



BALCOMBE C.E. (VC) PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
Held on Thursday 31st March 2022 at 7pm at School

In all that we do we are guided by God

Present:

Ian Tremble (IT) Chair	Janina Clark (JC) Vice Chair	Liz Bendall (EB)	Wendy Millbanks (WM)	Rosy Telford (RT)	Lara Power (LP) Bursar
Mostyn Field (MF) Ex-officio	Jill Dawson (JD)	Rob McIntyre (RMc)	Oliver Smith (OS)	Carolyn Rolph (CR)	Julia Fairweather (JF)
Laura Baird (LB)					

Apologies: Rose Carr (RC), David Paul (DP)

In attendance: -

Minute reference	Formal actions identified	Status	By
<i>14th October 2021</i>			
9.6 – Monitoring – Sports Premium	AP7: New pupil premium strategy and impact from 2020/21 to be discussed at the December FGB	In Progress	CR/CC
<i>17th February 2022</i>			
9. School Development	AP7: Governors to do the NGA webinar for Ofsted inspections	In Progress	ALL
10.2 Monitoring	AP9: IT to reach out to BCC members for contacts	In Progress	IT
<i>31st March 2022</i>			
3. Board Membership Matters	AP1: JC to update Governor Services and our records etc.		JC
5.1 Headteacher Report - Celebrations	AP2:CC to present SEN progress data at Autumn Term FGB		CC
5.2 Headteacher Report - Website	AP3: WM to identify documents for governors to QA for website		WM
5.7 Headteacher Report - Catch up funding	AP4: LP to collate reports in preparation for Ofsted on end of academic year for funds and plans		LP
5.8 Headteacher Report - SATs	AP5: All governors to advise WM if can invigilate for SATs		ALL
7.1 Mental Health and Emotional Wellbeing	AP6: JD to email thanks to all staff on behalf of GB before Easter break		JD
9.1 Monitoring - Learning Walks	AP7: JD/RMc to circulate pupil conferencing report		JD/RMc
9.1 Monitoring - Learning Walks	AP8: IT to email governors for learning walk participation		IT
9.4 Monitoring - Summer term priorities	AP9: WM to review and report on parent survey results and next steps		WM

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9.4 Monitoring - Summer term priorities	AP10: MF to work with WM on collective worship monitoring		MF
11.1 Reports from Committees/Link Governors - Safeguarding	AP11: LP to send questionnaire on safeguarding to demonstrate checking governors knowledge		LP
11.2 Reports from Committees/Link Governors - SEND	AP12: WM to issue teacher survey for knowledge base on SEN to identify CPD requirements		WM
11.2 Reports from Committees/Link Governors - SEND	AP13: IT to email all staff on acknowledgement of success of SEN pupil		IT

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 were received and accepted from Rose Carr, David Paul	
2.	Declarations of Interest	
2.1	None	
3.	Board Membership Matters	AP1: JC to update Governor Services and our records etc.
3.1	<u>Membership:</u> <ul style="list-style-type: none"> • Appointment of parent governor - Laura Baird; term dates 25 March 2022 - 24 March 2026 • Unanimous vote for Co-opted governor Dominique Atwell; term dates 31 Mar 2022 to 30 Mar 2026 • JC moved to Associate governor 	
3.2	<u>Safeguarding Link Governor:</u> LB is taking on the Safeguarding Link Governor role from JF It was noted: <ul style="list-style-type: none"> • Curriculum will be split in KS1 and EYFS - RC and KS2 - DA • From September, governors will be offered the opportunity to change to a different Link Governor role if possible • From December, governors need to take on SEND as CR steps down next year 	
3.3	<u>Clerk update</u> <ul style="list-style-type: none"> • Approached by applicant, but unfortunately not progressed • JF may have a potential candidate 	
4.	Minutes and Matters arising from the meeting on 17th February 2022	
4.1	The minutes were agreed as a true and accurate record of the meeting. Proposed JF / Seconded MF.	

