

Governing Board

Agenda & Minutes



Date 19 th Sept 2024	Time 18:00	Location WHJS
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Let *Your* Light Shine

Matthew 5

We believe in a child focused approach which aims to challenge, support and engage all pupils and their families from our community

We offer exciting learning opportunities to unleash the creative minds of our school community

We aspire to create the minds of the future through innovation, passion and enthusiasm

Member Present Lynsey Cooper Gemma Duff Paul Davies Danny Millington Chris McGowan (Chair) Jonathan Strefford (from 6.15pm) Jonathan Walters (from 7.05pm) Nicola Weeks In Attendance: Kathryn Knapp Sarah Liriano (clerk) Alice Maclean	Apologies Fiona Ashworth Karen Callow Jo Jones Quorate: yes
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TOPIC	NOTES
1. Welcome & Apologies	All welcomed. Apologies accepted from FA, KC & JJ Welcome to Alice who is applying to become a Foundation Governor. Alice's application will be presented to St Thomas' Local Church Council (LCC) on 8 th October to formally request their support.
2. Pecuniary interests	None

<p>3. Governing Body</p> <ul style="list-style-type: none"> Election of roles <ul style="list-style-type: none"> Chair of Governors Vice-Chair of Governors Safeguarding Governor SEN Governor Health & Safety Governor Development and Training Governor Committee structure and membership <ul style="list-style-type: none"> Teaching and Learning Resources and Compliance Headteachers Performance Management Panel Pay committee 	<p>Governors confirmed the election of the following:</p> <table border="1" data-bbox="603 477 1409 925"> <thead> <tr> <th>Role</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Chris McGowan</td> </tr> <tr> <td>Vice Chair</td> <td>Gemma Duff</td> </tr> <tr> <td>Safe-guarding Governor</td> <td>Nicola Weeks</td> </tr> <tr> <td>SEN Governor</td> <td>Fiona Ashworth</td> </tr> <tr> <td>Development and Training Governor</td> <td>KC until Oct half-term Please let CM know if you are interested in taking on this role</td> </tr> <tr> <td>Health and Safety Governor</td> <td>Danny Millington</td> </tr> </tbody> </table> <table border="1" data-bbox="603 965 1417 1330"> <tbody> <tr> <td>Resources, Policies & Compliance committee</td> <td>LC, DM, CM, PD Chair – LC (resources lead – LC Compliance lead – DM)</td> </tr> <tr> <td>Teaching & Learning Committee</td> <td>GD, FA, NW, PD Chair – GD</td> </tr> <tr> <td>HTPM</td> <td>FA + tbc</td> </tr> <tr> <td>Pay Committee</td> <td>FA (corrected to DM following meeting), CM, JS</td> </tr> </tbody> </table> <p>Please contact Chris if you would be interested in joining a committee.</p>	Role	Governor	Chair	Chris McGowan	Vice Chair	Gemma Duff	Safe-guarding Governor	Nicola Weeks	SEN Governor	Fiona Ashworth	Development and Training Governor	KC until Oct half-term Please let CM know if you are interested in taking on this role	Health and Safety Governor	Danny Millington	Resources, Policies & Compliance committee	LC, DM, CM, PD Chair – LC (resources lead – LC Compliance lead – DM)	Teaching & Learning Committee	GD, FA, NW, PD Chair – GD	HTPM	FA + tbc	Pay Committee	FA (corrected to DM following meeting), CM, JS
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<p>4. Minutes from previous meeting</p>	<p>Approved as a true and accurate record</p>																						
<p>5. Chairman's comments</p> <ul style="list-style-type: none"> Governor Code of Conduct 	<p>All were welcomed to the new school year and thanked for their continuing commitment to the GB and Schools of WH. The time given is very much appreciated and makes a difference, please remember this is voluntary and contact CM if need to change a meeting date/time.</p> <p>Governors agreed Governor Code of Conduct.</p> <p>Clerk to circulate version once Chair of Governors updated to CM. Action Clerk</p> <p>All Governors reminded to read KCSiE, google form to be circulated to confirm. Action Clerk</p>																						

