



**BALCOMBE C.E. (VC) PRIMARY SCHOOL**  
**Minutes of the Full Governing Body Meeting**  
**Held on Thursday 7<sup>th</sup> July 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
Rob McIntyre (RMc)	Oliver Smith (OS)	Laura Baird (LB)	Rose Carr (RC)	Dominique At- well (DA)	David Paul (DP)

**Via Teams:** Jill Dawson

**Apologies:** Mostyn Field, Carolyn Rolph, Julia Fairweather

**In attendance:** Lucy Chettleburgh (taking minutes), Demi Kempthorne

Minute reference	Formal actions identified	Status	By
<i>17<sup>th</sup> February 2022</i>			
9. School Development	AP7: Governors to do the NGA webinar for Ofsted inspections	Completed	ALL
<i>31<sup>st</sup> March 2022</i>			
5.1 Headteacher Report - Celebrations	AP2:CC to present SEN progress data at Autumn Term FGB		CC
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	In Progress	LP
11.2 Reports from Committees/Link Governors - SEND	AP12: WM to issue teacher survey for knowledge base on SEN to identify CPD requirements	Completed	WM
11.2 Reports from Committees/Link Governors - SEND	AP13: IT to email all staff on acknowledgement of success of SEN pupil	Completed	IT
<i>26<sup>th</sup> May 2022</i>			
7.1 Mental and Emotional Wellbeing	AP1: IT/JD/WM to further develop the role and maximise what else we can do to support Wellbeing (Autumn Term)		IT/JD/WM
8.1 School Development - SIP 2021/22	AP2: WM to share date when staff are meeting for book monitoring (revisit next term)	Completed	WM
8.2 School Development - SIP 2022/23	AP3: WM to issue 2022/2023 SIP by w/c 20/6	Completed	WM
8.4 School Development - SEF	AP4: IT to assign governors to SEF sections for review		IT

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11.8 Reports from Committees/Link Governors - Training	AP5: IT to update training list and recommendations	Completed	IT
13.2 Chairs Business - Skills Audit	AP6: IT to re-issue Skills Audit to all governors	Completed	IT
13.3 Chairs Business - Ofsted	AP7: RC to research on other schools Ofsted inspection timings		RC
13.4 Chairs Business - Fete	AP8: Governors to email IT for volunteering on 24/6 and 16/7		ALL
14. AOB	AP9: JC/IT to create and issue clerking rota	Closed	JC/IT
7 <sup>th</sup> July 2022			
5.2 HT Report – Success 2021/22	AP1: Finance team to review how NN is funded		RT/LP
5.3 HT Report – Challenges 2022/23	AP2: LP to report on covid spend		LP
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”.		WM
5.5 HT Report – Catch up premium data	AP4: WM, LP to provide headline data on funding: how much was given , how it was spent & what was the outcome?		WM/LP
8.3 Monitoring – 2022/23 Timetable & Priorities	AP5: RC to create timetable for monitoring		RC
9 Policy Review	AP6: eSafety Policy to be implemented in September LP		LP
10.4 Report from Committees – Finance	AP7: RT to conduct review ready for April 2023		RT
12 Chair's Business – 20 Questions	AP8: IT to distribute NGA document.		IT
12 Chair's Business – Fete rota	AP9: IT to send out rota for Fete.		IT
13.1 Any Other Business	AP10: IT/JC to set up working party to identify suitable academy trust		IT/JC

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

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

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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	MF, JF, CR JD attended meeting via Teams	
2.	<b>Declarations of Interest</b>	
2.1	None	
3	<b>Board Membership Matters</b> <ul style="list-style-type: none"> <li>• No upcoming vacancies</li> <li>• IT introduced and welcomed the new clerk Demi. Demi will start her role in September following online training over the summer.</li> </ul>	
4	Minutes and Matters arising from the meeting on 26 <sup>th</sup> May 2022	
4.1	The minutes were agreed as a true and accurate record of the meeting. Proposed JC / Seconded IT	
4.2	<b>Matters Arising</b> Per previous meeting actions:  <u>17<sup>th</sup> February 2022</u> AP7: Governors to do the NGA webinar for Ofsted inspections - Completed  <u>31<sup>st</sup> March 2022</u> AP2:CC to present SEN progress data at Autumn Term FGB - Ongoing AP4: LP to collate reports in preparation for Ofsted on end of academic year for funds and plans – Ongoing AP12: WM to issue teacher survey for knowledge base on SEN to identify CPD requirements - Completed AP13: IT to email all staff on acknowledgement of success of SEN pupil – Completed  26 <sup>th</sup> May 2022 AP1: IT/JD/WM to further develop the role and maximize what else we can do to support Mental and Emotional Wellbeing – Autumn Term 2022 AP2: WM to share date when staff are meeting for book monitoring – Completed AP4: IT to assign governors to SEF sections for review – Ongoing AP7: RC to research on other schools Ofsted inspection timings - Ongoing	

