

Plaxtol Primary School

Minutes of the Full Governing Body

held at the school Tuesday 15 November 2022 at 7pm

Part 1

Present: Nayna Ahmed, Co-Vice Chair (NA); Kim Johnson, Chair (KJ); Gillian Madeley (GM); Caroline Phillips (CP); Jo Rolls (JR); Claire Rowley, Headteacher (HT); Sally Shewell (SSh); Natalie Spratt (NS); Sarah Stokes (SS)

Apologies: Sam Froudish (SF) – had hoped to attend virtually but unable to do so

In attendance: Lesley Fissenden (Clerk);

No		Action
Procedural		
1	Welcome and Apologies for Absence - The meeting opened at 7.04pm and the Chair welcomed all present to the meeting. The meeting was quorate throughout. - SF advised she could not attend in person, however technical issues on the night prevented her from attending virtually	
2	Declarations of Business Interest - No business interests were declared against any items on the agenda. - Governors were reminded to complete the annual declaration of interests on Governor Hub and to declare business interests which become relevant during the meeting.	
3	Minutes of the FGB meeting held 27 September 2022 For approval minutes uploaded to SharePoint prior to meeting Minutes were reviewed by all Governors and approved subject to the following changes: - Page 7 item 16 – removed the word Apprentice - Page 10 item 27 – add “as at end July 2022” to paragraph referring to outturn surplus expected - Action item 12 Pay Policy – amend London to National. Clerk to amend minutes, send to school to print for Chair for signature and upload revised version to SharePoint – action . Updates on agreed actions	Clerk

	- Item 5 – Clerk and Chair to discuss changes to the Terms of Reference (TOR)- this action was superseded by NA offering to review model documents (action item 7, completed) which included TOR. - Item 8 – NA to review model Code of Conduct: after the previous FGB, NA had emailed Governors with Code of Conduct and signature page and asked them to bring signed copies to FGB – all received. - Item 11 HT PM Panel – ongoing - Item 19 – the HT had been unable to provide the learning environment monitoring to Governors as this had not yet taken place. - Item 25 – Swimming pool: questionnaire to go out Thursday 17 November which included very specific questions and the opportunity for people to input ideas and feedback. The HT advised she had been unable to get a quote yet. All other actions were completed or discussed later in this meeting. Matters arising not covered by the agenda - The Chair asked if it was possible to have a list of acronyms for parents and others who may be unfamiliar with acronyms. - Item 12 Policies – the HT advised that she had bought a Policy Tracker which will be updated by the HT and a print-out provided for the next FGB.	
	Governance	
4	Focus Groups All documents listed below (bullets under headers) were uploaded to SharePoint or distributed to Governors prior to meeting Focus Group Document The Chair hoped this document was useful and provided ideas of how the process would work without being prescriptive. After looking at what Governors produced, he felt it had provide a steer and Governors agreed. The Chair asked Governors to let him know if they had any other ideas, sources of information or changes. Quality of Education Monitoring (inc SEND) - SEND visit 3 Nov 2022 KJ - English Monitoring Oct 2022 (SS) - Maths monitoring 9 Nov 2022 (JR) - Maths Action Plan 2022-23 V2 (NS) – distributed to Governors and Clerk on the day of meeting, but not uploaded to SharePoint prior to meeting: action – clerk to upload Regarding maths monitoring, JR advised that a key conversation was around how to monitor QoE without causing a lot of extra work. The Chair said that it is not expected that each visit should cover everything but to get a general picture and/or look at particular points; and to look at what the SIP states, delving deeper if it does not seem to fit.	Clerk

