



**BALCOMBE C.E. (VC) PRIMARY SCHOOL**  
**Minutes of the Full Governing Body Meeting**  
**Held on Thursday 9<sup>th</sup> December 2021 at 7pm via TEAMS**

*In all that we do we are guided by God*

**Present:**

Ian Tremble (IT) Chair	Janina Clark (JC) Vice Chair	Liz Bendall (LB)	Wendy Mill- banks (WM)	Rosy Telford Wilson (RT)	Lara Power (LP) & Bursar	Rose Carr (RC)
David Paul (DP)	Carolyn Rolph (CR)	Jill Dawson (JD)	Rob McIntyre (RMc)			

**Apologies:** Mostyn Field Ex-officio), Oliver Smith

**In attendance:** Carole Dickie (observing as new incoming Clerk)

Minute reference	Formal actions identified	Status	By
16-2020/21	IT to review 20 questions document and circulate to FGB	In progress – (planned for Feb meeting)	IT/JC
<i>14<sup>th</sup> October 2021</i>			
8.2 - SIP	AP4: meetings to be arranged with governors regarding continuity planning	In Progress	IT
9.6 – Monitoring – Sports Premium	AP7: New pupil premium strategy and impact from 2020/21 to be discussed at the December FGB	In progress – (planned for Feb meeting)	Clerk
<i>9<sup>th</sup> December 2021</i>			
5.1 HT Report	AP1: LP to investigate website link issues (PTA)		LP
5.1 HT Report	AP2: Meeting with governors and PTA for comms and future fundraising		IT
5.2 HT Report	AP3: WM / LP to investigate if/when change to funding		LP
5.8 HT Report	AP4: IT and RMc to meet with JM to see how we can help		IT/RMc
7.1 MHWB	AP5: JD to sign up the school to Charter		JD
7.2 MHWB	AP6: JD to email on behalf of FGB to staff with thanks for their hard work and flexibility		JD
8.1 SIP	AP7: WM, IT and foundation governors to meet to discuss diocese meeting outcomes in more detail		WM/IT/ RT/MF/OS
9.2 Monitoring	AP8: RT/JC to illustrate results in chart format for publishing on website		RT/JC
9.3 Monitoring	AP9: WM to compile parents survey to be issued before Easter break		WM
12.1 Link Gov Update	AP10: JF to do safeguarding audit presentation for FGB		JF
12.2 Link Gov Update	AP11: IT/WM/CR to meet in the new year if no response from SALT		CR

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12.6 Link Gov Update	AP12: RMc to do website audit		RMc
14.3 Chairs Business	AP13: All send introduction email		ALL
14.3 Chairs Business	AP14: IT to email RC on update		IT
14.4 Chairs Business	AP15: RMc to investigate docs and report at next meeting		RMc

