

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
THURSDAY 1<sup>st</sup> FEBRUARY 2024 AT 6PM**

**PRESENT:** Carol Foley, Richard French, Hayley Roberts, Georgina Foxwell-Trewartha, Josh West, Zoe Armstrong and Mark Paxford.

**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> <p>Mark Paxford was welcomed to the governing body having been appointed as Foundation Governor. Introductions were carried out. David Halls had also been appointed as foundation governor but was unable to attend.</p>
<b>2</b>	<p><b>Apologies for Absence</b></p> <p>Apologies had been received and accepted from Tracey Davies, Laura Holloway and David Halls.</p>
<b>3</b>	<p><b>Register of Business &amp; Pecuniary Interests</b></p> <p>No changes declared.</p>
<b>4</b>	<p><b>Minutes of the Previous Meetings</b></p> <p>The minutes of the meeting held on the 16<sup>th</sup> November 2023 had been circulated prior to the meeting and were agreed by those present.</p>
<b>5</b>	<p><b>Matters Arising &amp; Actions (from previous minutes)</b></p> <p><b>Matters Arising – None.</b></p> <p><b>Review of Actions:</b></p> <p><b>Action:</b> HR to circulate SDP. <b>Completed</b></p> <p><b>Action:</b> Updated Governor Calendar to be circulated. <b>Completed</b></p> <p><b>Action:</b> School Bus Invites – to be circulated. <b>Completed.</b></p>
<b>6</b>	<p><b>Proposed Staffing Changes</b></p> <p>HR advised that some staff re-structure changes were being considered and proposals had been submitted to the LA HR Dept. Governors would be fully updated once LA HR guidance had been received. Any changes would also have to be approved by Trade Unions.</p>

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## Finance

HR had discussed the Budget at a high level with TD and it is looking positive.

**Question: If underspent at the end of the year, what happens? Does the LA claw this back?** No, this remains within the school budget.

**Question: What cost centre is Recovery premium funding for 23/24?** 2301

**Question: We are predicted to receive income greater than we originally budgeted, for cost centres Externally Generated income (1102) and School Budget (1105), what are the reasons for this?** Additional donations not originally budgeted for & TPAG which was not in the budget.

**Question: Cost centre FODHS/Maths funding (1107) – could you confirm how the £1,700 we have received to date is split, and why there is a predicted shortfall in income?** We have received £1000 Maths grant, £700 from FODHS for class budgets – we have invoiced them for £1700 for panto coaches and are awaiting payment. The shortfall is because we budgeted an income of £3000 from FODHS but won't receive the full amount. Mrs Roberts is currently negotiating with them for the money towards some new books.

**Question: Could you confirm the amounts received for MSAG and Sports Premium?** £31000 MSAG & £17778 PE grant

**Question: NPA funding income is reduced due to some pupils leaving the school last summer– can you confirm that all costs relating to these pupils (who have left) are included in the current budget figures?** Yes

**Question: There are no estimated commitments for cost centres Teacher (0101) and Heads & Deputies (0102) – are all costs from now till end of March accounted for in Salary & PO commitments?** Yes

**Question: Could you confirm that the budget now includes all teacher and support staff pay rises (backdated) and future commitments for these to the end of March?** Yes

**Question: Dolce (0809) This is estimated to be overspent at the end of March – is this due to the supplement we had to pay – what was the total amount?** Yes mostly – the subsidy is £1667 for the 5 months.

**Question: Have we looked into alternative providers for school lunches, when is the contract due for renewal?** No we have talked about it previously and planned to look at it, however due to the SBM being off for 3 months this needed to be put on hold for the time being. The contract runs year on year, but it is my understanding that we can leave with 3 months notice.

