

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING & ANNUAL GENERAL MEETING HELD ON
THURSDAY 6th JULY 2023 AT 6PM**

PRESENT: Carol Foley, Richard French, Hayley Roberts, Linda Carter, Tracey Davies, Paula Wheatcroft, Richard Carter, Laura Holloway and Josh West.

Clerk: Apologies had been given. The meeting was recorded.

1	<p>Welcome and Opening Prayer</p> <p>The meeting was formally opened by the Chair, CF. LC led governors in prayer.</p>
2	<p>Apologies for Absence</p> <p>Apologies had been received and accepted from Georgina Foxwell-Trewartha, Victoria Misselbrook and Danny Holland</p>
3	<p>Register of Business & Pecuniary Interests</p> <p>No changes declared.</p>
Annual General Meeting	
4	<p>Election of Chair</p> <p>CF left the room.</p> <p>Due to a challenging situation with regards to succession planning and the number of governors currently on the governing body, CF had offered to remain as Chair for a further year.</p> <p>CF was proposed by RF, seconded RC. All in agreement. It was also to be noted that GF-T had sent a proxy vote in support of CF as Chair.</p> <p>CF returned to the room and was thanked for continuing for a further year.</p>
5	<p>Election of Vice Chair</p> <p>RF left the room.</p> <p>RF was proposed by JW, seconded LH. All in agreement. RF was elected Vice Chair of Governors for 1 year.</p> <p>RF returned to the room and was thanked for stepping forward to fulfil the role.</p>

6	<p>Terms of Reference (ToR)/Scheme of Delegation (SoD) (inc format/times of meetings for 23/24)</p> <p>CF, having undertaken a review shared the changes made with those present and confirmed the dates/times for meetings for the next academic year.</p> <p>The ToR/SoD was proposed by LH, seconded by JW. All in agreement.</p>
7	<p>Monitoring Policy</p> <p>The monitoring policy for 23/24 had been circulated. There were no changes to the policy however some slight amendments were made to the monitoring form that governors complete following a visit.</p> <p>Action: CF to amend 23/24 monitoring policy as discussed.</p> <p>The policy was proposed by JW, seconded RC. All in agreement.</p>
<p>Full Governing Body</p>	
8	<p>Minutes of the Previous Meetings</p> <p>The minutes of the meeting held on the 4th May 2023 had been circulated prior to the meeting and were agreed by those present.</p>
9	<p>Matters Arising & Actions (from previous minutes)</p> <p>Matters Arising – None.</p> <p>Review of Actions:</p> <ol style="list-style-type: none"> 1. Action: Clerk to start Foundation Governor appointment process for LH – complete. 2. Action: Clerk to circulate Diocese foundation governor requirements - complete. 3. Action: All governors confirm approval of Young Carers policy to HR/clerk - complete. 4. Action: HR to amend and recirculate the Anti-bullying policy for governor approval by email - complete.
10	<p>Head Teachers Verbal Update</p> <p>Staffing</p> <p>Year 4 Class teacher position is being advertised. HR advised that should recruitment not be successful a contingency is in place. EYFS recruitment had been a challenge.</p> <p>Mrs Misselbrook has resigned and will leave at the end of the academic year. Helen Castle, who was on a temporary contract, will be leaving as the funding from the LA for a child will cease. Hannah Marchant will be leaving at the end of the academic year. Liz</p>

