason. This complies with requirements of KCSiE. Good practice to review every 2 or 3 years. CA is trained in Safer Recruitment, NL is part way through the training, YB & AC are also trained. • Diversity – to review the outcomes from the Board and community.



	<p>Discussion took place about being more diverse. This was described as limited due to the population base. Generally, the Board has professional people, it would be good to bring in someone different, but the question was asked - are they comfortable?</p> <p>Q AC asked about the PTA diversity? A NMc confirmed the PTA as similar. AC reported his experience with another school's Traveller community and agreed that the governors represented the travellers through their positive relationships and understanding of their community. NMc reported that she has good relationships with the GRTC. They are welcomed and engage in the school community. Stakeholder engagement was discussed to ensure the diverse communities have a voice.</p> <ul style="list-style-type: none"> • Chair's Action since the last meeting AY reported a Chair's Action to be reported in P2. The Co-Chairs also agreed the cleaning contract. WL reported an improvement in the quality of clean. • Governors noted the updated Governor handbook
Resolved:	To appoint AC as a Co-opted Governor with a start date of the 26.06.24.
Action: 7.1	WL to follow up Paula Morton's interest in becoming a governor at MTVS tomorrow. To await the outcomes of conversations before advertising for a Co-opted Governor.
Resolved:	To invite the SBM & the DHT to attend the FGB meetings as advisers.
Action: 7.2	WL to discuss with AC & PM whether they would be interested in standing as Chair from September 24.
Action: 7.3	To continue to review diversity as an ongoing agenda item.

AGENDA ITEM 8	BOARD EFFECTIVENESS
	<ul style="list-style-type: none"> • To agree on any internal self-evaluation of governance including stakeholder feedback. <p>It had been agreed for governors to complete the NGA 20 questions on the 13th of March, Action 7.1. Three had been completed. It was agreed for the other governors to complete. The Governor Skills Audit to be revisited in the new academic year.</p> <ul style="list-style-type: none"> • To discuss an independent Governance Review. WL provided the contact details of 2 external reviewers. The NGA, IGOVs & Edsential options were discussed. AC reported that Sue Turner had done Elton's review which was funded by the LA. His experience was that the process involved online interviewing of governors, their impression of the Chair and relationships. Longer time was spent with the Headteacher and Chair. A summary of next steps, what was done well and what they could do better. It was reassuring to have the validation, but the Board already knew what they needed to do to improve. It did help governors to focus. <p>It was highlighted by the Chair that an external review was advised by IGOVs and the LA.</p> <ul style="list-style-type: none"> • To agree Governor's Impact Statement for 23-24. Governors discussed different ways of forming the Impact Statement. The Gov Objective on the SDP was referenced. Expenditure on catch up programmes – strategic decisions not to do an external review. What will next year look like. Working retrospectively looking at visits. Governors supported having strategic objectives. All staff have a vision day – tack on the back a more strategic plan. SH this would help with marketing the school. Community engagement was identified as a focal area. NL celebration of the school – making accessible The timeline of review and action planning was discussed.



	Discussion took place regarding the finance reporting. Q SH asked for clarification? A NMc explained how the budget officer would need to be factored in.
Action: 8.1	AY to collate information from all governors re their views of impact and draft an impact statement.
Action: 8.2	To agenda set visioning and action planning.
Action: 8.3	WL to email ST, SK to gain a price for a review and costs for follow up support.
	AC referenced the CWGA Governance which provides training & coaching plus conferences. NMc confirmed that MTVS has membership. AC highlighted that there are opportunities for new governors in Autumn and Chairs training. There are also networking events led by National Leaders of Governance. Governors discussed other models of evaluation. The pros and cons were discussed. As it's not budgeted for there's a financial pressure. It was discussed whether to park the external review and take advantage of the CWGA NMc advised that there's some income from School's Direct. AR stated that an external review is needed. The role of the SIP was also discussed. A new SIP in will be in post in September 24. It was discussed whether they could support a review. AC also said that he or Paula Morton could offer a review as new to the Board.
Action: 8.3	WL to ask the SIP whether they could carry out a Governance Review. (The 17 th of October was proposed). WL to share the research into the different models on GH. AJ to create a poll and governors undertake a vote to decide on a model by the end of term.

