

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES  
FULL GOVERNING BODY MEETING HELD ON  
THURSDAY 14<sup>th</sup> NOVEMBER 2024 AT 6PM**

**PRESENT:** Richard French, Hayley Roberts, Carol Foley, Laura Holloway, Georgina Foxwell-Trewartha, Zoe Armstrong, Mark Paxford, David Halls, Tracey Davis, Martyn Riley, Naomi Olnier and Reverend Sarah Errington.

**Clerk:** Danny Holland.

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| <b>1</b> | <p><b>Welcome and Opening Prayer</b></p> <p>The meeting was formally opened by the Chair, RF. A special welcome was given to Naomi Olnier who had been elected as the new Parent Governor, Martyn Riley as Staff Governor and Rev Sarah Errington, Parish Priest/Ex-Officio to their first FGB.</p> <p>Grateful thanks were given to Georgina Foxwell-Trewartha whose term of office was ending for all her work as a governor in support of the school. A small presentation was made.</p> <p>RF also advised that DH had decided to step back from being Co-Chair (along with CF). MP offered to step up, proposed by ZA, seconded by GF-T - <b>Decision</b></p> <p>SE led governors in prayer.</p> |
| <b>2</b> | <p><b>Apologies for Absence</b></p> <p>There were no apologies.</p>   |
| <b>3</b> | <p><b>Register of Business &amp; Pecuniary Interests</b></p> <p>No changes declared. Governors completed the annual proforma.</p>   |
| <b>4</b> | <p><b>Minutes of the Previous Meetings</b></p> <p>The minutes of the meeting held on the 19<sup>th</sup> September 2024 had been circulated prior to the meeting and were agreed by those present subject to agreed amendments.</p>   |
| <b>5</b> | <p><b>Matters Arising &amp; Actions (from previous minutes)</b></p> <p><b>Matters Arising</b></p> <p><b>Code of Conduct</b> – The Code of Conduct had been circulated in advance of the meeting. The code was based on the National Governors Association model which has been endorsed by the LA for Governing Bodies. This was agreed by those present.</p> <p><b>Review of Actions:</b></p>  |

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|   | <ul style="list-style-type: none"> <li>Action HR, CF-T and ZA - Discuss potential parental support workshop – HR advised that questions have been drafted, these will be circulated for FGB for review and agreement following which will be sent out to the parental/carer community. <b>(Action:HR)</b></li> </ul>   |
| 6 | <p><b>Verbal Head Teachers Update</b></p> <p><b>Numbers on Roll</b><br/> There are currently 210 children on role, HR provided an overview of each class.<br/> <b>Question: Will there be an improvement in the attendance data due to some of the changes discussed?</b> The absence discussed did impact on the attendance data so there will be an improvement seen. The school have offered to support the family if they need it. There has been a new child start in Year 3 who also has a sibling of EYFS age but at present there is no places available as all classes are full.</p> <p><b>Staffing</b><br/> HR provided an overview of the current staffing situation. Checks remain ongoing for the recently appointed Year 3 teacher with cover arrangements continuing.<br/> In the case of staff absence supply cover will be obtained when needed but there are circumstances when internal staffing i.e. HLTA are used to cover. Whilst supply cover has increased, which impacts the budget, those present were made aware that the school has supply cover insurance so claims can be made.</p> <p><b>Question: With the HLTA stepping down, is this impacting on school deployment?</b> HR advised that they remain working at HLTA level currently one one afternoon a week which is on an overtime/additional hour's basis. In terms of skills sets, there are relevant skills across the school of staff which are being utilised.</p> <p><b>Performance Management</b><br/> The Teachers and Head Teachers performance management have been completed. HR's performance management was completed with the School Improvement Advisor, RF and CF.</p> <p><b>Admissions</b><br/> There are currently 24 applications for Reception in September 25. The deadline for applications is 15<sup>th</sup> Jan 2025. The Admissions EYFS appeal that had gone to an independent panel had been found in favour of the school.</p> <p><b>Attendance</b><br/> Whole school attendance is 95.6% which is higher than the national average.</p> <p><b>Monitoring &amp; Evaluation Plan</b><br/> The plan is reviewed weekly during the SLT meetings. HR walked governors through the latest update.</p> <p><b>ISDR</b><br/> The ISDR has been published, copies to be circulated. <b>(Action: HR)</b></p> |