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

	Item	Action
1.	<b>Welcome and Apologies</b>	
1.1	Apologies were received and accepted from Mostyn Field and Oliver Smith.	
2.	<b>Declarations of Interest</b>	
2.1	None	
3.	<b>Board Membership Matters</b>	
3.1	<u>Introduction:</u> CD (incoming clerk) was introduced to governing body members; aiming for CD to be in place for next meeting.	
3.2	<u>New Appointments</u> - Foundation Governor - OS, officially appointed 18th Nov 2021 -17th Nov 2025.	
3.3	<u>EYFS Link Governor</u> - CR leading, shadowed by RC for this academic year and then RC to take forward.	
4.	<b>Minutes and Matters arising from the meeting on 14<sup>th</sup> October 2021</b>	
4.1	The minutes were agreed as a true and accurate record of the meeting. Proposed DP / Seconded RC.	
4.2	<p><u>Matters Arising</u> Per previous meeting actions:</p> <p>IT to review 20 questions document and circulate to FGB; In progress – (planned for Feb meeting)</p> <p>AP3: WM to speak with Clare (SENCO) regarding attending the December meeting; Completed</p> <p><u>14<sup>th</sup> October 2021</u> AP1: MF to confirm what point 9 Instrument of Governance refers to with the Diocese; Completed <i>MF advised via email:</i> <i>The diocese replied that: The trust referenced on the IOG is in relation to the land and buildings. This land was given on ecclesiastical trust to be used as a Church of England School. The trustees are the Vicar and Churchwardens of the Parish of Balcombe. I have attached the Land Registry plan for your information.</i> <i>The original deeds are held by solicitors but I can request a copy if you would like to see them.</i> <i>I thanked them and declined their offer to request a copy from the solicitors</i></p> <p>AP2: RT to speak to Facebook admin regarding advertising of school places; Completed AP3: IT to send out governor letter to parents regarding the SIP &amp; Vision; Completed AP4: meetings to be arranged with governors regarding continuity planning; In Progress AP5: Governor to consider if they would like to be the Early Years link governor; Completed AP6: LD to be invited to the spring FGB to talk about sports premium; Completed AP7: New pupil premium strategy and impact from 2020/21 to be discussed at the December FGB; In progress – (planned for Feb meeting) AP8: LP to look into the SLA with Diocese and confirm training was still available; Completed AP9: LP to circulate GDPR report to governors; Completed AP10: IT to send email out regarding the next meeting; Completed</p>	

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5	<b>Headteacher matters – written report</b>	
5.1	<p><u>Overview</u></p> <p><u>Celebrations</u> -</p> <ul style="list-style-type: none"> <li>WM advised that we had 3 live nativity performances; supported by parents by wearing masks and testing</li> <li>Website - the new look and feel is more attractive and professional; some links and menu selections are still being worked on; new video to be uploaded in the new year</li> </ul> <p><b>Q: Were there any negative comments from parents following decision to close Mill for 24hrs?</b> There was no negative feedback received</p> <p><b>Q: Were parents provided updates on the staffing within Mill during AE absence?</b> WM advised she did not manage to communicate as much as she would have liked to; timing was difficult and issues often known late</p> <p><b>Q: Any update on funds raised from Christmas Fair and plans for 2022 fundraisers?</b> No update as yet; LP still confirming final outgoings; £1,000 raised on raffle; overall PTA did brilliantly given the circumstances; lots in the pipeline, but advised to pace themselves as involvement by parents is very low;</p> <p><u>Challenges</u> -</p> <p><b>Q: Have we been able to claim any money back (insurance etc)?</b> LP advised that we have not been able to claim money as yet; however an email from County to claim from 22-Nov for staff absences; hence we could get some money in the Spring term</p>	<p>AP1: LP to investigate website link issues (PTA)</p> <p>AP2: Meeting with governors and PTA for comms and future fundraising</p>
5.2	<p><u>Pupil numbers</u></p> <p><b>Q: Any changes since time of writing the report?</b> WM advised of a change to report - 5 new pupils (1 Yr3, 1 Yr5, 2 Yr2, 1 Yr1); no funding available until April;</p> <p><b>Q: Do we anticipate FW returning?</b> FW is returning, if not continue home learning; however we could go over 30 pupils in Forest with split infant and junior class</p>	<p>AP3: WM / LP to investigate if/ when change to funding</p>
5.3	<p><u>Attendance</u></p> <p><b>Q: Are you able to say what percentage is COVID related?</b> We are not able to % absence due to covid; government changed way of recording; we only record 'X' for pupils tested not results of test</p> <p><b>Q: Any reason for Lake being lowest?</b> No Covid case in Lake class, pupils tend to socialise in a smaller pool of children; It is usually low due to different environment, and they get everything going around; some are kept at home more readily than when older</p> <p><b>Q Are we anecdotally recording covid absences?</b> We could review past emails to gather this info for safeguarding and can look retrospectively if needed to investigate anything</p>	