AGENDA ITEM 9		GOVERNOR MONITORING				
To receive any reports or feedback from governor visits:						
Term	School Improvement Objective	Specific area of focus	Staff Members / Role	Reporting Deadline	Intended impact	Governor
Spring Term	Monitor curriculum for Geography and Physical Education	Schemes of work and extra-curricular provision for PE	Mat Hutchinson and Mitch Waring	Visit into school completed by Christmas - Met Mitch to discuss transport and extra-curric	Quality assurance of Geography curriculum. Ensure PE extra-curricular provision is extensive and accessible	JCu
Autumn Term	Monitoring of curriculum areas for languages and science	Languages: Meeting the curriculum, schemes of work, projects across the years.	Sara Hayes - MFL Subject Leader	Languages meeting took place 29/11/23	Review the various projects and pieces of work and the impact on the children. Increase governor awareness of what is being covered in each subject area.	YB
		Science: email correspondence/ catch up	Sarah Gent, Jo Taylor	Science meeting tbc		
Spring Term	Monitoring of curriculum areas for	Schemes of work. Use of resources,	Sara Hayes - MFL Subject Leader	End of Spring Term	Quality assurance of schemes of work,	YB



	languages and science	outdoor activity. Pupil voice.	Sarah Gent, Jo Taylor		curriculum. Project review and impact on children	
Summer Term	Monitor curriculum for Geography and Physical Education	Schemes of work Geography visits	Mat Hutchinson and Mitch Waring	End of Spring Term	Quality assurance of schemes of work and any planned visits	JCu
Summer Term	Monitoring of curriculum and implementation for all children.	Music - Review schemes of work, use of resources.	Music - Callum Gough and Sara Hayes	Meeting scheduled for 12th July (pm)	Monitor the curriculum and look at provisions in place for ensuring pupils have understood their learning and can remember it securely before new topics are introduced.	AY responsible for English, Art and Music
Summer Term	To review adherence to national SATS administration guidelines (yr. 6).	Quality assurance and compliance	Wendy Lyon, Laura Poland, Mat Hutchinson	End of Summer Term	Quality assurance and compliance	NL
Summer Term	Pupil Voice	Pupil voice regarding safety at school	Yr. 3 and Yr. 5	End of Summer Term	To gain a sense of how safe pupils feel at MTVS and procedure for reporting concerns,	NL
Summer Term	Monitor curriculum for History	History Visit		TBC		NL
	MH articulated that the monitoring has been well received by teachers and enabled them to showcase their subjects and work, it's been beneficial. Governors also reported that they valued the insight.					
Action: 9.1	WL and MH (when writing the SDP) identify areas for governor monitoring					

AGENDA ITEM 10	COMMITTEE MINUTES
	<p>SCS – 22.05.24 Approval of staffing arrangements for 23/24</p> <p>FPH&S – 12.06.24 There were no recommendations for FGB approval.</p>

AGENDA ITEM 11	HEAD TEACHER REPORT
	<p>The Headteacher's report was circulated in advance of the meeting. Questions were asked and answered in advance. WL referred to them.</p> <p>Q AJ asked specifically for Headteacher reflections on the year 2023-24 and Yr. 1 and how satisfied she is? A WL replied – it's difficult as staff absence has impacted the class. The</p>



