



Coulston Church of England Primary School
Part A Minutes of Full Governing Body meeting
Monday 17 July 2023 at 7 p.m.
Held in person at the school

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

In attendance:

Miss Mary Rider (MR)	-	Octavo Clerk
Ms Jo Soltau (JS)	-	Interim AHT
Ms Lucy Rand (LR)	-	Observer (Governor from September)
Rebecca Lambe (RL)	-	Observer (Deputy Headteacher from September)

AGENDA ITEM	MINUTES	ACTION NO
1.	<p>Welcome and Opening Prayer</p> <p>The meeting was opened in prayer by PR at 19.05.</p> <p>Since the last Governors Meeting, our former Headteacher, Mrs Mitchell, has passed away. We will remember her passion to create good learners, her mothering and her sense of fun. We give thanks for all that she meant to so many.</p> <p>Nikhil Sherine Thampi (NST) was welcomed to his first meeting as Governor.</p> <p>Lucy Rand (LR) attended the meeting as an observer and will start in her role as Governor from September.</p>	
2.	<p>a) Apologies for Absence</p> <p>Apologies were received from AG (on holiday), TM (delayed in traffic), RR (unavailable) and RW (on holiday) which were accepted. RS was not present. DC attended online.</p> <p>b) Acceptance</p> <p>The Board accepted and AGREED apologies.</p>	

	<p>c) Quorum The meeting commenced having been confirmed quorate by MA.</p> <p>d) Urgent Matters identified as AOB There was no other business. However, because this meeting wasn't held last year, we didn't document our thanks to Anne Hudson and would like these Minuted for the record.</p>	
3.	<p>Declarations of Interest</p> <p>a) Outstanding Pecuniary Interests There were none to declare.</p> <p>b) Declare interests in any agenda items There were no declarations of interest in the items on the agenda</p>	
4.	<p>Minutes of the meeting held on: 30 March 2023</p> <p>a) Approval The Board AGREED the above minutes were an accurate reflection of meeting held on Wednesday, 30 March 2023 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. Action 33 – Closed. (Biographies have been provided) Action 34 – Closed. (New Governor training hand-out has been provided) Action 36 – Closed. (Safeguarding quiz sent to Governors) Action 40 – Closed. (The Early Years Policy was brought to the Curriculum Meeting) Action 41 – Closed. (The Governors' Code of Conduct is on the website) Action 42 – Closed. (All Governors have signed the Code of Conduct) Action 43 – Closed. (A meeting of the Academic Review Committee has taken place) Action 44 – Ongoing. (Safeguarding will be included on agendas) Action 45 – Open. (The PP report will be delivered for the September AGM)</p> <p>At the last FGB, a presentation on MAT was discussed. This has not been taken any further. This will be followed up.</p>	
5.	<p>Constitution of the Governing Body</p> <p>Board membership</p> <p>NST has joined the FGB as a Foundation Governor, replacing Adrian Deller. NST is a local councillor for Coulsdon. He lives in Cane Hill Park and his children go to St Aidan's School. He attends St Johns' Church. His main job is as an IT consultant for a private health care company. MA has asked NST to join the Personnel Committee and Safeguarding Committee.</p> <p>LR was appointed at the last PPC and will be stepping in when GT stands down. LR is a financial adviser, working for KPMG. LR has been asked to join the Finance Committee.</p> <p>DC's Term of Office expired on 15 June and has been extended for four years. DC is a Foundation Governor. PR confirmed that the PPC needs to approve the appointment. A Governor can automatically reapply but it is not automatically agreed. DC's reappointment will be put on the next PPC Committee agenda.</p>	

