

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING HELD ON
THURSDAY 4TH MAY 2023 AT 6PM**

Present: Carol Foley, Richard French, Hayley Roberts, Tracey Davies, Josh West, Richard Carter, Rev Linda Carter, Laura Holloway, Georgina Foxwell-Trewartha and Victoria Misselbrook.

Clerk: Danny Holland

1	<p>Welcome and Opening Prayer</p> <p>The meeting was formally opened by the Chair. Rev Linda Carter led governors in prayer.</p>
2	<p>Apologies for Absence</p> <p>Apologies had been received and accepted from Paula Wheatcroft and Jeremy Gummow.</p>
3	<p>Register of Business & Pecuniary Interests</p> <p>No changes declared.</p>
4	<p>Minutes of the Previous Meetings</p> <p>The minutes of the meeting held on the 26th January 2023 had been circulated prior to the meeting and were agreed by those present.</p>
5	<p>Matters Arising & Actions (from previous minutes)</p> <ul style="list-style-type: none"> • Matters Arising - None • Review of Actions <ol style="list-style-type: none"> 1. Action – Reading Data report to be circulated (Alison Shears via HR) - completed 2. Action – A skills audit to be circulated for governors to complete (Clerk) - completed 3. Action - Training courses for Governors by the Diocese to be looked into (CF) - completed
6	<p>Admissions</p> <p>Minutes from the Admission meeting held had been circulated. The school will hopefully be at PAN (30) in Reception for the September intake Enquiries have also been made from families looking to move their children to Derry Hill in other year groups.</p>

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Heads Report

Numbers on Roll

There are 209 pupils on role.

Clubs and Activities

Qu: 'Rocksteady' club, does it take children out of curriculum lesson? It does, there are 3 to 4 groups of children who are taken out of class at different times each week so that it is not the same lessons that are missed.

Attendance

The school attendance is higher than national despite there being a bout of chicken pox. The number of persistent absences has decreased and is below national. A targeted support meeting will be held with the EWO to look at those children with persistent absence.

SEN

There has been an increase in the number of children on the SEN register. Mrs Asfaw, SENCO now attends the PP meetings rather than separate SEN meetings and this is working very well and provides extra support for teachers

Qu: With the in-year changes to those being identified as needing SEN support, has this impacted on the budget? The school receives minimal additional funding, the key aspect is in terms of discussing with the SENCO what adjustments can be made by the teacher in the classroom to meet their needs, such as QFT, use of technology and utilising TA's effectively. The progress that children are making, particularly SEN is strong.

Change in School Timings

Whilst the White Paper didn't get passed in full, from September the school day will be 8.45am to 3.15pm. Those present were in agreement.

LAC/PLAC

There are 4 previously LAC in school. The LA have advised that the school was unable to receive additional funding for three of these pupils as they were not recorded as previously LAC when the census was done in October 2022. HR is pursuing this decision with Wiltshire Virtual School Head.

Suspensions

There has been 1 suspension. An alternative timetable is in place. External support is also being provided to the school.

Staffing

Mrs Newlands has been successful in her appointment for the P/T Teaching post from Sept 2023. Initial conversations have started as to staff deployment from September. Sports Coaching provided by 'In2Sport' is proving beneficial and they have fitted in well.

LA

The LA are pushing the 'shaping the future' programme and for Wiltshire schools to form 'hubs'. Whilst this is not an Academy, the LA's long term aim is for schools to work in formal hubs. HR and CF have attended the 'shaping the future' roadshow.

Parental Involvement

JW is arranging a Maths workshop in Term 1 for parents with the aim to increase their understanding so they can provide support from home. The school will receive some funding towards this.

Parent Volunteers

Parent volunteers will be sought from September and the required checks and training to be undertaken at the same time.

Home School Agreement

The new home school agreement has been issued to parents whose children will be joining the school in September and it will be issued to the rest of the school at the start of the new school year thus setting clear expectations.

Child Protection and Safeguarding Report

On review there is a trend where there is a 'peak' in behaviour incidents at the 2-3 week point following half term breaks. This will be explored further to understand if this is a specific year group, time of day etc and for necessary adjustments and support to be put in place. The amount of reflection tasks given to pupils is dropping which shows that behaviour is improving – the behaviour policy is consistently being reviewed.