<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b>Headteacher matters – verbal report</b></p> <p><u>SATS Results</u>  WM talked through <b>KS2</b> SATs results:  Reading at expected standard – 94% (national 74%)  Reading at higher standard – 63%  Reading average scaled score 110 (national 105)  Writing at expected standard – 75% (national 69%)  Writing at higher standard – 0%  Maths at expected standard – 88% (national 71%)  Maths at higher standard – 38%  Maths average scaled score – 106 (national 104)  GPS at expected – 94% (national 72%)  GPS at higher standard – 50% (national 28%)  Reading, writing, maths combined at expected standard – 88% (national 59%)  Reading, writing, maths combined at higher standard – 0%  WM expressed congratulations to AE for his efforts</p> <p><b>Q: During WM talk about results RT asked were results were in line with national or above?</b>  A: WM answered with national figures in brackets above to show comparison.</p> <p><b>Q: IT asked about the KS1 internal assessment?</b>  A: EB advised that current year 2 children have yet to complete a full school year due to covid disruption. This cohort have a lot of extra needs both learning and emotional – there are also 2 new children who are EAL. It will have been very hard for parents to teach phonics at home and to support key learning during the government directed lockdown periods.</p> <p>EB talked through KS1 SATS results and explained that results are slightly below 2019 national average:  Reading at expected standard – 71% (national 75%)  Reading at higher standard – 4% (national 25%)  Writing at the expected standard – 54% (national 69%)  Writing at the higher standard - 0% (national 15%)  Maths at the expected standard – 68% (national 76%)  Maths at the higher standard – 0% (national 22%)  Reading, writing, maths combined at expected standard – 54% (national 65%)  Reading, writing, maths combined at higher standard – 0% (national 11%)</p> <p><b>Q: IT Having adopted a new ILP – how do we measure any success or failure?</b>  A: WM responded that the format is important as well as the content. Targets are set for the children and then shared with parents. If targets are not achieved, parents are notified by CC (SENco). The targets are reviewed regularly to check for progress. The new ILP format keeps everything accessible and in one place.</p> <p><u>Successes 2021/22</u>  <b>Q: IT asked for a progress review of Nature Ninjas?</b> A broader finance action is required to establish how NN is funded going forward.  IT stated that he has attended NN sessions as a volunteer helper. IT also previously helped at Forest School. The provision from Libby Taylor at Nature Ninjas is exceptional when compared to the previous Forest School set up. It has been a huge success</p> <p>OS arrived @ 7.20pm</p> <p>WM will share Inset timetable and staff meetings with FGB.  IT commended WM and staff for their achievements during this academic year.</p> <p><u>Challenges 2022/23</u>  WM advised that taking Ukrainian children has presented a number of challenges. WM has recruited staff to help with the language barrier, but funding to support this has not yet been received from County. IT has chased funding for Ukraine children. LP also spoke to WSCC regarding funding. Ongoing issue.</p> <p>LP to report in September about additional spend due to covid / staff absence.</p>	<p>AP1: Finance team to review how NN is funded</p> <p>AP2: LP to report on covid spend</p>
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	<p>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".</p> <p><b>Q: IT asked if the return to more normal school life has provided any NEARS opportunities?</b>  A: WM responded that there is currently too much going on in NEARS Head's own schools so no opportunities have arisen recently. The NEARS set up is very far from where it was before covid, however, there is still policy sharing amongst the Heads. There has been very poor attendance at recent meetings.</p> <p><b>Q: IT how did we end up with a class of 30 children in the current year 2?</b>  A: WM answered that she persuaded County to allow us to take more children in that cohort as there was an unusually large number of siblings wanting places. If we lost the older siblings to a new school which could accommodate the younger and older children, this would have a detrimental impact on future numbers.</p> <p><b>Q: IT referred to WM HT report and asked about the minority group and what it mean when it says 'Refused'?</b>  A: WM responded that parents are given the chance to refuse to give ethnicity of the child.</p>	<p>AP3: WM to report on Music in December</p>
5.4	<p><u>Attendance for current academic year, exclusions</u>  WM reported that the national average attendance is 91.4%. WM stated that small pupil numbers can mean one child can affect attendance negatively.</p>	
5.5	<p><u>Catch up premium data</u>  WM advised that the data is drawn from one test at one point in time and it can depend on circumstances at that moment. There are a lot of SEN children in Coombe class which affects the data.</p> <p>IT stated that progress is good, a few children are static but mostly they are excellent. Thinking about how to identify children and how to spend the funding has proven to be excellent.</p> <p>A: LP advised that funding is limited. WM stated that the children who were identified as having potential to slip behind, have made good progress – this has been achieved through TA intervention. Those children have ILP's so learning is already challenging for them.</p>	<p>AP4: WM, LP to provide headline data on funding: how much, how it was spent &amp; outcome?</p>
5.6	<p><u>SEND numbers</u>  IT asked what the needs of the children who are due to start in reception are? WM advised that Lake class will need additional support for the first few weeks, but until the children are in school she is unsure of what further needs there are. Additional TA hours will be allocated to reception for first few weeks. Beverley Hoddell has spoken to parents to suggest that those with additional learning requirements stay part-time for longer.</p> <p>RC commented that we should be doing a baseline test by half term.  DA noted that the additional learning requirements must be significant, given the young age of the children.</p> <p>WM responded that school will be conducting a baseline test and that we have been selected to take part in an additional one that will take about 30 minutes to complete with each child.</p>	
5.7	<p><u>S106 developer contribution</u>  IT stated that the plan looks good, particularly outside the library.</p>	
5.8	<p><u>Ukraine students</u>  See comment earlier regarding funding issues and staffing.  WM advised that there is an application in progress for a 4<sup>th</sup> Ukrainian child.</p>	
5.9	<p><u>Additional HT Matters</u>  <b>Q: IT asked WM how many lesson observations have been done during the current academic year?</b>  A: WM responded that she did a round of formal lesson observations before Christmas but nothing since. The teaching staff have been employed here for so long WM knows that the teaching is above standard. WM plans to do lesson observations in the Autumn term.</p> <p><b>Q: IT asked if they are graded still?</b></p>	