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 - NGA are publishing an updated set of questions later in the year; aim is to complete this by end of the academic year</p> <p><u>14th October 2021</u> AP4: meetings to be arranged with governors regarding continuity planning - Completed AP7: New pupil premium strategy and impact from 2020/21 to be discussed at the December FGB - In progress</p> <p><u>9th December 2021</u> AP2: Meeting with governors and PTA for comms and future fundraising - Completed AP4: IT and RMc to meet with JM to see how we can help - Completed; awaiting for the grounds to dry out before works can commence AP8: RT/JC to illustrate results in chart format for publishing on website - Completed; some questions to go through with WM and then publish on website AP9: WM to compile parents survey to be issued before Easter break - Completed AP10: JF to do safeguarding audit presentation for FGB - Completed; to be carried forward to March meeting AP12: RMc to do website audit - In progress</p> <p><u>17th February 2022</u> AP1: IT/JC continue to follow up with Clerk - Completed AP2: JC/LP to advertise for Parent Governor vacancy - Completed AP3: IT and RMc to look into how we can line pathways - Completed AP4: RMc to explore driver options for mini bus - Completed AP5: IT/WM/JC to meet after half term for Ofsted planning - Completed AP6: IT to circulate documents for governors to read - Completed AP7: Governors to do the NGA webinar for Ofsted inspections - In progress AP8: RC to prepare tracking of next steps from walks and follow up on actions - Completed AP9: IT to reach out to BCC members for contacts (<i>cricket season from May</i>) - In progress AP10: RMc/JD to do pupil conferencing - Completed AP11: IT/WM/JC to meet for parent survey prep - Completed AP12: IT email all for parents evening availability - Completed AP13: IT advise on a working group to drive forward E&S planning - Completed AP14: WM/IT/JC/LP/PTA to meet for fair planning - Completed AP15: All to email any concerns to start 6:30pm on 31/3 - Completed</p>
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5	Headteacher matters – written report	
5.1	<p><u>Celebrations</u></p> <p>Q What evidence can be provided to Governors to support this statement regarding the progress of SEND pupils?</p> <ul style="list-style-type: none"> • Teacher and SENCO tracking documentation; • Use of Insight whereby teachers enter result of assessments each term; • Before and after intervention assessment; this includes reading and wellbeing; additionally teachers can observe how children have progressed 	AP2:CC to present SEN progress data at Autumn Term FGB
5.2	<p><u>Website</u></p> <p>Q How is the material published on the school website being QA'd?</p> <ul style="list-style-type: none"> • Initially governors supported the QA process in the subject format; • Subject Leaders, HT and LC have recently reviewed in preparation for the website; <p>Q Are the subject 'Progression' documents the same as the subject 'curriculum map' (as some subjects have both and some only the progression documents)?</p> <ul style="list-style-type: none"> • They are different documents; the 3 I'd (intent, impact, implementation), progression and curriculum map • The progression document shows how the skills and knowledge in the National curriculum will be developed over time • EY is in a separate document • The curriculum map is a 2 year cycle, illustrated by term • Next steps – to record the whole 2 year cycle on a term by term basis for each class across all curriculum area <p>Q Are parents being updates regarding the publishing of these documents?</p> <ul style="list-style-type: none"> • Yes, this was included in the March newsletter • More detail to follow in the next newsletter 	AP3: WM to identify documents for governors to QA for website
5.3	<p><u>Challenges</u></p> <p>Q How are you identifying the priorities?</p> <ul style="list-style-type: none"> • Addressing through a combination of longer term improvement plan, advice and direction from the Link Adviser and input from governors • We are also responding to DfE and other initiatives/directives; • It was noted that there are many challenges for our capacity to execute (as we are a small school with limited resources) and we must consider the needs of the pupils/their families and staff • WM advised that it is very difficult to do strategic work whilst in school and will look to plan working from home days after the Easter holidays and in the summer term 	
5.4	<p><u>Remote learning</u></p> <p>Q Do we know why the uptake for the remote learning was low across the absent children?</p> <ul style="list-style-type: none"> • Not entirely, but it is likely that pupils and parents were poorly with Covid • Additionally working parents may not be able to support remote learning <p>Q Have any individual children suffered further setbacks in their learning as a result of absence?</p> <ul style="list-style-type: none"> • Yes most definitely; as with any absence it will most affect those children who need daily reinforcing to maintain progress; most have only been off for a few days though <p>Q If so, what is being done to address this?</p> <ul style="list-style-type: none"> • We are providing a lot of 1:1 or small group support to plug gaps and give individuals what they need next, i.e. bespoke intervention • Our teachers are very good at managing this and no teacher has raised any issues <p>Q What are we doing to improve low engagement, or engage reluctant pupils/families?</p> <ul style="list-style-type: none"> • We are making sure they know where to find the work • WM believes we don't have either, but equally we have to be realistic 	
5.5	<p><u>Attendance:</u></p> <p>Q Is any action being taken regarding children falling in the above group?</p> <ul style="list-style-type: none"> • Individual discussion if needed and/or if appropriate <p>Q Why has 87% been picked as the cut off?</p> <ul style="list-style-type: none"> • WM mistook the national average as a cut off of 89.7% for 87% 	