	The HT, JR, SS and SSh had met on the previous Friday to look at monitoring without adding workload which had been very helpful. From this, a list of ongoing tasks (looking at data, displays etc), had been produced. It had also been decided who would attend which moderation meeting/do book scrutinies, learning walks (spread over the year), school counsel, pupil voice, attending a class assembly etc. SS had drafted a grid split into terms and added initials against particular tasks. Although individuals may have their own areas, it may be necessary to cover another area if someone absent. SS will discuss with NS, who will provide further input, outside the FGB. A Governor asked if it was right to focus on the SIP. The Chair said that what had been done by Governors was very good – they had monitored, made observations, planned the year and allocated tasks. He also mentioned referring to the SEF as well. SSh referred to monitoring of Little Wandle (this had been sent to the wrong email but she would forward to clerk to upload to SharePoint) - action A Governor queried books and exceeding pupils. The HT said that in theory everyone had the same book but they extended more able pupils by giving them harder books. English monitoring – SS said the two areas of focus were Reading Spine (which can show progression over whole school) and to do a whole school progressive writing curriculum. The Lead was doing training in December so would probably work on this December/January. Regarding the question around small group work/catch-up sessions, SS advised that this was not possible as insufficient staff; this was recurring theme that she wanted to flag up. Behaviour & Attitudes and Personal Development Monitoring Monitoring visit B&A and PD Oct 2022 NA advised that chasing attendance takes up a lot of time for HT, but has to be done by one person for consistency and the HT is really the most appropriate person as everyone else is teaching. The HT said one target next year is around attendance (which could also be a safeguarding issue so also under L&M). NA said this had been a good start on monitoring these areas and there was a plan for the future. The HT said she would pick out some elements for the SEF. A Governor said figures look high for attendance and queried the number of pupils. The HT said one child represented about 3% of the school population. She said attendance this year was better than last year. She also mentioned that some parents had contacted her worrying about class attendance figures which showed they were reflecting on this issue. A Governor asked if fines would be effective. The HT said some would just pay, others might feel antagonised. She tried to have a more individualised approach	SSh Clerk
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	which seemed to be effective. She notes pupil name, the intervention and impact (in terms of attendance record), and her School Improvement partner agreed with this approach. Governors discussed parents' attitude to attendance – some thought 90% was acceptable but this was one day out a week, and there is obviously the impact of absence on their learning. Leadership & Management Monitoring (inc Safeguarding) • L&M Focus Group visit 11 Oct 2022 • Annual Safeguarding report (NA) • Safeguarding monitoring visit Nov 2022 (NA) The Chair said he had chosen to look at some of the day-to-day business and ongoing tasks throughout the year – how things were going etc. He would also do a session with EB to understand the role of senior leaders – their impact and the way they work together. He said there was a statutory responsibility for Governors to ensure a good worklife balance. NA said that it had been busy around safeguarding, with a new policy and KCSIE. She had looked at the Prevent toolkit and suggested questions for Ofsted. HT said having more DSLs has been very helpful and shared the load and responsibility. The Chair referred to the SCR and asked if all Governor Body records were up to date. The HT said that NA and Annette (office admin) would meet to look at where the information was stored, everything was there but they needed to ensure Annette knew where everything was stored. She also said that one safeguarding checklist item/action was about training certificates – although all had been done, not all were there but everything was now logged to show when training had been done. Finance, Buildings & Staffing Monitoring • Sep 2022 monitoring report to FGB (finance) • Sep 2022 CFR codes report • Finance monitoring (6 month) Sep 2022 CP • Monitoring visit H&S 11 Oct 2022 • 220708 H&S Monitoring report Oct 2022 Finance monitoring – the forecast revenue balance at the end of September 2022 was £7,736 and £49,584 was forecast to be carried over at the end of the year. There had been some deterioration from July monitoring, mainly around cost of supply teaching due to staff absence, and utility prices. The HT said she hoped to receive some money back from insurance, CP thought there had been some in October (re supply work) but was not expecting it all back.	
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	H&S monitoring. CP said the only thing she wanted to flag up was the water tank. HT said that it did not appear to be a priority with KCC, she contacted them regularly and did not understand why they did not consider the potential risk not a safety issue. The HT referred to the very high cost of replacing the ceiling light as it required two people and a tower, and that she would wait until another light needed replacing to get the most of this expense. The HT had been trying to get quotes for rebuilding or demolishing the pool, and had been in touch with a lot of companies. One visited and would not quote, another quoted by email based on one picture; another company was visiting the next day. Staffing – The Chair advised that as part of his L&M monitoring visit, he had discussed staff appraisal and that demonstrated how there was crossover between focus group areas. Impact of Monitoring Visits Comments from governors: • Learning a lot from colleagues about their areas and making those connections was very useful. • Happy working in these focus groups and found it more effective. • Less daunting working in a group. • Nice to be working together. • Putting more focus on monitoring reports, not treating them as a tick exercise. • Good to 'bounce' things off someone else. The Chair said he knew more about the school, what was going on and how well it is going, he felt that one impact was seeing a higher level of confidence in the room, and that comments should be noted in the SEF. The external adviser who had done Headteacher Performance Manager said she thought Governor monitoring was very strong and compared favourably with other schools. SS queried if she would be doing Pupil Premium, which the HT confirmed. The Chair said there was still learning to be gained around these focus groups and all should let him know if something can be improved. CP said she could do with another person in her group. The HT agreed and the Chair said he would help. CP expressed concern that this would add to his workload but the Chair said being involved was good and it was right to ask.	
5	Election of Co-Vice Chair There were no nominations received in advance	

