



**STAPELEY BROAD LANE CE PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING
PART 1 MINUTES**

Date:	Monday 4th December 2023 at 6:30pm	
Venue:	School	
Present:	Roy Smith (RS) Jen Holden (HT) Matt Beeston (MB) Fiona Hartley (FH) Sarah Renshaw (SR) Richard Morgan-Wynne (RMW) Andrea Davaraj (AD) Jo O'Brien (JO) Niki Watson (NW) Sarah Ailsby (SA)	Co-Opted Governor (Chair) Head Teacher Staff Governor Co-opted Governor (joined 7:00pm- MS Teams) Parent Governor Foundation Governor Foundation Governor (Diocesan Board of Education) Parent Governor Co-opted Governor Staff Governor
Apologies:	Hannah Hukins (HH)	Parent Governor
Absence:		
In attendance:	Stephen McVicar (SM) Cheryl Jackson (Clerk)	School Business Manager Clerk

The Chair confirmed that the meeting was quorate.

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	The Chair opened the meeting and welcomed Board members. All apologies from Governors unable to attend were accepted.

AGENDA ITEM 2	CONFLICTS OF INTEREST RELATING TO THE MEETING (PECUNIARY OR OTHERWISE)
Discussion:	There were no conflicts of interest recorded for this meeting.

AGENDA ITEM 3	ANY OTHER BUSINESS (AOB)
Discussion:	The following item of AOB was agreed: <ul style="list-style-type: none"> Stakeholder engagement planning.

AGENDA ITEM 4	MEMBERSHIP
Discussion:	<p>a) The following change to the membership of the Board of Governors.</p> <ul style="list-style-type: none"> • New Foundation Governor – AD 17.11.23 (4-year term). <p>AD gave a brief introduction – she works for a training provider and also for an exam board. She is a Foundation Governor appointed by the Diocese. The Chair welcomed her to the Board.</p> <p>b) The following vacancies on the Board were considered:</p> <ul style="list-style-type: none"> • Co-opted Governor • Staff Governor <p>The Chair informed Governors that NW will be leaving the Board in February due to relocation.</p> <p>Governors agreed that the recruitment of a new Co-opted Governor should take place prior to an election for a new staff Governor in adherence to the Articles of Association.</p> <p>c) The SBM confirmed arrangements to apply for criminal record checks for all Governors are in place (See Action Ref No. 27).</p> <p>d) The SBM confirmed completion of Section 128 checks for all new governors.</p> <p>The SBM noted that Company’s House and GIAS have been updated with the changes to the Board.</p> <p>The Chair requested that Link Governor responsibilities be added to FGB4 agenda.</p>
Actions:	<ul style="list-style-type: none"> • The SBM to ensure that changes to the Board are updated on the School website. • The Clerk to provide an Induction Check List to AD. • The Clerk to add agenda item ‘To review Link Governor responsibilities’ to FGB4 agenda.

FH joined the meeting.

AGENDA ITEM 5	MINUTES FROM PREVIOUS MEETING
Discussion:	<p>The Part 1 minutes from the following meeting was accepted as a correct record:</p> <ul style="list-style-type: none"> • FGB 16.10.23. <p>The Chair will sign a copy electronically and provide to the school for retention.</p>
Decision:	Governors resolved to approve the minutes of the above meeting.
Action:	The Chair to electronically sign a copy of the minutes and provide to the school for retention.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<p>Governors reviewed and updated the Action Log:</p> <p>The following outstanding actions were discussed and carried forward:</p> <ul style="list-style-type: none"> • Action Ref No.3 – The Clerk gave a detailed explanation of how to update annual declarations of pecuniary interests on Governor Hub. • Action Ref No. 35 – The Clerk to check for Complaints & Exclusions training. <p>The following actions were discussed and closed: Action Ref No. 34 & 36– The Health & Safety Audit is booked for December 2023. The Risk Assessment check will be included in the audit.</p> <p>All other actioned were completed and closed.</p>