	<p>Q Is there any significance EAL group being low attendance?</p> <ul style="list-style-type: none"> • No, they have all had Covid but not together and the family have been cautious about sending siblings in; additionally there have been lots of PCR tests done which take up to 48 hours to return results <p>Q What is SEN – K and SEN -E ?</p> <ul style="list-style-type: none"> • SEN K = SEND • SEN E = pupil with an EHCP 	
5.6	<p><u>Curriculum development</u></p> <p>Q How are we communicating to parents what their children will be / are learning termly / over academic year?</p> <ul style="list-style-type: none"> • Historically have always done a termly class letter including this; this hasn't happened in the same way for the last couple of terms but there will be one after Easter; • From September, parents will be signposted via a class letter to the website <p>Q Are there any curriculum subjects that are still 'work in progress'?</p> <ul style="list-style-type: none"> • All of them; we need to review and grow our plans • In terms of paperwork on the website, Art and DT curriculum map is missing • Also need to add overviews of each class 	
5.7	<p><u>Catch up funding</u></p> <p>Q Has this been communicated to parents?</p> <ul style="list-style-type: none"> • Yes this was outlined our plan in Jan newsletter • Further into the Summer term we will write again to parents with an update when we have completed the interventions 	AP4: LP to collate reports in preparation for Ofsted on end of academic year for funds and plans
5.8	<p><u>SATS</u></p> <ul style="list-style-type: none"> • Scheduled for week commencing 9th May, for 4 mornings <p>Q Are results published this year?</p> <ul style="list-style-type: none"> • No - next year <p>Q What is the expected likely outcome?</p> <ul style="list-style-type: none"> • Year 6 assessment so far indicate on track as expected / reaching the standard for reading 88%, writing 75% and maths 75% <p>Q What materials are used for working on SATs, i.e. materials by DfE?</p> <ul style="list-style-type: none"> • We use past papers to practice <p>Q Are any pupils not doing SATs this year?</p> <ul style="list-style-type: none"> • No, all pupils are doing SATs <p>Q Are there any modifications for any pupils?</p> <ul style="list-style-type: none"> • Yes, there is extra time for one pupil • Another pupil will sit with one adult in the room to encourage concentration 	AP5: All gov-ernors to advise WM if can invigilate for SATs
5.9	<p><u>Community</u></p> <p>It was noted that the money raised has been sent to Ukraine.</p> <p>IT reminded all governors their role to read the HT report and provide questions before meeting.</p>	
6	<p>Teaching and Learning</p>	
6.1	<p><u>Insight presentation</u></p> <ul style="list-style-type: none"> • EB presented the Insight tool, which provides a point in time assessment for R/W/M; judgment is set against certain criteria • Data is based on the national curriculum for that term • Teachers will base assessment on lessons, 'quizzes' and knowing the pupil • Teachers input the assessment data into Insight for graphic display in multiple formats and data dimensions; i.e. % break down on below expected or as expected and can be split into further categories for whole school, class, year group etc. • can look at individual year groups, and all by R/W/M • Insight provides data reporting at a granular level to support how and why some results are the way they are <p>Q We can see that reading progress is a strong area. Can you change the emphasis on subjects within the curriculum to focus on weaker areas (writing as an example) if necessary?</p> <ul style="list-style-type: none"> • Yes the data is used to identify where adjustments to our learning priorities are required and this is then acted upon 	

