



## MINUTES

### Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	Deputy Head, Associate Governor
GJ	Gabbie Jerrit	Chair, Co-opted
HT	Hilary Turner	Vice-Chair, Co-opted
TJ	Tom Jeffery	Co-opted Governor
IS	Ian Sandbrook	Co-opted Governor
KW	Karen Wallis	Co-opted Governor
JB	Jannine Bishop	Staff Governor

### Apologies received from:

Initial	Name	Position
HA	Holly Atkins	Parent Governor
EM	Eleanor Murphy	Foundation Governor
RW	Roy Watkinson	Foundation Governor
HG	Hamish Gale	Co-opted Governor
PM	Patrick Mulhern	Parent Governor

### Also in Attendance:

Initial	Name	Position
SC	Sarah Clifford	Bursar
KB	Kerry Bedford	SENCO
SG	Sue Gothard	Clerk to the Governor

### 1. Welcome and Apologies:

GJ welcomed all to the meeting. Apologies as listed above were received and accepted. The meeting was confirmed as quorum. GJ advised that the next meeting provisionally booked for 1<sup>st</sup> July was agreed to be moved to Monday 15<sup>th</sup> July 2024

### 2. Declaration of Interest:

There were no declarations of interest declared for this meeting.

### 3. Actions from Previous Meeting 18th March 2024:

No:	Action	Lead	Completed By
1	Circulate SFVS by 28 <sup>th</sup> March 2024	IW	Completed
2	Comments on policies to IW by Thursday 28 <sup>th</sup> March 2024	All	No comments received
3	Send MHEW documents to staff and governors for comment	GJ	New policy had been produced



## MINUTES

4	Look into formalising/ scheduling learning walks and pupil voice	IW / GJ	To be discussed today
5	Look at learning walk planner received 18/2/24 and feedback to governors	IW	To be discussed today

### 4. Acceptance of Minutes from 18<sup>th</sup> March 2024:

Governors unanimously approved the previous minutes as an accurate reflection of the previous meeting.

### 5. Budget Update - SC

GJ advised that the budget had been received, and approved, by the strategy group. Confirmed that we are not in deficit for the next year although the following 2 years are not looking as positive. Discussion for any restructuring would need to start in September 2024.

SC advised that the finance reports from County are arriving later than expected due to the new system. There are no new items that have been identified. There is a minor issue with the figures for therapy which will be discussed with KB and confirmed. A governor **asked** when County might be in touch. SC confirmed that they would not necessarily feedback on what had been submitted but would provide suggestions.

All governors present agreed unanimously the budget.

There were no further questions, GJ thanked SC for her work in preparing the budgets.

### 6. Headteacher report - IW

IW confirmed the pupils on roll as per the HT report. The WPA contract has not been renewed due to budget priorities. Generally, attendance is improving.

#### Quality of Education:

IW went through the figures provided prior to the meeting highlighting relevant figures. There was discussion with regard to pupils who were underachieving, the reasons why and what strategies were in place to help and assist improvement. IW mentioned the STAT's that had started this week. It was hoped that the expected figure of 74% would be exceeded.

#### SEND Update:

KB discussed a number of the pupils who were included on the the report which had been previously circulated. A governor **asked** about additional help for the non-English speaking pupil. RH confirmed that a parent, speaking the language, has been approached and was happy to provide help.



## MINUTES

### PPG Update:

A governor suggested a meeting next term with the relevant people to discuss the transition into secondary education as well as looking at the provision overall.

1. **ACTION - KB and TJ and KW to discuss and agree a suitable meeting time to discuss the transition to secondary education**

A governor **asked** about the next steps to edit subject information pages, IW confirmed this is to be discussed at the next staff meeting.

### General:

IW confirmed that following the visit from Simon Chandler it was suggested that the SIP and SEF be combined. This was agreed to be a good suggestion.

A governor **asked** about the poor attendance for the SEND breakfast meeting. KB advised that only 2 parents had attended. KB advised there was another one scheduled for beginning of June but it was thought this would be better attended as it was about the transition to secondary school. There had been discussed about the timing and venue of the meetings. A governor **asked** whether there was a possibility of joining other schools. KB confirmed that this is being looked at but would need to be done with the agreement of the parents. Following discussion it was thought that joining other schools may prove beneficial.

