



Christ Church C of E Infant School
Minutes of Full Governing Board 22nd September 2021 @ 6pm

Governors: Amelia Gould, Anna Martin, Chris Douglas, Robin Butcher, Jacky Wood, Julie Wilkins (Chair), Gareth Jones, Charlotte Munday, Jenny Falco, Amanda Bowden, John O’Driscoll, Jenny Sheppard, LA Vacancy, Co-Opt Vacancy

Absent: Jenny Sheppard

Clerk: Laura Jones

T1 Friendship

<p>1/20 Opening Prayer</p> <p>Amanda opened by reminding us of the value of friendship. Parents and community are really caring. Shared excerpt from the book “thoughts to make your heart sing” by Sally Lloyd-Jones as found this inspiring.</p> <p>Amanda then led the Governors in prayer.</p>	<p>Led by Amanda</p>
<p>2/20 Welcome</p> <p>Chair welcomed Governors to the first FGB meeting of the academic year and outlined what would be covered during the meeting, welcoming any questions if required. Welcomed Charlotte back from maternity leave.</p>	<p>Chair</p>
<p>3/20 Apologies</p> <ul style="list-style-type: none"> ○ Jenny Sheppard (holiday) 	<p>Please ensure apologies are sent to the Clerk and Chair to be accepted.</p>
<p>4/20 Late Items</p> <p>Discussion of virtual / face to face meetings which was under late items on the agenda was missed during the meeting. Taken offline and clerk has emailed Governors to suggest that due to work commitments and convenience, future sub-committee meetings will be virtual on Teams, and Full Governing Board meetings will be face to face going forwards. If no objections this will be the arrangement.</p>	<p>Chair / Clerk</p>

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<p>5/20 Approval of minutes</p> <p>Amendment made to show Aidan Watson has now replaced Helen Buick on the Ethos Committee. Minutes otherwise approved.</p>	<p>Chair</p>
<p>6/20 Code of Conduct</p> <p>Circulated prior to the meeting. Governors confirmed that they had all read the code of conduct and this can be signed off and approved. Chair of Governors has signed the form. Outlines the Governors roles are strategic and not day to day and reminds us we need to step up and put ourselves forward for training and upskilling ourselves.</p>	<p>Clerk</p>
<p>7/20 Schedule 4</p> <p>Circulated prior to the meeting. Governors confirmed they have read schedule 4 and all agreed to conform to the rules.</p>	<p>Clerk</p>
<p>8/20 Governor Membership</p> <p>Discussion regarding recruitment for LA Governor and Co-opt Governor. Will need to approach the local authority to see if they can match us with a Governor as well as approaching contacts and advertise the Co-Opt role in the school newsletter. Governor profiles have been written previously and will be added to the post in the newsletter, with chair adding a section.</p> <p><u>Voting for Chair of Governors:</u></p> <p>Clerk collected the nominations for Chair prior to the meeting and this was completely unanimous for Julie. Julie had previously confirmed she would stand again as chair and confirmed she would be happy to stand for another term of office. No voting required as only one person nominated.</p> <p><u>Voting for Vice Chair:</u></p> <p>Clerk collected the nominations for Vice Chair prior to the meeting with Chris and Jenny F being nominated. Both were happy to stand and left the room whilst Governors discussed skillsets. After a lengthy in-depth discussion Chris was voted in as Vice Chair.</p> <p>Chair and Vice Chair of the sub-committees (FS&P and S&C) will be discussed in the first sub-committee meetings of the academic year.</p> <p>For Ethos is has been agreed Amanda with Chair with Jenny S as Vice Chair.</p>	<p>Chair / Clerk</p>
<p>9/20 Declaration of Pecuniary Interests</p>	<p>Chair</p>

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<p>What is a pecuniary interest and business interest? Every year the register is updated onto the website, this is a statutory requirement. But what is it and how do you declare it? Relationships which could/would affect your decision making, business interests could/would be deemed persuasive. These also form all parts of the code of conduct.</p> <p>Clerk has received signed forms from all Governors which will now be taken forward and added to the register before being uploaded onto the school website. None declared.</p>	
<p>10/20 To agree Memberships</p> <p>Governors agreed on the below committees:</p> <p><u>Ethos Committee:</u> Amanda Bowden (Chair) Jenny Sheppard (Vice Chair) John O’Driscoll Anna Martin Aidan Watson (non gov) Katherine Jenkins (non gov) Gareth Jones</p> <p><u>FS&P Committee:</u> Chris Douglas (Chair) Jenny Falco (Vice Chair) Jacky Wood John O’Driscoll Anna Martin Cath Evans (SBM) Vacancy (Co-opted / LA)</p> <p><u>S&C Committee:</u> Julie Wilkins Charlotte Munday (Vice Chair) Robin Butcher (Chair) Jenny Sheppard Amelia Gould Gareth Jones Anna Martin</p> <p><u>Pay and Performance Committee:</u> Julie Wilkins Chris Douglas Robin Butcher</p>	<p>Chair</p>

