

DERRY HILL CURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING
HELD ON THURSDAY 29 SEPTEMBER 2022 AT 6PM IN SCHOOL

Present: Carol Foley, Hayley Roberts, Laura Holloway, Jeremy Gummow, Josh West, Linda Carter, Richard French, Georgina Foxwell-Trewartha, Tracey Davies and Richard Carter

1. Welcome and Opening Prayer

The meeting was formally opened by the Chair, CF. LC led the governors in prayer

2. Apologies for Absence

Apologies were received and accepted from Paula Wheatcroft and Danny Holland

3. Register of Business and Pecuniary Interests

None. All have now completed the relevant form.

4. Minutes of the Previous meeting

The minutes of the meeting held on 14 July 2022 had been circulated prior to the meeting. It was noted that the proposer for item 6 needed to be amended.

Action: Clerk to amend minutes from last meeting accordingly.

The minutes were otherwise accepted as a true record and duly signed by the Chair

5. Matters Arising and Actions (from the Previous Meeting)

Matters Arising - None

Review of Actions

Action	Status
CF to produce and circulate a Governors Annual Safeguarding report	Complete.

6. Safeguarding

HR confirmed that all staff have completed the appropriate level of safeguarding training required. Individual safeguarding folders for all staff have been created and a log of their safeguarding training/updates checklist are kept. All staff are up to date with online training for PREVENT, FGM and E-safety. The 2022/23 safeguarding action plan is currently being written.

Governors were made aware of the schools 22/23 Safeguarding team.

An updated Governor Code of Conduct had been circulated prior to the meeting and everyone agreed to this and for CF to sign the COC on behalf of everyone.

A comprehensive document had been circulated to governors by HR containing details and links pertaining to governor safeguarding training. Governors were asked to complete all aspects of the training and ensure the completed document and certificates were forwarded asap. A Safeguarding Compliance visit was due to be carried out the following week by the LA.

7. Church School Distinctiveness

The school would not receive a SIAMS inspection this year but it would be given more focus so we could ensure that all practice was embedded. Working with the Diocese, a SIAMS review will take place during this academic year to prepare for the official inspection. All staff will be involved with SIAMS preparation.

HR shared some examples of detailed daily and medium-term Collective Worship planning she had produced which staff will be using. Christian Values will now be one per term with whole school involvement. Christian Distinctiveness has been added to the school SDP.

'Let your light shine' is becoming embedded in worship and all other school activity. Hayley and Linda will continue to meet regularly

8. Finance

A budget monitoring report had been shared prior to the meeting. Teachers pay increase – a 3% figure is being proposed but it is likely to be 5%. A decision is due in November/December via the Local Authority. Support staff – a flat pay rise has been proposed and this will be backdated to April.

The energy situation may not be as bad as first anticipated but may impact more heavily in the next financial year. Contract for ipads runs until November after which the school can keep them. They have no real re-sale value. All governors were in agreement with the budget monitoring report.

9. Heads Report (including Data)

The head teachers report had been shared prior to the meeting. The current NOR was 203 with 85.2% of these joining in reception.

Attendance has been made a priority on the school development plan. Class teachers / SLT will be alerted when a child's attendance falls below 95% and letters will go out as close as possible to the child meeting the threshold. Attendance will also be looked at closely during Pupil Progress meetings to highlight any possible links between poor attendance and academic progress. A new attendance policy will be produced, and the importance of attendance will be highlighted through newsletters and on the school website.

No admissions appeals had been received for Reception class. Since starting in September, we have had four successful applications and new children joining the school in KS2.

Due to an increase in numbers of eligible pupils the school had received additional funding for military children. Various options for the use of this funding are being considered.

There has been one suspension this term.

HR communicated the new staffing structure to governors. There had been considerable staff sickness in the first few weeks of this year which has had an effect.

Question: What were the circumstances of the pupils leaving DHS last year? It seems the overall roll has dropped from 207 to 201 (based on demographic comparison from last year's report), with pupils leaving especially towards the top end of the school and also some mid-year. I wasn't made aware by EW of any of the specific reasons for children leaving. I know that some have moved to schools closer to home (Chippenham families). We have started 3 children in one class this week so numbers are up to 204. There is one class in particular where there are very fragmented relationships between the families.

