

MINUTES of the FULL GOVERNING BODY MEETING

At school on Tuesday 6 February 2024 at 6.45pm

Membership

Name	Initial	Governor category	Term Expiry date
Genevieve Hughes	GH	Co-Opted	31.07.2024
Denzil Jenkins (Chair)	DJ	Co-Opted	06.12.2027
Mark Hilton	MH	Co-Opted	06.12.2027
Vacant		Parent	
Juliet Natali	JN	Parent	22.10.2024
Amir Gold	AG	Parent	26.09.2027
Kate Malczyk	KM	Parent	06.12.2027
Dawn Barnes	DB	LA Governor	22.02.2027
Annie Ashraf	AA	Headteacher	Ex-officio
Michelle Moss (SBM)	MM	Associate	26.09.2027
Fiona Moffatt	FM	Staff Governor	20.07.2025
Rachel Gillingham (DHT)	RG	Associate	26.09.2024
Ray Binger (item 5 only)	RB		
Chris Lambert	CL	Interim Clerk, HEP	

PART 1 – PUBLIC MATTERS

1. Welcome and Apologies for Absence

1.1 DJ (Chair) welcomed all to the meeting, which was quorate. GH and FM attended online.

2. Declarations of Interest

2.1 There were no declarations made.

3. Governing Body and Committee Membership

3.1 AA confirmed three applications had been received for the vacant role of Parent Governor with a closing date for applications on 19 February.

3.2 It was noted that the Funding Sub-Committee had met and approved its Terms of Reference.
Governors noted and Ratified the Funding Sub Committee Terms of Reference.

3.3 It was noted that the Pay Committee Draft Terms of Reference were being reviewed.
Action: Draft Pay Committee Terms of Reference to be presented to subsequent FGB meeting

4. Minutes of the Meeting of 7 December 2023 and Matters Arising

4.1 The Minutes were accepted as an accurate record and **Approved**.

4.2 Matters Arising:

- It was noted that the draft SDP would cover the period 2024/2027.
- The Safeguarding Report has yet to be circulated to Governors.
- The work of the Resilience Working Group has commenced.
- Governors Day will take place on 1st March

- GovernorHub has successfully launched; Governors are asked to complete their online declarations and record training undertaken. The aim will be to upload papers one week prior to the FGB meetings. Any off-line discussions on draft papers will continue to take place on Teams. The governors' Whats-App would continue to be used for informal communication. Management responsibility for Governorhub had yet to be finalised.
- Issues around data protection on Governorhub have been resolved.
- Committees would review policies as stated in their Terms of Reference and unless delegated would seek ratification from FGB.
- The draft FGB minutes of the March, May and July 2023 meetings were still under review on points of accuracy. These will be re-presented to FGB in due course.

Action: Management responsibility for Governorhub to be finalised.

5. **Computing Presentation (Ms. R Binger – Curriculum Lead)**

5.1 Governors received an online presentation from RB on the development of the Computing Curriculum. Key points:

Challenges: Before the training there were issues of staff confidence in the delivery of the curriculum

Limited IT resources and outdated equipment
Various technical issues around log-in and integration

Action: External IT adviser taking comments from staff and pupils about IT issues and their expectations

Focus on developing the STEAM agenda, subject to resource availability. There is now a plan developed to raise IT resources to meet the needs of the school.

Aims: School has a clear set of Aims promoting computer use ; helping them to be able to identify issues and respond to the challenges of the digital age. To inform pupils of the rapid developments in IT development (eg AI, robotics, data security) and support their understanding of the opportunities and challenges these will present. To make the classrooms technology rich environments and to also include external trips to IT companies to raise pupil awareness of the opportunities and careers. Students to become digital creators, coders and leaders.

By 2027 the aim is for the school to be a Microsoft school able to collaborate widely with other schools.

SEND: Ensure that IT systems support both SEND and EAL learners using appropriate online programmes such as Immersive Reader, Read Aloud, Reading Coach

Pedagogy: Governors noted how IT was being taught at age-appropriate levels in each year group using a matrix of subject skills, subject knowledge and vocabulary as a guide. Assessment on performance would continue to be both formative and summative. Computer science uses the SCRATCH scheme for coding. Issues of on-line safety are embedded into the curriculum. Both KS1 and KS2 are required to sign an online Code of Conduct, annually in September.

Next steps: Consistent with the school vision and priorities to upgrade the IT resources, improve teacher confidence in the delivery of the curriculum, create STEAM Ambassadors to promote the subjects and better integrate IT into the entire school curriculum. A new DT scheme would be the first step.

5.2 Governors thanked RB for her presentation. It was noted that an IT equipment proposal would be discussed at a future meeting of the Resources Committee.