	<p>teachers should be supporting each other but there's been a long-term absence. SH has provided consistency and was acknowledged.</p> <p>AR expressed his concern that the same arrangement doesn't disadvantage the pupils going into Yr. 2. WL responded to say an experienced teacher has been appointed. There will be experienced teachers with the class who are also used to job sharing. The handover will be built in, and TAs are supporting.</p> <p>Q CA asked should they be concerned about the part time splits? How does the data support this? A WL referred to the change to working practices with applications for job share roles and constraints on the budget. A NMc replied that there are positives with job shares. Q CA reiterated that the evidence base needs to be considered.</p> <p>AH highlighted that the staffing arrangements were operational but strategically the governors will need to monitor pupil progress.</p> <p>Q AC expressed his disappointed in the Ed Psych not seeing individual children and asked for more context. A MH responded that they only send for EHCP requests. It cost £150 for the group consultation. The Cluster of schools present cases and review – this has been genuinely useful but doesn't replace the Ed Psych coming in.</p> <p>Q Is this having an impact on the success of EHCP applications? A MH replied yes, as the report from the Ed Psych supported the applications.</p> <p>Governors discussed the challenges around the EHCP applications and the impact. Supporting evidence for nurseries is gained at transition. Visits were proposed. Reception class teacher has tried to forge relationships – it has been difficult. MTVS feeds off 5 or 6 nurseries.</p> <p>AC explained the impact of this at Elton.</p> <p>The cost of assessments was discussed. Dyslexia for half a day costs £550 for one child.</p>
Action: 11.1	WL to identify the split class groups in the performance data reports.

AGENDA ITEM 12	SCHOOL DEVELOPMENT PLAN UPDATE
	<p>The RAG rated SDP 23-24 was shared in advance of the meeting, please see Appendix 2 below.</p> <p>Q AR asked how do you maintain objectivity when assessing your progress with the plan? Is there a way of reviewing it independently occasionally?</p> <p>A WL replied that it was about being secure in the responses and referred to her answer in the pre meeting responses:</p> <p>'Our plan is assessed as a whole staff and is brought to governors termly for review. Our plan is independently reviewed by our SIP. Previously to OFSTED it was also reviewed by our ASIA'</p> <p>Governors were invited to respond once they have digested it.</p>

AGENDA ITEM 13	CONSIDERATION OF STRATEGY 2024/25
	<ul style="list-style-type: none"> • To review the school's priorities for this academic year and if they were achieved. To consider how this informs the strategic work of the board in 2024-25. • To review the vision and values of the school and ensure these are shared with all stakeholders. <p>WL advised that the new SDP will be presented as a draft at the first meeting in October 24.</p>

AGENDA ITEM 14	CYBER SECURITY
	<p>The governing board is responsible for monitoring the precautions the school has in place and whether it is safe from a potential cyber-attack – how do you monitor whether the systems are effective and how often to staff receive training in cyber security?</p>



	<p><i>Action:</i> to confirm which governors have completed or will complete cyber security (a must in the new Governance Guide)</p> <p>Cyber security training was covered in agenda item 7 above. MH advised that the school has Bit Locker on laptops and all filters and audits are in place. The IT provider carries out regular updates. Q AR asked if cyber security is included in the risk assessment? A WL advised that it's included within the Business Continuity plan. WL and NMc will check. Governor awareness was highlighted.</p>
Action: 14.1	WL and NMc to check that cyber security is included in the Business Continuity plan.

AGENDA ITEM 15	POLICIES AND PROCEDURES
Discussion:	First Aid Policy – WL advised that there's a change in the administering of medication. This was reviewed at the FPH&S Committee Meeting.
Resolved:	To approve the First Aid Policy.

AGENDA ITEM 16	ANY OTHER BUSINESS /ITEMS FOR NEXT FGB MEETING
Discussion:	<p>WL referred to the landscaping for the shed and reported that the school have gained a comprehensive like for like quote. AR confirmed he was happy for the school to decide on the shed quote now a like for like quote has been gained.</p> <p>AY raised that the governor minutes were not easy to locate on the website – MH demonstrated where they were onscreen. He has asked technical support to adjust the menu. to increase the visibility. The website audit was discussed – it was agreed to revisit this action going forward next year.</p> <p>The governor group email list was raised. There were 2 names on the list who are not governors. WL assured governors that the email addresses are disabled.</p>
Action: 16.1	AR to reissue the website compliance checklist.
Action: 16.2	Technical support to remove the disabled email addresses from the governor group email.
	<p>MH advised that the staff have met to discuss the social media plan. A school Instagram and FB account have been set up for a September launch. AC proposed that a notice could be generated on the Village Chat for advertising school places.</p>