**Question: Curriculum ICT (0712) Why has the actual spent reduced from the last**

	<p><b>budget statement?</b> We were going to put in VOIP data cabling &amp; switch but this has not happened due to SBM being off sick, this will need to be actioned in the next financial year and included in the 24/25 budget.</p> <p><b>Question: Curriculum ICT (0712) Are you confident that the £200 predicted commitment will be enough as the previous figure was much larger, what has changed?</b> Yes</p> <p><b>Question: Curriculum SEN (0730) – what have we spent the extra £1,000 over the budget figure on?</b> The overspend is to pay for 3 ipads so they can use the Clicker software.</p> <p><b>Question: Training courses (0406) – are we confident that there will be no expected commitments until the end of March, this is currently showing an underspend?</b> As far as I have been informed there are no expected commitments.</p> <p><b>Question: SDP ICT/AGAT (0708) – curriculum ICT was overspent due to iPad purchase etc. for SEN pupils but what are the reasons for SDP ICT/AGAT having a predicted overspend?</b> This budget was overspent due to additional IT software purchased for all pupils (not just SEN).</p> <p><b>Question: Have all cost centres with no estimated commitments to the year end been reviewed?</b> Yes</p>
8	<p><b>Health/Safety &amp; Premises</b></p> <p>Dolmans have visited and inspected the lintels with no concerns raised. The roof was also checked following the work carried out last year, again no issues identified. New boilers have been installed using funding from the Diocese.</p>
9	<p><b>School Update</b></p> <p><b><u>Headteacher Report</u></b></p> <p><b>Numbers on Role</b> There are 209 pupils on the school roll. One child left the school to move to a Chippenham school. There is 1 vacancy in Dormouse (Reception) and 1 in Fox (Year 5).</p> <p><b>Attendance</b> Attendance is currently at 94.5%. Any children under 90% are flagged which HR reviews and letters are issued. CF has undertaken a recent attendance monitoring visit.</p> <p><b>Staffing</b> Performance Management has been completed. Mrs Burr (Dormouse Class Teacher) and Miss Hopes (Mole Class Teacher) will be swapping classes from September. 1 member of the Admin team has been on LTS but will return on reduced hours w/c 5<sup>th</sup></p>

February 2024. The SENCo is currently absent on long term sick. A 1:1 TA requirement is currently being covered through an agency. An advertisement for a FT 1:1 has been made.

**Question: Does the funding received for the 1:1 cover the supply costs?** HR has requested additional funding to cover agency costs.

**Question: In the absence of the SENCo, who is covering?** HR is covering in the interim. Support, if required has been requested from the LA in respect of annual review meetings

### **Chippenham Village Hub**

This continues to work well. A teacher meeting has been recently held to share best practice (see CF governor monitoring report).

### **Admissions**

There are 33 first choices for places in September 24. The school are only able to admit 30.

**Question: How does the selection as to who are offered places work?** The school is provided with a list of all those that have named the school whether this be 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice and an admissions meeting is held to rank the application in accordance with the schools Admissions policy and the over subscription criteria within it. Once ranked the information is returned to the LA who will then make the offers.

### **Exclusions and/or Suspensions**

There have been no suspensions or exclusions since the last meeting.

### **SEN**

There are currently 6 children who have EHCPs with 1 going through the approval system at the moment. The school is looking carefully at whether 1:1 support is beneficial going forward and considering the potential of instead having a learning support advisor working with children in groups where required. Nurture provision, which is currently being carried out on an afternoon, is similar to that of having a learning support advisor, and this has been having a positive impact and working well.

### **LAC/PLAC**

There are currently: 3 pupils.

### **Disadvantaged Learners**

The updated report has been published on the website.

### **SDP**

This had been updated and shared prior to the meeting. Governors discussed the progress to date.

