

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
THURSDAY 9th MAY 2024 AT 6PM**

PRESENT: Carol Foley, Richard French, Georgina Foxwell-Trewartha, Josh West, Zoe Armstrong and Mark Paxford, David Halls and Laura Holloway

Clerk: Danny Holland.

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| 1 | <p>Welcome and Opening Prayer</p> <p>The meeting was formally opened by the Chair, CF. CF led governors in prayer.</p> <p>David Halls was welcomed to the governing body having been appointed as Foundation Governor.</p> |
| 2 | <p>Apologies for Absence</p> <p>Apologies had been received and accepted from Tracey Davies and Hayley Roberts</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 1st February 2024 had been circulated prior to the meeting and were agreed by those present (subject to correction of a TD date mistype) .</p> |
| 5 | <p>Matters Arising & Actions (from previous minutes)</p> <p>Matters Arising</p> <ul style="list-style-type: none"> ○ Staffing Re-Structure – It was to be formally recorded that the proposed re-structure circulated ex-committee had been approved. ○ Parking Issues and Communication Issues: This related to one incident relating to parking on Zig-Zag lines. An application has been submitted for the lines to be re-painted and for 2 disabled bays to be designated. <p>Review of Actions: Action: An updated Writing report would be circulated to governors – <i>complete</i>.</p> |
| 6 | <p>Ofsted</p> <p>This was the first meeting since Ofsted. Those present reflected and discussed their thoughts on the inspection. The current situation in respect of the outcome, once</p> |

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| | <p>finalised and notification to parents was discussed. CF thanked governors for their commitment, professionalism and support for the school/staff during and after the inspection. Governors were immensely proud of staff and pupils for the way they conducted themselves during the inspection.</p> <p>Action: Communication Plan for Ofsted report to be agreed once the outcome has been formally received.</p> |
| 7 | <p>Finance</p> <p>Income & Expenditure – The Income and Expenditure return up to End of December 2023 had been circulated, this was agreed.</p> <p>End of Year Financial Close Down – The end of year (31ST March 24) close down report shows a c/f of circa. £30k.</p> <p>Question: In your budget notes you discuss the staffing overspend, did the pay awards and subsequent back pay also affect the overspend, or were these completely covered by additional funding we received? We did receive some additional funding for the teachers’ pay rises but not enough to cover all.</p> <p>Question: Also you mention that TA and HLTA staffing overspend was as a result of additional interventions. I thought that any intervention work had been planned to utilise existing funding and we carefully planned these to benefit a wider circle of pupils? The interventions were planned to use additional funding but this was not incorporated in the original budget set.</p> <p>Question: I assume that the staffing overspend is also due to the extra costs incurred relating to last year’s PPA cover? Some of it will be cover, some interventions are run by HLTA’s</p> <p>Question: Photocopying costs are interesting as they are overspent by roughly the same amount as we overspent in last year’s budget, and even though we increased the budget cost centre this year to compensate for this, we are overspent by the same amount. Can we establish whether the increase in costs are due to an increase in our photocopy usage or due to increase in contract costs by our supplier? Awaiting further information from Advanced Imaging.</p> <p>Question: Has the 10% gov commitment for the boiler replacement been included in budget 23/24 ? Yes this was paid in January 24.</p> <p>Question: PPA/TA Cover Budget Overspent – This is overspent due to absence of SENCo and during a time when 2 TAs were used to cover.</p> <p>Question: Why are training and course fees is underspent? The school bought into the National College which has provided all the necessary training that have been identified.</p> |

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| | <p>Overtime is now agreed in advance to help in reducing costs. Staff are reminded to be mindful when printing and/or photocopying. HR was currently discussing the funding of books with the FODHS committee.</p> <p>Thanks were to be conveyed to TD for her hard work in managing the budget.</p> <p>SFVS – This had been completed, circulated and was approved. It had been submitted by TD.</p> |
| 8 | <p>Health/Safety & Premises</p> <p>The H&S maintenance schedule had been circulated, all up to date.</p> |
| 9 | <p>School Update</p> <p>Admissions One child in Year 5 has joined. One child in reception will be leaving to be home educated.</p> <p>Attendance Although our overall absence rate has increased, our persistent absence rate has dropped significantly since term 2. A targeted attendance meeting is planned with our EWO in June. All figures are below the national average.</p> <p>Suspensions and Exclusions There have been no suspensions or exclusions since the last meeting.</p> <p>Staffing Mrs Burr and Miss Hopes will be swapping classes from September 24. Mrs South temp contract ends at the end of the academic year. We have successfully recruited Mr Heavey who will start in September. Mrs Jones has been successfully appointed as admin officer, however for the final term of the year Mrs Jones will work as class TA and admin officer. Mrs Price has left her position as admin officer after being at the school for 16 years and will be very much missed. Mrs Hare will retire at the end of this academic year after 21 years' service, we will miss her greatly. Mrs Midwood has finished her contract. The staffing structure for 24/25 will be communicated to parents when recruitment is complete.</p> <p>It was noted that school based roles are incredibly difficult to fill at present.</p> <p>September 24 Intake 30 places for reception, 28 accepted. There are 2 late applications. Expected to be at 30 (PAN) in September.</p> <p>SIA The SIA visited with a focus on Ofsted feedback around writing. They were content with what had been put in place so far and what was seen in children's books.</p> |

Communication with the Parents

Open Classrooms, Parents Evening, Stay and Play in Reception have all taken place.

