

Present:

Lucy Crowe, Head Teacher (LC), Rosie Austin, Chair of Governors (RA), Sue Lucas (SL) and Emma Dickinson (ED)

Also in attendance: Jane Burden (Clerking Professional)(JB)(via Teams)

Ann Lovell Brown, Prospective Governor

Robert Squirrell, Prospective Parent Governor

Leon Salter, Prospective Governor

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome and Apologies	The Chair welcomed everyone to the meeting, in particular the prospective new governors. Round the room introductions took place. Apologies had been received from Nic Topps, due to parent evening and Gill Matthews, personal circumstances, and were accepted.	
2.	Declaration of Business Interests	None declared for this meeting.	
3.	Governor Recruitment	Retirements and Resignations The Chair advised that there had been some changes over the summer break and that Sarah Hayes had stepped down as parent governor due to work commitments and Bernie Page had stepped down as the LA governor due to personal circumstances. Whilst in attendance for this meeting, the Chair also advised that this was Sue Lucas' last meeting as she was stepping down for personal family commitments. The Chair thanked SL for attending this meeting and for all her hard work during her time as a governor. End of Term of Office There were no governor end of term of office to report to this meeting. Appointments <i>Parent Governor</i> – following the guidelines for recruitment of a parent governor, the Chair was pleased to welcome Robert Squirrell (RS) as the new parent governor. <i>Co-opted Governor</i> – the Head and Chair had met with Ann Lovell Brown (ALB) who had expressed an interest in the role of governor at the school, and were pleased to recommend Ann as a co-opted governor. Both RS and ALB shared their skills and experiences with the meeting, after which the two new appointments were confirmed. The Chair advised that a third prospective new governor would also be joining the meeting a little later due to being at parents' evening. Roles and Responsibilities The Chair explained to the new governors the statutory roles and those identified by the school that governors took a lead on, a discussion followed about the roles, after which the following roles and responsibilities were confirmed:- Chair (Rosie) – Safeguarding and Science; Vice Chair (Gill) – SEND and Pupil Premium; Ann – Careers; Rob – Looked After Children; Emma – Early Years; Leon – provisionally Health and Safety.	

Signed:

Date:

4.	Annual Statutory Forms	Annual Forms for Completion The forms listed below, together with Part 1 KCSIE, had been circulated in advance of the meeting with a request for governors to read, sign and return signed forms to school: • Declaration of Pecuniary Interests • Code of Conduct • Financial SFVS • KCSIE Update – September 2024 ACTION: Head will forward signed Declaration of Interest forms to the Clerk once all received in school.	Head
5.	Election of Officers	Election of Chair and Vice-Chair As stated in the Standing Order the term of office for Chair and Vice-Chair is two years, so it was therefore confirmed that Rosie Austin would continue as Chair and Gill Matthews as Vice-Chair. Nominations had also been received for RA and GM for the roles respectively and were agreed .	
6.	Review of Standing Order	Standing Order The Chair summarised the Standing Order for the new governors explaining that it laid out the statutory arrangements for the Governing Body, including its composition.	
7.	Notes of previous meetings/ Actions/ Matters Arising	Minutes of the previous meetings of 9th July 2024 A copy of the minutes of 9 th July 2024 had been circulated in advance of the meeting and AGREED as a true record and were signed by the Chair. There were no actions or matters arising.	
8.	Operational Finance	Financial Update The Head advised that the school was currently in a stable financial position having moved forward into a very positive situation over the last 3 years. The Head confirmed that the most recent LA update had shown that 39% of the school budget had been used, which was on track. The Head confirmed that at the December meeting governors will receive a set of up-to-date figures as they will have been prepared by the LA Finance Officer. Some works have taken place as they were needed to be undertaken quickly including, boiler works, ICT work, repairs to floors in the boys' toilets and floating floor in Reception. Externally, the LA have agreed funding of £35k for replacement bridge and castle, and the proposals are currently being drawn up. The Head explained the situation whereby funding for the larger bulge class had initially been declined however the LA Finance Officer had advised that the monies have been placed in the school account for additional staff for the two larger classes, one of 36 pupils and the second of 37 pupils. The Head confirmed that there is now a temporary (agency) member of staff in place, funded by the LA until Easter, who is working across Yr4 (Friday – all day), Yr5 (afternoons Monday to Thurs) and Yr6 (mornings Monday to Thurs). This arrangement continues to ensure there are no split year groups. A question was raised about funding only until Easter and the Head confirmed that the post is funded for the financial year rather than the academic year. The school is currently advertising vacancies; currently employs 50 staff across 2 settings.	

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Date:

		Virements The Chair explained the virements, budget movements from one cost centre to another, as presented by the LA. These were AGREED. Unofficial School Funds The Head explained the Unofficial School Funds for the new governors, as being a pot of money that is not included in the school budget and includes, for example, income from solar panels. The funds undergo an External Audit and the checklist has been completed confirming no irregularities. It was clarified that this is separate to PTA funds, as they have their own account. The Head was also pleased to confirm that the PTA also funds activities for the school. There was one recommendation that will be implemented if needed, that being additional reconciliation if transactions increase. Pay Committee Membership/Meeting It was AGREED that the Pay Committee membership would be the Chair, the Vice-Chair and ALB. A Pay Committee meeting was being arranged by the Chair who would confirm details once confirmed.	
9.	Standards	Head Teacher's Report The Head gave a verbal update regarding the start of the new academic year indicating that the term had started well. There were now 210 children in school, 19 in Reception and all had settled well into their new environments. 18 children have come from The Paddocks Nursery into the EYFS Class. There has been a lot of staff illness as Covid appears to have hit the school, both staff and children. The school environment is looking good, new parents are being welcomed and the SEND register is growing. The Head explained to the new governors that the school priorities will be outlined in the School Development Plan (SDP) which will be presented in more detail at the next meeting. Standards are good in the school but there is always room for improvement. July SATs results were higher than National. The Chair added that under the Head's leadership over the last 3-4 years the school has been on a transformational journey with a huge culture change in respect of behaviour and expectations. The Chair and Governors recorded their thanks to the Head and staff for all their hard work. The Head concluded by advising governors that the LA Admissions team had now declined applications from parents wishing to send their children to the school as the school has reached its maximum PAN (Pupil Admission Number) of 210.	
10.	Pupil Premium and Sports Premium Reports	Pupil Premium The Head advised that the detailed report is pending as applications are still being processed. Full details to the December meeting. ACTION: Head. Sports Premium The Head confirmed that the Sports Premium report had been approved in July and had been published on the school website.	
11.	Safeguarding	Incidents/Referrals since last meeting The Head advised that there are currently a lot of safeguarding concerns at the school. An email address had been available across the summer break.	

Signed:

Date:

		Several families are current receiving the support needed. Single Central Register (SCR) The Chair explained for the new governors the purpose of the Single Central Record and DBS checks. It was confirmed that the governors will be asked to complete a DBS check. The SG Lead confirmed that the SCR had been reviewed and signed-off and that there were no issues to report.	
12.	The Paddocks Nursery	Paddocks – Update The Head explained the relationship between school and The Paddocks sharing what a fabulous facility it is. The School look after the Nursery and the Governors are responsible for both the School and The Paddocks. LC, as Head teacher, is the strategic lead and The Paddocks Manager is the operational lead and has responsibility for the day-to-day control of the Nursery. School and Nursery share policies and practices and also share facilities. The Nursery runs the After-School Club at the School. The Paddocks is full until October 2025 with a waiting list. The Manager does an excellent job and parents are really supportive of the facility. The Manager is also undertaking Premises Manager training. The LA do not want to undertake any works to the building but there is currently a water bubble in the kitchen. In respect of staffing, one member of staff left and has since returned, and a new apprentice and a new staff member joined the team at the start of term. ALB has visited and indicated what a lovely visit it had been and how lovely it was to hear the very positive interaction between the staff and children.	
13.	Policies and Procedures	Policy/Procedure Review The following policies/procedures were due for review and had been circulated in advance of the meeting. The Head explained that a lot of the policies were based on the LA Model Policy for that subject. Anti-Bullying – this is a school Policy, based on best practice. No observations received. Policy AGREED. Child Protection and Safeguarding – this is a statutory policy based on an LA Model Policy and had been updated to reflect the changes to Keeping Children Safe in Education September 2024. No observations received. Policy AGREED. Relationships and Sex Education – the Head explained that this is a Policy that if/when changed a consultation has to take place with parents. This version did go to parent consultation when last updated. The Head indicated that due to the nature of the subject matter, all documents appear on the website and letters are also sent home to parents in respect of subject matter being taught, etc. The Policy was AGREED. Policy signed by the Chair. Supporting Children with a Medical Condition – a statutory policy; ED completes medical reviews of the children as required. Health and Safety – a statutory policy. Queries were raised about this policy in respect of H&S governor and risk assessments. It was confirmed that a H&S governor has now been appointed and also that there are some risk assessments that are due for review. H&S governor to meet with School Premises Manager to discuss and review. Appendix 2 signed by the Chair and Head. Policy AGREED. Complaints Policy and Procedure – Policy AGREED. Equality Information and Objectives – Policy AGREED. Governor Allowances – Policy AGREED. Equal Opportunities Policy – Policy AGREED.	
14.	Governance	Governor Items Category A delegation to Head Clerk explained for the new governors the Cat A delegation to the Head regarding trips and visits. The Head explained EECLive, risk assessments and the types of trips/visits the children go on.	

Signed:

Date:

		Summary from Clerks' Briefing – October 2024 Clerk explained for the new governors the arrangements for clerks briefings and circulation of documents. Also, that once school emails have been set up, details would be forwarded to SSE for our new governors, who would then start to receive the governor updates. Governor Training Clerk also explained the governor training programme, advising new governors that they would automatically be booked to attend New Governor Induction, but that if there was other training they were interested in attending to let the Clerk know.	
15.	Correspondence	Correspondence received None to report to this meeting.	
16.	Any Other Business	Annual SEND Report A copy of the Report had been circulated in advance of the meeting. Governors all felt that this was a really informative document and it was lovely to include some photographs. Thanks to the SEND team and to GM as the SEND governor. All AGREED that the annual SEND report could be published on the school website. Career Based Learning The school had been taking part in a National pilot in respect of career based learning – CEC Start Small; Dream Big Primary Careers Pilot in Somerset. Being presented to Somerset Headteachers' on Monday afternoon, after which Head will ask Rachel to circulate the video to governors.	Head Head
17.	Dates of Future Meetings	Tuesday 3rd December at 3.45pm	All to note
		There being no further business the meeting closed at 5.30pm	

Summary of Action Points Arising from This Meeting:

Minute	Action to be Taken	By Whom
3	Declaration of interest forms to be scanned and email to Clerk for preparation of summary sheet	Head
16	Annual SEND Report to be published on website	Head
16	Career based learning presentation to be circulated to governors	Head

Signed:

Date:

Minutes of FGB Meeting – 15th October 2024