



Coulsdon Church of England Primary School
Part A Minutes of Full Governing Body meeting
Thursday, 30 March 2023 at 7pm
Held in person at the school

Mr Melvyn Allen (MA/CoG)	Co-opted, Chair	Present	
Ms Anne Hudson (AH/HT)	Acting Headteacher	Present	
Mr Adrian Deller (AD)	Foundation (PCC)	Present	
Ms Anne Gledhill (AG)	Foundation (SDBE)	Present	Absent
Mr Chris Atkinson (CA)	Parent		Absent
Mr Darius Campbell (DC)	Foundation (PCC)		Absent
Mrs Gill Thaxter (GT)	Foundation (PCC)		
The Revd Paul Roberts (PR)	Foundation (Incumbent)	Present	Absent
Ms Rebecca Ross (RR)	Parent		
Mr Trevor Meadowcroft (TM)	Local Authority	Present	
Ms Kirsty Wyatt (KW)	Staff	Present	Absent
Mr Malcolm Bulbeck (MB)	Foundation (SDBE)		
Mr Richard Shakespeare (RS)	Foundation (PCC)	Present	
Ms Rachael Williams (RW)	Foundation (PCC)	Present	

In attendance:

Miss Mary Rider (MR)	-	Octavo Clerk
Mr Paul Garratty (PG)	-	Headteacher (from 01.04.2023)
Mrs Elaine Hancox (EH)	-	School Business Manager
Ms Karen Newsome (KN)	-	Assistant Headteacher
Ms Jo Soltau (JS)	-	Interim AHT
Ms Sara Bonnick (SB)	-	Interim AHT

AGENDA ITEM	MINUTES	ACTION NO
1.	Welcome and Opening Prayer The meeting was opened in prayer by PR at 7 p.m. PG was welcomed to the meeting prior to taking up his role of Headteacher from 1 April 2023.	
2.	a) Apologies for Absence Apologies were received from CA (Covid), DC (on holiday), GT (on holiday), RR (on holiday) and MB (travelling on business). b) Acceptance The Board accepted and AGREED apologies from CA, CD, GT, RR and MB. c) Quorum The meeting commenced having been confirmed quorate by MA. d) Urgent Matters identified as AOB There was no other business.	
3.	Declarations of Interest a) Outstanding Pecuniary Interests There were none to declare. b) Declare interests in any agenda items	

	There were no declarations of interest in the items on the agenda.	
4.	<p>Minutes of the meeting held on: 30 November 2022</p> <p>a) Approval The Board AGREED the above minutes were an accurate reflection of meeting held on Wednesday, 30 November 2022 and were signed by the Chair, MA.</p> <p>b) Matters Arising None noted.</p> <p>c) Actions See Action List at the end of these Minutes.</p>	
5.	<p>Finance</p> <p>a) Minutes review The Finance and Premises Committee met on 21 March 2023 to discuss the budget and the Minutes had been circulated prior to the FGB.</p> <p>The c/f deficit at Month 11 is £34k. This has reduced from £62k at 31 December 2022. The anticipated deficit at 31 March 2023 is in the region of £2k. The end of year deficit has reduced substantially as a result of additional SEND funding having been received and energy bills not as high as anticipated. There are also some costs that can be carried forward into the 2023/2024 budget. This c/f may still improve at year end but we will not know until we can put actual calculations through.</p> <p>b) Discussion on Finances, including budget for 2023/24</p> <p>AD advised Governors that there is no alternative but to submit a deficit budget for 2023/2024. We have managed the budget well in the past but we are now in a difficult situation with a deficit budget and it would be better to acknowledge that now. If we submit a deficit budget, we must submit a three-year deficit recovery plan at the same time.</p> <p>Q : Does the FGB have to approve setting a budget as deficit? A : Yes, the FGB have to approve this decision.</p> <p>If we submit a deficit budget, monthly reporting will be required to be submitted to Croydon. This is a large document with 12-14 tabs and we have to put in all financial information including leadership structure and staffing. This is not a copy and paste exercise; there will be a lot of figures that have to be input. The report has to be submitted by the 14th of each month.</p> <p>Q : How quickly would Croydon want us to react? A : We will have to submit a deficit budget for the end of next year and will then have discussions with Croydon. Croydon has financial challenges but this is ring-fenced funding and is secure. However, Croydon doesn't have extra money to support schools. We have to talk to the LA to see if they have any information or help.</p> <p>The main reasons we are in deficit are due to staff pay increases not being funded, the increase in energy bills and a number of children with EHCPs who are not fully funded.</p>	

There needs to be a sustainable staffing structure until the new Headteacher has been in place for some time.