7	Mental Health and Emotional Wellbeing	
7.1	<ul style="list-style-type: none"> • JD has spoken with staff and received some emails • Overall workload remains high, but this is recognised as no different to other schools • Staff feel under pressure to ensure children work to a certain standard and they noted that pupils are not getting 'fun' things to enhance their learning • However there has been a recent presentation from Science visitor and Nature Ninjas will commence after Easter break • Staff recognise things are returning to normal 	AP6: JD to email thanks to all staff on behalf of GB before Easter break
7.2	<ul style="list-style-type: none"> • JD has also spoken with pupils who are very happy and demonstrated co-operation when working together • It was noted that there remains a fine balance between staff welfare and academic achievements • JD thanked WM and the teaching staff on behalf of the governing body for their continued hard work <p>Q - Given the difficult position we are in and being mindful of the welfare of staff, how do we give more with less, what can we do?</p> <ul style="list-style-type: none"> • It was noted that the staff feel more supported by governors and that we are all working together • Pupil conferencing by governors is a great start to help the team and gauge feedback • Having a specific link governor for staff welfare and wellbeing is working well • JD advised that the team are really stable as the staff like working here 	
8	School Development	
8.1	<p><u>SIP - 2021 / 2022 Update</u></p> <p>Q Are we making progress across all actions towards meeting each of our improvement priorities?</p> <ul style="list-style-type: none"> • Yes, everything is running to timeframe initially identified apart from the video and parents coming in for assembly • We aim to start assemblies with parents after Easter as well as completing the video • The school prospectus is also well underway 	
8.2	<p><u>SIP - 2022 / 2023 Development</u></p> <ul style="list-style-type: none"> • IT advised that work has started, which includes meeting with WSCC LA and meeting with WM/EB/AE to identify priorities from September • Aim is to update the SIP layout per the Ofsted headings, resulting in fewer priorities but with more actions per priority • Once the new SIP is in draft, input from governors will be requested • Process this year is to sign off the 21/22 SIP in July and also agree the 22/23 SIP before September 	
8.3	<p><u>SIAMS SEF</u></p> <ul style="list-style-type: none"> • WM has written the SIAMS SEF with input from RT and MF and the diocese advisor • Noted that whilst taking on feedback, we support and believe that our strap line is our Vision • Please refer SIAMS SEF document (on dropbox and issued with minutes) 	
9	Monitoring	

9.1	<u>Learning Walks</u> <ul style="list-style-type: none"> Noted that the learning environment and behaviour learning walk was completed and this was well received by staff Pupil conferencing has also been completed for Christian distinctive; followed internet safety and bullying Overall pupils knew what to do, an adult to speak to etc. RC has prepared a spreadsheet to track monitoring visits / learning walks. This includes next steps which should be taken into account when conducted future monitoring. 	AP7: JD/ RMc to circulate pupil conferencing report AP8: IT to email gov-ernors for learning walk participation
9.2	<u>Spring Term – Monitoring / Pupil Conferencing</u> <ul style="list-style-type: none"> Upcoming monitoring visit will focus on reading and phonics in Coombe Further pupil conferencing to be conducted by JD and RMc 	
9.3	<u>Parents Survey</u> <ul style="list-style-type: none"> Noted that the parent survey was successful with more than half of the families completing it IT has conducted an initial review and found that constructive feedback was provided 	
9.4	<u>Summer term priorities</u> <ul style="list-style-type: none"> Future learning walks to include focus of proposed next steps (i.e. monitoring spreadsheet prepared by RC) Summer learning walks will also include reading, collective worship, assemblies IT thanked everyone for supporting the learning walks 	AP9: WM to review and re- port on parent survey results and next steps AP10: MF to work with WM on collective worship monitor- ing
10	Policy Review	
10.1	<u>Update on review progress</u> LP will continue to review the policies and then issue to governors to their final review ahead of FGB sign off	
10.2	Governors agreed sign off for the following policies: <ul style="list-style-type: none"> Anti Bullying Children with health needs who cannot attend school Health and Safety 	
11	Reports from Committees/Link governors	