	<p>Duffield will also be leaving when her long-term supply cover contract ends in the summer.</p> <p>HR advised that as a child who was receiving 1:1 TA support is leaving, there is a redundancy situation as there is not a suitable alternative role within the school. Those present gave approval for the redundancy situation to follow due process.</p> <p>Admissions There will be 29 children starting in EYFS in September. 3 children are leaving to attend a private school. There will be 1 child joining Year 1 and 5 children joining Year 6 in September. HR provided an overview of the children joining, some of which have returned to us from private schools.</p> <p>There have been no suspensions or exclusions since the last meeting.</p> <p>Attendance The school attendance is at 95% which is above the national figure. The school has signed up to the DFE attendance Hub.</p> <p>The absence rate has dropped from 5.5% to 4.9%</p> <p>Persistent absence has dropped from 11.3% to 8.9%</p> <p>There has been a large amount of holiday requests which have not been authorised.</p> <p>There have been absences authorised for specific reasons i.e. Covid, Chicken pox, alternative provision set up etc.</p> <p>SEN The number of SEN children across the school has risen from 13.5% to 18.2% and is now higher than the national average.</p>
11	<p>Data</p> <p>Headline data was shared prior to the meeting. Further analysis will take place which will be shared with governors in the new academic year. KS2 SATs results have not yet been received.</p> <p>The headlines reported to governors were:</p> <p>KS2 KS2 Writing, the school were moderated and feedback had been received which was around lack of evidence from Year 5. Those present were advised that on reflection of this year group they had a turbulent Year 5 with a large number of staff changes.</p> <p>When looking at the rest of the data this is higher than previous years when compared to the 'Insight' national data. GD maths will be an area of focus.</p>

	<p>EYFS 70% (67% Insight national level) of children reached GLoD. GLoD is based on seven areas of learning that has been achieved.</p> <p>Phonics 94% of the class passed. National is 75.8%</p> <p>KS1 Reading 77% of the class reached the national expectation.</p> <p>Multiplication Test The mean score average is 20.4, the school achieved 21.7. 34.5% of children scored 25/25.</p> <p>Question: SEN Attainment, is there anything that can be done? Our SEN numbers are higher than the national average. Quality first teaching training is being held for new staff, to ensure fidelity across the school with regards to our approach to SEN teaching. Emma Asfaw has done work within the classes to ensure resources are accessible and appropriate. Training has also been done regarding using technology to help teaching which is being shared with class teachers. CF advised that she had carried out a SEN learning walk with EA. Progress is the main priority for SEN pupils rather than attainment.</p>
12	<p>School Development Plan</p> <p>The SDP had been made available prior to the meeting. HR advised that items highlighted as amber will be carried forward to the next SDP.</p> <p>From September the school will be working in Hubs that are being formalised by the LA. Planning meetings will be held with schools within the hub, to look at SDP targets to identify where the school will be able to draw support from the other schools.</p> <p>SIAMS will be a focus area in the next academic year.</p>
13	<p>Finance</p> <p>The financial information had been circulated prior to the meeting.</p> <p>Question: 23/24 Budget template, why is the 'Other Costs' column with the figure £198,661 higher than other costs estimated in future years? This includes the Alternative Provision costs which will now not need to be accounted for in future years.</p> <p>Those present endorsed the 23/24 budget. Proposed RC, seconded RF.</p> <p>The end of financial year 22/23 report had been circulated ex-committee and agreement had been given.</p>

	<p>Question: It was noted that the Staff Wellbeing days had not been accounted for, what are these? These were introduced by the previous [acting] head whose intention was to cover the class when the class teacher took a wellbeing day. HR advised that she had agreed to continue this but it is not always practical for herself as head to cover all staff wellbeing days. HR said that the offer of these days has been positive. Staff absence has reduced. In future years, due to funding constraints it may not be possible to use supply to cover these days.</p> <p>Are there any further updates in respect of the cover for PPA, 1:1 etc and related costs? TD advised that the ELSA (HLTA) will carry out ELSA session within the classroom areas so that they are able to support the TA/Class if needed. HR provided an overview on how this will work for specific classes.</p> <p>Question: What is changing operationally in terms of the way staff apply for additional hours for intervention work? Interventions will still take place but will not incur additional hours as we will look at doing them during the morning sessions. Any additional hours will require prior authorisation.</p> <p>Dolce (provider of school dinners) has given 3 months' notice of the introduction of a £4K annual subsidy. This has been challenged by TD.</p>
14	<p>Health/Safety & Premises</p> <p>Necessary works and checks are being carried out over the summer holiday.</p> <p>TD advised that she challenges quotes asking for justification of any price increases.</p>
15	<p>Safeguarding</p> <p>There have been 2 safeguarding referrals.</p> <p>CF has drafted the end of year safeguarding report which will be circulated once reviewed by HR.</p> <p>The safeguarding training update for September will be a joint collaboration with the schools in the hub. There will be safeguarding update sessions planned to which governors will be able to attend.</p>
16	<p>Ofsted Seminar Feedback</p> <p>CF and HR attended an Ofsted seminar where the Ofsted process was explained and opportunities to ask questions. The expectation of receiving an outstanding judgement was explained in terms of what schools would need to achieve and have clear evidence on. It was highlighted that it would be difficult for schools to achieve. Ofsted's focus is more around the whole curriculum as opposed to focusing on data.</p>