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<p>11/20 To agree the following roles:</p> <p>Disciplinary Committee: To be created as and when needed</p> <p>GDPR and Data Governor: Robin Butcher</p> <p>H&S Governor: Jenny Falco</p> <p>Training Governor (for new governors): Julie Wilkins / Chris Douglas</p> <p>SEND Governor: Amelia Gould, supported by Charlotte Munday</p> <p>Pupil Premium/LAC Governor: Amelia Gould, supported by Charlotte Munday</p> <p>Safeguarding Governor: Chris Douglas</p> <p>Wellbeing Governor: Jacky Wood</p> <p>Sports Premium Governor: John O’Driscoll</p> <p>Curriculum Governor: Clerk checking with Governor Services if required.</p> <p>Class Link Governors: Lion Class – Jacky Wood Tiger Class – Charlotte Munday and Jenny Falco Panda Class – John O’Driscoll Crocodile Class – Jenny Sheppard Cheetah Class – Robin Butcher Giraffe Class – Julie Wilkins Penguin Class – Chris Douglas Zebra Class – Amanda Bowden</p> <p>Governor – Would be a good idea to add the class link governors to an agenda item at the next FGB to review how effective this has been, ensuring it’s beneficial for the teachers.</p> <p>Action for Governors to reach out to teachers and ask what they would like them to do within their classes.</p> <p>Governors to look at the existing description of link Governor roles and update if necessary. Julie to circulate.</p> <p>Prevent training discussed. Clerk has emailed Governors to complete the training and email completed certificate.</p>	<p>Chair</p>
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<p>12/20 Public/Private: Agree public admittance to meetings</p> <p>Governors agreed the standard is no public admittance to meetings.</p>	<p>Chair</p>
<p>13/20 Delegation Matrix</p> <p>Approve the years delegation Matrix, Distributed 15/09/21</p> <p>Circulated prior to the meeting and Governors have approved. Clerk has sent onto the school.</p>	<p>Chair</p>
<p>14/20 Chairs Report</p> <p>Chair talked about prospective Governor Development Day, where Governors can come together for a day or portion of a day to look at things like the school improvement plan and come up with a Governor development plan that supports. One key element is to have a clear vision and mission for us as a body as well as for the school. Provisional date of the 24th November 2021 added to the calendar. Also, discussions around Governors attending the parents open evening for prospective 2022 children on the 17th November 2021 6-7pm and the Parents Evening on the 11th November 3:30-6pm. Dates added to the Governors calendar. This will enable to promote the Governor vacancies and link with parents. Friends AGM added to the calendar for 14th October should any Governors want to attend.</p> <p>WhatsApp group to be set up to discuss attendance and term dates at various parent meetings.</p>	<p>Chair</p>
<p>15/20 Heads Report (verbal update)</p> <p>No formal report to be done at the start of the year, more of catch up. This year will be using the Self Evaluation Form (SEF) that you must produce for Ofsted which worked well, and workload reduced. It includes school context, attendance, and data. It will give a good insight into the information which is really needed for Ofsted.</p> <p>Start of term has gone well, couldn't have gone better. The children are really settled, and the behaviour has been excellent. New staff has settled well, and the new Reception cohort are great. It's really calm and purposeful and the classrooms are looking gorgeous. It feels very busy and can feel quite frantic but in a good way. Everybody is fine, parents seem happy, and we are looking forward to opening our doors to and getting parents in.</p> <p>Regarding Covid, we have relaxed everything, and it's felt safe to do so, and it's been lovely to be able to smile to parents outside. No children have tested positive.</p>	<p>Head</p>