5.4	<p><u>Additional Funding</u>  <b>Q: Regarding the 96hrs of support - What will be the identified focus area(s) of this support and what can be done to maximise the impact of any intervention to ensure these children have every chance of making accelerated progress? (E.g. evidence-based interventions)?</b>          WM advised that we have lots of children with lots of gaps - we have progress meetings to identify pupils for support in RWM; it was decided to prioritise reading; meeting scheduled tomorrow to finalise plans for Spring term;</p> <p>Approach is to do what we did before with class teacher taking 1-2-1s, supported by a 2nd teacher or assistant for remainder of class; evidence shows good impact with this approach; We have decided that we need to look at what works i.e. one approach suits all or 1-2-1s</p> <p><b>Q - Does data side by side show anything to help decide?</b>          We have reviewed evidence that two whole year groups have progressed; there is a lot of work on phonics and building resilience in reading and decoding with accuracy</p> <p><b>Q: How will the plan be communicated to parents? (i.e will all be told or just those with children who are receiving the additional interventions?)</b>          WM advised that we are careful with the spend of extra money and intervention for everyone; For spend this time, you have to show impact on how spending for PP and vulnerable pupils; The overview will be published on the website, however we have experienced an interrupted period with admin due to Covid;</p>	
5.5	<p><u>SEND and other groups</u>  <b>Q: Do we receive funding for the 3 with EHCP's?</b>          We receive 1 fully funded pupil for 1-2-2 support; 2 other pupils are funded with a few hours per week; we also have lunchtimes and morning TA support for 5 to 8 pupils; Overall however, we have to pay the majority of support need.</p>	
5.6	<p><u>CPD</u>  <b>Q: How is CPD at staff meetings captured?</b>          We capture this through staff meetings minutes and our training log;</p> <p><b>Q: Are any of the TA's or LSA's doing any professional development? (AO)</b>          We have 1 TA undertaking NVQ level 3;          Class teachers are doing ongoing CPD, including EY curriculum, on the job experience;          AE trialling new spelling, with AK learning new approach; challenges for formal CPD outside of school hours;          Staff have also learnt a new phonics scheme - they are confident in how this works and how to support pupils; TAs are invited to staff meetings and are briefed and we pay for their extra hours;</p>	
5.7	<p><u>Monitoring and assessment</u>  <b>Q: How do the percentages passing / failing compare with pre-covid years?</b>          LB advised that this year we have 5 pupils in Yr2 that did not pass check (as expected); 81% pass rate; last year Yr2 re-check we had a 95% pass rate; there is no national data to compare with as yet; July 2019 Yr1 was 88%          It should be noted that the results varies year on year and depends on cohort;          Where missed, the pupils are always on SEND register, and those pupils just take longer; they then retake in the Summer term have then passed;          Yr2 will retake when Yr1s are assessed; but note that Yr2 are already having catch up work now, we are not waiting for further results.</p> <p><b>Q:How frequently do we assess children's phonics progress throughout the AY and do we assess for reading speed (fluency) as well as sound gaps?</b>          LB advised that we are assessing daily and reacting and adapting to work on groups and on an individual basis;          We are picking up the assessment more formally per the new programme, at least once per term; however if we see the pupils are not keeping up, then we address this now, before we formally assess on sound knowledge and reading of words and sight vocal.</p>	
5.8	<p><u>Nature Ninjas</u>          AG is no longer in a position to commit to lead on this, but is more than happy to help out.</p> <p><b>Q: Can we consider some outdoor learning prior to Easter such as team building with volunteers / TA's?</b>          Agreed to take offline to explore in more detail</p>	AP4: IT and RMc to meet with JM to see how we can help