<p>6. Safe-guarding audit</p>	<p>NW confirmed that updates recommended at previous meeting had now been made and recommended FGB now approve.</p> <p>Safe-guarding audit approved by FGB</p> <p>NW thanked for all her hard work on safe-guarding.</p>
<p>7. Headteachers report (written)</p> <ul style="list-style-type: none"> • Update against new FIP • Target setting for pupil attainment • Feedback from inset days • PAN Update 	<p>Federation Improvement Plan (FIP) has been updated on the school website and circulated to parents.</p> <p>Staff meetings so far have focussed on writing, phonics and outdoor learning. Pupil progress meetings have taken place to identify those at ARE and GD (moved from July to Sept so new teacher aware of targets).</p> <p>Governor questions on data dashboard:</p> <p>Q. Are absence and attendance rates remaining consistent?</p> <p>Yes. Exclusion rate has reduced and there are far less dysregulated children in school now. The recent yr6 Oscar night showed a change in attitudes to learning.</p> <p>Q. Are all fixed penalty notices for holidays?</p> <p>Yes, last year parents were willing to receive a fine as this was still much less than the increased cost of a holiday during school holidays. However the legislation has changed and now there is an increased cost for the second penalty notice and if there is a third occurrence within 3 years there is no penalty notice and it is straight to a court order. This change in legislation has been communicated to parents.</p> <p>HCC has also introduced termly attendance hub meetings for headteachers where there is the opportunity to take tricky attendance cases for discussion with other heads.</p> <p>Q. Is there evidence this will help?</p> <p>No, nationally there is a rise in term-time holidays and there is no evidence so far that fines have an impact. Additionally it damages the relationship between school and parents, takes significant admin time and the school does not receive any income from the fines.</p>

Q. Do you have the combined GD result for KS2?

17.1%, national average for combined GD is 7.8%.

Q. Are interventions in place and how is this communicated to parents?

Interventions are in place but due to budget restrictions this is less than in previous years, there is now very little support for those not on the SEN register. All children on the SEN register have a 'Passport to success' and these have been updated and sent to parents.

Previously year 6 boosters ran 3 afternoons per week, this is not possible financially this year therefore no booster sessions are currently running for year 6 children. Senior leaders exploring other options to support year 6 this year.

Q. Any scope to use volunteers? Get parent more involved?

Volunteers listening to children read makes a big difference but for year 6 SATs groups need more specialist support. Parental support can make a difference to children that are close to the boundaries for achieving ARE/GD.

Year 6 will sit first practise SATs papers next week which will give a direct comparison with last year. There are children in the cohort more than 1 year below ARE so unlikely to achieve ARE, this is different to the cohort last year where those below ARE at this point could still achieve ARE with focussed teaching.

Q. There appears to be a big gap between years 3&4. How will year 4 be stretched whilst year 3 are supported?

HT and DHT completed a learning walk in Lower School last week, children were focussed and motivated in both classes with the adults well deployed. Teachers were seen supporting those that are less able and TA's stretching the more able, the Teachers planning was excellent with individual Learning Objective and differentiation.

	<p>Q. Are there TA observations?</p> <p>Yes, informal observations by DHT, observations by subject specialists e.g. Phonics lead and by outreach support services such as Norman Gate School.</p> <p>Q. With increased SEN will teachers receive additional training?</p> <p>In 23/24 teachers received training in neurodiversity, ASD, ADHD and dyslexia.</p> <p>Norman Gate school are currently providing outreach support to 6 children so staff also receive resources, guidance and support from these specialists, we also have support from Communication & Interaction team and Speech & Language.</p> <p>The Maths lead is booked onto a SEN in Maths course.</p> <p>EYFS team also receive training and support via the Early Years team.</p> <p>Outreach support from Norman Gate, C&I and S&L teams are free services as a result of children's EHCPs.</p> <p>Q. The data shows the current years 3&4 would be below national averages for Maths, do we have a plan to deal with this?</p> <p>Yes. Year 3 are a cohort with a high level of SEN our ambition is to boost results in this cohort and also year 4. It is in Teacher Performance Management targets.</p> <p>Q. The FIP includes develop yr3 /4 SEN learning journeys, why not also yr5/6?</p> <p>Last year the English lead successfully developed and trialled individualised SEN learning journeys for years 5&6 (e.g. use of alternative texts) so now need to put in place for years 3&4.</p> <p>Q. How did the staff training go at the inset days and how is the atmosphere across both schools currently?</p> <p>The inset training was very well received and staff were positive.</p> <p>Dignity at work policy was looked at in detail and scenario's discussed in groups.</p>
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	<p>Mentality training highlighted empathy and looking after each other, consider if the other person is doing OK before passing judgement.</p> <p>Ed Psych team session considered futures planning and putting theories into practise. Staff were open and reflective and discussed how much they valued their colleagues. Dynamics of both schools positive so far.</p> <p>Q. How will the inset training be followed up? Staff meeting in November and Ed Psych returning to follow-up in Spring term.</p> <p>Q. What is the plan with the Staff welfare questionnaire FA is working on this and will be completed this term. The staff mental health questionnaire was completed in the summer term and the results showed significant improvement from the previous years, particularly in response to the questions about staff being able to speak openly about their mental health and staff being able to speak to senior leaders regarding their mental health.</p> <p><u>PAN update</u> The applications to reduce the PAN for the current year R and year 3 intakes were approved. The LA is also supporting a permanent PAN reduction for Sept 26. PAN for Sept 25 will need to be discussed in the Spring. It remains our intention that all children that have started their education at St Thomas' Infants will be able to transfer to WHJS.</p> <p>Action clerk to add to March agenda.</p>
<p>8. Committee Update</p> <p>a. Resourcing and Compliance</p> <ul style="list-style-type: none"> • Policies to review: <ul style="list-style-type: none"> Behaviour Policy Home Learning Policy Child Protection Policy 	<p><u>Resources and Compliance</u></p> <p>Changes to the policies are as follows:</p> <p>Child protection – no significant changes, all staff received training on 02/09/24 plus additional training for new staff members (not in post on 02/09/24)</p> <p>Safe-guarding – no significant changes</p> <p>Behaviour – at WHJS removed the 'peg-up' system in favour of house-points following successful trial in summer term</p> <p>Governors agreed to change:</p>