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<p>Ofsted training has occurred as we are technically in the Ofsted window, but likely to be two years behind. Nevertheless, we want to be really prepared and there are lots of things we can do to be prepared such as a 90-minute phone call with them, and case studies of vulnerable children which has already been done.</p> <p>Monitoring plan has been put together with the SLT which is quite thorough this year and includes governance on it. This will be taken to each committee and share what the monitoring needs to be so Governors need to monitor something every term. For example, collective worship, safeguarding, health and safety, parent surveys etc. This has already been shared with staff and Governors might want to have some input into the monitoring that you think you need to do. It's important that Governors are on that because you are accountable, and I need that strategic overview.</p> <p>An annual survey has just been sent out to parents, also question regarding the Christian ethos, and the results are amazing, and I'm delighted with them. There's a couple of areas on there we can improve on such as parents feeling they don't get enough information regarding their child's learning which was difficult to hear when we do a lot more than some other schools and not sure if staff could do anymore. We will start doing more video to help parents understand what we are teaching in school which will hopefully help.</p> <p>We are continuing our work with the hub which I am now chair of and will be the hub representative on the alliance board. Our priorities as a school are really in line with the hub. Peer reviews will be a big priority and that went well when we had two Head's come and do a peer review of our reading.</p> <p>Tomorrow we have our CSP coming in to do her first visit, which is more like her getting to know the school again. Then we have a bigger visit just before Christmas where someone from the local authority also come in and looks at the provision across the school and that's where they make a judgement about whether we are secure or if we need extra support.</p>	
<p>16/20 Deputy Head (verbal update)</p> <p>Arbor: We have now moved from Insight over to Arbor and staff had their first taster and are starting to get into it. I've had various bit of training and it's not as straightforward as Insight, but it can do more. So, it's good over the longer term and saves us a lot of money which was our main driver. Pleased with how all the staff have got on with it.</p> <p>Website: Fundraiser previously done which was movie night and we are about halfway there with raising money for the school website. We want people to know just how amazing the school looks internally, externally.</p>	<p>Deputy Head</p>

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<p>Curriculum: A huge change has been the curriculum and we are proud of this as well as what we are delivering behind it with the purpose. The inquiry-based idea is you have a question and then you do all your different subjects to answer that question. First one was what makes a good friend which linked in well to the value of the term. Lots of activities to do with a challenge at the end.</p>	
<p>17/20 Policy Review</p> <p>Teaching and Learning Policy – Date to be amended from 2021 to 2021.22, otherwise approved by Governors</p> <p>Behaviour Policy – Policy Approved</p> <p>Safeguarding Policy – Policy Approved by Governors (model policy from the LA)</p> <p>Zero Tolerance Policy - Policy Approved by Governors</p>	<p>Chair</p>
<p>18/20 Chair of FS&P</p> <p>Since change of SBM, Governors have been working on a template so the SBM report and Head’s report can be brought together as there is currently a bit of an overlap, so we’ll get one report but different people talking about different bits of it which was agreed.</p>	<p>Committee Chair</p>
<p>19/20 Chair of Ethos</p> <p>AM and GJ attended the SIAMS training. They received confirmation that the school will not have a SIAMS inspection this year.</p> <p>We need to improve website content on Collective Worship and RE teaching. This will be part of the overall redesign of the website. We have raised half of the money required to complete this.</p> <p>SIAMS will be looking for evidence of how Covid has further embedded the school’s vision and values; the impact of Collective Worship; Courageous advocacy (how the children are making a difference in the world).</p> <p>AM and GJ have been updating displays in school, to include more Reflection Areas. Children and staff have been responding to them.</p>	<p>Committee Chair</p>
<p>20/20 Chair of S&C</p> <p>n/a – no meeting since last FGB</p>	<p>Committee Chair</p>

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<p>21/20 Governor Courses attended/Commitment/Class Governors Training schedule to be sent to find gaps.</p> <p>Clerk has emailed Chair and Vice Chair with list of courses Governors have previously attended to look for gaps.</p>	<p>Chair</p>
<p>22/20 AOB</p> <p>None discussed.</p>	<p>Chair</p>
<p>23/20 Date of Next meeting: 24.11.2021 @ 6pm</p>	
<p>24/20 Total Time: Meeting Closed: 8pm</p>	

List of abbreviations used in Governors Minutes

- ARE-** Age Related Expectation
- BME** – Black Minority Ethnic
- CPD** – Continual Professional Development
- DHT** – Deputy Head Teacher
- EYFS-** Early Years Foundation Stage
- EWO** – Education Welfare Officer
- FGB** – Full Governing Body
- FSM** – Free School Meals
- GD-** Greater Depth
- GLD** – Good Level of Development
- HLTA** – Higher Level Teaching Assistants
- HT** – Head Teacher
- LAC** – Looked after children
- KS1** – Key Stage 1
- PP-** Pupil Premium
- PSHM-** replacing SEAL
- PPA** – Planning, Preparation and Assessment
- RACI-** Responsible Accountable Consulted Informed
- SIA** – School Improvement Advisor
- SIP** – School Improvement Plan
- SEF** – Self Evaluation Form
- SEN** – Special Educational Needs
- SENCO** – Special Educational Needs Coordinator
- SFVS-** Schools Financial Value Standard
- SIA** – School Improvement Adviser (used to be SIP)
- SIP-** School Improvement Plan
- SIAMS** – Statutory Inspection of Anglican and Methodist Schools
- SBM-** School Business Manager

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- SGC** – South Gloucestershire Council
- SLT** – Senior Leadership Team
- SMSC** – Spiritual, Moral, Social & Cultural
- T** followed by a number – Term 1/2/3/4/5 or 6
- TA** – Teaching Assistant
- Y** – Year followed by R (Reception) 1 or 2

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