

Governing Board

Agenda & Minutes



Date 14/09/23	Time 18:00	Location St Thomas'
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<p>Member Present</p> <p>Fiona Ashworth Gemma Duff Paul Davies, Headteacher Chris McGowan Andy McLaughlin Sarah Rolls Stephen Waite Jonathan Walters Nicola Weeks</p> <p>In Attendance: Kathryn Knapp Sarah Liriano (Clerk)</p>	<p>Apologies</p> <p>Christine Dale Jonathan Strefford</p> <p>Absent: Karen Callow Abbie Dando</p> <p>Quorate: Yes</p> <p>Items 1 – 3 were chaired by SR Items 4 onwards chaired by CM</p>
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TOPIC	NOTES	Actions								
1. Welcome & Apologies	The chair welcomed everyone to the meeting.									
2. Pecuniary interests	None									
3. Election of roles, Chair, Vice-chair and Governor roles	<p>YK, AM, SR and SW had indicated prior to the meeting that they would be standing down as Governors and the clerk had received written resignation letters to this effect. Governors confirmed the election of the following roles:</p> <table border="1" style="margin-left: 20px;"> <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>Jon Walters</td> </tr> <tr> <td>Safe-guarding Governor</td> <td>Nicola Weeks</td> </tr> </tbody> </table>	Role	Governor	Chair	Chris McGowan	Vice Chair	Jon Walters	Safe-guarding Governor	Nicola Weeks	
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4. Governance	<p>There remains vacancies on the GB, work continues to look to attract people to these vacancies. It was also noted that Rev Christine Dale will be leaving later this year, once a new minister is appointed they will join the GB.</p> <p>SR handed to meeting to CM at 6.40pm.</p> <p>YK, AM, SR and SW were thanked for the valuable contributions they had made, in particular for their wisdom and guidance during the federating process and also during the pandemic and the two recent Ofsted inspections. With the agreement of all present the Chair invited AM, SR and SW to remain at the meeting, all agreed to stay.</p> <p><u>i. Review Instrument of Governance and Vacancies</u> A paper had been circulated regarding future structure of the GB to develop an effective and efficient structure to meets the schools needs and make the most effective use of Governor’s time. Following discussions it was agreed to reduce the number of committees. Resources, Policies and Compliance committees would combine to make one committee. Teaching and Learning would remain another committee and the work of the strategy and communications committee would continue without the need for a committee.</p> <p><u>ii. Standing Orders</u> No change</p> <p><u>iii. Committee Terms of Reference</u> Existing terms of reference to be sent to committee leads by the clerk in order that new terms can be developed for the structure as above.</p> <p><u>iv. Committee membership and election of chairs</u></p> <table border="1"> <tr> <td>Resources, Policies & Compliance committee</td> <td>Chair – JS (resources lead – JS Compliance lead – CM)</td> </tr> </table>	Resources, Policies & Compliance committee	Chair – JS (resources lead – JS Compliance lead – CM)	<p>Action clerk</p>				
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Teaching & Learning Committee	Chair – GD KC, NW							
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5. Policies	<p>Governors Code of Conduct Adopted</p> <p>Manual of Personnel Practice Adopted</p> <p>Child Protection policy Adopted</p> <p>Safeguarding policy Adopted</p> <p>Behaviour policy Adopted</p> <p>Health and safety policy Adopted</p> <p>The pay policy was not available in time for this meeting but will go to the Pay Committee once available.</p>							
6. Approval of previous minutes	<p>Governors approved the minutes of the <u>13th July 2023</u> with minor amendments to names.</p>							
7. Executive Headteacher's Report (previously circulated)	<p>PD had provided a written report and this had been circulated with the meeting papers.</p> <p>PD also thanked the Governors standing down at this meeting. The EHT gave a verbal overview of each section of the report and Governors were given the opportunity to ask questions and share comments.</p>							

The school year has started positively with the children looking smart in their new uniforms and both schools sites benefitting from improvements over the summer holidays. The new LLP (Alison Rhodes) visited both schools on 14/9/23 and it was a pleasure to show her around the schools where a calm and focussed atmosphere was observed. Last year each school received separate LLPR visits but this resulted in duplication as areas such as the Pupil Premium review are the same across both schools so this year one LLPR visit has been agreed and will take place on 25/01/24. **There will be feedback to Governors at 4pm on 25/01/24, all are welcome to attend.**

Quality of teaching

Writing is the key school improvement priority for this term with an inset delivering training at the start of term focussing on a modelled writing approach and improved pupil cognition and metacognition for the writing process.

