



ACTION LIST

Item No.	Task	Who	Status	Target Date	Notes	Date of FGB
2	Write-up for parents	RM/SC	In Progress	2022	RM and SC to write up a brief summary of what activities the committees have undertaken this year	
5	School Vision	Working Group	In Progress	2022	1,3,5 year school vision	
12	IT Support	SC + RPC	In Progress	Ongoing	This matter is ongoing as per RPC working group managed by Sam Crawford	
22	Policies	Clerk	In Progress	2022	Clerk to meet SSa and then investigate and itemise policies.	
23	Clerk to liaise with S Smith regarding website Governor pages to include updates on numbers	CM/SM	In Progress	2022	Request has gone to office to be updated w.r.t. numbers. Final update of members to come with list of new Governors.	

**Minutes from FGB Meeting
07-07-2022, 17:30 – 19:00**

Challenge: * = Question

**** = Action**

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

Item	Minute		
1. Prayers			
2. Apologies	Present: Chair: Michelle Collier-Brown (MCB) Vice Chair: Shirley Danby (SD) Headteacher: Sam Saville (SSa) David Tarr (DT) Nick Plummer (NP) Jon Hughes (JH) Meggen Cantillon (MC) Sam Crawford (SC) Nicola Eagleton (NE) Sarah Igoe (SI) Dan Hockaday (DH) Clerk in attendance Cath McMurtry (CM)	Apologies: Ron Munroe (RM) Apologies were accepted by the FGB.	

3. Welcome	The Chair formally welcomed new Parent Governor, Nicola Eagleton (who will become the SEND representative), and gave thanks to Sam Crawford and Nick Plummer for extending their support for a further term. The Chair announced the resignation of Jan Thompson and thanked her very much for her period of support to the school.
4. Pecuniary interest declaration	None declared.
5. Minutes from meeting of 31st March 2022	Minutes were approved as an accurate representation of the meeting by the FGB.
6. Actions and Matter arising from previous minutes	<p>Governors had reviewed the actions prior to the meeting – there were no additional comments.</p> <ul style="list-style-type: none"> • <u>Write-up for Parents</u> – RM and SC are writing a document for the end of term to outline briefly the activities of the GB. • <u>School Vision</u> – A working group has been set up to update the school vision; they have met once and a follow-up meeting is planned. • <u>IT Support</u> – this is continuing and ongoing through RPC. • <u>Policies</u> – Clerk will look at policies stored on the school server. Staff will forward any policies they control. A central database will be set up and catalogued. • <u>Website Governors pages</u> - Clerk has forwarded info to office to update the website.
7. Committees a) Summary of committee minutes/actions	<ul style="list-style-type: none"> • <u>LED</u> - In RM's absence, SD indicated that there were no further updates. She referred all to the summary report sent out by RM. The committee had not met this term, as there were no outstanding matters to discuss. • <u>RPC</u>: - The recent focus for RPC has been the Budget, which is relatively healthy. Increasing costs have been factored in. • <u>The SSC</u> – SD has sent out a summary note. Emphasis was put on the need to keep recent discussions confidential. SSa, RM and SD have met to look at the Ofsted style strategy document and they will reconvene soon.

<p>8. Budget 2022-2023</p>	<p>The Budget for next year has been approved. There was some confusion over the timing of the budget, due to the FGB meeting being delayed and an earlier than expected deadline to submit to WCC. It was therefore necessary to approve remotely by email this year. A review is held in the spring to establish what needs to go into the budget, with a significant effort to bring it to its final position.</p> <p>The School is in a very good position, due primarily to the number on roll. Additional budgeting was entered in case of the need for extra TA support.</p> <p>The Budget was formally ratified by the committee</p>	
<p>9. Safeguarding / Child Protection (MCB/SSa)</p>	<p>A number of cases and concerns in school were reported and discussed with anonymity and confidentiality. There is a new Safeguarding Induction pack for staff and visitors, with an easy paper trail to ensure all is followed correctly. When SCr joins in September, she will join SSa, SI, and DH on a virtual MASH tour to become more familiar with that.</p> <p>SSa will have the new Child Protection and Code of Conduct policies ready for September. Staff training in the September inset will involve First Aid and annual Safeguarding refreshers.</p> <p>The Single Central Record is all in place and being thoroughly checked, as Ofsted will look at this to ensure all procedures and training is completed, particularly for new staff. MCB offered an official recognition and appreciation of the workload and time taken to keep all safeguarding matters updated, which is in addition to teaching commitments.</p>	
<p>10. PPG (JH)</p>	<p>With Jade leaving, Sarah I has taken over and there has been a full review of the process. Of the 4 PPG children in Year 6, 3 passed their reading and maths, 2 passed in writing; one child hadn't been at the school very long so the results are impressive. The extra budget brought in for PP is carefully monitored and thoughtfully spent to support the children, with the specific aim of 'closing the gap' for these children. JH and SI looked at the younger children coming through to ensure that the school has things in place to help these children also achieve such good results.</p>	
<p>11. Headteacher Update</p>	<p>Head Teacher's Reports.</p>	<p>SSa sent out a series of reports to give Governors full information (attached), which was much appreciated.</p> <p>SSa has appointed two new teachers (both having done supply) to cover Year 3 next year; one has already taken on some subject lead work. Head has also taken on an excellent new TA for Year 4 in the mornings, who will also cover lunches.</p>

