

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING HELD ON
THURSDAY 16TH NOVEMBER 2023 AT 6PM**

PRESENT: Carol Foley, Richard French, Hayley Roberts, Laura Holloway, Georgina Foxwell-Trewartha, Josh West and Zoe Armstrong.

Clerk: Danny Holland.

1	<p>Welcome and Opening Prayer</p> <p>The meeting was formally opened by the Chair, CF. HR led governors in prayer.</p> <p>Zoe Armstrong was welcomed to the governing body having been elected as a Parent Governor. Thanks were to be recorded to Paula Wheatcroft whose term of office had now come to an end, for her support and commitment to the school over the last 4 years.</p>
2	<p>Apologies for Absence</p> <p>Apologies had been received and accepted from Tracey Davies.</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 28th September 2023 had been circulated prior to the meeting and were agreed by those present.</p>
5	<p>Matters Arising & Actions (from previous minutes)</p> <p>Matters Arising – None.</p> <p>Review of Actions:</p> <p>Action: HR to circulated SDP. Completed</p> <p>Action: Updated Governor Calendar to be circulate. Completed</p>
6	<p>Headteachers Performance Management</p> <p>This has been completed. External Advisor from the LA, CF and RF were in attendance.</p>
8	<p>PAN submission</p> <p>The school would continue with a PAN of 30. The LA have been notified.</p>

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Finance

The SBM report had been circulated. Governors were to be made aware that since the report had been circulated the LA Accounting team have been into school and updated the Teachers pay award from 3.5% (originally pre-set in the financial system) increasing it to 6.5 %. This increase included the raise in the teachers' pension contributions. As a result of this, the in-year c/f prediction has reduced from £15K to £3,965. Whilst a grant will be received to assist with the additional expenditure, this will not cover the whole amount. We will have a clearer more accurate picture once the pay increases are actioned in November payroll.

Question: ICT & Science expenditure is hugely overspent, why is this? The previous Science leader signed up to Snap Science, which was a new subscription. As this subscription hadn't been used, the supplier has agreed to refund it. This budget is now on track.

Question: Furniture and Equipment expenditure is overspent, what is this for? This was furniture bought for the school library – funded by the Friends / Parish council.

In respect of the supply budgets, one is overspent and one underspent so these need to be combined to understand the totality. There is currently a £12k over spent prediction to the end of the year. That said, there will be insurance claims to be submitted. We have always claimed for TA's & Teachers, the excess has changed, which is 0 days for teachers and 3 days for TA's.

Question: Do the Budget figures include 3% (or 3.5%) pay award for teachers ? 3%.

Question: Am I right in thinking that they don't include 3% for support staff ? 2.5%

Question: Do we still receive Ukraine funding – what cost centre is this ? This is paid as pupil premium now – no separate funding.

Question: What cost centre is TPAG funding ? Cost centre 1105

Question: SCA funding – did we make an application ? What is happening regarding the boiler replacements ? No we didn't make an application this year. We need to save our capital money to fund the replacement of the boilers. TD is working closely with Salisbury Diocese & Swifts to obtain quotes and the correct spec boilers we require. We hope to have an order in place early in the new year.

Question: Is Dolce under service contracts 0809 – is it a lump sum or monthly. It is Monthly cost centre: 0809.

Question: Why is Curriculum ICT 50% predicted overspend (0712)? Some of the overspend is for the 3 ipads & software for SEN pupils which was not included in the budget set in May 2023.

Question: Why are we overspent on furniture and equip (0901) when this is an area that we need to keep costs to minimum ? The library – see above (ring fenced money

	<p>brought forward for library).</p> <p>Question: Why does PP expenditure -700 not have a budget is this because the funding (income) is in 2401 ? Pupil premium funding is mostly spent on staffing, we should have budgeted a small amount to cover PP trips, cool milk and PP clubs, this was an oversight.</p> <p>The Income and Expenditure return has been revised to reflect the LAs adjustment to the budget which shows the new c/f figure of £3,996. This was agreed by those present.</p>
<p>10</p>	<p>Health/Safety & Premises</p> <p>An H&S Audit will be taking place on 28th November 2023.</p>
<p>11</p>	<p>Head Teacher update</p> <p>Numbers on Role There are 209 pupils on the school roll. Families are being shown around weekly and the school now has a waiting list.</p> <p>Admissions A delayed entry application for September 25/26 intake has been approved. Application for Year 3 child has been received however there is no space and they are out of catchment.</p> <p>Suspensions and Exclusions There has been 1 suspension.</p> <p>Attendance Persistent absence has dropped however HR advised that attendance is going to be significantly impacted due to a child on a part-time timetable and a child whose attendance will be limited due to illness and medical treatment.</p> <p>SEN 1 new child in reception with SEN. 2 EHCP applications are in the system and we are awaiting the outcome of these. A Nurture provision has started in the afternoons.</p> <p>Question: What does Nurture Provision mean? Nurture provision for those in school is around where children have missed key life experiences in their early life and we support them by socialising in small groups.</p> <p>Question: Do staff need special training? No, the ELSA is providing support and other members of staff with the relevant skills support.</p> <p>Disadvantaged Learners JW has carried out the relevant training. Attendance for these children is slightly lower than non-disadvantaged learners but this is carefully monitored.</p>

Question: Of the 25% of PP children not on track what support is in place? This equates to 3 children. One is Ukrainian who has additional resources and TA support. The other 2 children attend intervention groups.

Question: How are teachers supported with children in their class who are EAL? The LA have been into school to provide CPD, Stephen Donohue has been into school to carry out EAL training for all staff.

Question: What support has been given to parents who couldn't make the math's workshop? Online workshop has been considered but given the nature of the subject this would be difficult, alternative options are being thought about.