6	<b>Teaching and Learning</b>	
6.1	Noted that AE is recovering from Covid and will join us in a future meeting for presenting spellings/markings	
7	<b>Mental Health and Emotional Wellbeing</b>	
7.1	<u>Policy</u> Policy has been updated and is now signed off. JD has researched the Wellbeing Charter and advises that this is worth looking at as a school to further support MHWB.	AP5: JD to sign up the school to Charter
7.2	<u>Staff and Pupil Wellbeing</u> JD advised that she has recently been in school and taken opportunity to talk to the teachers - they have been positive and very flexible over last weeks at short notice when there have been staff absences; JD suggested as governors we pass on our thanks to staff for all their flexibility and hard work. In the 3 classes JD has been working it was noted how happy and settled pupils are and working well; wellbeing of children is being well supported. Pupil conferencing is planned for the Spring term with the focus on how pupils are doing.	AP6: JD to email on behalf of FGB to staff with thanks for their hard work and flexibility
8	<b>School Development</b>	
8.1	<u>SIP Update on SLT meeting</u> IT provided an update that the SLT and IT and JC met and agreed to some changes to increase the number of aims and objectives; we assisted in identifying the areas to focus and it was agreed to adopt a change in format for next academic year, to be more in line with SEF.  RT updated on the meeting with diocese; there was more focus on what SIAMS will be looking at in the SIP; WM advised that we need a more detailed discussion on the outcomes of the diocese meeting; exploring specific reference to be included in the next SIP and then demonstrate to SIAMS; all agreed it was a bit late to change this year's SIP.  CR reminded the FGB the discussion we had previously had on how we are comfortable with work we did. including the relationship with the Church and the School; and that as an FGB that level of work is ok and there is no need to change the SIP.	AP7: WM, IT and foundation governors to meet to discuss diocese meeting outcomes in more detail
8.2	<u>SEF</u> WM advised that there is no detailed updated, but it is in progress; WM expressed that it is difficult to find time due to Covid as it is having a big impact on celebrating on what we have done.	
9	<b>Monitoring</b>	
9.1	<u>Update on plans and progress</u> IT emailed that the learning walks are postponed due to impact of Covid on school; scheduled to now take place on 21st Jan 2022 but this is dependent on situation in school at the at time; SEND - standalone learning walk will be scheduled for the Spring term.	
9.2	<u>New joiners survey</u> Survey to new joiners - we received a poor response of only 40%; some results are skewed due to low number of responses; Noted that there are some very positive responses across the board; however there were negative responses about the website, but this could be before new website launched; Those respondents that provided details, should be followed up on their specific feedback (i.e. understand why 'strongly disagree' response)	AP8: RT/JC to illustrate results in chart format for publishing on website
9.3	<u>Spring term - pupil conferencing / survey</u> JD mentioned pupil conferencing to be addressed in the Spring term; Noted that governors may be able to do lesson observations after half term; subject to Covid situation in school.	AP9: WM to compile parents survey to be issued before Easter break

10	<b>Policy Review</b>	
10.1	<u>Update on review progress</u> Introducing a new process whereby LP will send a policy to a Link Governor to review on behalf of the FGB; Noted that if the policy is Statutory and/or DfE, then FGB are required to sign off; these policies will also be assigned to governors to share the workload.	
10.2	<u>For sign off</u> Following policies have been reviewed and agreed for sign off by the FGB <ol style="list-style-type: none"> <li>1. Attendance</li> <li>2. SEND</li> <li>3. Assessment</li> <li>4. Confidential Reporting</li> <li>5. Curriculum</li> <li>6. Fire Safety</li> <li>7. Homework</li> <li>8. Supporting pupils with medical conditions</li> <li>9. Mental Health and Wellbeing</li> <li>10. Local Offer</li> </ol>	
10.3	<u>In Progress</u> Anti-bullying - JF following up query with WM Single Equality - LP advised some queries to resolve before MF can review  Noted: Sex and Relationships policy is not required as part of PHSE Teachers pay (Statutory) as this is a WSCC policy, the FGB do not need to approve; the school is adopting the model policy (it has also been reviewed by a NEARS school and their FGB)	
12	<b>Reports from Committees/Link governors</b>	
12.1	<u>Safeguarding</u> JF provided meeting minutes as pre-read; no further updates <b>Q: The Learning Mentor is seeing 11 pupils regularly - is number having an impact on support in Mill class?</b> No - the Learning Mentor is working additional hours	AP10: JF to do safe-guarding audit presentation for FGB
12.2	<u>SEND</u> Noted that we have: <ul style="list-style-type: none"> <li>• 19 pupils on the SEND register and this is 15% of total population versus 12.1% national</li> <li>• 3 pupils on EHCPs which is 2% of the school population versus 3.3% national</li> <li>• 1 pupil applying for EHCNA, approximately 20 week timeframe</li> </ul> CC has rewritten ILPs in the required new format which looks at the short and long term objectives for whole year versus term by term; presentation to all teachers and all fully on board; Essentially each pupil has a one page profile capturing the voice of the child, the parent and the team.  CR reported that they have unable to do the SEND learning walk as yet; CC aware of aim to understand more about the notional SEND budget and happy for that to be a priority.  CR has spoken with CC regarding SALT (speech and language) agency, whom are not responding or delivering on what is needed. We as a school are plugging this gap but that's using additional resource internally. CC has escalated as much as possible; CC does think it is a work load problem but this does not help our pupils who need the support now. Despite lack of support from SALT, CC continuing with work with TAs, and continue with assessments; CC having to divert her time to chasing SALT.	AP11: IT/WM/CR to meet in the new year if no response from SALT