The school was currently looking to appoint a qualified Forest Schools leader.

Several reports of behaviour incidents from last year have been raised with HR on her return. These will be explored further by the head teacher.

The SIA, Jess Caunter is due to visit the school on 7th October for visit 1. The settling in Parent consultations were planned and will take place via TEAMS and face to face. There were no GDPR incidents to report.

A data summary was shared with the governing board. The headlines reported to governors were:

- KS2 is above or in line with National.
- KS1 Reading is in line with National however writing will need to be targeted.
- Year 1 Phonics – 93% passed.
- EYFS – GLOD- this was below national.

This data had been discussed in depth with the SIA and used to formulate school development priorities and support the setting of the headteacher and teacher performance management targets. The headteacher shared with the governing board a summary of current attainment and progress levels per class which highlights where additional support is needed across school. This has been used to support the SENDCO in planning for interventions across school to support pupil progress.

10. School Development Plan – Priorities

A detailed draft SDP had been circulated to governors. HR provided an explanation of the priority development areas for 22/23.

Question: Why is attendance is being targeted ? All schools have been set attendance as a target, I was asked to add attendance to the SDP after discussion with the SIA/EW at the end of the last academic year.

Governors confirmed that all other questions had been answered by the presentation and they were all in agreement with the SDP and its objectives.

11. Health and Safety/Premises

A report had been circulated by the school business manager TD.

Action RF: During next H&S monitoring visit RF to check caretakers log of access ladder inspections.

Question: Have the school followed up on the gas contractors who remedied the work they had previously carried out ? TD is still actioning this.

No other comments were received regarding the H&S schedule.

12. Governor Monitoring and Training

CF advised that there were a wide range of governor courses on Right Choice, a lot of these were new training courses. One Note has been updated with a list of these.

Governor monitoring areas were being updated by CF taking into consideration the new SDP for 22/23. The breakdowns in the intents section of the SDP provided governors with useful areas for monitoring questions/activities. The monitoring area document will be circulated to governors before the next meeting. Governors were encouraged to start organising monitoring visits. A monitoring report from a recent visit had been circulated prior to the meeting.

Action CF: Finalise and circulate governor monitoring area document

The Pay and Performance/Head Teacher Performance Management panels were agreed. CF confirmed that the Governor Calendar of Termly activity had been updated in One Note.

The Governing body needed to recruit another two Foundation Governors. A note would be added to the school newsletter regarding this.

13. Policies

The following policies had been circulated prior to the meeting.

- [DHS Child Protection Policy](#)
- [DHS Staff Behaviour Policy](#)
- [DfE Suspension and exclusion guidance](#)
- DHS Child on Child abuse policy Sept 2022 adult version
- DHS Child on child abuse policy (Age Appropriate) Sept 2022
- [DHS Disciplinary Policy Sept 22](#)
- [DHS Grievance policy and procedure Sept 2022](#)
- DHS Low level safeguarding Policy 2022
- [DHS Schools Recruitment Policy and Procedure Sept 2022](#)

The 'statutory' policies (highlighted in blue) were proposed for acceptance by LH, seconded by

RF with the remainder of the policies formally noted. All in agreement.

Question: How are staff made aware when a policy was approved/adopted ? It should be added to staff weekly notes.

Action: HR to check policies are still being added to staff weekly notes.

It was noted that a governor list of policies would make it easier to keep track of policies especially where there are cross referencing issues when new or amended policies are adopted.

14. Any Other Business

Associate Governor – CF proposed that Victoria Misselbrook, the new Assistant Head and member of SLT, join the Governing Body as an Associate Governor. Tor is the KS1 lead, as well as SIAMS and Science lead. This would be particularly beneficial with regards to SIAMS prep in school. Governors were asked to also consider ratio of staff governors in relation to other categories of governors. All governors were in agreement that VM would be accepted as an Associate Governor.

Dates for Christmas lunch, school pantomime and nativity performances were communicated.

15. Date of Next Meeting

The next meeting is Thursday 24 November at 6.00pm – in school

16. Meeting Close

The meeting closed with a prayer.