

MINUTES:

BOARD: Full Governing Board

SCHOOL: Raysfield Primary School

DATE: Thursday 20 October 2022

TIME: 14:00 hrs to 16:30hrs

VENUE: Hybrid.
 Staff attended Raysfield School BS37 6JE with a virtual clerk.

ATTENDED:

Sharon Dewfall	Chair - Co-Opted
Claire Hill (HT)	(Headteacher) Ex-Officio
Kate Ball (KB)	Co-Opted Governor
David Champion (DC)	Parent Governor
Pauline Dixon (PD)	LA Governor
Helen Green (HG)	Parent Governor
Claire Hayward (CH)	Staff Governor
Sarah Thomas (ST)(DHT)	Co-Opted Governor
Colin Gould (CG)	Observer
Teresa Turner (SBM)	Associate Member

ATTENDING: Jane Boyce Judicium Clerk

APOLOGIES: Holly Magson

QUORUM: 7 Governors

MEETING FOLDERS:

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1.	Welcome and Introductions: Those present were welcomed by the Chair. ST left meeting at 14:05 hours.
2.	Procedural items:
2.1.	Apologies for absence Accepted as recorded.
2.2.	Confirmation of Quorum The meeting was confirmed as quorate.
2.3.	Declarations of interest for this Meeting:

	No pecuniary or personal interests were advised for any agenda item for this meeting.																
2.3.1.	It was noted that with effect from 01.11.2022 that the Chair would be CFO of the Endeavour Trust. This would be added to the Chair’s future declaration within Governor Hub (GH). ACTION: Chair																
2.4.	Confidentiality Statement: Governors were reminded that all matters discussed during the meeting were confidential until the Minutes had been approved. Any items recorded in the Confidential Part II Minutes would remain confidential after the Part II Minutes had been approved. .																
3.	Election of Co-Opted Governors																
3.1.	Sarah Thomas was appointed as a co-opted Governor. All approved.																
3.2.	CG was attending as an observer and his appointment as co-opted Governor was approved, subject to satisfactory DBS checks.																
4.	Any Other Business: There were two items of AOB that were added to item 15, the draft Pay Policy and a Permanent Exclusion.																
5.	Minutes: The Minutes of the last Full Governing Board held on 08.09.222 were approved and would be signed by the Chair.																
5.1.	Approved minutes to be uploaded to GH. Action Clerk.																
5.2.	Minutes to be signed electronically on Governor Hub by Chair. Action Chair																
6.	Matters Arising from the Minutes: Actions arising from the Minutes of the Governing Board held on 08.09.2022. <table><tr><th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr><tr><td>5.1</td><td>Approved minutes upload to 08.09.22 folder</td><td>Clerk</td><td>Complete</td></tr><tr><td>5.2</td><td>Minutes to be signed electronically on Governor Hub by Chair.</td><td>Chair</td><td>Complete</td></tr><tr><td>8.1</td><td>Research reconstituting the Governing Board and report their findings back to a future FGB meeting.</td><td>HT/Chair</td><td>HT had contacted LA Governor Services. They had advised that as school was actively seeking new members low numbers were not an issue. Chair – lowering numbers officially would impact staff governors because of the ratio applied.</td></tr></table>	Item	Action	Actionee	Status	5.1	Approved minutes upload to 08.09.22 folder	Clerk	Complete	5.2	Minutes to be signed electronically on Governor Hub by Chair.	Chair	Complete	8.1	Research reconstituting the Governing Board and report their findings back to a future FGB meeting.	HT/Chair	HT had contacted LA Governor Services. They had advised that as school was actively seeking new members low numbers were not an issue. Chair – lowering numbers officially would impact staff governors because of the ratio applied.
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ST returned to meeting at 14:15 hours.			
8.3.2	Keep members of HT's PMR informed of potential dates, as this was dependent on the availability of an external adjudicator.	HT	Confirmed 01.12.22 08:30 Hours Documents on GH.
8.4.3	Share a plan of all Link and subject lead Governors at the in-school day on Thursday 20 October 2022.	HT	Complete
8.5.1	Finalise the work plan at the in-school day on 20 October 2022.	HT/Governors	Complete
9.4.1	Read documents in Required Reading & Signing Folder , add any declarations to Declarations Tab, and electronically confirm their General Confirmations.	Governors	Complete. But the Clerk would re-post actions required by Chair, DC, ST & CG (when appointed).
9.4.2	Governors to contact Clerk if they need help with their declarations.	Governors	Complete
10.2	Read the SDP 2022-23 first draft, Blackbox KS outcomes and Blackbox KS1 EYFS, and Phonics 2021-22 & Blackbox as this would facilitate well-informed at the next meeting. These documents had been uploaded to Governor Hub in next meetings folder .	Governors	Complete
12.7	Invite Governors to whole school training 03.01.23 09:00 – 12:30 Hours with Staff.	HT	Complete
13.2	Upload Health and Safety Schedule	KB	Complete
17.1	Send a downloaded summary of Integra training to Governors.	KB	Complete