We also need to recruit a Deputy Head which has to be funded full-time.

We pride ourselves on the school environment and caring – we don't want to lose that. We are concerned that if we lose staff, we will have difficulty getting them back. They are so much of our team and have such an impact.

Q : Are there any members of staff who are thinking of leaving at the end of the year?

A : Some may be considering this but no indication has been given.

Restructure does involve a lot of HR support and would be a tricky journey and will impact staff wellbeing.

As a school we have a higher-than-average number of EHCP children. We pride ourselves on this. We receive a contribution for each child with an EHCP but there is a shortfall of £6-8K per child which comes out of the school's budget. There has been no increase in funding per child from Croydon of £10,805 for at least five years. The staff cost funding per child for 30 hours is approximately £24k. From September there will be six children with EHCPs. The school has to fund the shortfall out of the notional SEND funding incorporated within the funds delegated figure, with a further £6k per child from the school's funds.

A lot of EHCPs say a child requires 30 hours 1:1 rather than support. Parents have had to work very hard for their child to have an EHCP but don't know that it isn't funded. We have to balance what the child needs and what is written on the EHCP. We have tried to share resources whilst providing what is legally required.

Q : Regarding the children on support plans in Year 6, will that make a significant difference when they move on?

A : That's adjusted within these figures; we have taken out staffing that would have been with them. Previously, we have been able to absorb those staff but we may now have to offer different hours.

Q : Presumably you will have Reception children who need support to replace those leaving in Year 6?

A : Only if there is transition funding of EHCPs. It is unlikely that a child will have an EHCP that early on. We are funding two children at the moment who came with nothing. Surrey are taking a long time to process and don't provide transition funding.

Q : Are we under an obligation to take children from Surrey?

A : Yes, if there is a space we have to offer it. We could draw a boundary on our Admissions Policy which excludes Surrey. Croydon do locality funding but only for children who live within the borough. Our view is that if Croydon accepts a child into a Croydon school, they should fund them.

Q : Are pupil numbers going down?

A : Yes, and some schools that have expanded are not full.

The major part of our budget is teaching and support staff costs which amounts to 80% of our budget. However, that is the ethos of our school – we spend money on staffing rather than resources which makes us who we are. Due to the size of the school, we hit difficulties earlier as there isn't as much coming in and staff can't be moved about. During 2022-23 teaching staff were awarded a pay increase of between 5-8.9%. The budgeted increase was 2.5%. All support staff were given £1,925 plus London Allowance backdated to 1 April 2022, amounting to an increase of between 4% and 10.5%. The unfunded pay rises for teachers and support staff over two years has caused the majority of the deficit. The pay rise wasn't funded but has to be paid.

We ran the budget taking out the pay rise and this reduced the deficit. Even if the Government funds the pay rise, they will only fund the gross amount, not on-costs such as pension contributions and NI contributions.

From the £2b allocated from the Government's previous budget, we received £35k for this year which doesn't even fund half of last year's wage increase costs.

The NEU is pushing that pay rises should be fully funded.

Q : Presumably we are not the only school in this situation?

A : No.

Q : Are there conversations going on between schools in Croydon?

A : We have spoken with JCA. There are schools in deficit and they have a monthly meeting asking what they have done and what progress has been made. Lot of nurseries are running deficit budgets and are having emergency meetings to federate together.

Some schools have a bulge/part-bulge year but still need a teacher for those pupils.

Q : Bulge year – what does that mean?

A : Some schools take in an extra class in a year if they have space – they may end up with two classes in one year. Some schools have 45 children in a year group.

Q : Will we contact the local MP?

A : We haven't as yet, but we can try again. We need to work together as the Coulsdon cluster. If a restructure is necessary, we need to do it in conjunction with other schools. The Coulsdon cluster is quite driven and social media can be used to raise awareness of the difficulties over a larger group. St Aidan's and Byron are all one-form entry.