A: WM replied that there is not a formal grading but the teaching is always outstanding. Grading is not a requirement. WM drops in on classes regularly and thinks about 'where is this lesson' in the scheme of lessons?

**Q: IT enquired about the extra-curricular activities this year?**

A: WM listed a virtual science visit, female engineer from McLaren and fire service visit as the highlights.

After school clubs – there is a good variety of clubs on offer that cater for years 1-6. Children in reception do not attend clubs. Sport clubs include cricket, tennis, athletics and stoolball for this term, there will be football again in the Autumn term which is always popular. We also offer gymnastics for years 1-3. Art Club has restarted again this term run by Mrs Gardiner. Drama is very popular particularly with the younger children. Pathfinders is run by Denise Vickerstaff, a volunteer from St Mary's Church and gives the children the opportunity to engage in activities with a strong religious message or theme. French and Music classes are run by external providers and have reasonable attendance. WM attendance could be better across most clubs.

**Q: RM asked how much parents pay for clubs?**

A: WM answered that clubs run by school generally cost £2.50 a session, clubs run by an external supplier are charged at £6 a session.

OV After School numbers are a bit disappointing given that parents asked for the service to be set up, WM hoping there will be more in September. Breakfast club now has excellent attendance and is running well under the guidance of Mr Graham.

On a Saturday, M&M theatre group use the school hall, this is open to both Balcombe pupils and others that are interested.

WM advised that the Jubilee grow your £2 challenge has raised £2k – an amazing effort by the children. There were a huge variety of fundraising activities, from growing plants from seed to tie dye t-shirts to face painting.