12.3	<p><u>Finance</u></p> <p>LP reported from the finance committee meeting</p> <ul style="list-style-type: none"> <li>Budget (actuals) - as expected, but facing challenges with increased costs for Supply teachers and cleaning due to Covid; hoping to claim back for expenses;</li> <li>3 Year Budget (forecast) - DfE requirement to submit to County; 3 scenarios analysed <ol style="list-style-type: none"> <li>Baseline - no wriggle and cutting to bare bone</li> <li>Baseline plus additional SENCO hours (as need higher) and teaching overtime (for supply)</li> <li>Scenario two plus an increase in Headteacher time</li> </ol> </li> </ul> <p>Decision to submit scenario 2 as SENCO hours and overtime (for supply) are needed to provide the pupils education; leaves us in a slight deficit, but as FGB we are not permitted to submit a deficit, will work with in year funding to make the budget balance overall; however our plans will flag a review by County</p> <ul style="list-style-type: none"> <li>Sports grant - confirmed that we will be awarded this grant (£17k); restrictions on how you spend the funds being reviewed by LP/LD/WM</li> <li>Funding opportunities - BPC for Nature Ninjas (£4k), Autumn Walk (£2k), PTA Christmas Fair (amount still to be confirmed)</li> </ul> <p>IT added that finance is a challenging area and LP continues to do a great job for the school.</p>	
12.4	<p><u>Health and Safety</u></p> <p>DP reported meeting with AG to review checks and inspections, records, work undertaken and up coming work 18/11/21. Next review Feb 2022.</p> <p>AG implementing planned maintenance logs</p> <ul style="list-style-type: none"> <li>Asbestos training completed 01/11/21.</li> <li>Fire door in Lake had serious mechanical failure. Repaired and functioning normally.</li> <li>Partial redecoration in Forest after installation of new interactive tv/board.</li> <li>Operational Inspection Report. 22/11/21.</li> <li>No serious issues. Minor maintenance and monitoring rot in wooden play structures.</li> <li>Repairs to broken steps in main playground.</li> </ul> <p>Upcoming works include:</p> <ul style="list-style-type: none"> <li>Legionella training.</li> <li>Mole infestation ongoing.</li> <li>Creation of planned maintenance yearly plan for external mechanical, electrical, fire and emergency lighting system, water quality and sewage maintenance.</li> </ul>	
12.5	<p><u>Training</u></p> <p>LP reported the training spreadsheet is being updated, with our new Governors doing the new introduction Governor training;</p> <p>LP is advising on the Dioceses training as it comes to hand and will communicate training going forward;</p> <p>Noted that training will remain as a specific agenda item so Governors can share what they have done/learnt on the training course.</p>	
12.6	<p><u>Community and Stakeholders</u></p> <p>RMc reported:</p> <ul style="list-style-type: none"> <li><b>Solar Panels</b> - this is still ongoing, but will dedicate some time to resolving exactly what the costs/savings are. There has been difficulty getting access codes to the account, which has stalled the process. I will spend some time on this before the end of term, and then talk to Re-power Balcombe.</li> <li><b>Website</b> - with the transfer of information to the new website, I think it might be worthwhile me doing an audit of it to make sure we are compliant.</li> <li><b>Marketing</b> - the banner has been completed, printed and is up on the railings. This was created by Rachel Hall and produced by Tom Fieldhouse (free of charge!). I have written to thank him. We need to consider another banner to alternate. Press articles from Mid Sussex Times are on the school website. We are still waiting for Darren Wood to take some more photos and video for the website. Lara has asked him again.</li> <li><b>Volunteer Days</b> - unfortunately we had to postpone the volunteer day planned for November, to work on the Nature Ninja field. I think we should now plan it for early in the New Year, possibly January 8th or 15th. Then plan another volunteer painting day in the spring.</li> </ul> <p>IT on behalf go the FGB extended our thanks to RMc and Tom on providing the marketing banner free of charge;</p>	AP12: RMc to do web-site audit
13	<b>GDPR, Cyber and Physical Security</b>	
13.1	<p>LP reported there are no breaches since the last report.</p> <p><b>Q: When emailing PCR test results to the school, there is personal data; Can and does the school hold this? If so, why?</b></p> <p>LP confirmed that the school is permitted to hold personal data pertaining to medical information</p>	