AGENDA ITEM 7	MINUTES FROM THE FINANCE COMMITTEE
Discussion:	<p>The Part 1 minutes from the Finance Committee 16.11.23 were received by Governors. RMW informed Governors that there is some concerns about cashflow, this is due to:</p> <ul style="list-style-type: none"> • Expenditure on the Nursery has been more than expected. • Income from the Nursery has been lower than expected, although this is improving. • High level of staffing in School in financially difficult times. <p>The School are looking to reduce expenditure in the short term to resolve this situation. The Chair expressed the Board’s gratitude and thanked all staff for their commitment.</p> <p>Further discussion was minuted in the Part 2 minutes.</p>

AGENDA ITEM 8	FINANCE /COMPLIANCE UPDATE
Discussion:	<p>a) The School are waiting to receive the final audited financial statements for 2022/2023. Arrangements for publishing them on school website by 31st January 2024 were confirmed.</p> <p>b) Monthly Management Accounts were reviewed fully in the Finance meeting on 16.11.23 as noted in agenda item 7.</p>

AGENDA ITEM 9	LINK GOVERNOR REPORTS
Discussion:	The Chair and JO attended a Governor Learning Walk which took place on 15.11.23.

	<p>The Chair completed a Sports Premium – Link Governor Visit Report which was circulated on Governor Hub prior to the meeting. The Chair discussed the School’s Sports Premium strategy, funding allocation and content delivery and plans to speak to pupils and other staff at his next visit. He commented on the successful delegation of the leadership of Sports Premium from the HT to MB.</p> <p>JO visited as the IT Link Governor – the Visit Report will be circulated on Governor Hub once it is completed. JO noted that it was good to see the IT being used in the classroom and commented on the skills of the pupils in Year 5. JO will visit other year groups on her next visit. JO commented that the decision to lease IT equipment was a good strategy.</p> <p>The Chair encouraged all Governors to take part in the Learning Walks or make arrangements to meet individual subject leaders.</p> <p>The HT invited Link Governors to come into school to discuss the monitoring programme and its findings with subject leaders.</p>
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AGENDA ITEM 10	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher’s Report was circulated on Governor Hub prior to the meeting.</p> <p>The HT gave a brief overview and highlighted the following key points:</p> <ul style="list-style-type: none"> • School has successfully introduced ‘Rock Steady’ into the School, a group that develops pupil’s skills in singing, drumming and electric guitar. It is very popular. • Pupil numbers are good and Nursey numbers are increasing. There are currently 44 applications for Reception in 2024 – 17 of these are first preferences. • Attendance remains high at 94.9%. 36 pupils with attendance below 90% - of these 30 are solely due to illness. • Curriculum Development – a great deal of work has been completed in this area: <ul style="list-style-type: none"> ○ Subject leaders have revised subject curriculums and have checked progression documents match what is being taught. ○ Subject policies have been reviewed. ○ Monitoring of the delivery and impact will start in the Spring term. ○ Medium-term planning in Geography and History for each year group has been completed. ○ All teaching staff took part in peer-to-peer monitoring of current adaptive teaching methods. <p>Q – How does adaptive teaching work?</p> <p>R – The work is no longer differentiated for lower ability pupils, the expectation is that all pupils access the same curriculum, however pupils require different types and levels of support from their teachers in order to succeed. This support will vary depending on individual children’s needs.</p>

	<p>Q – Do parents understand this? R – Parents recognise that all pupils now receive the same work.</p> <p>Q – Is there more work for teachers? R – There is additional work in planning, however all pupils now have the same learning objective as there is no differentiation in the work just the support required.</p> <p>Q – How is peer-to-peer monitoring working? R – All teachers seem happy with the peer-to peer monitoring, it is not too intrusive, and it enables colleagues to share ideas.</p> <p>The Chair commented that it creates an environment of openness.</p> <ul style="list-style-type: none"> ○ The EYFS team have been working with an EYFS consultant to support curriculum development and access to provision. ○ English lead and KS1 lead attended a writing progression day. <ul style="list-style-type: none"> ● The School Improvement Partner visited the School in November and reviewed the School Development Plan and agreed the priorities were correct. Next term she will be supporting the SA with English observations. <p>Q – What was the SIP like? R – She was very thorough, very honest and listens to what you say.</p> <ul style="list-style-type: none"> ● Change of Age Range has been approved. <p>Q – What does this mean? R – It means the Nursery will now be part of the School.</p> <p>Q – What is the benefit? R – The pupils can be taught ready for Reception, there is some control of the early learning of the intake.</p> <p>The Chair commented that he does not think the HT Report reflects the successes driven by the HT this term. He noted that the new leadership in the School have identified areas for improvement and many of the staff appreciate the new style and approach.</p>
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AGENDA ITEM 11	GOVERNANCE REVIEW
Discussion:	<p>Discuss the NGA Self Evaluation Process Q1 – Governance Culture</p> <p>The Chair asked the Clerk for observations. The Clerk recognised the Board are committed and all meetings are well attended. Some of the Board undertake training and some of the Board visit the School regularly. She felt that more Governors should complete regular visits and produce Visit Reports to evidence ongoing monitoring. She also highlighted the need to keep skills and knowledge up to date.</p>

