



Christ Church C of E Infant School
Minutes of Full Governing Board 24th November 2021@ 6:30pm

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: Jacky Wood, Gareth Jones

Clerk: Laura Jones

T2 Compassion

<p>25/20 Opening Prayer</p> <p>Amanda began the meeting by talking about the story of the Good Samaritan and how that links in with the value of the term which is compassion. There have been examples of children in the school newsletter putting others needs before theirs. Children are getting compassion and it’s because of their experience in school where they feel so cared for. We are also called to be compassionate as Governors. Amanda shared a bible verse.</p> <p>Amanda led the Governors in prayer.</p>	<p>Led by Chair of Ethos</p>
<p>26/20 Welcome</p> <p>Chair welcomed all to the meeting. Lots covered during the Governor Development Day which was held earlier during the day.</p>	<p>Chair</p>
<p>27/20 Apologies</p> <p>Jacky Wood and Gareth Jones – Received prior to the meeting.</p>	<p>Please ensure apologies are sent to the Clerk and Chair to be accepted.</p>
<p>28/20 Late Items</p> <p>No late items to discuss</p>	<p>Chair / Clerk</p>
<p>29/20 Approval of minutes</p> <p>Minutes of the last meeting have been approved by Governors.</p>	<p>Chair</p>
<p>30/20 Governor Membership</p>	<p>Chair</p>

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<p>Discussion regarding the Governor vacancies of the Co-Opt and LA Governors. Have accessed a company to assist schools with finding Governors. Discussed looking through list of skills and what gaps there are.</p> <p>ACTION 24.11.21.01: Head to approach John Hunt who used to be on the Parish Council and another member on the Parish Council to assist with recruiting Governors.</p> <p>Governor: What does it entail to be an LA Governor?</p> <p>They tend to be linked to the LA, such as the Parish Council. They need to be approved by the LA but not necessarily work for them.</p> <p>Governor: How do we get them approved by the LA, how does that work?</p> <p>ACTION 24.11.21.02: Clerk to approach Governor Services to find out how we fill the LA Governor role and how a person would be approved by the LA.</p> <p>ACTION 24.11.21.03: Chair to approach the charity which support Governors as they have lists of databases of people who have volunteered and want to be a Governor.</p> <p>ACTION 24.11.21.04: Chair to add wording to the school newsletter to assist with recruiting Governors.</p> <p>Add in what the role will entail as likely to attract newer Reception parents. Gaps on FS&P and S&C. Can move around depending on skill set. Process of recruitment discussed.</p> <p>Discussed Charlottes term of office which ends in February. Would like to stay until the end of the academic year. Extension to be made nearer the time and renew with Governor Services.</p>	
<p>31/20 Declaration of Pecuniary Interests</p> <p>None declared.</p>	<p>Chair</p>
<p>32/20 Chairs Report</p> <p>No report done as Governor Development Day earlier. Discussed pulling together the ways of working on the different committees so the dots are joined and the information flow. Possibility of using Teams through the school.</p> <p>ACTION 24.11.21.05: Head to ask Integra if Governors can get access and use MS Teams via the school.</p>	<p>Chair</p>

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<p>Discussed using a password protected area on the website to have one place to store all information. Training session will be provided if the Teams route is used.</p> <p>ACTION 24.11.21.06: Chair and Clerk to review the green folder with Governor information in to see what is and isn't required.</p> <p>Update given by Governors regarding the class link. Governors who have had the opportunity to go into school provided positive feedback and feel it's very beneficial to know what goes on in the classes. Other Governors have booked in time with their linked classes later.</p> <p>Discussion regarding fundraising, such as running races or hosting a quiz night. Strict guidance regarding what the Friends money can be spent on. Meeting with the friends next week to discuss fundraising.</p>	
<p>33/20 Heads Report</p> <p>Thanked Governors for the Governor Development Day and for getting the jobs around the school done, showing commitment to the school.</p> <p>Attendance, safeguarding and behaviour, post looked after children and Covid to be discussed.</p> <p>Attendance for the year so far is 95.6% which isn't bad considering how much illness there has been. The target is 98%. We have 223 children on roster with 2 spaces in Y2 which is unusual. One child will also be leaving soon.</p> <p>Safeguarding wise we have been provided with a couple of police reports regarding family incidents. Both cases have gone to ART, and they ensure safety measures are in place for those children and have strategies. Advice given regarding contact with those families.</p> <p>Two big Covid outbreaks occurred before half term. Different measures brought in to try and control it. Now have low numbers amongst children. Office staff to work from home due to dependants testing positive and are undertaking PCR tests.</p> <p>Increase in low level physical play at play times which we wanted to nip in the bud so have been out in the playground at lunch times. Anything serious the child needs to have time out and the parents made aware. Workload has therefore risen but it needs to be dealt with. Behaviour in class is excellent, just behaviour at lunch times needs to be worked on.</p> <p>Post looked after child needs extra support in terms of safety and security.</p>	<p>Chair</p>