Staff are aware that the budget is very tight. We are looking at staffing for next year. There might be some people who are thinking of going where this might be the prompt. Some people may start looking because they want security. We will also look at changes to work requirements. Some staff have a contract for the period of time while a particular child is at the school. Going forward we may reduce class TAs to three days and use a day doing one-to-one but we would lose consistency for the children. We don't want to lose those who are experienced and know the children but there will be those who will move on. We could possibly offer Year 6 something but not full-time. However, TAs have said that they need full time.

We have been disadvantaged with the move towards the fairer funding plan. This took away one of the grants we had last year. We were expecting an increase of 5% but only received 2%. Croydon have reduced what they are paying per pupil but increased EAL and other areas. However, we don't benefit due to our location in the borough.

We removed certain bought in services from the budget including counselling, SaLT, and dyslexia tutoring but added these back in until at least the end of the Autumn term. The energy budget costs were reduced by £5k but this will still increase the deficit.

Energy costs are still a best estimate. We are due to renew in October and currently prices are not coming down. We should now be coming out of our period of heavy usage. Energy will be the only area where we will potentially be better off by £25k as this was budgeted as worst-case scenario. Prices have come down a little but the advice is to wait until the weather is a little warmer.

Q : How early can we fix our price?

A : It can be fixed now but the advice is to see if prices drop further.

We have hall bookings coming in but not significant amounts.

Governors agreed that we need to let staff know we are going into a deficit budget; it is right that we should be honest. MA has previously informed staff that the budget is tight.

Q : Do you think it might motivate parents to donate to Governors' Maintenance Fund (GMF)?

A : This is a separate pot of cash for maintenance. GMF cannot be used for funding costs. We don't want parents to read too much into it; we don't want them applying to other schools.

Formal approval and adoption of budget

DECISION : Governors **AGREED** to submit a deficit budget for 2023/2024 to the local authority.

c) SFVS

The SFVS had been circulated prior to meeting. The Finance and Premises Committee went through the SFVS in great detail. The questions have slightly different wording but are the same questions as last year.

Regarding Q12, MA has sent an email to Croydon advising that during the year 2022-2023 there has been huge pressure on the budget due to high energy bills and the increase in teacher pay which has pushed the school's well-managed budget into deficit and that we had hoped for greater support from the Government. Governors agreed that this was well-expressed.

DECISION : Governors **AGREED** to endorse the statement in Q12 of the SFVS.

	<p>Governors expressed their thanks to EH for all of the work she has done and apologised for the additional work that a deficit budget will entail.</p> <p>Governors also thanked AD for chairing the committee.</p> <p>EH invited Governors to contact her if they have any further questions.</p>	
6.	<p>Academisation</p> <p>a) Summary of meeting with CEO Southwark MAT (20230328)</p> <p>TM, together with others, had a zoom meeting with Mark Barnett (MB), CEO of Southwark MAT.</p> <p>MB started off with a Power Point presentation. TM will make this available on the Governor drive for people to look at. Part of the presentation is the Governor Handbook which goes into more detail on impact and considerations for Governors. Governor roles would change slightly. TM will send a link.</p> <p>As part of a MAT there is a suite of services including HR, finance and school improvement within the cost but we cannot pick and choose which services we take.</p> <p>The MAT currently has 11 primary schools and one secondary school. There are another 10 in the pipeline at various stages. They have a wide range of schools from inner city to Surrey, some with significant challenges.</p> <p>Any surplus funding goes back into the trust. The MAT did give support during Covid – they provided a laptop for every child, provided signage and gave general support.</p> <p>The MAT is currently in a position to assist with bulk buying CPOMS which would cost nothing to the school. They have also been able to negotiate staff benefits, e.g. 4% off supermarket bills.</p> <p>By joining a trust, a school would normally save money but there is no additional money. From the Government money paid into a trust they take 5% of the core income; we receive money after the LA has taken its allocation. We would still receive PP and Sports Premium. Once the MAT has taken its share, the rest is for us to spend as required.</p> <p>There is a small core of central costs. We would be able to call on consultants when required.</p> <p>The MAT is looking for measured growth and not taking on too many schools at one time. If it became too large, Southwark will form another MAT.</p> <p>The school retains its own identify and syllabus; the MAT doesn't take a dictatorial approach such as school uniform.</p> <p>One of the key questions was regarding Ofsted; in the last year eight schools have had Ofsted all good or outstanding, with similar levels of success with SIAMS. Someone from the MAT will</p>	

attend an inspection. If we were to join, the Ofsted clock is reset but this needs more clarification.