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|   | <p><b>GDPR Compliance</b><br/>There have been no breaches reported.</p>  |
| 7 | <p><b>School Development Plan</b><br/>A review of the SDP has been carried out. The plan has been RAG rated and detailed impact narrative has been included. In respect of reading book HR advised that some guided reading books that were not being used have been reallocated to the banded reading books giving more choice of books to read. Governors were all in agreement with the SDP.</p>  |
| 8 | <p><b>Safeguarding</b><br/>Termly safeguarding newsletter has been issued to parents.<br/>A SCR review has been carried out and actions identified are being taken forward.<br/>The SLT undertake a check of all safeguarding concerns to identify any potential patterns, nothing has been highlighted.<br/>Filtering and Monitoring checks have been carried out (see report from CF).<br/><br/>Lockdown drill has been carried out – this was very successful. As a result of the drill an additional concertina door, additional locks have been done.</p>   |
| 9 | <p><b>Finance</b><br/><br/>The budget monitoring report had been circulated.<br/><br/>TD advised that the school is in a more positive position since the end of September 24 due to an additional circa. £20K being received from the DFE. The school will also be receiving a further grant to support the increase in NI in April 25. Pay awards have been agreed for Teaching and Support Staff which are backdated to September and April respectively.<br/><br/>The following questions had been asked in advance of the meeting:<br/><br/><b>Question: Regarding the Core Schools Budget Grant which has now been confirmed and included in the budget, previous staffing figures included an uplift of 3.5% for teachers (with remaining 2% to be covered by the grant) and 3% for support staff. Have the budget expenditure/future commitments now been adjusted to reflect the 5.5% increase for teachers (backdated Sept 24) and agreed uplift/payments for support staff (backdated April 24)?</b> Yes, an estimate of the pay awards has been included – actuals will be paid in November &amp; December pay.<br/><br/><b>Question: Regarding the change in Support staff costings, there is a considerable decrease in the estimated commitments from Sept report to October, are you confident that figures in 0205 PPA/cover supervisor will be adequate as this is frequently an area that is overspent ?</b> HR has confirmed that some additional booster sessions have been organised and will start next week, this is included within this budget. This cost centre will probably be slightly underspent due to a member of staff resigning from their HLTA role from September. The expenditure has been left in to cover booster sessions –</p> |

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|                  | <p>these sessions have only just been confirmed.</p> <p><b>Question: Cost Centre 0502 Repairs and Maintenance, as mentioned in your narrative routine remedial works are required after H&amp;S risk assessment, do the figures include all works to be undertaken and have you included any costs related to the lintel repairs?</b> It has been predicted the school will spend all the repairs &amp; maintenance budget and it is hoped that all the costings for these remedial works will be covered within this however quotes are still being gathered for the H&amp;S work and Legionella RA works. There is a possibility there may be an overspend but at this stage it is difficult to predict how much.</p> <p><b>Question: Have we heard back from the Diocese regarding moving the lintel work to April 2025 onwards?</b> Despite several chasing emails I have not heard from the Diocese. Once I have all the costings I will contact them again with more detail. I have been advised by Dolmans that there is not a big pot of money available as in previous years.</p> <p>TD advised that costs for the lintels had not been factored into the budget until the tendering process has concluded. It is hoped that the school will be able to access the £13K DFC money held by the Diocese to pay for the majority of the work, with the school paying the governor contribution.</p> <p><b>Question: Cost Centre 07221 Literacy – have we now purchased all of the books we budgeted for?</b> I have spoken with Hayley and she said they are still looking at the books they have so are not sure if anymore will be required.</p> <p><b>High Needs Sustainability Plan 25/26</b> – The LA proposal is for schools to provide financial support to the Wiltshire High Needs block. On current review of the information available the school would provide circa. £6K. This is an early proposal and schools are asked to vote whether there would be support. HR will, prior to voting, seek the views of other schools in the cluster.</p> <p>The pay policy for 24/25 had not been received yet from the LA.</p> |
| <p><b>10</b></p> | <p><b>Health &amp; Safety</b></p> <p>Risk assessment and Legionella checks took place over the summer. H&amp;S audit carried out in September 24 highlighted plumbing redial works which can be carried out by a local plumber. Cracks were also identified in 4 lintels and an inspection has been carried (see agenda item 9). A Fire Risk assessment has also been carried out, the identified actions were circulated and TD provided an update on these in terms of being completed.</p>   |
| <p><b>11</b></p> | <p><b>Governance</b></p> <p><b>Governor Monitoring</b> – the following visits and reports had been completed:</p> <ul style="list-style-type: none"> <li>○ Filtering and Monitoring 24<sup>th</sup> September</li> <li>○ Christian Distinctiveness meeting 24<sup>th</sup> September</li> </ul>   |