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<p>Governor: How do you manage the situation as to other children it looks as though they are getting special treatment?</p> <p>Children don't tend to question that sort of thing; they have learned that child just need something different, and we would tell the children they need a bit of extra support now.</p>	
<p>34/20 Deputy Heads Report</p> <p>n/a – was done during the Governor Development Day in the church regarding the curriculum and the school's vision and values.</p>	<p>Chair</p>
<p>35/20 Governor Monitoring Schedule</p> <p>Discussed the monitoring visits coming up at the school. Governor is coming to do a safeguarding visit and two Governors are coming to observe collective worship. Governor has attended a wellbeing meeting.</p> <p>ACTION 24.11.21.07: Chair to arrange pupil conferencing visit regarding the enquiry led curriculum with Deputy Head.</p>	<p>Chair</p>
<p>36/20 Policy Review</p> <p>School Improvement Plan – Governors reviewed and approved, formally signed off.</p> <p>Marking and Feedback - Governors reviewed and approved</p> <p>CCI Pay Policy - Governors reviewed and approved</p> <p>GDPR: Information security incident procedure - Governors reviewed and approved</p> <p>GDPR: privacy notice- pupils - Governors reviewed and approved</p> <p>GDPR Data Protection Policy - Governors reviewed and approved</p> <p>Whistleblowing Policy - Governors reviewed and approved</p> <p>ACTION 24.11.21.08 – Clerk to circulate the working policy document to Governors to review.</p>	<p>Chair</p>
<p>37/20 Approval of the Budget</p> <p><i>Governors formally approved the budget on 24.11.21. Chair to go into school to physically sign the budget.</i></p>	<p>Chair</p>

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<p>38/20 Chair of FS&P</p> <p>We look at the budget twice a year. We set an initial budget in April which covers the next three financial years. You cannot show deficit over that three-year period. We then have a revised budget meeting where we look at how we're doing in that financial year versus what we'd expected. Better off by £7.5k at this point but we still have a deficit, but enough money in the pot so it's not a problem. Mainly saved due to teachers not getting a pay rise which was initially budgeted for. Other costs went up such as Covid. Some insurance claims are still to come in. Continually keeping on top of it.</p> <p>We are on a pilot scheme with South Glos. We had someone from the pilot come into school and identify some area as health and safety and that's led to us securing £5k. The outside of one of the Elliott buildings is going to be repaired and put steps rather than decking so not had to touch the Friends donations for that. We are saving that for the next bit of the playground.</p>	<p>Committee Chair</p>
<p>39/20 Chair of Ethos</p> <p>N/A – No meeting has taken place since the last update.</p>	<p>Committee Chair</p>
<p>40/20 Chair of S&C</p> <p>All discussed during the Governor Development Day.</p>	<p>Committee Chair</p>
<p>41/20 Governor Courses attended/Commitment/Class Governors</p> <p>Recently training history circulated to chair and vice chair by clerk.</p> <p>ACTION 24.11.21.09: Governors to further identify by the next FGB which courses to attend.</p>	<p>Chair</p>
<p>42/20 AOB</p> <p>Governor gave update regarding the Friends AGM. They were grateful there was a Governor there and taking an interest. Priority is getting the playground equipment sorted. Would be useful for Governors to take part in the Friends events or AGM's.</p> <p>Governor had to leave the meeting at 7:30pm</p>	<p>Chair</p>
<p>43/20 Date of Next meeting: 09.02.2021 @ 6pm at School</p>	
<p>44/20 Total Time: 1 hr 15 mins Meeting Closed: 7:45pm</p>	

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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
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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