All staff would become employees of the trust but would be TUPE'd over unless the central terms and conditions are better.

The Governing Body gets passed up to the Trust but comes back in a different form. There are three areas under the Scheme of Delegation – Headteacher performance management, Headteacher appointment (but the LA and Diocese are involved in the appointment), and involvement in signing off of budget.

The actual process is that we would have an initial conversation as to whether we would, in principle, consider going further forward; a period of consultation to thrash out detail; a vote in principle to proceed; due diligence checks carried out, then a report; if the report is satisfactory, acceptance into the MAT. They have only refused one school.

The main consideration is long-term viability. Previously it was thought that you cannot join a trust if you are carrying a deficit.

There is opportunity for staff development, with staffing moving within the trust but no staff are moved without engaging with the Headteacher. The Headteacher remains responsible for the appointment of all staff.

This is just fact-finding mission at the moment. We asked to meet with another school who had been through the process. They were open to that and they were willing not to be there. Governors agreed it would be a good idea to speak to other schools informally.

Q : When we looked at joining a MAT we got the distinct impression that a deficit budget would be a barrier to joining. Previously our decision to turn it down was based purely on financial reasons; we thought we would be paying more than any benefit we may receive?

A : Yes, there does seem to be a change. We need to be sustainable. With the situation we are finding ourselves in, as part of a larger group we would be able to exert more pressure together than individually.

11 of the 12 who have joined have saved money; the MAT take less than the council and have buying powers, HR, etc.

The essence of what makes our school our school is what we would keep which is something we were most keen on. We have looked at the websites of the other schools and they are all different. The MAT leave the curriculum alone.

Although we do have a strong cluster, the schools liaise and work together to share expertise.

Q : Would then be any restriction on remaining part of the cluster?

A : That is an informal arrangement. In the cluster, three of the schools are an academy.

Q : If there was a change of government, would it mean less pressure on academisation?

A : This was originally a Labour policy and it is unlikely to change focus on academisation. 60% of schools are now in an academy.

Q : Concern was expressed that there is a small core team. Do we know if there is any reduction on the workload of the SBM? Going forward what additional reporting requirements are there?

A : There are different reporting requirements. What we would have to do for a deficit budget we would end up doing for the trust going forward. We would be reporting to another body – to Governors as well as the trust. There will be an increase in work level. If that is financially, that might also be on the curriculum and assessment side. There may be some extra tasks but that may balance out, particularly with policies. Day to day running would remain with the school. The work involved once you join a MAT will be easier than the work to get to that point.

Q : What about the premises?

A : They have a surveyor who comes in. The legal ownership of the building and land is something for further discussion.

Q : How long would this process take?

A : The indication was to allow a school year. With other schools in the pipeline, the MAT doesn't want to take on too many schools at once.

Q : How do we want to proceed?

A : We will ask PG to have a discussion with people who have a shared interest, reaching out to other schools such as Minster and a school in Sutton. Governors suggested a presentation at the next FGB.

ACTION : Presentation on MAT proposed to be brought to the FGB to be held on 17 July 2023.

The Chair thanked everyone who had joined the zoom meeting and for their feedback.

EH left the meeting at 8.11 p.m. and was thanked for all of her work.

7.

Chair's Action(s) and related Governors' business

- a) Chair to inform governing body of any action that they have taken on its behalf and invite items for inclusion on future agendas

The new contract with Octavo for clerking services starts from 1 April 2023 for four meetings a year.

DECISION : Governors AGREED to continue with Octavo for clerking for four meetings a year.

Nominations for Vice-Chair were invited as AD was stepping down. TM was nominated by AD and accepted the nomination.

DECISION : Governors AGREED for TM to take the role of Vice Chair.

MA and PR will have an in-depth discussion regarding new Governors after Easter.