AGENDA ITEM 17	DATE OF NEXT MEETING/S																		
Discussion:	To agree a meeting schedule for 24-25																		
	<table border="1"> <tr> <td>Wednesday</td> <td>02.10.24</td> <td>5pm</td> </tr> <tr> <td>Wednesday</td> <td>20.11.24</td> <td>5pm</td> </tr> <tr> <td>Wednesday</td> <td>12.02.25</td> <td>5pm</td> </tr> <tr> <td>Wednesday</td> <td>19.03.25</td> <td>5pm</td> </tr> <tr> <td>Wednesday</td> <td>14.05.25</td> <td>5pm</td> </tr> <tr> <td>Wednesday</td> <td>09.07.25</td> <td>5pm</td> </tr> </table>	Wednesday	02.10.24	5pm	Wednesday	20.11.24	5pm	Wednesday	12.02.25	5pm	Wednesday	19.03.25	5pm	Wednesday	14.05.25	5pm	Wednesday	09.07.25	5pm
Wednesday	02.10.24	5pm																	
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Wednesday	12.02.25	5pm																	
Wednesday	19.03.25	5pm																	
Wednesday	14.05.25	5pm																	
Wednesday	09.07.25	5pm																	
Resolved:	To approve the FGB meeting dates as shown above.																		

MH NMc & SH left the meeting at 19.32
The meeting continued to Part 2

Appendix 1

Raised	Agenda item	Action	By Whom?	By When?
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13.03.24	7.1	To revisit the NGA 20 self-evaluation questions – AJ to post on GH.	All except AY, MH & AR	Before the next meeting
13.03.24	11.1	To gain a signed contract from the Chair and Headteacher.	WL	ASAP
13.03.24	16.1	To review the SEF the section on governance and quality assure that it is up to date.	All	Before the next meeting
26.06.24	7.1	To follow up Paula Morton's interest in becoming a governor at MTVS tomorrow. To await the outcomes of conversations before advertising for a Co-opted Governor.	WL	ASAP
26.06.24	7.2	To discuss with AH & PM whether they would be interested in standing as Chair from September 24.	WL	ASAP
26.06.24	7.3	To continue to review diversity as an ongoing agenda item.	All	ASAP
26.06.24	8.1	To collate information from all governors re their views of impact and draft an impact statement.	AY	Before the next meeting
26.06.24	8.2	To agenda set visioning and action planning.	AJ	For the next meeting
26.06.24	8.3	To email ST, SK & Purple Governance to gain a price for a review and costs for follow up support.	WL	ASAP
26.06.24	8.3	To ask the SIP whether they could carry out a Governance Review. (The 17 th of October was proposed). To share the research into the different models on GH. To create a poll and governors undertake a vote to decide on a model by the end of term.	WL AJ	ASAP
26.06.24	9.1	(When writing the SDP) identify areas for governor monitoring	WL & MH	For the next meeting
26.06.24	11.1	To identify the split class groups in the performance data reports.	WL	Ongoing
26.06.24	14.1	To check that cyber security is included in the Business Continuity plan.	WL and NMc	ASAP
26.06.24	16.1	To reissue the website compliance checklist.	AR	Completed
26.06.24	16.2	Technical support to remove the disabled email addresses from the governor group email.		Completed

Appendix 2

Part 1 QUESTIONS RAISED BY GOVERNORS FGB MEETING 26.06.24

Agenda Item	Document Title & Reference	Questions Raised	To	From	Response	How you, as a governor, can support
12	SDP	How much will you extend the staff meetings to enable a sufficient discussion on the SDP action plan and what does this translate into across a full academic year?	WL	AR	Our planned staff meeting and Inset agendas schedule meetings for SDP discussion/subject action plans and termly reviews. For example,	