14	<b>Chairs Business</b>	
14.1	<u>360 Evaluation</u> IT thanked those Governors that spent time and responded on the evaluation form; From this review, it has flagged up a few areas to work on going forward in future meetings, i.e. sharing processes	
14.2	<u>Skills audit</u> IT reminded Governors to do the skills audit now for their own use and identify where you have a knowledge gap that you can work on during the year; then repeat the skills audit in the Summer term to see if your skills have addressed gaps and prepare you for the new academic year.	
14.3	<u>Governor / Teacher link</u> We are refreshing the Governor/teacher link - noting that a parent should not be aligned to the teacher of their own child: <ul style="list-style-type: none"> <li>• Lake - BH - JF</li> <li>• Coombe - LB - CR</li> <li>• Forest - HR and SS - RC</li> <li>• Spring - SC - RMc</li> <li>• Mill - AE - DP</li> </ul>	AP13: All send introduction email  AP14: IT to email RC on update
14.4	<u>Environment sustainability</u> Two documents to explore are the DfE Climate Change Approach and the link to school curriculum (this may fit Nature Ninja learning) and Greener Governance but the NGA; this school may wish to consider these going forward.	AP15: RMc to investigate docs and report at next meeting
15	<b>Any other business</b>	
15.1	Dioceses meeting with RT/MF/WM - purpose was to support us for Christian distinctiveness preparation for SIAMS this year; self evaluation in 7 areas; overall impression is that we are not underpinned strongly enough from a Church perspective; Noted that we have a large portion of parents that have no faith, main point/issue is the Vision, and something more like our strap line 'in all that we do we are guided by god' should be the Vision; we need further discussion and be clear are we happy with our Vision and can justify, or take on feedback and introduce more bible references; RT added that we should not do what we are not comfortable with; be true to what we are and present this in best light possible; IT has looked at other CofE School's visions and there are no specific references to Church; we should consider this as well as the Diocese feedback; There was a discussion on the FGB already looking at Vision extensively, noting that MF has done great work previously;	See AP7
15.2	IT requested Governors to provide feedback on how meeting has gone, specifically the strategic effectiveness, relevance, how well you feel it has gone as a Governor as we no longer have committees	
15.3	Noted that Governor will write Christmas Cards to all staff members.	
15.4	IT provided thanks on behalf of the FGB to WM / LP / LB for all their hard work this term.	
16	<b>Date and time of next meeting</b>	
16.1	The next meeting will be held on Thursday 17 <sup>th</sup> February 2022 at 7pm.	