**Teacher Training Days for 24/25 were agreed by governors as follows:**

	<ul style="list-style-type: none"> <li>○ 2<sup>nd</sup> September 2024</li> <li>○ 3<sup>rd</sup> September 2024</li> <li>○ 2<sup>nd</sup> June 2025</li> <li>○ 30<sup>th</sup> June 2025</li> <li>○ 24<sup>th</sup> July 2025</li> </ul>
<p><b>10</b></p>	<p><b>Data</b></p> <p>Prior to the meeting Autumn Data was circulated, including English and Maths curriculum leader reports. These reports were discussed in further detail during the meeting.</p> <p><b>Question: Why is Dormouse writing data not showing on Insight?</b> There is attainment data available, the report will be amended.</p> <p><b>An updated Writing report would be circulated to governors (Action: HR)</b></p> <p>HR has identified that reading books are required for KS2, these are banded books, covering a range of topics as well as additional fiction books. There will be a requirement to spend from the school budget. A new writing scheme is being considered.</p> <p><b>Maths</b></p> <p><b>Question: What has contributed to improvement in data?</b> KS1 – maths is embedded with teachers being more confident. KS2 teachers are more confident. Last year’s Yr. 6 struggled despite extra support and interventions whereas this year it is a stronger cohort. Interventions and monitoring systems are working well. Power maths is flexible and workshops held with parents support the children’s progress also.</p> <p><b>Phonics Check</b></p> <p>This is very positive. The Little Wandle scheme is proving successful.</p>
<p><b>11</b></p>	<p><b>Safeguarding</b></p> <p>Cyber Security training has been completed by staff, copies of safeguarding certificates are held separately by HR. Class teachers have been reminded of the ‘Hand of Five’ strategy in place which is understood by children. There are weekly safeguarding questions for staff displayed in the staff room.</p> <p>HR is working through the LA Safeguarding Audit – deadline is 4<sup>th</sup> March 2024. A new LA SCR template is being used.</p> <p><b>Safeguarding concerns Overview 2022 and 2023</b></p> <p>In 2022 there were 26 designated ‘other’ incidents, this year there were only 2. Aggressive behaviour 7 reported last year , 3 this year. 4 incidents recorded under bullying – it was highlighted that these are not always considered bullying but each one is investigated thoroughly after being recorded.</p>

	<p>There has been a decrease in incidents from 2022 to 2023. A new behaviour policy and new strategies have been implemented which have been a factor in the improvement in the reduced incidents. Extra monitoring throughout the school has been put in place. There have been fewer referrals to external agencies.</p> <p>A 'Filtering and Monitoring' review with Oakford has taken place.</p> <p><b>GDPR</b> There have been no GDPR concerns raised.</p>
<p><b>12</b></p>	<p><b>Governance</b></p> <p><b>Monitoring</b> The following monitoring activities have been carried out since the last meeting and reports have been circulated:</p> <ul style="list-style-type: none"> <li>○ Head, Chair, Vice – 13/12/23 and 17/1/23</li> <li>○ Pupil Premium</li> <li>○ SEN</li> <li>○ Safeguarding</li> <li>○ Attendance</li> </ul> <p>GF-T, ZA and RF have completed visits, reports to follow. <b>(Action)</b></p> <p><b>Governor Training</b> ZA has attended Introduction Training for Governors – feedback was given. MP is booked on Governor Induction Training.</p> <p><b>Governor calendar</b> Outstanding items from Terms 1&amp;2 had been completed, looking ahead there are some items that have been completed already for Terms 3 and 4.</p> <p><b>Chair of Governors Role</b> CF reminded governors that the AGM is in July and thought needs to be given for someone to succeed her as Chair.</p>
<p><b>13</b></p>	<p><b>Church School Distinctiveness</b></p> <p>HR and JW are currently jointly leading RE and SIAMS development.</p>
<p><b>14</b></p>	<p><b>Policies</b> The following policies and procedures had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>○ DHS Pay Policy 23/24 – absolute performance measures are used (it was noted that there is a clause within the policy that relates to exceptional circumstance beyond individuals control in not meeting objectives can be used). Proposed RF, seconded</li> </ul>

	<p>GF-T, all in agreement.</p> <ul style="list-style-type: none"> <li>○ DHS Biometric Statement 2024 – policy agreed</li> <li>○ DHS ECT Induction Policy 2024 - policy agreed</li> <li>○ DHS GDPR Data Protection Policy 2024 – policy agreed</li> <li>○ DHS LAC and Previously LAC Policy 2024 – policy agreed</li> <li>○ DHS Online Safety Policy 2024 – policy agreed</li> </ul>
<b>15</b>	<p><b>AOB</b></p> <p><b>Curriculum Presentations</b> – proposal that governors join staffing meetings for teachers to provide a short overview was agreed.</p> <p><b>Parking Issue</b> – recent incidents regarding parking issues and communication with school were shared with governors.</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 9<sup>th</sup> May 2024 at 6pm in school.</p>