

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES  
FULL GOVERNING BODY MEETING HELD ON  
THURSDAY 28<sup>th</sup> SEPTEMBER 2023 AT 6PM**

**PRESENT:** Carol Foley, Richard French, Hayley Roberts, Tracey Davies, Laura Holloway, Georgina Foxwell-Trewartha and Josh West.

**Clerk:** Danny Holland.

<b>1</b>	<p><b>Welcome and Opening Prayer</b></p> <p>The meeting was formally opened by the Chair, CF. HR led governors in prayer.</p>
<b>2</b>	<p><b>Apologies for Absence</b></p> <p>Apologies had been received and accepted from Paula Wheatcroft.</p>
<b>3</b>	<p><b>Register of Business &amp; Pecuniary Interests</b></p> <p>No changes declared. Governors had completed and returned to DH the annual declaration of interest forms.</p>
<b>4</b>	<p><b>Code of Conduct</b></p> <p>The NGA Code of Conduct having been circulated was agreed by governors.</p>
<b>5</b>	<p><b>Minutes of the Previous Meetings</b></p> <p>The minutes of the meeting held on the 6<sup>th</sup> July 2023 had been circulated prior to the meeting and were agreed by those present.</p>
<b>6</b>	<p><b>Matters Arising &amp; Actions</b> (from previous minutes)</p> <p><b>Matters Arising</b> – None.</p> <p><b>Review of Actions:</b></p> <p><b>Action:</b> CF to amend 23/24 monitoring policy. <b>Completed</b></p> <p><b>Action:</b> Minor rewording to the Staff Wellbeing policy to be carried out. <b>Completed</b></p>
<b>7</b>	<p><b>Head Teachers Update</b></p> <p><b>Demographics</b></p> <ul style="list-style-type: none"> <li>○ The number of EAL children has reduced.</li> <li>○ There are more boys than girls</li> <li>○ Those eligible for FSM has reduced.</li> <li>○ Pupils with SEND has increased.</li> </ul>

HR highlighted to governors that as part of the demographics the summer born children in each year group are being tracked closely so that early identification of any support needed can be put in place.

### **Staffing**

- Emma Asfaw is now working full time (Sendco and pt Year 2 teacher).
- Hannah Newlands is now teaching in Year 2 part time.
- Kate South is covering in Year 4 whilst the permanent position is being recruited for.
- Shanice Garrick is the new TA in Dormouse.

HR advised that the potential redundancy situation is on hold as there is a new child in school requiring the 1:1 support.

### **Joiners & Leavers**

There were 28 children who joined reception with a further 8 children joining in other year groups since the last FGB in July 23. There have been 4 children leave.

Families are already being shown around the school for the reception intake 2024.

### **Suspensions & Exclusions**

None.

### **Attendance**

Attendance is positive at 96.7%.

Whilst persistent absence is high for the school it is lower than the national rate.

A new attendance policy is in place and will be continually monitored.

### **Data**

EYFS and KS1 is strong except for Maths at greater depth.

KS2 - The school is low in all areas apart from reading. Governors where briefed on the circumstances that have impacted the results. That said, the current Year 6 are 74% on track with circa 10% at Greater Depth.

### **Chippenham Village Hub**

This continues to work well and enables shared thinking and collective review of school documentations i.e. SDPs. Hub safeguarding training has already been planned for next year.

### **SEND**

There are 11 children on the SEN register within KS1 and 21 children in KS2. There are 4 children with EHCPs. There is greater higher needs lower down in the school. The school is receiving transition funding from the LA for 2 children.

The timings of ITT meetings have been amended so that teachers have time to get to know their children and assess where they are before setting targets. Targets will now be set at the end of Term 1.

	<p>The school have been accepted on to a Literacy programme, this is a trial until December. Nurture spaces have been created within the school. <b>Question: Why are these needed?</b> There are children with EHCPs that require aspects of nurturing sessions. <b>Question: Is this available for all children?</b> Yes.</p> <p>Areas Emotional literacy in school and continuing to focus on increasing independence and self-esteem in children and developing a positive attitude.</p>
<b>8</b>	<p><b>School Development Plan</b></p> <p>This is being finalised with the SIA. Areas included in the plan is what the school are already working on. <b>Action: HR to circulate once finalised</b></p>
<b>9</b>	<p><b>Finance</b></p> <p>There are staff pay awards pending. The teachers' pay award has been agreed at 6.5% however only 3.5% was budgeted which was the advice from the LA when the budget was set. Whilst a grant will be received to help schools with the increased pay award, this does not cover the full amount. The support staff award is yet to be agreed. CF and TD have met and will continue to meet to closely monitor the budget.</p> <p>Cost savings need to be identified from other budget areas. Areas being looked at/put in place are supply to only be used if absolutely necessary and O/T if absolutely necessary. Staff have been made aware of the constraints and to be mindful when undertaking things like photocopying.</p> <p><b>Question: What was the outcome of the discussion with Dolce and the school needing to pay a supplement?</b> The supplement needs to be paid and will start in October.</p> <p><b>Question: What is the position in respect of the vacant Assistant Head position?</b> As present this is on hold.</p> <p>Supply pool claims have been completed.</p>
<b>10</b>	<p><b>Health/Safety &amp; Premises</b></p> <p>All statutory checks have been carried out. Checks of the outdoor sports/play equipment identified signs of rotting. Repairs are being carried out and once completed a further check will be undertaken. The equipment is currently out of use. An H&amp;S Audit by the LA will be carried out in October.</p>
<b>11</b>	<p><b>Safeguarding</b></p> <p>A TD day where Safeguarding training was held including KCSiE Updates - in addition a cluster safeguarding briefing also took place. The Child Protection and Safeguarding Policy been updated. HR has attended a Safeguarding briefing for head teachers and staff have completed the annual safeguarding checklist and new members of staff have</p>