6. **Governors' Day – 1 March 2024**

6.1 Governors noted the priorities for the day:

- Discussion on the SDP 2024/2027
- Discussion on Sustainability and Resilience models
- To observe writing in the classroom as part of the aim to become an Outstanding school

- To review how Governors best work together for best use of time and talents to advance the schools performance and reputation.

Action: DJ to collate a forward calendar of FGB Annual Milestones.

DJ and JN to prepare a survey of governor's skills, experience and attributes and an evaluation of the Governing Body for discussion.

7. Chairs' Items

7.1 DJ, KM, MM attended the recent HEP Governors Conference. It was noted that the key takeaway was that core funding for schools from the DfE is expected to continue to be very restricted, and schools had to be more proactive and consistently review all options to maintain their viability.

8. Headteacher's Report

8.1 AA's written report had been circulated in advance. Governors noted from the report:

- RG had been appointed as the permanent Deputy Headteacher in an open recruitment exercise. Governors welcomed this appointment.
- Internal moderation of subjects continues.
- Behaviour systems are now well embedded and established.
- Staff continue to rise to the presented challenges and are operating collaboratively and in a collegiate way
- The targets of the current SDP are being met.
- A recent spate of illness affected 45 children and nine staff as reflected in the Attendance report
- SLT continues to pro-actively monitor for possible areas of stress among staff and pupils
- Value for money is an integral part of all purchasing projects and decisions.

9. Committee, SBM and Link Governor Reports

9.1 Learning and Community (MH): the minutes of the recent meeting were available on Governorhub. It was noted that Phonics was a target focus. Extra teaching support provided in Y6, due to budget restraints we are unable to provide to other year groups to support writing.

9.2 Resources (GH): GH completed a premises review with the Site Manager: various areas of the site are now in need of refurbishment and investment including the external play areas and play equipment. The introduction of more shady areas on site is also a priority. Friends of Tetherdown are expected to help fund the removal of old woodwork in the infant playground but due to rising project costs further grants will be required to complete the project.

Action: MM to inform DB of the site issues; DB to raise progress with LBH Premises team.

9.3 Link Reports: English - KM had met RG on 5 February. Maths - AG had met the Maths team. Link governors were encouraged to write up their visit reports for wider circulation.

10. Policy Reviews

10.1 It was noted that the school was preparing a policy management strategy defining delegation of responsibility to Committees where appropriate, to improve efficiency and to continue to ensure governance compliance. Communication of policies both internal and external should also be considered.

Action: AA to complete policy management strategy and responsibilities.

10.2 Policy Ratifications

- **Behaviour** – reviewed at L&C; **Ratified** by FGB
- **Allergies** – reviewed at L&C, **Ratified** by FGB

Action: Governors agreed that a summary of the key points on Allergy management should be communicated to parents and the wider community

- **Adverse Weather** – reviewed at Resources, **Ratified** by FGB
- **Exclusions Policy** – LBH Model policy); **Ratified** by FGB

- **GDPR suite of Policies, including FOI Policy and Publication scheme: (Judicium model policies) Ratified** by FGB

Action: JN to raise any queries on the policies with Judicium via MM

11. Governors' Training

11.1 Governors were asked to attend training on managing Complaints so that, if required, they could participate on a Complaint Panel at a future date.

11.2 Governors were reminded to take advantage of the HEP training programme and to note training undertaken.

Action: Governors were asked to attend training on managing Complaints and record all training undertaken in Governorhub.

12. Date of next GB Meeting:

Wednesday 20 March 2024 at 6.45pm:

13. Any Other Business

There were no additional items for discussion.

The Chair thanked all Governors for attending and closed Part 1 of the meeting at 20:45.



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Signed
D Jenkins,
Chair of Governors

Date 20 March 2024

Actions from the meeting of 6 February 2024

Min. Ref	Action	By Whom
3.2	The Funding Sub Committee Terms of Reference, Ratified.	GB
3.3	Draft Pay Committee Terms of Reference to be presented to subsequent FGB meeting	DJ
4.2	Management responsibility for Governorhub to be finalised.	AA
6.1	<ul style="list-style-type: none"> • DJ to collate a forward calendar of FGB Annual Milestones. • DJ and JN to prepare a survey of governor's skills, experience and attributes and an evaluation of the Governing Body for discussion. • 	DJ DJ /JN
9.2	MM to inform DB of the site issues; DB to raise progress with LBH Premises team.	MM/DB
10.1	AA to complete policy management strategy and responsibilities.	AA

10.2	<p>Governors agreed that a summary of the key points on Allergy management should be communicated to parents and the wider community</p> <p>JN to raise any queries on the GDPR policies with Judicium via MM</p>	<p>AA</p> <p>JN/MM</p>
11	<p>Governors were asked to attend training on managing Complaints and record all training undertaken in Governorhub.</p>	<p>Governors</p>