	Nominations received at meeting: NA proposed SS, seconded by Chair, SS accepted and Governors approved. It was commented that having two core vice chairs helped with succession planning when Governors leave. It was confirmed NA's last meeting would be in January. She advised she would prepare parent election papers before Christmas as she would like to allow a good handover period. Regarding JS's replacement, she had identified two people who listed H&S as an interest on the Inspiring Governance website and had approached them (no response yet but will pursue). NA had put an advert in the Herald November issue, no responses yet but it commented that some people do not like to put themselves forwards and it is often more efficient to approach likely candidates directly. Action – Governors to advise NA if they have any suggestions for new Parent and/or Co-opted Governors to replace her and JS. NA asked CP if she also wanted extra support on finance. CP said it would be helpful for someone else to be able to do some monitoring. The H&S Governor role is statutory so it was important to have someone to fulfil that role (CP advised she was not an expert on H&S and already deals with the finance) which could be the Parent Governor if they had relevant interest/skills. JS had said he would be happy to help/advise.	All
6	Governor training/briefings (NA) GM agreed to take over as T&D Governor in the future once NA has stepped down in February. GM has done the Governor induction and found it very useful, and will be doing Safeguarding training in January. CP has done complaints training so is officially the Complaints Governor. CP said it was a good course, very useful to go through all the process and in person so quite a lot of interaction. SSh will be doing her induction training shortly. She has already done Every Governor is a SEND Governor (key messages/content: nearly all SEND children in mainstream can be useful, lots of 'inclusion by design', EHCP not required to access support). Plaxtol has about 10% SEND which is relatively low.	

	NA said she would distribute the training evaluation form and commented that there was some good training coming up, all in the latest monthly bulletin, which Governors can book themselves. A Governor queried whether attendance was for own CPD or the Governing body, NA advised both and that if she spotted a gap she would tell Governors.	
School Improvement		
7	Policies for approval/review Uploaded to SharePoint prior to meeting: • Accessibility Plan • Anti-bullying • Anti-Fraud, Bribery & Corruption • Appraisal • Attendance • AUP/Acceptable Use • Behaviour written principles • ECT Induction • Emergency Management and BCP • EYFS • Lockdown • Mobile Technology and Social Media • RSE • Teaching & Learning HT had delegated different policies to different people/groups and had received comments from Governors on most, SS said she would email some additional comments to HT – action. A Governor advised she could not see the appendices in RSE, HT will check – action. A Governor asked about proof reading and how fussy Governors should be. The HT said to send them to her anyway, she amends as she goes. All policies were reviewed and updated. Governors approved all the above policies so the HT can put them on system and update website and policy tracker. Uniform policy/statement – for discussion (not yet in policy form). There is a requirement to publish this by August 2023. Governors discussed polo shirts with and without logos, and whether PE sweatshirts could be the same as the sweatshirts worn in school at other times and agreed: • PE shirts required logos for easy identification at events. • Separate PE sweatshirts not required	SS HT

	Governors discussed shirts and ties and were told that Ightham no longer required pupils to wear them. A Governor commented that this can make (older) pupils feel more grown-up. The Chair said he liked the idea of pupils being asked what they want to wear, to involve them so they have some ownership and that year 6 pupils may wish to wear shirts and ties. The HT said she was intending to ask pupils, but not their parents as that may produce too many contradictory answers. She had already spoken to staff and was going to talk to TAs as well. The HT said she would get further quotes for uniform price comparison, little difference in the ones received so far. A Governor asked if there was to be a school uniform stall at the Christmas Fair. All Governors thought this was a good idea so the HT will ensure there is one – action.	HT
8	Headteacher's Report November report uploaded prior to meeting A Governor asked what sort of assessments were being carried out in week beginning 28 Nov 2022. The HT said it would be KS2 White Rose maths end of term assessments. She advised she had bought a new resource for reading termly assessments called PIRA. There would be moderation of writing books. Everything would go on Target Tracker. NS had spoken to Platt School about some external writing moderation. A Governor asked the HT if she would like a QoE meeting to discuss outcomes. HT said yes. NS said there would be time for teachers to make assessments, do gap analyses and do the next term's planning and interventions. A Governor asked about the impact of the science day on electricity. NS advised that the pupils really enjoyed it, there had been a lot of recall of learning from the previous electricity day – overall a really good day and the pupils learned a lot. The HT suggested this might be a useful thing to do on 5 January and feedback would be really helpful.	
9	School Improvement Plan (SIP) / Self Evaluation Framework (SEF) Uploaded to SharePoint prior to meeting • SEF PPS 2022 • SIP 2022-23 EYFS • SIP 2022-23 B&A • SIP 2022-23 LM • SIP 2022-23 PD • SIP 2022-23 QoE	