	<p>The Governors discussed the RAG rating and consensus was that we rated 'Amber' and noted the areas of improvement.</p> <p>At the next FGB the Governors decided to discuss Q9 – Values, Ethics and Culture.</p>
Actions:	The Clerk to add 'Discussion of Q9 Values, Ethics and Culture' at next FGB agenda.

AGENDA ITEM 12	GOVERNOR DEVELOPMENT AND TRAINING
Discussion:	<p>The Training Link Governor (SR) requested that all Governors who have not yet completed the Skills Audit do so before the next FGB on 12.02.23.</p> <p>Governor training attended since the last meeting: RS - MAT Governance. RMW – SATs to MATs Question & Answer Session.</p> <p>The Clerk reminded Governors to add all relevant training to their Training Log on Governor Hub.</p>
Action:	All Governors to complete the Skills Audit ready for review at next FGB 12.02.23.

AGENDA ITEM 13	ADMISSIONS CRITERIA
Discussion:	<p>The Admissions Criteria 2025/2026 was circulated on Governor Hub prior to the meetings. The HT explained that the criteria had been updated to include attendance at the Nursery as a criteria.</p> <p>AD noted a conflict of interest as she has a child due to start school in 2026/2027.</p> <p>SA noted that all parents enquiring about the Nursery ask about a place in Reception.</p>
Decisions:	Governors approved the Admissions Criteria 2025/2026.

AGENDA ITEM 14	POLICIES
Discussion:	<p>The following policy was circulated on Governor Hub prior to the meeting:</p> <p>Non statutory:</p> <ul style="list-style-type: none"> Organisational Change <p>The HT noted that this is a standard HR policy, and it was discussed fully at the Finance meeting on 16.11.23.</p>
Decisions:	Governors approved the Organisational Change policy.

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AGENDA ITEM 15	MEETINGS
Discussion:	The dates and times of the Spring FGB next meetings were confirmed as: <ul style="list-style-type: none"> • 12.02.23 at 6:30pm. • 26.03.23 at 6:30pm.

AGENDA ITEM 16	ANY OTHER BUSINESS
Discussion:	<p><u>Stakeholder Engagement Planning.</u></p> <p>JO noted that parent’s perception on the way the School have handled recent difficult staffing situations has not been good. She suggested that the Board should be more proactive in managing stakeholders and improve communication as the School may have additional issues to manage moving forward.</p> <p>JO suggested that Governors review the NGA Guide To Governors on Engaging With Parents and Carers which she has circulated on Governor Hub.</p> <p>JO, SR, and AD agreed to work together to produce a Stakeholder Engagement Plan for review and discussion at the next FGB 12.02.23.</p>
Actions:	JO, SR, and AD to produce a Stakeholder Engagement Plan for review at the next FGB on 12.02.23.

AGENDA ITEM 17	IMPACT STATEMENT
Discussion:	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> • Listening to feedback from parents and agreeing to review stakeholder communication. • Visiting the School and talking to staff about reviewing Sports Premium and IT. • Committing to undertaking more training. • Showing support for staff and their commitment during challenging times. • Asking questions to check understanding on new teaching approaches. • Agreeing a new admissions criteria to help secure high pupil numbers.

The meeting part 1 ended at 8:20pm.

The meeting moved to part 2.

Chair.....

Date.....