



## ACTION LIST

Item No.	Task	Who	Status	Target Date	Notes	Date of FGB
2	The Governing Body Annual Planner is to be updated to reflect the revised Governing Body Structure	CA	In Progress	18/03/2020	To complete once SOD complete	28/11/2019
12	IT Support	SC/MC/CS	In Progress	Ongoing	This matter is ongoing as per RPC working group managed by Sam Crawford	24/9/2020
16	Governors to read SIA report	All	In Progress	18/3/21		26/11/20
17	Governors to read National Standards of Excellence for Headteachers	All	In Progress	18/3/21		26/11/20

**Minutes from FGB Meeting  
18-03-2021 17:30**

**Challenge: \* = Question**

**\*\* = Action**

**\*\*\* = Change in procedure/policy**

Item	Minute	
<b>1. Prayers</b>		
<b>2. Apologies</b>	Present: <b>Chair:</b> Michele Collier Bromelow (MCB) <b>Headteacher:</b> Sam Saville (SSa) Shirley Danby (SD) Nick Plummer (NP) Jon Hughes (JH) David Tarr (DT) Jan Thompson (JT) Giuseppe Vitale (GV) Meggen Cantillon (MC) Carrie Stephenson (CS) Sam Crawford (SC) Ron Munroe (RM) Sarah Igoe (SI) Dan Hockaday (DH)	Apologies: Peter Gray (PG)

	<b>In attendance</b> <b>Clerk: Cat Atack (CA)</b>		
<b>3. Welcome</b>			
<b>4. Pecuniary interest declaration</b>	None declared.		
<b>5. Minutes from meeting of 18<sup>th</sup> November 2020</b>	Minutes were circulated and approved as a true and accurate record of the meeting.		
<b>6. Matters arising from meeting of 18<sup>th</sup> November 2020</b>	Please see separate action planner above It was noted that HT standards were getting longer and more onerous and that it was incumbent upon the FGB to acknowledge the breadth of responsibilities that sit with HT and the challenges this presented. The FGB thanked the HT for all of her hard work, in particularly during such a challenging period		
<b>7. FGB Membership</b>	Carrie Stephenson had resigned from her role as Governor. The Governors thanked Carrie for her work as a Governor. The Chair thanked all Governors, particularly JH who had stepped down as Chair of RPC, DT who had stepped down as Chair of SSC and CS for all of their hard work and all of the time that is put into the school.		
<b>8. Matters arising from Committee reports:</b> <b>a. Learning, Education and Development</b> <b>b. Resource, Premises and Compliance</b> <b>c. Strategy &amp; Staffing Committee</b>	<p><b>LED:</b> Class-link Governor roles were working well and the committee was grateful to staff for the additional time they are giving to that role. It had been agreed that existing Gov/Staff links would be extended for a further academic year. The committee had considered the Challenge Partners report which was excellent preparation for OFSTED and SIAMS and had been an extremely positive report.</p> <p>It was noted that with regards to curriculum delivery, the aspiration of the school was to keep children at the same level they would have been without lockdown and this was proving to be the case. Staff were commended for their adaptation from remote to in class learning, with new initiatives being taken in curriculum, EYFS and White Rose maths.</p> <p><b>RPC:</b> The Chair noted that budget and breakfast club figures had improved since the HT finance report had been circulated. The funding certificate for 20/21 had been received and despite number on role projection being down, average funding would be up to £4200 due to national funding changes. Carry forward budget was currently 6% which would be reduced by the end of the period.</p> <p>Governors discussed the change in budget per pupil and October census impact.</p>		