	HT said that the SIP copy available needed some minor updates which would be done for the next meeting and some changes had already been made to update the SEF. The School Improvement Adviser had said there was no need to include grading judgements, however, the HT said that it was necessary to know where the school was, the Chair agreed it was useful for Governors. NS had done the maths action plan which will be cross referenced to the SIP. The HT referred to a Note of Visit from the School Improvement Adviser and had asked for it to be updated with specific reference to what he had seen and heard. It was noted that he had stated he liked the Minerva vision and was impressed by the pupils referencing it and, also how well they had engaged confidently in questions and were keen to contribute. The HT and NS were noted as being very pleased with the outcome of the visit. The Chair congratulated them and suggested that reference to this visit should be included in the SEF The Chair asked how easy it was for Governors to identify changes. The HT said she used colours to differentiate, she had also created a document for SIP showing what has and has not been done. CP said there were more costings in there than normal that needed to be tracked for budget and asked the HT if the bursar could do that for her. HT said yes.	
10	Pupil Premium Also referred to in the HT's report. There was a need to look at Pupil Premium pupils attending clubs. SS said the report had to be in by December but, following the HT's query, did not know whether the new report or the old, updated report. The HT will check whether she has to put updated version on with data.	
11	PE & Sports Premium A Governor asked about PE/Sports Premium and the HT advised that the report would be written by her with the QoE Focus Group monitoring impact and value for money.	
12	EYFS Not discussed as EB unable to attend.	
13	Staff wellbeing Wellbeing monitoring Nov 2022 SF uploaded prior to meeting Staff had received some wellbeing training at the end of term 5 via the Sevenoaks Partnership. The HT had expected it be about staff but was actually about children, it was good for everyone to be out together and useful learning.	

	The HT's afternoon workshop was excellent (Sarah Wilde, Limpsfield) but understood some of the other workshops not so good. SW was very engaging, not too technical. NS said the workshop she attended was good but not new learning. HT said staff wellbeing was difficult at the moment as under pressure due to staff absences so the load had to be spread even more. The Chair said that the focus was delivering T&L while maintaining staff well-being, so under the circumstances, anything else can wait. The HT said pupils appear fine.	
14	SEND Not discussed as EB unable to attend.	
Other		
15	Governance Newsletter (October 2022) Uploaded to SharePoint prior to meeting Mentioned under item 6 (Governor training)	
16	Chair's actions / correspondence Nothing to report.	
17	Any other urgent business Nothing raised.	
18	Confidentiality Governors agreed some discussions under item 4 (Focus Groups) and 13 (staff wellbeing) should be in confidential minutes.	
19	Date of next meeting 17 January 2023 The HT said she would like Governors to spend a day at the school to show them target tracker and also have a focus on assessment. She suggested 23 March 2023 and asked Governors to consider this date - action.	All

The meeting finished at 9.15pm

Action points from meeting 15 November 2022

Item	Action	Owner
3	Minutes of previous FGB: Clerk to amend minutes , send to school to print for Chair for signature and upload revised version to SharePoint.	Clerk
4	Maths Action Plan 2022-23 V2 (NS) – distributed to Governors and Clerk on the day of meeting, but not uploaded to SharePoint prior to meeting	Clerk
4	Little Wandle monitoring – sent to wrong email address, SSh to forward to clerk to upload to SharePoint)	SSh Clerk
5	Governors to advise NA if they have any suggestions for new Parent and/or Co-opted Governors to replace her and JS.	All
7	Policies – SS to email additional comments to HT – action.	SS
7	Policies - A Governor advised she could not see the appendices in RSE, HT will check	HT
7	School uniform stall at the Christmas Fair - HT will ensure there is one	HT

Signed..... Date