	<p>received the appropriate training.</p> <p>Filtering and Monitoring and Evaluation has been undertaken by HR and Oakford (Schools IT Provider). It was to be noted that this area was a significant change within the KCSiE and JW has undertaken the necessary filtering and monitoring training. HR has also attended 'How Ofsted inspect safeguarding in schools' briefing. CF will be the Filtering and Monitoring Governor.</p> <p><b>Action: HR to circulate to governors safeguarding information, including details on accessing PREVENT training.</b></p>
<b>12</b>	<p><b>Governance</b></p> <p><b>Panels</b> – It was agreed, following consultation with the LA that 2 governors would sit on the HTPM and Staffing Pay Panel. The 2 governors would be CF and RF who had undertaken the necessary training.</p> <p><b>Foundation Governor Recruitment</b> – An advert has been produced and will shared with the Parish Church and wider community. Communication with the Archdeacon regarding the Ex-Officio governor confirmed that the Diocese are looking to appoint a Clergy for 3 days a week. Parent Governor recruitment – this had recently taken place and the necessary checks were being undertaken before the school community would be informed of the appointment.</p> <p><b>Governor Monitoring</b> – the following visits and reports had been completed:</p> <ul style="list-style-type: none"> <li>○ Head, Chair, Vice meeting</li> <li>○ Head Boy and Head Girl Presentations</li> </ul> <p>Whilst governor recruitment is undertaken and given the size of the governing body, it was discussed that subject leads should be invited to FGB for an overview of their subject to be given and for questions to be asked. Following a discussion with the LA Clerking Services around Link Governors and monitoring with a small governing body, the following areas were identified as needed, specifically from a statutory perspective:</p> <ul style="list-style-type: none"> <li>○ Safeguarding including SCR and Filtering &amp; Monitoring checks - CF</li> <li>○ SEN - CF</li> <li>○ Staff and Pupil Wellbeing - LH</li> <li>○ H&amp;S – RF</li> <li>○ EYFS – GF-T</li> </ul> <p>Once the SDP is finalised, governors will be allocated areas to monitor in addition to those above.</p> <p><b>Governor Calendar</b> - This will be updated for the next meeting. <b>Action: CF</b></p>
<b>13</b>	<p><b>Church School Distinctiveness</b></p>

	A 2 year rolling programme is in place in respect of the Christian values.
<b>14</b>	<p><b>Policies</b></p> <p>The following policies and procedures had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>○ Staff Behaviour (LA) - <b>noted</b></li> <li>○ Teacher Appraisal (LA) - <b>noted</b></li> <li>○ Staff Code of Conduct (LA) - <b>noted</b></li> <li>○ Child Protection and Safeguarding (LA) - <b>noted</b></li> <li>○ Capability (LA) - <b>noted</b></li> <li>○ Whistleblowing - <b>noted</b></li> <li>○ Attendance - <b>adopted</b></li> <li>○ Concerns and Allegations against Staff (LA) - <b>noted</b></li> <li>○ Health &amp; Safety (LA) - <b>adopted</b></li> <li>○ Staff Disciplinary - <b>noted</b></li> <li>○ Concerns and Allegations against staff – Flow Charts - <b>noted</b></li> <li>○ Children Missing in Education (LA) - <b>noted</b></li> <li>○ Child on Child Abuse – Adult Version - <b>adopted</b></li> <li>○ Child on Child Abuse – Pupil Version <b>adopted</b></li> <li>○ Charging and Remissions – <b>adopted</b></li> <li>○ Phonics &amp; Early Reading - <b>adopted</b>. <b>Question: Does Rapid Catch-Up as mentioned in the policy happen?</b> Yes, it needs to happen and will be led by TAs</li> </ul> <p><b>Question: How do we ensure that new Staff are aware of procedures?</b> The policy is circulated to all staff. Individual Safety procedures are available on RightChoice. Fire and Evacuation procedures are circulated to staff.</p>
<b>15</b>	<p><b>AOB</b></p> <p>None.</p>
<b>16</b>	<p><b>Meeting Close</b></p> <p>HR closed the meeting with a prayer.</p> <p><b>Next Meeting:</b> Thursday 16<sup>th</sup> November 2023 at 6pm in school.</p>