<p>Health and Safety Policy Safe-guarding Policy SEN Policy SEND information report Manual of Personnel Practice (MOPP, HCC)</p> <p>b. Teaching & Learning</p> <p>c. Safe-guarding</p> <ul style="list-style-type: none"> • Confirm read KCSIE 	<p><i>'Children's responsibilities - desire to achieve and please' to: - desire to achieve and respect</i></p> <p>Home learning – change to spellings homework – moved to using Spelling Shed app</p> <p>Health & Safety – revised procedures for walking between two school sites</p> <p>Q. How do we ensure all safe-guarding information regarding concerns for a child is linked together?</p> <p>We use CPOMs and all incidents are recorded by adding child's name, all staff aware this is the process.</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> Behaviour Policy Home Learning Policy Child Protection Policy Health and Safety Policy Safe-guarding Policy SEN Policy SEND information report Manual of Personnel Practice (MOPP, HCC) <p>In addition HCC have asked that the Governors localise and adopt the MOPP sickness policy. The only section to localise is the thresholds for staff absence and these have already been agreed and approved in the Staff Handbook and are based on HCC recommendations.</p> <p>Governors approved the localised MOPP sickness policy.</p> <p><u>Teaching and Learning</u></p> <p>End of year Good Level of Development (GLD) data for Early years has been adjusted as one child has been decelerated so data will be reported this academic year. Therefore 74.1% achieved GLD.</p> <p>A big improvement was seen in the Year 1 phonics results. Year 4 multiplication test results were still below national average and T&L will continue to monitor this. There has been</p>
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	<p>an increase in TT Rockstars use to help improve multiplication results.</p> <p>SEN progress data is being presented to T&L in a new format so that progress can be monitored as reporting against expected outcomes is often not helpful for this group.</p> <p>The gap in attendance for PP and non-PP pupils has reduced but continues to be monitored.</p> <p>1 child at St Thomas' and 1 child at WHJS remain on part-time timetables but there is a plan to increase hours once settled into the new academic year.</p> <p>A new timetable has been implemented to ensure all subjects receive sufficient coverage and in particular raising the profile of RE. Teachers expressed some concern but are following the timetable. T&L will continue to monitor in particular with regard to greater depth writing.</p> <p><u>Safe-guarding</u> Single Central Record check was completed in June at WHJS, the next check will be at St Thomas' in Oct/Nov. Also planning to meet with pupils re: safe-guarding and online safety.</p>
9. Education Catering	<p>HC3S is no longer viable. We will have to explore a new catering contract. School business manager is approaching alternative suppliers. Governors to be kept up to date with progress via the resources committee.</p>
10. Whole Governing board training 24-25	<p>Based on the GB end of year review discussions Governors agreed to request Moving school from Good to Outstanding training. KC to book for a Thursday evening in the spring term. Date tbc asap.</p>
11. AOB	<p>CM has reviewed staff survey questions, recommend paper forms to improve completion rate.</p>

	<p>Looking at improving communication between GB and parents using blog posts, interviews by young journalists, meeting with school council. CM will support October and November Open Mornings.</p> <p>JW stepping down from GB as term comes to an end 14/10/24. JW was thanked for his huge contribution as VC and being part of the Federation process, appointing new EHT, new logo, new website and taking an active part during the significant period of change whilst a governor.</p>
12. Next meeting(s)	<p>28th November 2024 6-8pm at St Thomas' 30th January 2025 6-8pm at WHJS 27th March 2025 6-8pm at St Thomas' 15th May 2025 6-8pm at St Thomas' 10th July 2025 6-8pm at WHJS</p>