6	<b>Mental Health and Emotional Wellbeing</b>	
6.1	<p><u>Wellbeing Feedback</u></p> <ul style="list-style-type: none"> <li>• Staff <ul style="list-style-type: none"> <li>• Still very busy, pleased reports are finished</li> <li>• COVID-staff being versatile covering for absences and other changes</li> <li>• Sports day- very well organised and enjoyed by all</li> </ul> </li> <li>• Children <ul style="list-style-type: none"> <li>• Seem settled and school calm and purposeful</li> <li>• They enjoyed sports day and lots of evidence of supporting each other and good sportsmanship. Some of the children were a little overwhelmed by the occasion but understandable as it's their first one</li> <li>• Evidence seen of a child who had made a poor choice being dealt with in a calm manner with clear expectations resulting in the child reflecting on what he had done and apologizing to the other child</li> </ul> </li> </ul>	
7	<b>School Development</b>	
7.1	<p><u>SIP - 2021 / 2022 Update</u></p> <p><b>Q: IT asked if there is any additional evidence?</b> A: WM advised that all items are now green and completed.</p>	
7.2	<p><u>SIP - 2022 / 2023</u></p> <p>IT WM RC CR worked on document</p> <p><b>Q: Why does reading not feature? Why is maths selected over other subjects?</b> A: SEF reflects why reading is not included in SIP for 2022-23 because reading is good across the whole school. Amendments were made using additional data rationale. The SIP explicitly states that it applies to all pupils and not just SEN.</p> <p>IT thanked the SLT for their efforts to get the SIP in place ready for the new academic year. The Strategic Plan (3-5 year plan) has been circulated to all governors. It remains the same as no changes are required.</p>	
8	<b>Monitoring</b>	
8.1	<p><u>Maths Progression</u></p> <p>RC observed maths lessons in Spring and Forest, the children were very keen to share their work, and were very proud of what they have learnt. <b>The children commented that 'We see the links to maths in everything we do'.</b> There were clear objectives set for each child, and they were encouraged to self-assess using green pen. The children in Spring Class could give specific examples of how maths is used in other subjects and able to see progress in their own objectives, they responded well to Teacher marking.</p> <p>Forest Class were given a shape to choose their tasks. Their books showed evidence of them using different approaches to solve the same problem. The children talked happily about maths and used the word 'strategy' confidently and in the appropriate context, their maths vocabulary was very strong.</p> <p><b>Q: OS asked to what extent is maths split between text books and online?</b> A: RC answered Times Tables Rock Stars is used as an online tool. EB also advised that using text books or using online sources can be pupil led. RC observed the use of a countdown timer for maths during morning work. EB reported that Numbots is used for Infants and that teachers use a variety of tools to keep the children interested and engaged. Don't really have text books in class.</p>	
8.2	<p><u>Reading (Reception)</u></p> <p>RC was not able to see Reception and do a reading check.</p>	
8.3	<p><u>2022 / 23 Priorities / Timetable</u></p> <p>Going forward RC will take lead for monitoring and will produce a timetable for pupil conferencing, behaviour and well-being, MF will lead on collective worship. RC and DA to lead curriculum aspect of monitoring.</p>	AP5: RC to create timetable for monitoring



9	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• Internet Acceptable Use policy has been reviewed and updated by LP</li> <li>• eSafety policy will sit above Internet Acceptable use – HR has created this</li> <li>• Governor Allowances policy – no changes</li> <li>Complaints policy – no changes</li> </ul>	AP6: eSafety Policy to be implemented in September LP
10	<b>Reports from Committees/Link governors</b>	
10.1	<u>Safeguarding - LB</u> LB to meet with WM to update on safeguarding, but currently no concerns. SCR to be checked termly. Note that there are two missing bits of information relating to Ukrainian TAs due to challenges with their paperwork.  <b>Q: IT how do we manage this risk?</b> A: LP answered that DBS have provided a statement to use if needed. LP confirmed that she has obtained one reference for both TAs, but it is hard to get references from former employees. Protocol has been followed as closely as possible which has been deemed to be acceptable. WM advised that the TAs are not alone with the children in the classroom and KSIE has a statement that would provide cover if required.	
10.2	<u>Health &amp; safety - DP</u> The felt on the play shed has been replaced and the railings have been attended to. Mr Graham has been able to repair things with limited funding.  <b>Q: IT asked if we have received a report from the recent audit?</b> A: LP responded not yet ...! But no concerns were raised so it is unlikely there will be any issues.  <b>Q: IT does NN area now fall within H&amp;S?</b> A: LP advised that Mrs Taylor's risk assessment covers H&S for NN. Mr Graham attends all NN sessions so is on site and able to action any issues. Mr Graham is checking the progress of the step building to NN site.	
10.3	<u>SEND – CR (IT led report)</u> CC report has been circulated to all governors. IT said that the report is excellent, with lots of work put into each child. There is evidence of a good liaison with parents, and the children's voice is considered. IT advised that WSCC asked CC to put together case study on a particular child to be shared with others – it shows the success of the school but we can't share the case study due to confidentiality. IT keen to show the impact of those children having help.	
10.4	<u>Finance - RT</u> RT advised that a new finance system has been implemented. Funding for supporting the Ukrainian children has been challenging as County are not providing details of what funding is available which is needed to help plan in the longer term. It is hoped that it will be possible to recoup the funding costs associated with the Ukrainian TAs – note that this additional support means it does not divert help away from other children who need it.  IT reported that currently WM needs to work additional hours in order to fulfil all aspects of her role within paid working time. IT agreed WM will work an extra half day every other week starting in September, to be reviewed at October half term – to be done from home for strategic work.  IT reminded that a review around staffing is required and how money is spent? Previously School finances were not in a good place which led to restructure and redundancies. We now have a higher qualified SEN and TA support – need to discuss what the need is and what the priority is? LP requested that office staff need more paid hours.	AP7: RT to conduct review ready for April 2023
10.5	<u>Community, Stakeholders and Marketing - RM</u> Environmental sustainability – WM RM and Mr Graham have discussed how to make school environmentally sustainable – it is a big project but we are already doing the following:	



