

**Emersons Green Primary School
Meeting of the Full Governing Body**



Tuesday 27th September 2022 at 6:00pm

Ref	Item	Comment/Action								
	<p><u>Present</u> James Dowling (JD) Co-Chair, Jo Bishop (JB), Vice-Chair, Simon Botten (SB) Executive Head, Soraya Young (SY) Headteacher, Laura Morson (LM), Rachael Richards (RR), Neil McLaren (NM), Mark Broadbent (MB), Lucy Parker (LP), Gemma Goodman (GG – Clerk)</p>									
1	<p><u>Welcome and Apologies</u></p> <p><u>Welcome</u></p> <p>James Dowling (JD) as chair welcomed everyone. Lucy Parker (LP) new member of the Governing Board and Gemma Goodman (GG) as Clerk.</p> <p><u>Apologies</u></p> <p>Neil Smith (NS) Co-Chair Matt Chubb (MC)</p> <p><i>Apologies accepted</i></p> <p><u>Declaration of Pecuniary Interests</u></p> <p>JD (parent) RR (parent/staff) NM (parent) MC (parent) SY (staff) LM (staff)</p> <p><u>Minutes of Previous Meeting</u></p> <p>Held on 4th July 2022.</p> <p>MB is missing from the attendees list for this meeting. Minutes of 4th July to be updated.</p> <p>NM on the minutes the behavior policy is agreed but not severely agreed.</p> <p><u>Review Action Log/Matters Arising</u></p> <table><tr><th>Who</th><th>Action</th></tr><tr><td>JD/JB</td><td>To invite new Governor (Lucy Parker) to next FGB <i>This has been actioned.</i></td></tr><tr><td>JD</td><td>To forward new Governor’s (Lucy Parker) bio to all Governors <i>This has been actioned.</i></td></tr><tr><td>KH</td><td>To advertise for 2 x Governors <i>An advert was drafted but never sent out. JD doesn’t believe there is a need for 2 x Governors, so this can be marked as actioned.</i></td></tr></table>	Who	Action	JD/JB	To invite new Governor (Lucy Parker) to next FGB <i>This has been actioned.</i>	JD	To forward new Governor’s (Lucy Parker) bio to all Governors <i>This has been actioned.</i>	KH	To advertise for 2 x Governors <i>An advert was drafted but never sent out. JD doesn’t believe there is a need for 2 x Governors, so this can be marked as actioned.</i>	<p>Action</p> <p>Action</p>
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	<p>SB, there is a lot of duplication between the FGB meetings and committee meetings.</p> <p>RR, legally we have to have 6 budget meetings. As long as timings work we will be able to get 6 reports.</p> <p>JD, asked GG to make sure H&S is added to every agenda.</p> <p>SB agrees that this is achievable if we monitor time. JD, we will give this a go this year, run with what we have and do our best to keep to time.</p> <p>JD, please can everyone make sure they read the paper work sent out before the meeting. The agenda and documents will be on Google Drive. If there is any paperwork, please can you send to GG two weeks before meeting and she will upload to Google Drive</p> <p>• Review Governor Monitoring</p> <p>SY proposed JD and NS split and one deals with English and the other Maths. JD concern is that he has never monitored English so if OFSTED were to come in he would not be confident in that subject. SB explained what would be involved and what was needed. JD agreed to English and will put NS down as Maths.</p> <p>JD is now computing, basically anything with Mike's name against it is now JD.</p> <p>MC and MB Health & Safety.</p> <p>JD asked if there are any on the list that shouldn't be staff governor leads. SB, none of the subjects can be staff.</p> <p>The lead for RE is Karen Adams. RE and PHSE can be put together as one.</p> <p>Art & DT can be put together.</p> <p>MB, music.</p> <p>Finance/Resources: MB lead and RR assisting.</p> <p>NS, JB and JD on paid committee.</p> <p>JD, anything missed or still to be confirmed? No</p> <p>JB to update the Governor Responsibilities document to reflect the changes.</p>	<p>Action</p> <p>Action</p> <p>Action</p>
3	<p><u>Vote on Leaf Trust Proposals</u> (as per extra-ordinary meeting 20th September 2022)</p> <p>JD we held an extra-ordinary meeting on 20/09/2022 and there was a unanimous vote that the Leaf Trust Proposal is the route that we as a school take (establish a new multi academy).</p> <p>GG to send around appointment details for 29th September. JB apologies, as unable to attend. JD may not be able to attend. SB and SY will not be attending. MB confirmed his attendance.</p> <p>GG to send minutes for the meeting on 20/09/2022 and appointment to LP.</p>	<p>Action</p>
4	<p><u>Budget/Finances/Resources</u></p> <p>RR we have overspent on budget as we had to purchase a fridge for the kitchen as it broke and we didn't budget for that.</p> <p>Gas/electric, we are tied in until March 2023. Electricity is due to increase by 200% and gas 600%. Budget setting next April and we will need to add into the budget.</p>	