Safeguarding

The annual safeguarding action plan has been completed.

The safeguarding newsletter has been issued and posters are included in the school newsletter on different themes linked to safeguarding. The safeguarding review group have completed their yearly evaluation regarding the school's approach to Child-on-Child abuse and a full report has been circulated to governors.

Qu: Could you update governors on the actions from last years 360 degree review – a review was undertaken in February 22. JW advised that there were 12 actions, of which 9 have been completed. JW talked through the actions explaining what has been completed and what is planned.

Qu: Is there an update on the possible use of Project Evolve ? – the school has signed up to use Evolve in respect to teaching online safety, this has been used during Term 4 and a review of how this has gone will be carried out.

Qu: What have reports from Oakford regarding filtering told us ? – Oakford reports highlight to SLT any searches that may be of concern eg facebook etc. This is then reviewed and the necessary action taken.

	<p>Qu: Is there still no significant difference in groups of staff members logging incidents compared to the last check in December 22 ? In terms of staff logging incidents HR advised that in respect of child protection incidents these are logged by the staff member who has dealt with the matter and all staff members were able to do this.</p> <p>Medical Tracker This is used to log all first aid incidents and is an online system which allows emails to be sent to parents should their child be given first aid. Medicine is also able to be recorded. Logs illness and parents can state the medicines that need to be given.</p> <p>Library Development The school has received a total of £8,000 which has come from FODHS and the Parish Council which has allowed books and furniture to be purchased. Every class has an allocated time to use the library in addition to it being accessible at lunchtimes. Pupils are really making use of the library and enjoying the new books too.</p> <p>SIA reports – HR had circulated the latest School Improvement Advisor reports to governors.</p> <p>GDPR – there has been 1 breach and the necessary action has been taken.</p> <p>Data – Data reports had been circulated prior to the meeting. Spring PP meetings were positive and maths/English/SEN leads provided detailed reports for governors.</p> <p>School Development Plan</p> <p>Qu: Flexible playtimes, have these worked? It did at the start of the year, however due to the timetable conflicts and learning needs and requirements, particularly Little Wandle, this has needed to be amended. During playtimes staff are allocated to supervise spaces to ensure the safety of children during these times.</p> <p>Qu: Has progress been made with the Worship Council evaluating worship? VM advised that the evaluation form has been shared with the council and further work with them around evaluation will take place.</p> <p>Qu: Regarding British Values – have we made progress on the consistency across the school? This is an ongoing piece of work which includes how it naturally fits within the curriculum and ensuring it is properly embedded and effective.</p>
8	<p>Finance</p> <p>The LA informed the school that an I&E Return for 31/1/23 was not required this year.</p> <p>The end of year Budget Monitoring Report had been circulated. A meeting will take place between the Finance Governors and TD to undertake a closer review and understand the significant changes that have affected previous predictions. The minutes from this meeting will be circulated to all governors before sign off/closedown</p>

	<p>of the 22/23 budget.</p> <p>When setting the budget for the new financial year, areas that were overspent in 22/23 will be looked at. It was to be noted that in respect of staffing and supply costs, these can be turbulent over the year and can have a considerable effect on the budget .</p> <p>Qu: Therapeutic mentoring – does this get funded from Pupil Premium? No, this comes out of the specific funding received for the child.</p> <p>SFVS – This is an annual report that details how the school is operating and provides assurance that the school meets the standards necessary to achieve a good level of financial health and resource management. Finance Governors have reviewed this and recommend ratification by the FGB. Those present duly ratified the SFVS.</p>
9	<p>Health/Safety & Premises</p> <p>Report circulated, nothing to report.</p>
10	<p>Governance</p> <p>Governor Calendar – this is up to date with just the budget approval and drafting the new budget outstanding which would take place over the next few weeks.</p> <p>Governor Training – the following training has been completed:</p> <ul style="list-style-type: none"> ○ GF-T - Governor Briefing ○ CF - Governor Briefing <ul style="list-style-type: none"> - School Performance Data Workshop - Salisbury Diocese Commissioning Foundation Governor workshop. <p>Governor Monitoring Visits – a large number of monitoring visits had taken place since the last meeting, governors were thanked for their work. Reports were submitted for the following areas:</p> <ul style="list-style-type: none"> ○ HCV 7th Feb 2023 ○ HCV 28th Feb 2023 ○ HCV – 14th March 2023 ○ HCV – 28th March 2023 ○ HCV 21st April 2023 ○ LA Governor briefing monitoring questions ○ Finance monitoring March 2023 ○ Leadership & Management ○ Performance Management ○ Safeguarding Audit report ○ Safeguarding review Group ○ Safeguarding SCR monitoring March 2023 ○ Safeguarding Pupil Voice

