|  |  |  |
| --- | --- | --- |
| **Present** | Shirley Nellthorpe (Chair) |  |
|  | Gemma Gundry (GG) (Acting Head Teacher)  | Jessica Armstrong Field (JAF) |
|  |  | Rosemary Arrowsmith-Oliver (RAO) |
|  |  | Liz Holford (LzH)  |
|  |  | Andrew Micklefield (AM) |
|  |  | Daniel Rainbird (DR) |
|  |  | Anelda Ryan (AR) |
|  |  | Andrew Turk (AT)  |
|  |  | Charles Walters (CW) |
|  |  | Francesca Wild (FW) |
|  |  |  |
| **In Attendance** | Jo Ayres (JA) (Consultant HT)  |  |
|  |  |  |
| **Clerk** | Jenny Perring |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Action** | **Time** |
|  | **Opening Prayer**   |  | 6.36 |
| **1** | **Welcome and Apologies**Apologies received and accepted from Caroline Wallis and Gordon Randall. New governors Charles Walters and Jessica Armstrong Field are welcomed to the Governing Body, as are Gemma Gundry who will be reporting the governors in her capacity of Acting Head Teacher and Jo Ayres the Consultant Head Teacher who is working with Gemma. |  | 6.38 |
| **2** | **Declaration of Interests**AM is a governor at St. Lawrence Primary SchoolSN is CoG Purbrook Park SchoolLzH is CoG at St. Peter’s Primary School, Waterlooville.AT is a Governor at Purbrook Park School and Denmead Junior SchoolNo new interests to declare. |  | 6.45 |
| **3** | **Minutes of the Meeting held on 6th July 2021 and Action Grids** *(Agree that they are an accurate record of what was discussed and decided)***Action Grid** * The current pupil premium report has been uploaded to the school website and the new one is due to be produced by 31st December.
* Meeting dates document has been amended
* Chair will send out forum dates when received.
* A meeting is scheduled for 19th October to discuss the results of the parent questionnaire. after which parents will be contacted. In the mean-time an update will be included in the newsletter on Friday to keep parents informed of progress.

**ACTION GG to include piece in the newsletter about the parent questionnaire.****RESOLVED: The FGB meeting minutes of 6th July 21 are agreed.****RESOLVED: The FGB meeting minutes of 23rd September 21 are agreed.**Not all Governors have completed their skills audit and those who haven’t were reminded it must be done by 20 October 2021 in order that RAO can put together the Skills Matric by 23rd November.**ACTION: All remaining Governors to complete their Skills Audit by 20th October.****ACTION: RAO to complete Shills Matrix by 23rd November.** | **GG****All Govs****RAO** |  |
| **4** | **Governing Body Business** 1. **Governor reports on EYFS and SEN – review action points outstanding from July 2021.** GG gave the following update.

**SEN*** Pupil passports are being completed by the staff. These have increased pupil voice and they capture the interventions that are working well for the children. During communication with parents of SEN children (particularly with EHCP children) a visual record is being created of what interventions and strategies work for the child.
* SIP Focus – Core priority 1 is heavily focused on the SEND pupil group.

Impact so far has been shown on the creation of the Pupil Passport. This has meant that the passport clearly shows the child voice and is including knowledge from parents. Whole staff team have had INSET training on HQT and amending the curriculum to meet the children’s needs. The staff are thinking more efficiently about how strategies could be used universally across the class. * Increased communication with parents as a whole team e.g. Acting Headteacher, SENCO, Class teacher, parents and external agencies if required.

**GOV Q: Does that mean greater input from staff in relation to SEN children?****Answer:** Yes, the staff will be acting in a more strategic way. The SENDCo will be leading teachers in using the passports.**GOV Q: is this triggering any more E.H.C plans?****Answer:** It hasn’t yet but a couple of children who need extra support are being monitored.**GOV Q: Is the use of passports having an impact for all the children?****Answer:** Yes, all the interventions available are set out on the document. This encourages teachers to think about their practice across the board.**EYFS*** Current Year 2s are still to be tested in the Autumn term which will allow data to be compared. The children are currently undertaking phonics phase assessments. Phonics tests will be completed in December when Year 1 Phonics assessments are also done.
* The school has started to research the materials that are on the approved SSP list by March 2022. Currently letters and sounds are used and this will be removed from the list. An audit of provision is in the process of being completed, which has been supported by the HIAS English Team. 2 schemes are currently being looked at, based on letters and sounds that are currently validated under the new arrangements – Essential letters and Sounds and Little Wandle Letters and Sounds. Factors to bear in mind with this include: resources and training provided, the number of titles – reading variety, up front cost, ongoing costs, books that we already have that would fit with the scheme (cost implications). We have already discussed the reading books that we currently have and we have started to sub-group them within pink, red and yellow bands
* The Y1 team has been supported by SLT with the phonics program through Professional development of Year 1 ECT with Charlotte Mills covering 5 sessions. Professional discussions through planning and resources. Showing a range of online teaching resources and games that can be used during the sessions to keep it a multi-sensory approach.