	<p>The school will be inspected any time before January 2025. There would be 2 inspectors for 2 days. Governors would meet with the inspectors on the second day. The LA has visited the school to carry out an Ofsted walk around and undertook a review of documentation which was positive and reassuring for the school.</p>
<p>17</p>	<p>Governance</p> <p>Governor Monitoring – the following visits and reports had been completed:</p> <ul style="list-style-type: none"> ○ SATs Administration ○ 2 x Head, Chair and Vice ○ Library ○ History ○ Geography <p>Given the reduction in the number of governors, from September the monitoring structure will need to be reviewed and refocused.</p> <p>Governor Calendar - this is up to date with the exception of reviewing the SATs results which have not been issued.</p> <p>Governor Training – CF has completed annual SEN training.</p> <p>Governor Membership – LH is now a Foundation Governor. A potential foundation governor has the details to apply. A parent governor advert will be issued in September along with a foundation governor advert. PW will step down in October. LC and RC will be stepping down as they are retiring to Cornwall, this was their last meeting. CF thanked LC and RC for everything they have done in support of the school and the wider Derry Hill community. A small presentation was made.</p>
<p>18</p>	<p>Church School Distinctiveness</p> <p>The school will be in the SIAMS inspection window from September 2024 and will be under a new framework. An SLT meeting will be held to identify an RE lead and the development of this within the school in direct support of SIAMS. HR advised that Act of Worship has been more formalised this year and going forward the children will be more involved, with all the school community using the same vocabulary. The vision and values are embedded. An action plan will be put in place.</p> <p>The new Team Rector licensing is 24th September 2023. It is not known what the Diocesan support for the school will look like in the interim. LC is aware of the Open the Book team and will pass the details of the team to HR.</p>
<p>19</p>	<p>Policies</p> <p>The following policies had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> ● Anti-bullying - <i>adopted</i> ● Childs Mental Health and Wellbeing - <i>adopted</i>

	<ul style="list-style-type: none"> • Staff Wellbeing – subject to the rewording (see below) this was adopted. <p>Staff Wellbeing Policy</p> <p>Question: What is the origins of the need to have this? It was initially discussed with staff last year and following Senior Mental Health training that HR undertook it was recommended that a policy was in place.</p> <p>Question: Is this a model policy? It is a template from ‘The School Bus’ which the school subscribes to.</p> <p>LH sought clarification regarding some of the wording within the policy and it was agreed that HR would reword some sections to refocus its meaning. (Action: HR)</p> <p>Question: Is it best practice for the Head to be one of the wellbeing officers? The reason HR is named is because she has completed the senior mental health lead training. Whilst some staff will open up to HR, some won’t, which is why there is a second person named (EA).</p>
20	<p>AOB</p> <p>Residential Trip 2023/24 - whilst agreement was given, TD advised that the costs have escalated and alternative options are being explored.</p> <p>CF thanked all governors for their commitment through the year.</p>
19	<p>Meeting Close</p> <p>LC closed the meeting with a prayer.</p> <p>Next Meeting: Thursday 21st September 2023 at 6pm in school.</p>