



Name	Type of Governor	Monitoring Roles	Present	Apologies
Katie Blood	Headteacher	N/A	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	- Governor training and development - Headteacher's performance mgmt. - Clerk's performance mgmt. - Personal Development - Leadership and Management - Worship & Christian Vision	Yes	
Tony Firmin (Vice Chair)	Foundation	- Safeguarding - Headteacher's performance mgmt. - Quality of Education - Leadership and Management	Yes	
Nikki Harper	Parent	- Pupil Premium - Behaviour and Attitude - EYFS	Yes	
Catherine Wilson	Foundation	- Headteacher's performance mgmt. (review officer) - Sports Premium - Quality of Education	Yes	
Ian Beggs	Staff	- Health & Safety	Yes	
Mary Nixon	Foundation	- Headteacher's performance mgmt. - Behaviour and Attitude	No	Yes
Roger Fine	Local Authority	- Health & Safety - EYFS	No	Yes
Father Thomas Cotterill	Foundation	- SEND - Worship & Christian Vision	No	Yes
James Roe	Parent	- Quality of Education	Yes	
Tom Way	N/A (Clerk)	N/A	Yes	
Sarah Foster	School Business Manager	N/A	No	Yes
Rachel Christie-Davies	Safeguarding Lead	N/A	Yes (<i>item 1</i>)	
Vacancy	Foundation			
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Quorum: 7 out of 10 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and Staff are highlighted in **bold**.



1. Safeguarding update/training

RCD provided a presentation to governors regarding safeguarding updates and training.

RCD advised that that one of the key updates is that the school must complete a filtering and monitoring checklist, and that governors must know what filtering systems are in place.

What is a filtering system?

RCD advised that there is a plan in place to explain the school filtering system in full to governors.

RCD advised that Teacher Awareness was covered during the Inset day so that staff are able to monitor any issues, and that online safety workshops are planned for the future.

Is it content/grooming?

RCD advised that there is an ongoing and growing safeguarding concern across the internet where both parents of a child are unaware of the risks.

TF advised that they are undergoing further safeguarding training and will meet regularly with RCD.

RCD advised that teachers should have two references, safeguarding refresher training should be completed periodically and the visitor leaflet and policy should be shared.

Who reads the SGL?

RCD proposed that there be a video and a condensed version for visitors, and the Chair suggested that it be a single-sided document. The HT suggested that they work with RCD to produce a visitor-friendly version, and that visitors will tick when signing in to show that they have read the SGL and VP.

Do we distinguish between visiting purposes, e.g., a plumber vs. SL? Are contractors challenged?

The HT advised that contractors may need access and that they try to arrange this before usual school hours, and that they distinguish between who works with pupils and who doesn't. RCD advised that nobody would be left alone with a pupil unless they are designated to work one-on-one with a particular pupil. The HT advised that they are seeking clarification from the safeguarding lead at the LA.

When parents are visiting, do they always accompany their child?



TF suggested asking other schools what they have in place. The Chair suggested encouraging staff to challenge anyone in the school with no badge.

Is there an online safety policy to sign off?

RCD advised that there is a plan in the SDP to merge the policies.

TF advised that they had completed a safeguarding report.

Governors thanked RCD for providing the presentation and update on safeguarding.

RCD left the meeting.

2. Welcome / Opening Prayer / apologies for absence and declarations of interest

The Chair commenced the meeting with an opening prayer.

The Chair confirmed that apologies had been received from MN, RF, TC and the SBM.

There were no declarations of interest for this meeting.

3. Minutes of FGB meeting held on 10.07.23 accuracy / matters arising

The GB agreed that the minutes were an accurate representation of both meetings.

The following actions have been met:

- The Clerk has circulated the new FGB annual planner to governors
- The Chair has amended the monitoring form template so that it can also be used for training

Matters arising, not otherwise on the agenda:

N/A

4. Governor elections

The Clerk advised that NH's term as parent governor is going to expire in October, and that they have self-nominated to stand again. The Chair asked if this needed to be advertised in the school as a vacancy again first, and the Clerk agreed to check this. The Clerk advised



that governors may be able to vote on this now in principle and depending on the process required it can be confirmed officially later.

NH left the room.

The Chair asked if governors would agree in principle to NH continuing in the role of parent governor.

All governors agreed unanimously.

NH returned to the meeting.

The Clerk advised that there will be a staff governor vacancy in October as IB's term is expiring then and that they have decided to stand down after 8 years in this role. The HT agreed to set up a staff governor nomination and election cycle in the school before the next FGB meeting in October.