### Staffing:

IW discussed the changes within staff members including KB maternity leave. There are meetings arranged with various subjects being covered. There are 4 1<sup>st</sup> year students expected from Brighton university to work with years 1 and 4 for term 5 with 1 student working with year 5 for 4 weeks. These students will be provide much needed additional income.

### Premises:

The ongoing issues with the disabled toilet was discussed. Currently waiting for County to find the blueprints of the school.

## **7. Safeguarding Report - IS**

IS advised there were not a large amount of issues. IS advised that governors needed to ensure that they kept up to date with training with particular reference to Prevent Training. IW advised there was prevent training being offered on 2<sup>nd</sup> September 1pm at the school. IS then mentioned gender questioning and just wanted to bring it to governors attention. There does not seem to be any specific training on offer at the present time. IW confirmed there is one child in the school coming under this heading. It was agreed that the current government guidance was not particularly helpful at this time.



## MINUTES

### 8. Home School Agreement - IW

This was being looked at following concerns with a parent. IW asked for feedback on the policy by next Friday 17<sup>th</sup> May, after which it would be shared with parents.

2. ACTION - provide feedback on the home school agreement to IW by Friday 17<sup>th</sup> May 2024

3. ACTION - TJ will attend the meeting with parents with IW to discuss the home school agreement.

### 9. SIP - IW

IW advised that she was in the process of changing the format. The highlights of the document were discussed. There were no further questions at this time.

### 10. Subject Leadership / Governor Visits:

GJ advised that following discussion with IW it had been suggested that visits should now be scheduled for November. It was agreed that the visits had been really useful for both governors and teachers. GJ went through the various other items that were scheduled for this term. IW suggested that perhaps governors might like to join staff at a curriculum day that will be scheduled in the Autumn term (date and contents to be confirmed).

The visit by Mr Clive Dunn, a former Ofsted Inspector, was confirmed to be taking place on 8<sup>th</sup> July 2024. Mr Dunn will be providing guidance for the curriculum, with particular reference, to subject leadership. Governors were welcome to attend and GJ will send out an email with the details.

3. ACTION - GJ to send out an email to all governors with details for the meeting with Mr Clive Dunn on the 8<sup>th</sup> July 2024

A governor thought that the staff should not feel that they are being overly scrutinised but that governors would need to know what they are looking for during visits. It was also mentioned that perhaps governors should visit each year group at least once per year.

GJ asked how the schedule had been put together in past years for governor visits. HT confirmed that previously governors had visited classes with a view to look at specific areas. There followed discussion as to what had been carried out historically.

GJ suggested that all governors should be involved in some sort of curriculum input at least twice per year. It was mentioned that all governors, due to personal and workload commitments, might not be able to commit. RH suggested that the governors coffee and cake meetings could be used as an opportunity for pupils to “interview” the governors. Following discussion, it was agreed that this was a good starting point.



## MINUTES

### 11. MHEW Policy - GJ

GJ asked again for comments on the policy by Friday 17<sup>th</sup> May 2024.

### 12. Any Other Business

GJ discussed the recent difficulties with the sharing of documents. It was suggested that a way forward might be to use Governor Hub. GJ asked that all governors have a look at governor hub before the next meeting and be prepared to discuss it at the next FGB. It was hoped to start using it, with agreement, from September 2024.

Date for Coffee and cake Tuesday 16<sup>th</sup> July 10:15

### 13. Dates for Future Meeting:

FGB - start time 6pm

15<sup>th</sup> July 2024 - please note change of date

Strategy - start time 6pm

17<sup>th</sup> June 2024

Informal Meeting - 15<sup>th</sup> July 2024

Meeting finished at 19:45

Actions from this meeting 13<sup>th</sup> May 2024:

No:	Action	Lead	Completed By
1	Meet to discuss and agree a suitable meeting time to discuss the transition to secondary education	KB, TJ, KW	ASAP
2	Provide feedback on the home school agreement to IW by Friday 17 <sup>th</sup> May 2024	ALL	17 <sup>th</sup> May 2024
3	TJ will attend the meeting with parents with IW to discuss the home school agreement	IW, TJ	17/5/2024
4	GJ to send out an email to all governors with details for the meeting with Mr Clive Dunn on the 8 <sup>th</sup> July 2024	All	ASAP

Signed by:

---

Chair of Governors

---

Date