	<p>The school will be 222 on roll in September, including a Ukranian refugee. There will be 2 'looked after children' joining, which will change our PP grants and the level of care, as they are 'high need'. The school went through its first appeal for a Reception place. Reception will be 32 in September.</p> <p>SSa has been on Ofsted training. It is most likely that we will be inspected early in 2023, though it could be in the autumn term. The possibility of getting 'outstanding' was inquired about. Regardless of whether it is deserved or not, the procedure may mean that the school may only be able to continue with 'good' until the inspection after this one. It may be possible to have a section 5 (instead of section 8 inspection) which might allow for a conversion to outstanding. MCB asked if it was possible to ask Ofsted to come and inspect us. Unfortunately, they are just too busy.</p> <p>SSa updated the SEF and SIP areas with Governors to share successes and identify the clear next steps for improvement. SSa then presented the SAT results for the school, which are incredibly high, most especially considering the effects of Covid, which have generally lowered the national levels. But not at AK. EYFS is above national average (especially pleasing as children not at school suffer speech and language and fine/gross motor skills); Year 1 phonics is also extremely high (AK is consistently above 90%); KS1 results were very high for children achieving expected standard or better, and also the number achieving greater depth was also above national average. The multiplication check also had very good results.</p> <p>Year 6 SAT results were incredibly high, with some 100% passes, and over half the class showing greater depth in reading. Our 'combined' result is 94% which is phenomenal. The school has been focussing heavily on any weaknesses and brought in support for writing stamina. The children have also been ill frequently with many disruptions, so their results are outstanding, highlighting the quality of teaching and support to achieve this. The Governors concurred with SSa in commending the whole team of staff for their incredible</p>	
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	<p>hard work to achieve these results. SD commented on her time in Year 6, and noted Katie’s hard work in some very challenging circumstances. MCB asked about Year 5, who are all ‘summer born’, but they are on track for excellent outcomes.</p>	
<p>12. Governor Business</p>	<p>a) From the LED committee, it was decided that Governor Class Link visits were to take place in the autumn and spring terms. Reports should be submitted by the end of these terms, to be compiled into a single document. This should be brought to the next LED meeting for confirmation and clarity. It was considered a very valuable activity and the Chair thanked all the staff as it is not easy to teach with a visitor present.</p> <p>b) SD noted that she has been on two Diocese training courses on Ofsted and will send out the slides. JH and NE attended a course on Accademistation and the slides will be sent out. That Diocese indicated that due diligence should be performed, it was not something to rush into, but should be investigated thoroughly and considered in more detail.</p> <p>c) Dates for Class Link visits (under LED) should be checked with the staff. SD noted that the staff presentations are incredibly informative. They focus on PIE (provision, impact, evidence); they are all recorded and School will try to put them onto Sharepoint.</p> <p>d) SC is the new Chair of the Development Trust. There are 6 trustees (three Governor and three non-Governor appointed trustees). With the resignation of Giuseppe, there is now a vacancy. The workload is not high, but it is useful to have a third member from the Governors. SC will circulate info, and it can be added to the FGB first meeting in September.</p> <p>e) The FGB approved the latest Sun Protection Policy.</p>	
<p>13. AOB</p>	<ul style="list-style-type: none"> • SC asked about Governor signing in when visiting school. In the past it was signing a book, but now it is done electronically, so are records available to show who and when a Governor (or other visitor) visited the school? DT confirmed that the office can see records on any day of who visited so a print-out should be possible. 	

	<ul style="list-style-type: none"> • SSa spoke with Challenge Partners who have asked AK to host a ‘Sharing Leading Practice’, with 12 leaders from across the country who will visit. This follows the Head’s presentation at the Oval and the very positive feedback. • Staff described some of the year group trips (Viney Hill) which have been such a wonderful experience for the children and which is so important for their development and for child/staff relationships. NP also expressed his happiness that Sports Day was back again, and Leavers Assembly. There is also a Theatre Group coming in doing The Railway Children, and Year 5 are going to The Air Tattoo. • In early September we should do a Governor skills audit and take to SSC. With Jan’s resignation there is now a vacancy for a Co-opted Governor. At that point we should be able to see if there are any specific skills lacking and advertise for a new member. Any imbalance in the committees can be addressed then. Clerk to help set up a skills tick-box form for September. • It was discussed whether the final FGB should be in June to allow Governors to discuss the Budget or should stay in July to be able to get the SATs results. It was considered easiest to have a mini meeting if required for the Budget and leave the last FGB to catch the SATs results. It was also noted that June was busy with trips and Sports Day. Clerk to arrange meetings for next year and circulate. • The Chair thanked all members of the Governing Body for their efforts, particularly SD for stepping up on a number of occasions this year. She also asked for our appreciation to be sent to all members of staff for their incredible work. SSa also thanked all Governors for their support this year.
14. Date of Next FGB meeting	Next Meeting - 29 th September 2022 tbc