	<p>SB is worried about the budget and funding as a school. We have been underfunded for at least 6 years. £70k shortfall each year. SB, the fabric of the school is starting to decay.</p> <p>SB interactive whiteboards not working. LA will not let us use money in capital. SB if the school goes into special measures it will be catastrophic for the school.</p> <p>SB we have 7 out of 30 computers working so unable to teach the computer technology. Staff can't deliver training as they don't have the tools.</p> <p>We have LA in last week to see if we were overspending on the budget and to see if there was a way for us to spend less. The LA confirmed there isn't a way that we can spend less and in fact they don't think we as a school are spending enough. SB's ambition to get £40k back from the Government.</p> <p>JD thanked SB for getting the report done.</p> <p>Revised budget next month.</p> <p>SB, we will need a strategy in place and if the LA ignores our request, we will need to make the parents aware.</p>	
5	<p><u>GDPR</u></p> <p>LM, staff training/staff awareness to do. We have all the materials to use from the company just need to action it.</p> <p>SY, subject access request from a parent yesterday re safeguarding issue. SY has spoken with the parent re what is happening. The email the parent sent may have been sent in haste but will see what comes of this. If the parent does respond, we have one calendar month to respond to them.</p>	
6	<p><u>Safeguarding Update</u></p> <p>SB is doing a briefing on 17th October. GG has sent around the appointment to Governors. GG to send appointment to LP.</p> <p>All Governors must sign to say they have received this training annually. Safeguarding check is carried out by JB.</p>	<p>Action</p> <p>Action</p>
7	<p><u>Head of School Report/Update</u></p> <p>SY hasn't prepared a report as JD wanted to discuss what should go into this before SY actioned this.</p> <p>SB showed the Report he produces at Blackhorse. He runs through the SDP, looks at data from last year, school performance and standards, any staffing and financial issues. H&S, staff absence and pupil attendance.</p> <p>All in agreement with this is how the Head of School Report/Update should look going forward.</p>	<p>Comment</p>
8	<p><u>Policies to be agreed</u></p> <p>Child Protection Policy: Adopted. Staff Discipline, conduct & grievance: Approved</p>	
9	<p><u>Review SDP (School Development Plan)</u></p> <p>SB went through the plan which is saved on Google Drive.</p> <p>1st Priority: Phonics 2nd Priority: Maths. 30% passed compared to 80% in Blackhorse. SB, EGPS have all the tools but it is the frequency.</p>	

	<p>3rd Priority: Improve Curriculum. Computing is not great. The issues we have is that the computers do not work, there is free training but we don't have the tools.</p> <p>History and Geography are subjects to look at. The progression and facts could do with tightening.</p> <p>4th Priority: Improve Teaching. Children don't actively participate in learning in class, so we can add techniques in class and teachers will be taught this. Consistently reviewing prior subjects.</p> <p>SDP will have clear outcomes for the term. NM, will the SDP be in the school report. SB we will report against the SDP.</p> <p>SY went through the standards report and data. All figures are saved on the Google Drive.</p> <p>NM, what were the targets? SY wouldn't know off the top of my head, there is one and I would have to go back and have a look to obtain this information.</p> <p>JB what happens going forward with the phonics scheme we have purchased. SY all the teachers have had training, there will be some work on this whilst we in-bed these approaches. Plans are all done and provided. Once you learn the script this will be part of everyday teaching.</p> <p>JD, when is the next date drop? SY, December. ISDR in November (SB).</p>	
10	<p><u>Chairs Items</u></p> <p>JD is really pleased with how well the partnership has begun and has received very positive feedback. So far it is everything we were hoping for. JD thanked SB for putting so much effort into the partnership and is confident the children are in good hands.</p>	
11	<p><u>Confidential Items</u></p> <p>Disciplinary for a member of staff on 18th October. JD, NS and JB on the panel. SY to book meeting room.</p>	
12	<p><u>AOB</u></p> <p>Geraldine and LA review on Thursday. She would like to speak to Governors from 12-12:30. JD asked how many Governors would be needed, would one suffice? SY, if it was me I would want more than one. JD, is anyone available. JB can do this on Teams. MB can also attend. SY to set up meeting and send details to JB and MB.</p> <p><u>Meeting Reflection</u></p> <p>NM: Headteachers report is very focused.</p> <p>MB: Agrees and it ties nicely in with the values/reflects them and is clear in the report.</p> <p>JD: Agreeing to the LEAF Trust proposal, will make a huge difference. JD asked if staff have been told. SB, confirmed they had a meeting yesterday. It is new for the staff and they did have some anxieties about it, they were not unhappy just worried as it is a change. The information will be put out to everyone/whole school community on Monday.</p>	Action
13	<p>Date and time of next meeting</p> <p>Tuesday 22nd November 2022 @ 6:00 pm (Chair = NS)</p>	

Action Log:

Who	Action
GG	To amend minutes for the meeting of 4 th July 2022 to note that MB was in attendance and the behavior policy is agreed but not severely agreed.
NM	To Carry out English deep dive
GG	To start a new Training Log to document Governor training
All	To read & acknowledge training undertaken by staff
GG	Review of Governor Terms of Office: GG to send SB's details to Governor Services so they can update this.
All	Review & sign Code of Conduct & Declaration of Eligibility forms
GG	Send to signed Code of Conduct Forms to Governor Services.
GG	Send around appointment details for 29 th September re LEAF Trust Consultation.
GG	Send minutes for the meeting on 20/09/2022 and appointment to LP.
GG	Governor agenda: JD, asked GG to make sure H&S and safeguarding is added to every agenda.
All	Please send any paperwork to GG at least two weeks before meeting so she is able to upload to Google Drive.
JB	Update the Governor Roles & Responsibilities to note LP as Wellbeing Governor.
JB	Update the Governor Responsibilities document to reflect the agreed changes and upload to Google Drive.
GG	To send safeguarding training appointment on 17 th October to LP
All	Governors to sign to say they have received the safeguarding training on 17 th October and confirmed with JB.
SY	To book meeting room on 18 th October.
SY	To set up LA review meeting with Geraldine, LA , JB and MB and sent note around to the attendees.