**ACTION: Allocated Governors should meet with GG to follow through actions when completing Governor Monitoring Visits as they are completed throughout the academic year.**1. **Receive and approve plan for off-site visits**

So far this term the following visits have taken place:-Yr2 – Windsor CastleYr 3 = Butser Ancient FarmYr4 – Haselmere MuseumYr 5 Science CentreYr6 Calshott**GOV Q: Are there any others up to December?****Answer:** No, all year groups have been offered external trips for the Autumn Term.It is suggested that a list for Governors would be useful, detailing where and when the children are going and what the travel and staffing arrangements are. This should be communicated to the Health and Safety Governor and then would come to the Governing Body for approval.**ACTION: GG to produce a trips list for FW.****ACTION: List to be include on the spring FGB agenda for approval**1. **Verbal Finance update**

This is the end August 2021 budget, and we are 41% of the way through the year. At this point we are where we would expect to be. Staffing costs are in line with predictions but the restructuring has not fed through yet. Cost of living is still being negotiated, and there will be an adjustment in pay scales (which will be roughly £3500 at this school). There are costs for working with HIAS on strategic planning and for the consultant head teacher but with the restructure staffing costs should drop slightly from September.It is expected that the bills will be less than predicted, as the school was not open over the summer. Expenditure on wrap around care is also on track.Governors agree it is a reassuring report.1. **Agree GB action/development plan – continuation from July 2021.**

It is explained that this is an ongoing document which is shared with the Local Authority. It sets out Governor actions and the impact of those. It is different to the School Improvement Plan because Governors work is strategic not operational.Governors discussed whether the staff Health and Wellbeing Survey should be conducted in October. JA feels it is very important for Governors to be aware of the impact of the new structuring on staff and Oct may be too early in the year to canvass their opinions.**ACTION: CW to meet with GG and JA this term to discuss staff Health and Wellbeing. From there GG will report to Governors three times a year on Mental Health and Wellbeing.**1. **Identify GB monitoring opportunities and governor visit plan linked to school improvement plan**

This has been simplified and covers the period from now to July 2022. Governors need to check the schedule and note when they are due to conduct a monitoring visit. If HIAS are also visiting it would be good to catch up with the associated member of staff. FW is the Health and Safety Governor, and Health and Safety should be monitored once a term. A health and safety plan will be drawn up – this will be covered in the Health and Safety training, when the new Governor is able to book a place. This will be in the near future.There are instructions at the end of the document detailing how visits should be carried out, along with the completion of a Governor Monitoring Form to provide information back to the Acting HT and Governors, enabling any follow-up if required.1. **Allocation of Key Governor roles**

These are detailed in the Roles and Responsibilities document which has been circulated. It has been redrafted to include the new Governors.**ACTION: Chair will update priorities in line with the SIP****ACTING HEAD TEACHER’S VERBAL REPORT****The AHT’s report is attached to these minutes.****GOV Q: Why is reception attendance low?****Answer:** There have been a lot of colds around and children are resocialising for the first time in a long time. This is making them tired and susceptible to illness. Also, some parents are keeping children off school while they wait for the results of their PCR tests to come through. They are using home learning resources while they do this.There have been two positive covid tests so far this term, but there has been no spread to other children.The Chair explains to Governors that they should be looking at gaps in the attainment data presented and assess how those are closing when they do their monitoring visits. There are particular concerns around SEND from the data. **GOV Q: This is complex information, presented in a very clear manner. Can it be shared prior to the FGB meetings in future?****Answer:** Yes, that’s a good idea.**GOV Q: Were exit interviews conducted with parents of children that left the school? And also, were those who joined asked why?****Answer:**  There were no exit interviews completed, but a written record could be sought from those joining. It is agreed this would be helpful when celebrating what it is to be part of Andrews Endowed.**SIP**The SIP was circulated prior to the meeting and the AHT talks Governors through the priorities: -* making sure all children attain in line with national expectation (with a focus on SEND and pupil premium),
* developing the curriculum and in particular culture capital and filling gaps in learning accrued during Covid.
* Focusing on community – embedding the vison and values and building a sense of community with for example, the reintroduction of collective worship and open days art school
* Maximising the impact of leaders at all levels.

