



BALCOMBE C.E. (VC) PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Held on Thursday 9th February 2023 at 7pm at School

In all that we do we are guided by God

Present:

Ian Tremble (IT) Chair	Liz Bendall (EB)	Rose Carr (RC)	Wendy Millbanks (WM)	Rosy Telford (RT)	Dominique Atwell (DA)
Jill Dawson (JD)	Fr David King (DK)	Rob McIntyre (RM)	Oliver Smith (OS)	Lara Power (LP)	Janina Clark (JC)

Apologies: Mostyn Field (MF), Laura Baird (LB), Julia Fairweather (JF)

In attendance: Claire Clevertom (CC) SENCO, Demi Kempthorne (taking minutes)

Actions from FGB meetings:

Minute reference	Formal actions identified	Status	By
7 th July 2022			
5.3 HT Report – Challenges 2022/23	AP3: WM will report at the December FGB on how she plans to address the challenge of the government initiative “The power of music to change lives”.	In Progress (Moved to March FGB)	WM
13 th October 2022			
6.2 Mental Health & Wellbeing	AP4 WM to feedback on staff survey in December meeting	Completed	WM
7.2 Teaching & Learning	AP5 EB to report back in February 2023 meeting on Year 3 progress	In Progress	EB
8 th December 2022			
5.3 Head Teacher Matters	AP1 IT to address pay committee structure before next meeting	In Progress	IT
8.2 Monitoring	AP2 IT & WM to prepare parent survey for circulation prior to Easter break	In Progress	IT/WM
9.1 Policy Review	AP3 WM to include review of Equality Policy in next newsletter	In Progress	WM
11.1 Chairs Business	AP4 IT to look at Ambers and discuss at future meeting.	In Progress	IT
11.2 Chairs Business	AP4 IT circulate Risk Register to individual gobs to review	In Progress	IT

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11.3 Chairs Business	AP5 IT to explore options for presentation from Hurst MAT	In Progress	IT
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Signature: _____

Date: _____

Confirmation signature to agree accuracy of minutes and official approval of the documentation for the files

	Item	Action
1.	Welcome and Apologies	
1.1	Apologies: Rob McIntyre (RM), Laura Baird (LB), Julia Fairweather (JF)	
1.2	Declarations of Interest None	
2 2.1	<p>Teaching and Learning <u>SEND Update</u> Presentation provided by Claire. Presentation provided showing an overview of SEND.</p> <p>Figures have not changed since the last meeting 15% of pupil population on the SEND register, that is 12.4% at SEN support. Compared to the 12.6% nationally is within line nationally. We have 3% EHCP, nationally it is 4%.</p> <p>Communication and Interaction is the highest primary need for the pupils at 57%. Next is cognition and learning at 33% of the pupils with SEND followed by Social Emotional and Mental Health needs then Physical and Sensory. These are the primary needs recorded for pupils but it must be emphasised that there is often multiple areas of need.</p> <p>Early identification is key in providing the best possible support – Parent, Preschool / nursery, diagnosis, or outside agency involvement may indicate the need for a pupil to be placed on the SEND register upon entry to the school. Within school this can be identified through slow progress, discussions we have at pupil reviews, SEND staff meetings and any concerns about social or emotional wellbeing. Utilise the tools provided to then support the child further.</p> <p>We have a system in place to assess, plan, do and review for provision. This is ongoing.</p> <p>What do we do? Quality First Teaching for inclusion, the Ordinary Available Inclusive Practice document is used to ensure quality first teaching and reasonable adjustments are in place for inclusive practice. Where necessary, evidence based interventions are introduced.</p> <p>Assessment tools – Insight tracker, end of terms math's and English assessments, spelling assessments, phonics checks. Diagnostic tools and small steps – YARC, sandwell, Wakefield progression Steps (KS1), Boxall for SEMH, Dyslexia screener, progress tools for SALT.</p> <p>QUESTION - In deciding what option to choose, do the staff do that with you in conjunction with the learning plan? That is correct, all children on the SEN register have a ILP (individual learning plan) in place, where they have identified targets specific to them, and then a provision, which is listed on their ILP and then that is reviewed. These are reviewed 3 times a year at meetings. Plans are created together. We also take on the advice from external agencies.</p> <p>QUESTION - How do we know it works? Pupil review meetings, insight tracker, SENCO tracking, intervention assessments, ILP reviews.</p> <p>Ensuring provision is predominantly within class so all children learn but this is adapted for those who need it. Remaining inclusive for each pupil.</p>	