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|           | <ul style="list-style-type: none"> <li>○ Collective Worship 7<sup>th</sup> October</li> <li>○ 2 x Head, Chair, Vice meetings</li> <li>○ SEN provision 10<sup>th</sup> October</li> </ul> <p>Visits have also been made around the following areas and reports are to be written:</p> <ul style="list-style-type: none"> <li>○ Safeguarding (<b>Action CF</b>)</li> <li>○ Accessibility (<b>Action CF</b>)</li> </ul> <p><b>Governor Training</b> – the following training is due to be attended:</p> <ul style="list-style-type: none"> <li>○ Pupil Premium – Richard French</li> </ul>   |
| <b>12</b> | <p><b>Church School Distinctiveness</b></p> <p><b>Christian Distinctiveness Meeting</b><br/>Minutes of a meeting held on 24<sup>th</sup> September 2024 had been circulated. The meeting covered the following areas: RE, Collective Worship, Church-School Links, Spirituality, Prayer and Reflective Spaces, Events. This had been a productive meeting and HR gave governors an update on the work currently being undertaken in school.</p> <p><b>SIAMS</b><br/>Nicola Coupe from the SDBE has visited the school at the beginning of November to review Christian Distinctiveness, the report from the visit is awaited. Steve Cowdery also visited the school and gave positive feedback.</p> <p>HR advised that there will be a SIAMS Inspection taking place 20<sup>th</sup> November 2024. LH, DH, MP, SE, CF will be available to meet with the Inspector representing the Governors.</p> |
| <b>13</b> | <p><b>Policies</b><br/>See Annex A for full list</p>  |
| <b>14</b> | <p><b>AOB</b><br/>None.</p>   |
| <b>15</b> | <p><b>Meeting Close</b><br/>HR closed the meeting with a prayer.</p> <p><b>Next Meetings:</b><br/>Thursday 23<sup>rd</sup> January 2025 at 6pm in school.<br/>Thursday 8<sup>th</sup> May 2025 at 6pm in school.<br/>Thursday 10<sup>th</sup> July 2025 at 6pm in school.</p>   |

## Policies

The following policies had been circulated prior to the meeting. Subject to minor amendments being made, these were **approved**.

- Accessibility Plan
- Art
- Behaviour Principles Written Statement
- Behaviour
- Child on Child Abuse
- Child on Child Abuse – Children’s version
- Collective Worship
- Complaints
- Computing
- DHS In-vacuation Procedure Oct 2024
- DHS In-vacuation, evacuation and lockdown policy October 2024
- DT
- English
- EYFS
- First Aid
- Geography
- History
- Lockdown Procedure
- Low Level Safeguarding
- Math’s
- Music
- PE
- PSHE
- Pupil Wellbeing
- RE
- Serial and Unreasonable Complaints
- Spirituality
- Whistleblowing