- Health & safety January 2023
- Pupil Premium February 2023
- SEN Provision January 2023
- English Monitoring 2023

Action: LH to submit History & Geography monitoring report.

Governor Body Diversity – The DfE have asked Governing Bodies to declare the diversity of the governors, the NGA suggested diversity questions were discussed. However, it was important to consider that governors must not be identifiable by their responses and this would be extremely difficult with a small GB constitution. CF added that some work will be done on this at a later date.

Preparation for Ofsted – CF had produced a document for governors that had been circulated. GF-T advised that she had previously attended the LA training on Preparing for Ofsted which was useful.

Governor Changes – CF made governors aware of the following governor changes:

- JG – due to relocation to Scotland, has stepped down.
- PW – will be stepping down at the end of her term of office in October.
- LC and RC – are returning to Cornwall in July and therefore will be stepping down.

The changes will leave CF as the only Foundation Governor. LH meets the eligibility to be a Foundation Governor and kindly agreed to undertake the necessary to be appointed as a Foundation Governor. This will leave a Parent Governor vacancy which will be advertised at the start of the next school year.

Action: Clerk to start Foundation Governor appointment process for LH

Action: Clerk to circulate Diocese foundation governor requirements

Some other ideas were discussed around the potential recruitment of foundation governors and the desired skill set.

Chair and Vice Chair Appointment – The GB Terms of Reference advise that a governor is only eligible to serve as Chair for a maximum of 2 terms (6 years). By the next meeting, which is the AGM, CF would have completed 2 terms as Chair and would therefore need to step down. In preparation for this over the last 2 years RC as Vice Chair, has been shadowing CF, with the intention to replace CF as Chair at the AGM. However, with RC leaving this means the Governing Body is in a difficult position. Whilst CF had intended to step down, she has agreed to remain Chair for a further year to provide stability for the GB and to allow further recruitment/training of governors and a new succession plan to be developed. In order to do this Governors would need to agree to amend the terms of reference due to exceptional circumstances.

RC proposed that the Terms of Reference is changed to reflect CF remaining as Chair for a further year due to exceptional circumstances. GF-T seconded and those present

	<p>voted in favour.</p> <p>Formal thanks were to be recorded to Jeremy Gummow for his work as a Governor and his contribution to the school.</p>
11	<p>Church School Distinctiveness</p> <p>VM advised that the Worship Council continue to meet and are keen to become involved in leading worship. The next stage is to lead an act of worship in school. The weekly hymn practice has been implemented and takes place in collective worships. The children have fed back that they are enjoying the singing each week. The school is looking at an external award (WIRE) relating to children engaging and understanding other religious faiths and how this is developed through the curriculum.</p> <p>LH left the meeting.</p>
12	<p>Policies</p> <ul style="list-style-type: none"> • Computing – Qu: Are there the sufficient resources to fulfil the policy? Yes however there are updates that are required to some of the equipment. • Children with Medical Needs (who can't attend school) • Parent Code of Conduct <p>The above policies were adopted.</p> <p>Young Carers policy was circulated via email during the meeting. Governors to approve via email. Action: All governors confirm approval of Young Carers policy to HR/clerk</p> <p>Action: HR to amend and recirculate the Anti-bullying policy for governor approval by email.</p>
13	<p>Headteachers Performance Management</p> <p>CF confirmed that the HTPM mid-year review had been completed.</p>
14	<p>AoB</p> <p>Qu: What has been the impact on the school as a result of the teachers' strikes? The strikes have had very little impact across the whole school.</p>
15	<p>Meeting Close</p> <p>LC closed the meeting with a prayer.</p> <p>Next Meeting: Thursday 6th July 2023 6pm in School (AGM).</p>