



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	Ongoing	2021/2022	We have been working from the Wiltshire Annual Planner that is circulated each term. An Annual Planner draft is in place and required finalisation.	28/11/2019
5	Check DBS Renewal process for Governors	CA	In Progress	30/06/2020	WCC confirmed every term renewal or 3 months gap	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
21	Diocesan Priorities	DT/MC	Closed	ASAP	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	18/03/2021
22	Clerk to confirm with WCC regarding revised Governor Numbers and make up of FGB	CA	In Progress	ASAP	In discussion with WCC Governor Support Team	24/6/2021
23	Clerk to liaise with S Smith regarding website Governor pages to include updates on numbers	CA	Not Started	ASAP	Will confirm once WCC process complete.	24/6/2021

**Final Minutes from FGB Meeting
25-11-2021 17:37 – 18:23**

Challenge: * = Question

**** = Action**

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

Item	Minute	
1. Prayers		
2. Apologies	<p>Present:</p> <p>Chair: Michele Collier Bromelow (MCB) Headteacher: Sam Saville (SSa) Shirley Danby (SD) Nick Plummer (NP) Jon Hughes (JH) Jan Thompson (JT) Meggen Cantillon (MC) Sam Crawford (SC) Sarah Igoe (SI) Dan Hockaday (DH) Ron Munroe (RM) David Tarr (DT)</p> <p>In attendance Clerk: Fiona Ryder (FR)</p>	<p>Apologies:</p> <p>There were no apologies.</p> <p>Absent: Peter Gray (PG) Giuseppe Vitale (GV)</p>
3. Welcome		

4. Pecuniary interest declaration	None declared.	
5. Minutes from meeting of 30th September 2021	Minutes were approved as an accurate representation of the meeting by the FGB and signed electronically by the Chair.	
6. Actions and Matter arising from previous minutes	Item 21 can now be closed as the deadline has passed. All other actions are ongoing or in progress.	
7. Election of Chair and Vice Chair	DT proposed that the current Chair and Vice Chair continue for another term of one year. MCB and SD were happy to continue in the roles. This was agreed by vote.	
8. Committee Structure	The new committee structure is going well. The Strategy and Staffing Committee meeting has not yet taken place and needs to be arranged. Governor asked if Safeguarding needed to be on the agenda for the LED committee as well as at Full Governing Body meetings? Head Teacher explained that Safeguarding needs to be on every agenda for FGB and all Committees.	
9. Key Roles and Responsibilities	Roles and responsibilities are defined by the Scheme of Delegation, new roles within committees will grow and evolve. RPC committee are clear on what 'Compliance' is, however, it is still a big umbrella term and support may be needed from other committees. RPC Committee are also a member down. It was noted that sub committees can be used if needed.	
10. Safeguarding/Child Protection	There are two Multi agency cases open currently: one Child protection and another Child in need. All highest-level trained staff have completed Safeguarding training including extra training. There are still a number of governors who need to complete the safeguarding training. Single Central Record is in place.	
11. Pupil Premium Update	The Pupil Premium Strategy statement had been circulated prior to the meeting and will be updated on the website by the end of the year. A PP Governor report was also circulated prior to the meeting, regular meetings are still happening.	
12. Headteacher Update	Pupil numbers	There are 221 pupil on roll.
	Attendance	97% (Yr 1-6) Number of absences linked to Covid-19 is 122 sessions across the school.
	Staffing update	A confidential staffing update was included in the circulated Head Teacher report.

	Behaviour	Excellent	
	Outcomes- Data & Assessment for all learners	All statutory assessments are returning this year, there is no exception/allowance for Covid-19 and the impact on attendance in school. The key area being focused on is writing with attention on presentation, handwriting, stamina and application of spelling.	
	Catch up premium	All classes have access to an Art specialist who is in school 2 afternoons a week. An experienced tutor is working one afternoon per week with Year 5. Class 6 have additional focus on SEND pupils and those just below age related expectation. 3 emotional coaching workshops per year for the whole school are planned.	
	Pupil Progress	We have a central tracking grid and meet with every class teacher to discuss each child, their targets and identify any barriers we can support with. This happened at the beginning of November.	
	Early Reading	We have invested money into new decodable books in line with new government guidance and the 'Reading Framework 2021'.	
	Parents Evening	Parents Evening was held online on November 15 th , it was very well attended. We will arrange for books to be seen before Christmas.	
	SEND	4 EHCP. 33 SEN (including the 4 EHCP). The concern list has been updated in order to monitor those just below the SEN register, teachers have highlighted those children and will review progress at the end of Term 2. All staff have attended de-escalation training delivered by the Behavioural Support Team. Promoting Happiness, Self-esteem and positive attitudes in children with Autism training was delivered by the Communication and Interaction team. More training is planned for the near future.	
	Personal Development	Focus continues on the '11 by 11' experiences which all children will do by the end of Year 6. Lots has been happening in school, hatching chicks and ducklings, sports week, global awareness week, emotional beans workshops for all classes plus much more.	

	<p>Website</p>	<p>An external audit has been carried out of the website and an action plan is now in place. Positive feedback was given regarding the curriculum information on the website.</p>	
	<p>Wellbeing</p>	<p>A Staff stress awareness and management course is taking place in December. Wellbeing is included in the SIP. There is constant consideration of workload, in house staff Christmas do, staff and pupil yoga, Zumba, Emotional Coach visits and the pantomime trip.</p>	
	<p>Pupil Leadership</p>	<p>This continues to be key in our curriculum.</p>	
	<p>Ofsted</p>	<p>We are continuing to work to ensure Ofsted targets from the previous inspection are addressed.</p>	
<p>13. Governor Business</p>	<p>It is important that Governors understand the Christian vision and the Shine Curriculum. The Head Teacher presented the Shine Curriculum Presentation which had been circulated prior to the meeting.</p> <p><i>6.10pm SD left the meeting.</i></p> <p>Chair thanked the school for going above and beyond when a number of staff were out with Covid and everyone stepped up. The senior leadership team were acknowledged for keeping the school going. Committee reports were not included on the agenda of this meeting, there had been a presentation on Reading Phonics at the LED committee meeting which would have been good to report back on at this meeting. Governor asked if committee reports were no longer going to be included at FGB? Chair explained that this was an oversight on the preparation of the agenda and Committee Reports will be included on future FGB agendas.</p>		
<p>14. Date of Next Meeting</p>	<p>31st March 2022</p> <p>Governor asked if it was normal to have a four-month gap between meetings? The longer gap is due to Christmas and Easter break, it is normal to receive a Head Teacher report in December, March and June and have committee meetings in between.</p>		