					<p>this year we have had termly staff meetings to monitor/evaluate our SDP. We had a twilight 10.6.2024 where teaching staff evaluated the SDP - comments in purple. We also had a twilight on 24.6.24 to discuss next year's priorities- SLT and staff will continue to work on this document over the next few weeks. Time has been allocated on the Sept Inset days to share the completed document with staff.</p>	
12	SDP	Why have class cards not been successful?	WL	AR	<p>The cards are available but not in a centralised place in classrooms so have not been used as often as we would like. We have discussed this last week in our staff meeting and we have the following actions in place to ensure they are used more e.g. each class will place their cards next to the door with their other classroom information, admin and support staff to be encouraged to use them more regularly</p>	
12	SDP	What is your current biggest concern with the SDP Implementation plan and what are you doing about it?	WL	AR	<p>We have struggled with rag rating/showing impact as there is no hard data to analyse. I have now adapted the format- I have uploaded to Gov hub - and am planning to look through it this evening with you all</p>	
12	SDP	What is the current completion rate of the teaching staff to the CDP training?	WL	AR	<p>Average CPD training undertaken by teachers is 8 although some teachers are not completing the form - this has been addressed</p>	
12	SDP	How do you maintain objectivity when assessing your progress v plan? Is	WL	AR	<p>Our plan is assessed as a whole staff and is brought to governors</p>	



		there a way of reviewing it independently occasionally?			termly for review. Our plan is independently reviewed by our SIP. Previously to OFSTED it was also reviewed by our ASIA	
11	HT report	Can an explanation be given re the significant dip in attendance in Wk. 12 on the graph?	WL	AY	This a glitch in FFT system which has been reported and is being updated. The attendance percentage for that week was 95.1% based on figures from our MIS system. Therefore, the overall from 4.9.24-24.5.24 changes slightly to 95.2% (95.1% on report)	
11	SEND	What is your biggest concern with your current SEND implementation?	MH	AR	There are some common difficulties that schools face regarding implementing SEND. Firstly, the rate in which funding comes through from the LA is slow. We are currently waiting on funding for two children but are funding this ourselves as a school. This then also impacts other children by the need to move support staff from general class-based support to where they are needed as 1:1 support or intervention support. It's a frustrating situation for all parties involved. We try to utilise TAs who work on a 1:1 basis in class as much as possible to support other children too. E.g. There has been a recent situation where there has been need to support a child significantly in school. This at times has taken a 2:1 or even 3:1 adult: child ratio to support this child. This then has impacted the class significantly in	



				<p>terms of the support they have been able to receive in general.</p> <p>TA appointments continue to be a difficulty in terms of experienced and expert staff.</p> <p>In my action plan next year, I want to improve the monitoring and tracking of pupils with SEND. This will be something we will be looking at in INSET day in September. There are monitoring systems available but these cost and I feel we can receive the same benefits of developing our own version within our provision maps.</p> <p>On a positive, I feel that we have seen a more successful implementation of interventions. Mrs Clarke is now properly up and running with her ELKLAN support where she is seeing many children. This does take up significant time, but she is timetabled out of class for this. Other interventions are happening, but these are up to the class teacher's discretion to support the needs of the class. Interventions include Power of 2 maths, Nessy spelling programme, additional phonics sessions, handwriting sessions, catch up/keep up maths sessions etc. In addition, ELSA sessions conducted by Liz Weston continue to be extremely well planned and delivered. However, she has got</p>	
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					many children on the waiting list which she hasn't been able to see this year due to the number of children accessing this.	
11	HT report	The current plan for year 1 in Autumn is a split of teaching responsibilities as per this year. How do you assess the success of this arrangement?	WL	AR	It will be monitored throughout the year by observations, children's progress termly data analysis - pupil progress meetings professional dialogue and appraisal monitoring,	
11	HT report	I note that there is an inspection of the sports and play equipment on 26.6.24, presumably this will include the grass area and grid where the equipment is located? (Or does the grass area come under the premises inspection/walk around?) - Can the outcome of this inspection please be provided at tomorrow's meeting?	WL	AY	This inspection on 26.06.24 has been rescheduled to 29.06.24 and is booked to re-inspect a specific piece of equipment. I will share the report as soon as we have it.	
12	SDP	Is it attainable that all teaching staff will have completed CPD by the end of the summer term?	WL	AY	Yes, this has been achieved: I can confirm that all statutory CPD has been completed by teaching staff e.g. Safeguarding and Prevent Other whole school, prioritised, CPD has been completed by some staff e.g. Mental Health First Aid. Relevant teachers/support staff have completed Teamteach to support specific children. All teachers have completed further CPD according to their specific requirements and subjects.	