	<p>PR has been contacting clergy colleagues who may step in for him and will continue with those discussions.</p> <p>With the number of rotations of Governors, we need to look at committee membership, particularly Finance which is light on experience. Chairs were asked to please consider their make up in the next committee meeting to share workload.</p>	
8.	<p>Safeguarding Report</p> <p>TM meets once a term with the Headteacher.</p> <p>The Government has laid down all areas where Governors are responsible for safeguarding. TM has identified 23 discreet areas and goes through these points in a spreadsheet. This was done on 8 February and has proved to be useful as we have gone through.</p> <p>There were two particular areas which we went through. First, procedures for responding to children missing from education but not written down anywhere. This needed to be reviewed and included in Attendance Policy. This has now been ratified by the Admissions Committee.</p> <p>The other area that needed looking at is has the school got procedure in place for allegations against other pupils. This needs to be reviewed. There are some areas in the Safeguarding Policy which are implicit but not explicit. PR will pick this up.</p> <p>The SCR has been checked and is up to date. EH produces the SCR once a term. It has been useful and a few columns have been added. This is making searches easier to ensure we are using the same method of recording data.</p> <p>TM will have a safeguarding walkaround in the Summer term.</p> <p>Safeguarding scenarios have been circulated which hopefully Governors have seen. This was a useful exercise.</p> <p>There is a log of actions which has been passed on to PG but this relates more to the audit in the Autumn term.</p>	
9.	<p>Minutes & Reports and Committees</p> <ul style="list-style-type: none"> a) Admissions b) Communities c) Curriculum d) Faith (no report -- meeting had to be cancelled due to Covid). e) Personnel f) Pupil Premium Governors feedback <p>Admissions:</p> <p>The number of applications was slightly down at 116 for 30 places. We received 16 foundation applications including five siblings. Four applications were rejected as they didn't fulfil the criteria and therefore only 12 foundation places are taken this year. The number of applications from St John's was very low.</p>	

PR said that he had one applicant who came in that he couldn't give a reference for but otherwise had given a number of references. Parents who want to apply for a foundation place are asked to sign a book when they come in, so PR has an accurate record of attendance.

None of the 30 children to whom a place has been offered were on medical needs.

The offers are going out (National Primary Offer Day is 17 April 2023) but we don't know whether they will accept. We don't know if Coulsdon was the first choice in most cases.

Communities:

Governors received the report of the Pupils, Parents and Communities Committee.

Curriculum:

This was covered by the Headteacher's Report.

Faith:

The Faith Committee was unable to meet due to PR having Covid.

Personnel:

AH has a couple of actions to take forward to the new Head.

AH and KN have met half-termly to review Safeguarding. There was an issue with WhatsApp.

Discussions took place about a new Deputy Head including when to appoint and what that role needs to be.

Regarding the Deputy Head, we are hoping to advertise this weekend. We are waiting for one last piece of information from the Diocese. Governors will be involved in the recruitment of the Deputy Head. The number of Governors who have been through Safer Recruitment training needs to be flagged up. At least one Governor has to be safer recruitment trained to take part in the recruitment. We need to ask the Diocese how much involvement the Governors would have.

Discussions took place on SEND and SENCO.

There is a change to the cleaner.

There is a change to the school cook.

Some staff have been on trips this term.

Pupil Premium Governors feedback:

AG and KN met in December and at the beginning this month. We went through the statement that is now on the website. There are 31 PPG children with quite a number on SEND register as well. There are a lot of interventions. Interventions are checked regularly to ensure they are working. We meet with EH to check the budget to see what funds are available and how it has been spent.

PPG attendance is lower. Some are in the EAL category as well.

10.

Policies

- a) Early Years Policy
- b) Home School Agreement
- c) Behaviour Agreement

	<p>Early Years Policy: Q : Who owns EYFS? A : The Curriculum and Standards Committee. We are looking at our offer here. We want to protect the free flow aspect.</p> <p>Home School Agreement: Following discussions at an INSET day looking at behaviour generally around school, we reflected on the Behaviour Policy and Code of Conduct, and this linked into the Home School Agreement. We had a conversation about giving this out at the beginning of every year rather than just once when a child first joins the school.</p> <p>Q Was anything substantially changed? A : Most of the changes were the order of priorities; after keeping children safe, we are promoting Christian ethos which has been moved up.</p> <p>Behaviour: Behaviour has been agreed but there are some additions mainly about procedures in class and how things are managed. This is mainly a reflection on what we do.</p> <p>Governors queried where Pupil v Pupil concerns should sit as it overlaps with Safeguarding as well. It was suggested that it could be on both policies but that the wording should differ, specifying the master policy. Children Missing in Education should also be on Safeguarding as well.</p> <p>DECISION : Governors AGREED that the policies will go back to the relevant committees for changes to be accepted by the committees and then recommended to the FGB for ratification.</p>	
11.	<p>Governor Training Update a) Governors to provide information on any training received</p> <p>There has been no Governor training.</p>	
12.	<p>Report by the Headteacher a) School Development Plan</p> <p>AH prepared a comprehensive report to ensure a smooth handover to the new Headteacher. The report was circulated prior to the meeting. AH also hoped the report would be helpful if Ofsted come in to show where we are at in the School Development Plan and adding in ideas for next steps.</p> <p>Writing is very high on our agenda and continues to be our priority in teaching quality and skills and lots of work has been done. Writing for pleasure has only just begun.</p> <p>Vanessa, our Writing Lead, has a fixed term contract to the end of the year. If Vanessa doesn't continue with us, we have to be mindful of that role being in such a core area.</p>	