	<p>Heating temperature controls are at the lowest setting and the timers are set to only come on when people are in the building.  Water saving taps have been installed in the toilets.  Lighting is switched off when not being used.  Although we have solar panels it is unclear what savings this is providing.  Curriculum: environment is already covered in PSHE as well as in NN sessions.  A few suggestions for the future:  Litter picking with the children to be an annual event  Sourcing bins for all classrooms for paper recycling  Create a school compost heap for uncooked food waste  Planting on the NN site  IT suggested a non-electricity day!</p> <p><b>Q: OS asked what type of heating school runs on?</b>  A: LP advised gas and that the boiler has been upgraded recently. The hall boiler is due to be done.</p> <p>RM is conducting a website review which is ongoing.</p> <p>RM advised that two years ago we started exploring options to have a school prospectus created. A mock-up was handed round for FGB to see. Need to really think about exactly what is needed. RM showed FGB mock up. A discussion followed, whereby it was agreed that this needed further thought as the costs of production might not translate to new pupils and therefore funding.</p>	
10.6	<p><u>Foundation - MF</u>  MF unable to attend meeting due to covid.</p>	
10.7	<p><u>Training - LP</u>  LP continues to use West Sussex training</p>	
11	<b>GDPR, Cyber and Physical Security</b>	
11.1	LP reported there were no breaches	
12	<b>Chairs Business</b>	
12.1	<p><b>Review of Board Structure</b></p> <ul style="list-style-type: none"> <li>IT commented that most of the current FGB members have only used the new structure. Governors to provide feedback on how the structure is working for all governors</li> </ul>	
12.2	<p><b>Skills Audit</b></p> <ul style="list-style-type: none"> <li>IT advised that the lowest scoring area is strategic leadership. The new governors recruited have filled some skills gaps.</li> </ul>	
12.3	<p><b>20 Questions</b></p> <ul style="list-style-type: none"> <li>NGA have published a new document – the scoring system means we can identify areas of weakness. IT will distribute to governors</li> </ul>	
12.4	<p><b>Fete</b></p> <ul style="list-style-type: none"> <li>IT to send out rota for stall helpers</li> </ul>	<p>AP8: IT to distribute NGA document.  AP9: IT to send out rota for Fete.</p>
13	<b>Any Other Business</b>	
13.1	<p>IT talked about the white paper from the DfE. The government have decided that by 2030 all schools must be in an academy trust or in process of. FGB have the responsibility to identify multi academy trusts and try to join the most suitable. IT attended a meeting regarding this. School is not an attractive prospect for big trusts as we are small and expensive but the process of finding a suitable trust needs to start now.  IT would like to put together a working party. JC agreed to help get process started. Being a church school limits the choices available. IT will write to parents at end of term will advise parents that white paper is a government directive and will ask any parents with relevant skills to join the working party.</p>	<p>AP10: IT/JC to set up working party to identify suitable academy trust</p>

	<p><b>Q RT asked do you see any benefit to this?</b></p> <p>A: IT responded that yes there are benefits, but there are negatives too. A key example of a benefit would be that the work that has been done on curriculum by our leadership team, under this new directive, a team would be available to help.</p> <p>IT will discuss the white paper at the staff meeting on 19 July.</p> <p>Finally IT thanked JC and JF for their hard work and commitment to school over last few years.</p> <p>WM also expressed thanks and gratitude for efforts.</p>	
14	<b>Date and time of next meeting</b>	
14.1	The next meeting date will be held on Thursday 13 <sup>th</sup> October 2022 at 7pm	