11.1	<u>Safeguarding - presentation</u> <ul style="list-style-type: none"> JF presented to governors on the safeguarding (refer presentation issued with minutes and on dropbox) 	AP11: LP to send questionnaire on safeguarding to demonstrate checking governors knowledge AP12: WM to issue teacher survey for knowledge base on SEN to identify CPD requirements AP13: IT to email all staff on acknowledgement of success of SEN pupil
11.2	<u>SEND</u> <ul style="list-style-type: none"> CR advised that CC received positive feedback on EHCP as approved at first round, expected to receive in 20 weeks' this is encouraging as progressing at first round Another EHCP is in the pipeline We continue with 22 pupils on the SEN register, which is 17% of our pupil population Notional budget meeting conducted to ensure we are all clear on what the budget is and how it is made up, as well as agreeing best practice for signing off such budget; in addition, it is established that CC has a greater input into how the budget is spent IT noted that one pupil that had previously missed some education, has progressed significantly and how proud staff should be on the work they have done for this pupil It is recognise that it is not just academic achievement, but support and targeted interventions that have helped this pupil achieve inclusion 	
11.3	<u>Finance</u> <ul style="list-style-type: none"> RT added that there is sufficient carry forward of the budget to 22/23 along with additional funding from WSCC, that has allowed us to be in a breakeven position, but the budget remains very tight; Noted the following are reviewed, agreed and signed off: <ul style="list-style-type: none"> SLAs for next financial year SFVS Scheme of delegation has been amended, reverting to 6 Business Manager reports per year, in line with the FGB meetings Debt policy IT reminded governors that they may sit in a Finance Committee meeting to gain a better understanding of our finances and to contact RT for meeting dates 	
11.4	<u>Community / Stakeholders</u> <ul style="list-style-type: none"> Marketing - RMc updated that the prospectus was updated with new photos is with RH to finalise; we are waiting for the video to be re-done and then to go on website Environmental sustainability - RMc and WM agreed to form a working group after Easter to work on initiatives going forward Working party set for Saturday 2nd April Nature Ninjas - there is potential for some bee keeping and we may have someone interested to take a lead A plea from the Gardener's Association - they are keen for children to get involved in the love of plants and nature and this could be considered on the Nature Ninja site <p>Q On environment sustainability, do we still have the air pollution monitoring?</p> <ul style="list-style-type: none"> No and it has been investigated that we are not able to get another one It was noted that LP has emailed WSCC for crossing patrol when Network Rail have up to 20 lorries passing daily 	
11.5	<u>Foundation</u> <ul style="list-style-type: none"> Relationship between church and school is in strong Covenant - this allows WM to ask for things and improves relations between school and church Continue with collective worship weekly and this is being covered by CW, JW, DV Future potential visitor from a Rabi - JLS is still working on this Pathfinders is running weekly, with approximately 10 pupils Successful fundraiser on Shrove Tuesday with a pancake stall; raising £150, which the pupils decided to send to Ukraine and not spend it on items for their school; the donation was then matched by a generous local resident so the pupils did not miss out (working on 'pay it forward') Easter service is scheduled for Tues 5th April at 2pm; governor support requested to help walk pupils to and from the church 	
11.6	<u>Training</u> <ul style="list-style-type: none"> LP advised that the updates to the training log have been done and this is available on drop-box 	
12	GDPR, Cyber and Physical Security	
12.1	LP reported there was one breach since the last report; this was due to an email being sent to an incorrect address; log available on dropbox	
13	Chairs Business	

13.1	<u>School summer fair</u> <ul style="list-style-type: none"> • Noted that this is a community event; • There may be a possibility for a bar and WM is exploring if we can get the Fish and Chip van • The focus this year will be on a talent show, with heats during the school day • Request for governors to support with the auditions in school day, this will be after the May half term; final will be part of the summer fair • TBC date proposed will be Friday 24 June or Friday 1 July 	
13.2	<u>Ofsted - NGS SE Forum update</u> <ul style="list-style-type: none"> • IT attended the webinar which advised that Ofsted were approximately 6 terms behind schedule (approx 2 years), however this doesn't follow suit as WP inspected 5 years and have just had an Ofsted inspection • Main issues that Ofsted could focus on are <ul style="list-style-type: none"> • safeguarding procedures slipping, i.e. referrals and follow up of referrals • curriculum • absences and low attendance • SEN numbers • PHSE - looking at what schools doing for peer to peer sexual abuse; taking the attitude that it affects everybody; we are covering this through internet safety • Noted that the SCR and the role governors play is that we should not be asked to check; it is the role of school and governors need to make sure process is followed 	
13.3	<u>Ukraine Community Group</u> <ul style="list-style-type: none"> • Community group within the village that are putting forward as host families and volunteers • IT is the link between the school and the Ukraine community group • If successful with visa applications, then we will have some primary aged children • Admissions advising refugee have to arrive at a local address; but we are trying to get ahead of the process to support children earlier • WM to communicate to parents that the school is 'on it' and the community knows that we want to support • DfE have set aside funds of £6.8k per child for LA but they have yet to advise final amount allocated to the school 	
14	Any other business	
14.1	• WM passed on her thanks to for being in school	
14.2	• Having completed her term, JF expressed how lucky she was to have her children at this school	
15	Date and time of next meeting	
15.1	The next meeting will be held on Thursday 26 th May 2022 at 7pm	