External providers, Enrichment & after school clubs taking place throughout the year

A varied assortment of clubs, enrichment and events were provided.

- Photography Club
- Cricket Club
- Science Club
- Singing Club
- Art Club
- Sewing Club
- Drama Club
- Construction Club
- Martial Arts
- Judo
- In 2 Sports
- Football
- Rugby
- Netball
- Rock Steady
- Luke Gittings Guitar

Events taking in place in/out of school

- Parents evenings
- Open Classrooms
- Family learning afternoons
- Stay and Play
- Disco
- Easter Egg Hunt
- Jonathan's Jungle
- Birds of Prey
- Calne Children's Choir
- Chippenham Dance Festival

GDPR

There were no GDPR breaches.

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| | <p><u>Data (Spring term)</u></p> <p>Governors discussed the data reports which had been circulated prior to the meeting. Governors also discussed changing the format of the reports so that a balanced, more informed view was given.</p> <p>Action HR/CF: Future data reports format to be amended.</p> <p>Maths</p> <p>Maths was a Deep Dive during Ofsted, no concerns were raised. 77% Year 4 multiplication checks are meeting the expectations in term of the response times. 16% who are slightly outside the response time are being given intervention/boosters.</p> <p>Question: How do pupils get greater depth for those meeting the expectation? Option to extend up to the 30 times table.</p> <p>Additional support is being provided where necessary. Progress is strong across the school including pupils with an EHCP.</p> <p>Reading</p> <p>Data is strong, classes where there are a higher number of SEN children are being given the additional support and interventions being put in place. Disadvantaged learner data is good.</p> <p>Writing</p> <p>This is a focus area which is included in the SDP. Progress is good, particularly in Mole and Hedgehog classes. The English leader and the SLT are working closely with staff to provide support where required.</p> |
| 10 | <p>Headteachers Performance Management</p> <p>CF confirmed that HR mid-year review had taken place.</p> |
| 11 | <p>Safeguarding</p> <p>The LA Annual safeguarding audit has been submitted. Governors reviewed Safeguarding concerns and behaviour data breakdown provided by HR.</p> <p>Question: Behaviour incidents have reduced, is there a reason for this? The review of the behaviour policy last year, and as it has become more embedded, consistency is being seen across the school. Children know the expectations and boundaries. The school is a lot calmer. Ofsted also noted this.</p> |
| 12 | <p>Admissions</p> <p>The record of the admissions meeting where applications for September intake were</p> |

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| | ranked in accordance with the Admissions Policy was circulated. |
| 13 | <p>Governance</p> <p>MP had joined CF and RF on the finance committee.</p> <p>Monitoring</p> <p>The following monitoring activities have been carried out since the last meeting and reports have been completed and circulated:</p> <ul style="list-style-type: none"> ○ EYFS ○ Filtering and Monitoring ○ Dormouse ○ SEN ○ Website review ○ Nurture Report ○ Safeguarding Audit ○ Math's <p>Governor Training</p> <p>Governors were reminded that training courses were available on Right Choice and that the new foundation governors needed to attend induction training with the LA and Diocese. ZA and GF-T had attended 'Listening and Responding to the School Community' governor course and advised that the school is doing many of the things that was in the brief. ZA and GF-T to discuss some suggestions with HR.</p> <p>Action: Discussion with HR, ZA and GF-T</p> <p>Governor calendar</p> <p>All items are on track.</p> <p>AGM Preparation</p> <p>CF reminded governors that the AGM was in July and thought needs to be given for someone to succeed her as Chair.</p> |
| 14 | <p>Church School Distinctiveness</p> <p>Annie Church is covering the Parish and has been into school. Reverend Sarah Errington is to be licensed as the new Team Vicar in the Marden Vale Benefice in June. SIAMS inspection is due next year. Children taking onus of leading worship and monitoring of RE was discussed.</p> |
| 15 | <p>AOB</p> <p>None.</p> |
| 16 | <p>Meeting Close</p> <p>CF closed the meeting with a prayer.</p> <p>Next Meeting: Thursday 4th July 2024 at 6pm in school.</p> |