	<p><b>SSC:</b> The committee was looking at the composition of the FGB following discussions with Wiltshire Governor Services who had confirmed that the size of the FGB should be reduced. Changes would come to FGB for approval. MCB and SD would both cover Chair and Vice-Chair as required for the time being and MCB thanked Governors for their support.</p> <p>The composition of SSC committee was also discussed and one further voluntary member would be needed for the new academic year.</p> <p>Wellbeing was discussed, in particular wellbeing of staff team. SD thanked Governors and Staff for all their hard work. Staffing was discussed as per the HT report.</p> <p>The IT and Sport working group would continue as tactical groups working on specific strategy areas.</p> <p>A small working group would work to update vision prior to end of academic year. This was not a re-write but an extension of the existing vision to reflect the positive changes and journey of the last few years.</p> <p>SC added that a small group was looking at IT strategy and investigating provisions at other schools.</p>
<p><b>9. Admissions</b></p>	<p>Admission numbers for Reception were currently at 25. SSa thanked Emma Crawford and NP for the work they had done on advertising places and it was hoped numbers would increase prior to October.</p>
<p><b>10. HT Report</b></p>	<p>The HT report was circulated in good time to ensure Governors had time to review.</p> <p>Data had been included despite not being required currently due to COVID restrictions on national data collation. External validation had been received from Challenge Partners and the SIA had confirmed success of the rich curriculum.</p> <p>There had been a focus on integrating ELSA and wellbeing into the whole school life with a wellbeing package being integrated into the curriculum by September. The staff team were planning forward to do the best for each family in the school.</p> <p>Jade Smith and SSa had been asked to provide support and best practice guidance via the LA on PPE strategy.</p> <p><b>There was a question</b> and some discussion on health and wellbeing concerns following the return to school.</p> <p>Members discussed a variety of concerns regarding the impact on both pupils and parents, but it was noted that generally the children were doing well. Lunchtimes and playtimes were a difficult time, impacted by class bubbles.</p> <p>There was further discussion regarding parental communication with staff; whilst the majority of parents were supportive of the staff team, there were a small number of parents who were frequently contacting staff outside of working hours.</p>

	<p>Governors talked through solutions and option regarding communication from the FGB to request that parents communicate only within working hours and not expect a response outside of those hours as a reminder of the remote learning policy.</p> <p>It was noted that because day to day contact had been lost between staff and parents, there was a greater volume of email communication.</p> <p><b>Action - Governors agreed that a reminder to parents regarding communication with staff from the FGB would be appropriate. (SD)</b></p>
<b>11. SIP Area Reports</b>	<p>SIP Area Reports: Lunchtimes: JH, NP, SC DH, JH, NP (Sports working group) had met with Clive Tanner last week to discuss the possibility of running track (all weather). Costs and options would be proposed via RPC. There had been a meeting re. Smooga issues; in the short term there were some maintenance fixes and the Smooga company had been contacted. The school would look at reimbursement if it could not be fixed. SD thanked the team for the work they are doing.</p> <p>Curriculum: PG, SD, RM and MCB Everything had been covered in the LED update on curriculum. RM thanked staff for their efforts on implementing such a rich curriculum on pupils’ return to school, as well as during remote learning. The Governors commended staff on the curriculum this year.</p> <p>Global Advocacy: MC, SD, DT and GV SD had attended Katie Thomas’ impressive presentation to Challenge Partners, the outcome of which was a ‘leading school’ assessment. The presentation had outlined what Global Advocacy looks like from EYFS to Yr 6, opening up the minds of children to lives of others, global inequalities. There had been presentations from children on subjects such as fast fashion and forest free fashion. SD noted that the presentation was a credit to the school and congratulations Katie Thomas and all the staff. Governors passed thanks on to Katie Thomas for her work in this area.</p>
<b>12. Parent Involvement</b>	<p>The letter from JT to staff had been added to the website for parents to see. Governors were asked for any further ideas or comments regarding parental involvement.</p>

	<p>It was noted that Governors used to do an annual report to parents and that this could be done once a year to confirm what Governors had done.</p> <p>SIP report areas could also be added to the website or to the HT regularly newsletter.</p> <p>It was suggested that Governor communications with parents should also highlight the importance of staff wellbeing.</p>
<b>13. Safeguarding / CP</b>	<p><i>JH left the meeting.</i></p> <p>It was noted that the standard safeguarding agenda point should be earlier in the FGB meeting structure as well as PPE (Action – CA).</p> <p>Governors were informed that there was one MASH case open at the moment. Staff training was up to date.</p>
<b>14. Policies</b>	<p>The RSE policy and the Equality Information and Objectives policy were both approved.</p>
<b>15. AOB</b>	<p>Governors had received a letter from Diocesan Education asking if they would like to complete questions to help the Diocese look at priorities for next few years. Action – DT and MC to complete.</p> <p>SSa had been selected to go to Bristol Cathedral on 1/4/21 to take part in a Schools service.</p> <p>The LED team would be attending a meeting with the SIA on Weds March 24<sup>th</sup> at 2.15pm.</p> <p>SSa thanked Governors for their support.</p>
<b>16. Date of Next Meeting</b>	<p>Thurs 24<sup>th</sup> Jun @ 17:30</p>