Q. Is metacognition just for writing?

Initially yes but will be applied to other areas of learning, particularly 'Life learning'.

Teachers have been introduced to the Teaching Trios initiative and this is being trialled with Upper School staff at WHJS this term.

Q. How do staff feel about this?

There is some apprehension, support is being provided by EHT and DHT.

Leadership and Management

A 30 day plan has been introduced for senior leaders to increase accountability regarding the use of management time and ensure this time is linked to objectives in the Federation Improvement Plan.

Q. Has attendance dropped?

The figures are not comparable due to a change in the reporting methods, because the FGB is close to the start of the year a very high proportion of children will have 100% attendance currently.

Q. Can you explain the increase in SEND at St Thomas'?

Historically very few children at St Thomas' were on the SEN register, a change in staff and culture change has led to the increase. Nationally there is also an increasing

	<p>number of children being identified as having SEND with children arriving in EYFS with SEND already identified.</p> <p>Q. Please can you explain the leadership structure?</p> <p>TLRs for Maths and English leads and also there has been temporary TLR for leader developing 6 strand curriculum which has now become a TLR to focus on outdoor learning and TLR for assessment and data.</p> <p>A list of events has been added to the website to increase parental engagement.</p> <p>Q. Numbers on roll and future Open day plans?</p> <p>Open days are being advertised and a Facebook campaign with 'boosted posts' identifying USPs of The Schools of Woolton Hill has already taken place. A leaflet drop to local pre-schools and community venues is underway. This year the Open Days will include the opportunity to visit both schools, last year there were separate dates to visit each school.</p>	
<p>8. Committee updates:</p>	<p>FA reported back on monitoring visits, the remit is to monitor four areas:</p> <ul style="list-style-type: none"> vision and values, SEND, 6 strands writing <p>Due to overlap between these areas, particularly SEND and 6 strands it is proposed to reduce the number of visits moving forward. KK agreed, also helpful in regards to balancing staff and governor workload. It has been clear to see the impact of the 6 strands work in the children's understanding of their behaviour. FA also attended the recent writing inset and plans to attend the staff meeting on writing on the 17/10/23. GD volunteered to attend the next monitoring visit on writing with FA, all dates are on the monitoring hub.</p> <p>Q. Could Governors visit a 6 strands assembly?</p> <p>Yes, very welcome. This year we are trialling also having an assembly at the end of each 6 strand cycle to celebrate achievement, the next 6 strand assembly is planned for 31/10/23.</p> <p>Governors are also invited to attend the Outdoor Learning day planned for 20/10/23 and an Outdoor Learning Inset</p>	

	day on 14/06/24 which will be delivered by Claire Westlake, HCC Outdoor Learning. Outdoor learning is a component we wish to promote during open days.	
9. i. Safeguarding (SW) ii. Compliance (SW) iii. T&L (SR) iv. Resourcing (AM) v. Strategy & Comms (JW)	<p>I. Safeguarding – nothing to report</p> <p>ii. Compliance – no health and safety issues, no GDPR issues, policies all up to date.</p> <p>iii. T&L – Monitoring visits will be driven by the FIP: autumn term writing, spring term maths and summer term outdoor learning, in addition to monitoring key areas around SATs.</p> <p>Q. When will year 6 targets be set?</p> <p>Year 6 will set a set of mock SATs at the end of this month, we will look at the improvement from Sept to June for previous year groups and then create targets for current year 6 based on these. Targets should be available before half term.</p> <p>iv. Resources – nothing to report</p> <p>v. Strategy and Comms – facebook posts, websites and Spectrum articles all continuing regularly in order to promote the schools. Also good links with Newbury Weekly News.</p> <p>Q. Could we consider other social media platforms?</p> <p>Yes. Agreed to explore use of Instagram.</p>	
10. Whole Governing Body Training	SR explained that once a year there is the opportunity for training for the whole Governing Body delivered the Local Authority, this needs to be booked by the end of the Autumn Term. All Governors to look at training on offer and bring suggestions to the next FGB.	Action all Governors
11. AOB	None	
12. Future Agenda Items	Please get in touch with CM if there are topics you wish to see on the agenda.	
13. Date/location of next meeting	PD and SL to work out a meeting schedule for the year FGB and committee's and circulate. The next FGB will be an in person meeting at WHJS. The meeting closed at 8.10pm.	