**GOV Q: On p6 where you say ‘articulate the impact of learning journeys’ does this just apply to SEND children?****Answer:** No, this applies across the board, to all children.**GOV Q: Could you expand on the training for LSAs?****Answer:** We will be scheduling in lots of different training which teach the LSAs to use all the interventions available. The SENCO will be driving this training program.**GOV Q: On p4 it says phonics is on track, is this in line with national?****Answer:** It’s above.It is suggested that in future the AHT’s report include percentage targets so that Governors can monitor progress and that a summary page is included This is agreed.**ACTION: GG to include percentage targets and a summary page in her data reports.**The chair asks Governors who will be available for the open days. **The following attendances are agreed = SN on Monday morning, RAO on Tuesday morning. JAF on Thursday afternoon.****GOV Q: Under leadership and management has anyone taken up the acting position for the KS2 lead?** **Answer:** This is a vacancy at the moment, which we are hoping to fill internally.**RESOLVED: SIP approved**.The Chair thanks GG for a very comprehensive report and encourages Governors to contact GG if they have any further questions once they have had time to digest it. The report will be attached to the minutes of this meeting. | **GG****Clerk****CW/GG****Chair****GG** | 6.557.157.307.407.50 |
| **5** | **Policy Review**Child Protection Policy **RESOLVED: Child Protection Policy approved**It is stressed to Governors that they must read and understand this policy so that any Governor can answer questions about it if asked by Ofsted.Complaints Policy**RESOLVED: Complaints Policy approved**Safeguarding **RESOLVED: Safeguarding Policy approved**First Aid **ACTION: GG to amend First Aid Policy and forward to FW****ACTION: Clerk to include on agenda for 23rd November.**Pay Policy This comes from Hampshire and Governors can adopt the policy and the school leadership then choses which paragraphs to include for Andrews Endowed. GG and JA are currently in the process of doing this.**RESOLVED: Pay Policy adopted.** | **GG****Clerk** | 8.20 |
| **6** | **Governor Action Plan/Visits**1. Review feedback from Governor Visits.

There are no forms to review this meeting.1. Discuss impact of Governor training attended.

LzH, AM, RAO and SN have attended HT recruitment training. They will submit their forms for the next FGB. **ACTION: LzH, AM, RAO, and SN to complete feedback forms for HT recruitment training in time for FGB on 23rd November.****ACTION: JAF to book induction training****ACTION: RAO to send Clerk updated training dates**. **Clerk to circulate.**It is pointed out to Governors that they can book their training through Governor Hub if they wish, and they are encouraged to make the most of the training on offer as it is all covered under the flat amount the school pays. 1. **Feedback from Governor Forum meeting**

It was a good chance to catch up with other Governors after a long break. It was discussed how well virtual training had worked, but also that many places are booked and then the Governor doesn’t attend. Governors were encouraged to cancel their places if they could not attend as numbers were often limited and their place could then be offered to someone else.**ACTION:SN to send Clerk notes of the forum meeting to circulate.** | **LzH, AM, RAO SN****JAF****RAO****SN** | 8.30 |
| **7** | **Effective Governance**The simplification of the data has been a highlight and will enable Governors to track pupils progress and attainment far more easily. A comprehensive AHT Report has provided a good overview of the current position at school, with clear actions moving forwards. |  | 8.40 |
| **8** | **Correspondence**None |  |  |
| **9** | **Next Meeting Date**FGB 23rd November 2021 @ 6.30pm |  |  |
|  | **Meeting closed at 8.48 pm.** |  | 8.48 |

**ACTION TABLE**

|  |  |
| --- | --- |
| GG | to include piece in the newsletter about the parent questionnaire. |
| All Govs  | to complete their Skills Audit by 20th October. |
| ROA | to complete Skills Matrix by 23rd November. |
| GG | to produce a trips list for FW.. |
| Clerk | List to be include on the spring FGB agenda for approval |
| CW | to meet with GG and JA this term to discuss staff Health and Wellbeing.  |
| GG | To report to Governors three times a year on Mental Health and Wellbeing. |
| Chair | update R&R priorities in line with the SIP |
| GG | to include percentage targets and a summary page in her data reports. |
| GG | to amend First Aid Policy and forward to FW |
| Clerk | to include First Aid Policy on agenda for 23rd November. |
| LzH, AM, RAO and SN | to complete feedback forms for HT recruitment training in time for FGB on 23rd November. |
| JAF | to book induction training |
| RAO | to send Clerk updated training dates. Clerk to circulate. |
| Chair  | to send Clerk notes of the forum meeting. Clerk to circulate. |