	17.2.1	Governors to upload their individual Integra record schedule onto their Governor Hub training records.	Governors	Instructions onto noticeboard gh	
	17.3.1	Governors to contact SBM with any login problems associated with National College.	Governors	Ongoing	
	18.1	Upload Data Protection Policy document, with correct front cover to 2022-23 Policies & Procedures Folder in Governor Hub.	SBM/KB	Clerk sent GH noticeboard message 12.09.22 Complete	
	18.2.1	KB to make amendments on Purchasing Policy document, forward to SBM and SBM to upload to 2022-23 Policies & Procedures Folder in Governor Hub.	KB	SBM to complete.	
	19.2.1	Upload to Governor Hub queue cards containing an assortment of pertinent questions that could be asked by governors whilst on their Learning Walks.	HT	Compete	
7.	Correspondence: It was noted that there was no correspondence of any substance received.				
8.	Governor In School Day (GIS) Links to Feedback on the following:				
8.1.	SDP				
8.1.1.	It was noted that DC had uploaded Monitoring Records into GH. Each Governor was responsible for populating their record. ACTION: All Governors				
8.1.2.	The governors agreed some naming protocols for their monitoring files during the Governor in School Day. These protocols include the subject/activity area and the date. These would then be uploaded into Governor hub in a specifically created monitoring file.				
8.1.3.	KB would be the administrator for this work and would be reviewing the records to ensure that Raysfield was compliant.				

8.1.4.	It was noted that this review was about finding solutions and looking at improvements that could be made by the school. All work would be attributed to the named link role and not the individual Governor's initials.
8.1.5.	The Link Governors gave a verbal report on their monitoring visits, which had taken place earlier in the day.
8.1.6.	Core Standards Link – Part 1 The Core Standards Link had met with the Writing Subject Lead and that the skill focus meant that writing skills were embedded with the pupils. Moderation had shown that the strategies used were successful. It was hoped to secure funding for Accelerated Reader for KS2 pupils to further enhance progress in this area. Sarah 14:29 left meeting.
8.1.7.	Pe Link – Foundation Subject – Part 1 The PE Link and the Foundation Subject Link had met with the Sports Premium Lead. The FGB noted that the funding allocated to swimming had made a major difference with 39% of pupils in year 2022 being able to swim 25 metre, compared to only 11% achieving this in 2021. The Lead was also keen to increase sports fixtures and competitive sports, as well as sports-related enrichment clubs. Governors were supportive of any measures taken to increase physical exercise for pupils. It was agreed that additional playground play equipment should be purchased to encourage physical activity. ACTION: HT
8.1.7.1.	It was noted that the lead was also ensuring that all teachers were given the necessary training, so that all classes were given equal opportunities to sport and physical activity as part of their curriculum.
8.1.7.2.	The Foundation Subject Link had reviewed curriculum and had checked that the recently updated school website reflected the pupil learning experience
8.1.8.	Send Monitoring - Part 2 The Pupil Premium Link had reviewed SEND on behalf of the SEND link. It was noted that, despite the Inclusion Lead having been appointed in September 2022, the Inclusion Lead had made immense progress on the HTs programme of work in this field. Since being appointed, an audit of EHCP pupil needs had been carried out and it was planned to offer a more vertical support system, with only a few EHCP pupils receiving one-to-one TA support. This would ensure that EHCP pupils were being taught appropriately. It was hoped that the school could get funding for a new system called Pivats, which would allow SEN support to be tracked and would give teachers direction. Governors noted that SEND had a clear direction and vision, which would be shared with staff and parents. The next step was to update the TA skills audit, to allow appropriate allocation of TAs.
8.1.9.	SCR Review – Part 3 The Safeguarding Link had checked the Single Central Record (SCR), which was a live document. The SCR held information on checks carried out by schools, such as DBS checks, qualifications and identity checks. It was noted that this was something that would be checked by Ofsted. The administrative staff had been able to justify any gaps on the print out of the SCR.
8.1.10.	Pupil Conference - Part 3 Discussions with pupils revealed that pupils felt safe, secure and that they knew which staff members would help them with any safeguarding