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	<p>IMPACT – annual reviews, Impact of specific intervention is measured through SEND.</p> <p>External agencies – Parents are always involved in decision making regarding outside agencies, LBAT, social communication team, educational psychologist, SALT, CAMHS, Early help, CDC, Play/art therapists, sensory team, Advice implemented and reflected in ILPS.</p> <p>CHALLENGES – Access to some outside agencies, SALT provision, and Dyslexia diagnosis.</p> <p>QUESTION - <i>To what extent does the lack of access (to some agencies) impact on the provision to pupils?</i></p> <p>We do everything like we do to continue with the work we do while referral is made. Tools are used regardless of a diagnosis? Yes, we can if we feel there is a dyslexia screen needed. Lack of diagnosis is hard for pupils moving on. We put provision in place to meet pupil need regardless of diagnosis or not however securing a diagnosis can be helpful when pupils move on or for their own and others understanding of their needs.</p> <p>QUESTION – <i>Is there anything the school does not have that you feel would be helpful?</i></p> <p>WM advised that space is an issue and training, it is difficult with time to get staffed trained. We do not have a lot of children that need a sensory space but we do not have enough of a demand and space to locate this. Claire – it would be good to get all staff together for training but this is challenging in terms of releasing staff or having funding to pay for additional hours</p> <p>IT – from a knowledge point we can consider for the SIP for next year. Inset days can be put aside for this. WM – we can investigate this but not all support staff can work inset days.</p> <p>One page profile – to capture pupil voice. Item showed a page for school. Contains Things I enjoy, what is important to me? What people like and admire about me. How best to support me.</p> <p>Staff meetings have been good as staff are given time to focus on ILPs and can access SENCO advice when evaluating and writing targets. Case studies are made for each child also, so they can see what provision and progress they have made through their school year.</p>	
3	Board Membership Matters	
3.1	Diocese have confirmed DK appointment was 24/11/22, welcomed officially.	
3.2	MF term ended on 24/11/22, reappointed on 8/12/22 as associate governor.	
3.3	RM has taken over as Health and safety link governor.	
3.4	Parent Governor role will be advertised after half term.	
4	Minutes and Matters arising from the meeting on 9th December 2022	
4.1	The minutes were agreed as a true and accurate record of the meeting. Proposed RM/ Seconded RT	
4.2	<p>Matters Arising Per previous meeting actions:</p> <p>AP3: (section 5.3): WM to report on power of music in December 2022 meeting – remain open to be completed March FGB meeting.</p> <p>No other matters arising</p>	

5	Head teacher matters – verbal report	
5.1	<p><u>Executive Summary</u></p> <p>Impact of strike action – 2 classes were closed, 3 remained open. School continued as normal. Pre-booked and free school lunches were allowed to attend from 12:15pm to 1:15pm if they wished.</p> <p>Critical workers asked if their children could still attend regardless of the strike, advised no, if their class was on strike they could only attend for lunch if they had a pre-booked or free school meals.</p> <p>Teachers have been able to make up the lost time within their lessons following on from the strike action.</p> <p>QUESTION – <i>Does each strike affect a different class each time?</i></p> <p><i>WM - Yes, this is possible, but advice will be circulated as much in advance as possible.</i></p> <p>Staff Changes –Victoria Pryimak has advised she will be leaving us. Audrey Kirby is stepping down from the learning mentor role and will be only continuing as a TA. A replacement learning mentor is being recruited. Sharon Kingsland (Lake) has resigned, currently in the process of recruiting for this position. Jasmin Waters (Spring) is leaving in May, recruitment will also take place for this position.</p> <p>New HLTA will be Emma who previously assisted with Covid catch up and will now take on this position after half term.</p> <p>No further questions</p>	
6	School Development	
6.1	Curriculum – RC presented activity for Governors to take part in. Formulated to have 3 groups, OFSTED questions. Shown curriculum intent – Ofsted 3 I's INTENT – planned curriculum, IMPLEMENTATION – enacted curriculum, IMPACT – assessed curriculum & Learned curriculum. 6 questions – divided into 2. Activity took place. Mind map for questions the team answered completed.	
7	Policy Review	
7.1	<p>Policy tracker IT and LP have updated the policy tracker</p> <p>Policies Early Career Teachers – approved Staff Code of Conduct – approved Discipline policy – approved Fire Safety – approved Homework – approved Learning Outside the Classroom – approved Positive Handling – approved PSHE – approved Supporting Children with Medical Conditions – approved</p>	
8	Reports from Committees/Link governors	
8.1	Safeguarding – WM emailed LB regarding 1 family as there has been no action, regardless to numerous referrals. Slow action, emailed to follow up.	
9	Reports from Link Governors	
9.1	<p><u>Finance</u> RT budget papers circulated prior to meeting, approaching end of year, we are hoping for a surplus of £15k - £20k but this is unknown at the moment. If we can achieve the surplus, we will draw almost even for year 23/24.</p>	

10	Chairs Business	AP1 – All link governors to submit re-ports to clerk by 21/3/23
10.1	IT asked that all link governors provide written updates for the next FGB, these will need to be submitted to the clerk by Tuesday 21 st March	
11	Any Other Business	
11.1	Nil Meeting finished 9.10pm	
12	Date and time of next meeting	
12.1	The next meeting date will be held on Thursday 30 th March 2023 7pm	