Q : Are we seeing improvement in Year 6?

A : Yes, they have benefitted from re-practice, doing the same skill with a different process. With Year 6, as a whole class they are not always on the two-week cycle. JS and AH also discussed being moderated.

Q : What are the genres of writing?

A : There has been a change of focus to the genres previously used. We don't have to do a poem and don't have to do newspaper. Newspapers are very hard to write because children are unfamiliar with them. We have to cover fiction and non-fiction. In the Frozen Kingdom project they produced chronological reports, leaflets, narrative and biographies. We look at a range of genres but tend to revisit non-fiction, biographies and fiction. The remit is to fit creative writing in.

For Maths we use White Rose across school. We are aware that staff can become reliant on using that process and want to make sure that doesn't happen. With Maths Mastery everyone has to be committed to that big change around the way maths is done. SB has led a meeting for staff development.

In Foundation we are aware that in a small school it is the responsibility of a class teacher to take on multiple areas. This creates a lot of extra work. Often SLT are taking on areas where shared around.

Assessment and Data:

In Attainment we looked at Progress from the end of last Summer and Autumn terms and we have done Spring assessments. With any kind of assessment, Ofsted wouldn't look at that in detail but we need to be able to analyse that data quickly to put in interventions where required.

Q : Year 2s seemed to drop away. Is this a concern?

A : There is a question mark over the previous year's data. We are looking at why they seem to have dropped away so much but this is not the picture in class. It is important for us to analyse the data. We have also given ownership of that data back to the class teacher – they need to be aware of the progress of the children. Class teachers became more driven by inputting data themselves.

Q : Will you moderate at the end of this year as well?

A : Yes.

We have talked about how we can reinforce our values, discussing goodness and kindness and the difference between them. We have had groups on the Fruits of the Spirit and children have shared their topics on self-control. Our values are repeated regularly.

We had a really good session regarding diversity with a lot of findings shared with us by Joel from Christ Church. We will draw up an action plan and have ideas to drive that forward.

Q : Who will be the Emotional Literacy Support Assistant (ELSA)?

A : Rebecca Lecky – TA in Year 6. She has done four days of training and has one more in May. We are looking to put two days in the budget for next year although we might not be able to sustain all the other additional therapies.

	<p>AH commented that the school has an amazing staff who working incredibly hard, doing their own subject as well as other subjects. They are committed to curriculum and to the children.</p> <p>Governors asked for their thanks to be passed on to all staff. They are very much appreciated and valued.</p>	
13.	<p>Forthcoming Meetings</p> <ul style="list-style-type: none"> - Monday, 17 July 2023 (7-9) - a new Chair will need to be appointed at this meeting. 	
14.	<p>Confidential Part B Matters</p> <p>There were no confidential matters discussed.</p>	
15.	<p>Any Other Business</p> <p>Governors offered their thanks to AH for stepping in as Acting Head and also thanked Christ Church for allowing AH to be with us.</p> <p>Governors offered their thanks to AD. AD has offered to remain as an Associate Governor. Governors were asked if they were in agreement.</p> <p>DECISION : Governors AGREED the appointment of AD as an Associate Governor.</p>	
16.	<p>Closure of Meeting</p> <p>The meeting closed at 8.59 p.m. with a vote of thanks to everyone present.</p>	