	<p>concerns. There were some pupils that found playground games 'a bit rough', although when this happened they knew whom to tell. There were some issues around Online Safety and that this would be followed up with advice from IT by HG and CH.</p> <p style="text-align: right;">ACTION: HG/CH</p>
8.1.11.	<p>The HT would follow up with the lunch time play leader team to ensure that they were able to independently report any safeguarding concerns.</p> <p style="text-align: right;">ACTION: HT</p>
8.1.12.	<p>Health And Safety Review – Part 3 The Health and Safety Link met with the SBM. It was noted that the myriad of actions raised in the 2021-22 external Health and Safety audit had been successfully actioned. The link would upload a monitoring report onto GH.</p> <p style="text-align: right;">ACTION: KB</p>
9.	<p>Headteacher's Report A short summary report was received from HT. It was noted that the 'data drop' would be on 21 November 2022.</p>
10.	<p>Safeguarding Report The live and up-to-date report was dealt with in item 15.3.</p>
11.	<p>Health & Safety There were no further updates.</p>
12.	<p>GDPR There were no further updates.</p>
13.	<p>Revised Budget HT left the meeting at 15:20 hours. The SBM had met with the school finance officer and it had been calculated that this year's in-year deficit would be £80K, as opposed to the original forecast £40K. The increased deficit was due to increased energy costs and pay rises. The school's energy costs would increase post-March 2023 when a previously agreed cap on costs would expire. The revised draft National Pay Policy figures had been used in calculating the revised budget. The school had built up reserves that would cover the deficit.</p>
13.1.	<p>Q DC: Were the LA able to snatch back the school's reserves? A SBM: No.</p>
13.2.	<p>The FGB approved the revised budget.</p>
14.	<p>Policies Reviewed:</p>
14.1.	<p>Child Protection & Safeguarding. This was dealt with in item 15.4.</p>
14.2.	<p>Pay It was noted that this policy would be available at the next meeting.</p> <p style="text-align: right;">ACTION: Clerk.</p>
14.3.	<p>Health & Safety. This was approved.</p>
14.4.	<p>SEND This was approved.</p>
15.	<p>Any Other Urgent Business (AOB): As agreed in advance in item 3 above</p>
15.1.	<p>LA School Priority 3 It was noted that following an LA review that Raysfield had been redesignated as a school priority 3. ST returned to meeting 15:41.</p>
15.2.	<p>Permanent Exclusion (PEX) The Chair explained that the PEX had been a complicated process and that the school had adhered to the procedure. The PEX panel had upheld the</p>

	HT's decision to exclude the pupil. The parents were content that the pupil was now receiving appropriate support in Pathways Learning Centre (previously known a Pupil Referral Unit - PRU). HT returned to meeting 15:48 hours.
15.3.	Safeguarding and Child Protection Policy This was approved.
15.4.	Safeguarding Report ST presented a report of COMS analysis and data on referrals made to Safeguarding, Welfare and Attendance Group (SWAG). It was noted that the detailed analysis would allow ST to track trends and identify which families and children require improved support. ST would be in a stronger position to ask evidence based strategic questions at SLT level about levels of support around specific children, genders and groups.
15.5.	Acronyms It was agreed that the Clerk would upload to GH a summary of acronyms. ACTION: Clerk
16.	Confidential PART II Minutes ST, CH, GG left the meeting at 16:03
16.1.	An item regarding the attendance record of a staff member was discussed. The staff member had a record of poor attendance over a significant period of time. The HT explained that the staff member's current extensive absence was having an impact on critical work required by the school and that and other members of staff were being diverted from their roles to complete this work.
16.2.	The school's HR consultant had been contacted and the process to follow for an ill health dismissal was to have an informal meeting, where the school would check-in with the staff member and explain their position. At this first informal meeting it would explain that the school would be seeking to dismiss due to ill health. Stage two would be formal and would be supported by the HR consultant. The HR consultants had also advised that should the FGB approve this two-stage approach members of the two panels would need to be agreed.
16.2.1.	The board approved the two stage process.
16.2.2.	The first informal panel would be DC, SD and HG, with DC as the chair.
16.2.3.	The second formal panel would be KB, PD, and HM or CG.
17.	Meeting Dates to confirm: Full Governing Board Thursday 8 December 2022
22	The meeting was Closed by the Chair at 16:30 Hours

Actions arising from the Minutes of the Full Governing Board held on Thursday 20 October 2022

Item	Action	Actionee	Status
2.3.1	Update declarations with effect from 01.11.22 regarding CFO post at Endeavour Trust.	Chair	
5.1	Upload approved minutes to GH	Clerk	Complete
5.2	Electronically sign approved minutes dated 08.09.22 (in folder 20.10.22)	Chair	
8.1.1	Download a monitoring record template , populate with relevant monitoring information, re-name and re-upload.	Governors	

8.1.7	Instruct that additional play equipment be purchased.	HT	
8.1.10	Follow up on online safety issues arising from Monitoring Day and arrange for IT to advice to be rolled out.	HG/CH	
8.1.11	Ensure that Lunch time play leaders can independently report safeguarding incidents.	HT	
8.1.12	H & S link to upload a monitoring report to Governor Hub.	KB	
14.2	Pay policy on next agenda.	Clerk	
15.4	Acronym list to be uploaded to Governor Hub here	Clerk	Complete

Outstanding items:

Item	Responsible	Status
17.3.1 (08.09.22 Minutes) Governors to contact SBM with any login problems associated with National College.	Governors	
18.2.1 (08.09.22 Minutes) Amendments version(with KBs amendments) Purchasing Policy document to be uploaded to document folder for 08.09 22 and also into 2022-23 Policies & Procedures Folder in Governor Hub	SBM	

Minutes are signed digitally by the Chair on GovernorHub