ASP – DATA

The ASP Data had been circulated.

Phonics and Multiplication Check outcomes were strong

KS1 Data was positive

KS2 was the area which was a concern, those present were aware of circumstances that impacted these results.

ISDR

Whilst this had been issued by the DFE and circulated, there was little data given the time of year. A further ISDR will be available in Term 4.

Previous & Current Looked After Children

An annual LAC report had been produced and circulated to governors.

Question: Does the level of support for LAC and PLAC differ in terms of funding? No, the funding is different. LAC funding is based on the virtual head discussions. PLAC comes direct to the school.

School Improvement Advisor

The report from the recent visit had been made available prior to the meeting.

Question: The SIA recommended that building children's understanding of fundamental British values and democracy was an area to look at, how will this be carried out? KS2 took part in the 'picture news' which was a live webinar on protected characteristics and British values. Explicit key moments during lessons will be used to stimulate a discussion. A values curriculum has been produced. The school website has been updated to include equalities.

Staffing

Teacher Performance Management has been completed. New TA in EYFS has resigned and will leave 17th November 2023, the school has secured a temporary TA through an agency. There is a 1:1 TA in EYFS for a child with SEN, an EHCP is going through. Kate South is now on a temporary contract.

	<p>Chippenham Village Hub A meeting of the Chippenham village hub schools for all areas of teaching staff has been held which focused on deep dives of the curriculum.</p>
<p>12</p>	<p>Safeguarding</p> <p>All staff have completed cyber security training.</p> <p>Online Safety Policy – this has been drafted and is being reviewed following the schools IT provider’s input. This will be re-presented to governors for approval. Action: HR.</p> <p>TD has completed new training on the SCR. Following new guidance issued by the LA it was clarified that HR has overall responsibility for the SCR as the Designated Safeguarding Lead.</p> <p>Action: HR - Analysis of concerns raised to be included in the next heads report.</p> <p>Governor Safeguarding training information has been sent to HR for review. Action: HR to check all governors have completed necessary training.</p> <p>GDPR There have been no GDPR concerns raised and the GDPR Policy is in place.</p>
<p>13</p>	<p>Governance</p> <p>Training – The following training had been carried out:</p> <ul style="list-style-type: none"> ○ CF - P/LAC ○ CF - Equality training, <p>LH advised that she would be attending ISI Inspection Training and would feedback any pertinent points linking to Ofsted Inspections.</p> <p>Governor body calendar – A review of the actions due took place, these had been completed.</p> <p>Monitoring – The following monitoring activities have been carried out since the last meeting:</p> <ul style="list-style-type: none"> ○ Website Audit ○ H&S – Question: It is recorded on the report that there were cracks evident in the concrete lintels, have Dolmans been contacted? TD contacted Dolmans and sent photographs. Dolmans confirmed that Governors should not be unduly concerned and this would be looked at closely during their annual survey (January\February). ○ HCV ○ Maths ○ Safeguarding – Term 1 ○ Parents Visit

	<p>Foundation Governor Vacancies Dr David Halls has completed his application form and is currently being processed by Salisbury Diocese. Another interested party is meeting soon with CF and HR.</p> <p>SDP Monitoring Areas – following review of the SDP the monitoring areas and link governors were agreed as follows:</p> <ul style="list-style-type: none"> ● Quality of Education <ul style="list-style-type: none"> ○ Intent 1: LH ○ Intent 2: RF ○ Intent 3: RF <p>Intent 1 - An understanding of the intent was asked and a discussion took place. Whilst this is a high level intent based on an average across the school, there are individual targets that are looked at during pupil progress meetings.</p> <p>Intent 2 – Question: In respect of math’s progress when there is a cohort weakness these are addressed through whole school revision, there isn’t anything that references how individual weaknesses are addressed? Whilst this is addressed there are many ways that are used to address individual weaknesses.</p> <p>Early Reading and Phonics (Little Wandle) – GFT and ZA.</p> <ul style="list-style-type: none"> ● Behaviour & Attitudes <ul style="list-style-type: none"> ○ Intent 1: Nurture provision – CF ○ Intent 2: Emotional literacy and SEN – CF ● Personal Development <ul style="list-style-type: none"> ○ Intent 1: Parent Support in child’s – GF-T and ZA ○ Intent 2: Collate the values taught at Derry Hill School which includes the promotion of our Christian Values, British Values and all aspect of SMSC - LH ● Leadership & Management <ul style="list-style-type: none"> ○ Intent 1: Attendance and punctuality – CF and RF ○ Intent 2: Chippenham Village Hub collaboration – CF and RF <p>The statutory monitoring areas were also allocated and agreed.</p> <p>Action: CF to update monitoring area document inc curriculum leaders and circulate Action: HR to provide all governors with access to the ‘School Bus’.</p>
14	<p>Church School Distinctiveness</p> <p>The school Christmas Carol Service will be supported in church by Reverend Bush. Church Services will be re-established wherever possible. SIAMS work is being led by the SLT.</p>

15	<p>Policies</p> <p>The following policies and procedures had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> ○ Admissions 25/26 ○ EYFS ○ SEND ○ First Aid ○ School complaints ○ Behaviour ○ English ○ Maths ○ RE ○ Science under review, Action HR: This will be circulated for approval ex-committee ○ Teaching & Learning ○ Online Safety – on hold Action HR (as mentioned previously) ○ Low Level Safeguarding <p>Subject to minor amendments, with the exception of the science and online safety policies, these were all adopted.</p>
16	<p>AOB</p> <p>None.</p>
17	<p>Meeting Close</p> <p>HR closed the meeting with a prayer.</p> <p>Next Meeting: Thursday 1st February 2024 at 6pm in school.</p>