ACTIONS

4.1 Clerk to check the process around parent governor re-election

4.2 HT to set up a staff governor nomination and election cycle in the school before the next FGB meeting in October

5. Chair's Business

The Chair wished the governing body a happy new academic year, and advised that they don't have many updates otherwise, and that they are expecting the SIAMS and OFSTED visits this year, and requested that governors try and support the HT where possible and keep on top of monitoring to show a paper trail of governance action. The Chair further advised that there will be one weeks' notice for the SIAMS inspection, and one days' notice for the OFSTED inspection.

TF advised that they have had a meeting with the Diocese advisor and the HT which was very useful, and advised that when the SIAMS inspection happens it won't be a case of governors being questioned one-on-one and that they will have support with each other, and also that they are not expected to have full theoretical knowledge on every aspect of their specific role on the spot.

6. Using BEEM

The HT gave a presentation to governors on using BEEM.



The HT advised that there is lots of information for staff and governors, and they gave guidance on the login and sign-up process and an overview of the different functions and sections within the website that is relevant for governors.

Governors thanked HT for providing this presentation.

7. Review Terms of Reference

The Chair advised that this is a historic annual item relating to committees which have been discontinued, and governors agreed to skip this item.

There was a discussion around the Scheme of Delegation and the Chair agreed to look over this before the next FGB meeting to see if a review was required.

ACTIONS

7.1 Chair to check the Scheme of Delegation prior to the next FGB meeting to see if a review is required

8. Governor roles/info

A) Decide personnel for key roles

Governors agreed to cover this in item 11 further down the agenda.

B) Update personal details - phone number etc. and agreements to share

Governors agreed to share personal email addresses with one another for ease of communication.

C) Declaration of Interest forms

The Clerk confirmed that new Declaration of Interest forms are required for the school year 23-24, and all governors agreed to send these before the next FGB meeting.

ACTIONS

8.1 Governors to send new Declaration of Interest forms for the school year 23-24 to the Clerk before the next FGB meeting

9. Confidential

A confidential item was discussed and recorded in a separate set of minutes.



10. Share Development Plan

The HT confirmed that this had been circulated to governors in advance of the meeting.

The HT provided a summary of the SDP and highlighted specific parts within the document relating to governance and welcomed suggestions from governors if they think that any of the wording needs revising.

The HT summarised the OFSTED and SIAMS priorities and advised that they need to link these together somehow and that they will revise them after they have undertaken training relating to this next week. The HT provided a further summary of key actions within the different sections and of the layout of the SIP and evidencing improvements/meeting targets. There was a broader discussion around diversity within the school.

Regarding OFSTED, have you heard of any major differences in their approach or what they're looking for?

The HT advised that they had not heard of anything in particular, and that the major emphasis is Reading currently and that they will draw OFSTED's attention to the lack of funding preventing the school doing as much as it would like to help pupils with this. The HT further advised that the school is using volunteers to support reading, specifically in Year 3, and IB gave a brief summary of this. There was broader discussion around Phonics and Reading alongside each other.

The HT asked if there were any other questions. Governors confirmed that there were none and thanked the HT for providing this document.

11. Allocate governors to monitoring specific areas of SIP

The Chair confirmed that there has not been much change on the governing body since they last looked at this, and they asked governors if they have any preference over the allocation of roles.

IB advised that they had agreed with the HT that they will continue to contribute to Health & Safety monitoring in their role as a union rep and that RF will provide feedback on this to governors.

NH asked if there was a vacancy for the EYFS role, the Chair confirmed that there was, and NH advised they were happy to do this.

Is the role of monitoring Quality of Education a very broad and impossible target?



The HT advised that this is a specific heading provided by OFSTED with particular goals relating to this in the SIP, and that the allocated governor can focus on the key objectives in red at the front of the plan. There was a broader discussion around this and how to manage it, and what governor responsibilities are in this regard and what they are not, examples given of the kind of monitoring that is required and how to link it together, and the HT confirmed that it mainly involves monitoring the school improvement plan and not individual subjects.

The Chair thanked all governors for contributing to this.

12. Urgent business not on agenda

The HT confirmed that they had circulated the School Information Pack to governors in advance of the meeting. The HT commented that it is an interesting read, and that the front section relates to results, and they drew governors' attention to the back section of the pack which provides more context to the school, and they asked that if there are any questions on this to please bring them forward for next time.

13. The Grace

The Chair and governors concluded the meeting by saying the Grace.

The meeting closed at 7:03pm

Signed[Signed copy kept in school office]..... Chair of Governors

Date.....18/10/23.....

The next FGB meeting will be on Wednesday 18th October at 5.00pm.