Signed: Melwyn Allen PrintName: MELWYN ALLEN
Chair of Governors

Date: 17 JULY 2023

Chairs initial
MA

Action Points

Actions arising from Full Board meeting – Wednesday, 24 November 2021

No:	Action	By	When	Status
15	Send new link for updated pecuniary interest form to AD.	MA/CoG	ASAP	Closed
16	Arrange a meeting with the SDBE after Christmas to discuss the Foundation Governor vacancy.	MA, PR	January 2022	Closed
17	Update the website with nominated Governors.	TBC	ASAP	Closed
18	Organise a meeting re Catch Up Funding.	FL, AG	ASAP	Closed
19	Complete and return all evaluations by 11th December 2021.	GB	11 December	Closed
20	Write and submit RE report.	PR	End of term	Closed
21	Write and submit RHSE report.	DC	End of term	Closed
22	Review compliance of annual reports against funding (to be agenda item for HT meeting)	CoG	ASAP	Closed
23	Find a date for another Admissions Event in the New Year	HT	January 2022	Closed
24	Write Curriculum report and submit by the end of term	TBC	End of term	Closed
25	Organise a time to run a training session to help Governors articulate the school's theological vision.	CoG	ASAP	Closed

Actions arising from Full Board meeting – Tuesday, 29 March 2022

No:	Action	By	When	Status
26	Arrange new email address for MB	MA/CoG	ASAP	Closed
27	Meet and discuss Link responsibilities.	AG, SB, GT	ASAP	Closed
28	Safeguarding meeting.	TM, FL	ASAP	Closed
29	Anti-bullying and Community Cohesion to be reviewed by the FGB at the next meeting.	All	July FGB	Closed
30	Arrange signature and submission of 2022/23 budget and SVFS.	AD, EH, MA	March	Closed
31	Arrange meeting on 6th May.	MA/CoG	ASAP	Closed

Note: Action 29 the policy has been approved – the cyber bullying and bullying policies are being amalgamated in the all schools policy folder – owned by Chris.

Action Points					
No:	Action	By	When	Status	
Actions arising from the meeting of 5th October 2022					
32	Draft brief for role/duties of Chair and Vice Chair.	MA	ASAP	Closed	These had been received; action closed
33	Send AD a biography for the website.	RS/RW	ASAP	Open	Richard needs to send a Bio – action remains open
34	Provide a list of acronyms for RS/new governors.	MA	ASAP	Open	Action remains open
35	Look at SG training online.	TM	ASAP	Closed	Not needed at the current time; action closed
36	Extend monthly Safeguarding quiz to Governors.	AH/KN	ASAP	Open	One had been received. Action remains open
37	Send GB link to HT report.	AH	ASAP	Closed	Sent; action closed
38	Committee Chairs to review policies prior to audit 21-24 November 2022.	Chairs	Prior to 21 November	Closed	All 71 have now been reviewed – 3 to approve tonight; action closed
39	Review Personnel Policies.	MA	Prior to 21 November	Closed	Action closed.
Actions arising from the meeting of 30th November 2022					
40	The Early Years Policy will be brought to the next Curriculum Meeting for final ratification; it will be approved by correspondence in the interim.	AH	Curriculum Committee	Open	
41	AD to put the Governors' Code of Conduct on the website.	AD	Dec 22	Open	
42	All Governors to sign the Code of Conduct.	All	ASAP	Open	
43	To arrange a meeting of the Academic Review Committee	DC	ASAP	Open	
44	TM to make sure that all agendas include 10 minutes safeguarding training; the slides from the safeguarding session should be uploaded on to the Google drive.	TM	Spr 23	Open	
45	The Pupil Premium Link Governor to discuss and report back to Full Board on the PP budget and use of funds in the previous year. To include this as a report to the Board each year moving forwards.	PP Link	Spr 23	Open	
46	Clerk to confirm the quorum and how it is affected by governor vacancies.	Clerk	Spr 23	Closed	Quorum The term 'quorum' means the minimum number of people who must be present in a meeting to make Board business decisions. Decisions cannot be taken by the Board unless the quorum is met. In a maintained school, the number of

Chairs Initial
MA

				<p>Governors who must be present at the meeting for decisions to be taken is 50% (rounded up to a whole number) of those Governors in post, e.g. for a Board with 15 Governors, the quorum is 8 Governors. Vacancies are not included in the calculation.</p>
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Chairs Initial