	<p>PR will be leaving in August. Governors wanted to place on record their thanks to PR for the 20 years of service he has given.</p> <p>RR will be leaving in September as her term as Parent Governor will end. We will need a Treasurer for the GMS and will get this confirmed.</p> <p>KR's Term of Office expires in September. PG will arrange an election at the start of the Autumn term.</p> <p>GT is stepping down in September when her Term of Office expires.</p> <p>MA would like to thank SB, JS and KW for stepping in as SLT, which is very much appreciated.</p> <p>JS will be leaving the school at the end of term. Governors offered their thanks for all that JS has done.</p> <p>Rebecca Lambe (RL) will be joining the school on 1st September as the new Deputy Headteacher. She lives with her husband and son in Godstone.</p> <p>Governors will introduce themselves fully after the meeting.</p> <p>The Election of Chair will take place at the end of the meeting.</p>	
6.	<p>Governing Board Business</p> <p>Adrian Deller and JS cover the website. It is compliant in statutory areas.</p> <p>The Sports Premium needs to be on the website. This will be finalised over the summer holidays.</p> <p>DfE have suggested that diversity data should be collected and the National Governors Association also suggests we should collect information on diversity.</p> <p>DECISION : Governors' RECOMMENDATION is that gender ID, age group and ethnicity should be on the website as a minimum and anything else relevant to their role in the school. As a CofE school, Governors consider religion to be important. The information will be presented as an aggregate and people are unidentifiable. Governors will draw up a form for the information to be collated and will look at a more minimalistic information requirement as it seems intrusive.</p> <p>Governors details on GIAS will need to be updated to add NST and the new Chair. MA will speak with Elaine (SBM) about that.</p> <p>... came in to watch maths and has submitted their report on the drive.</p>	

	<p>It would be useful to do self-evaluation again in the Autumn Term. One of the problems was a glitch in the system that meant information could not be submitted.</p> <p>Q : Do we feel we should have another one? A : The problem is there is so much change for people to get much out of it. However, it could give guidance on how we wish to proceed.</p> <p>Q : Is there is a requirement to carry out self-evaluation? A : It is considered best practice.</p> <p>Q : Does it include the Skills Audit? A : No, it should be done separately.</p> <p>MA suggested that he is more inclined to wait until things settle down a little. Governors agreed with this.</p> <p>There needs to be an impact statement. MA will draft a statement for agreement at the AGM.</p>	
7.	<p>Report of the Headteacher</p> <p>The Headteacher’s Report is on the shared drive.</p> <p>PG will go through the headlines and invited Governors to email him with any questions.</p> <p>The quality of teaching and learning continues to be the focus of the school, particularly writing. We are embedding a two-week writing cycle and will start to look at what’s in place and ideas going forward, giving children more opportunities to write at home and opportunities to write about something they enjoy, enabling them to write for pleasure. Initial feedback is positive, with some classes eager to take work home. There has been good feedback from the KS2 moderators on the two-week writing cycles who can see progress in books.</p> <p>Areas for development include new steps to increase opportunities for moderation with other schools. We have contact with Gresham and Greenvale as we work together already. We will look for further opportunities including New Valley. We also have good links with Christ Church. Writing moderation is something we can look at. We will continue to look at the writing cycle; the contract has finished so RL will be taking up writing in the school. RL has been a moderator. We will investigate further whether it needs to be a four-week cycle rather than two.</p> <p>Homogenous groupings are going well in phonics. An observer was impressed with the teaching she saw, saying it was difficult to see who was the teacher and who was the TA so this works.</p> <p>JS and AG saw Read Write Inc in action at Margaret Roper and commented that it depends on how much you buy into the system. We have a creative curriculum and this was not imaginative or creative. They are having to put further English and opportunities in their timetable.</p> <p>Q : Did it help with learning?</p>	

A : Children were secure with sounds and secure with procedures. Children moved in silence but when you looked at engagement it seemed dull and children looked bored.

When we look at handwriting the teaching of how to form letters properly needs to be more structured and controlled and precise with children writing a letter properly and knowing where the portion of a letter should be.

Our next steps are to embed Read Write Inc.

White Rose and Maths Mastery continues to be developed. SB has delivered training in the next steps and offers continual support and training at maths. We would look to see it working in another school, possibly St John's. We have had open days over the years fairly often which is how SB knows the maths lead. They would be happy to come in. We are at the start of the journey. Schools can approach it differently; it would be good to see good examples in schools as we continue work to embed through.

Kapow and computing continue to be embedded. Training videos are available. As a non-specialist, this is a really useful tool.

Real PE sessions are very good. They are designed and managed really well and resources are easily available. Our next steps are looking at Real Gym and Real Dance to compliment Real PE. We still have some money from Sports Premium and this could be used to buy in.

For SEND, there are well planned interventions. This will still be monitored and we will still have outside coming in. Moving forward, we will have an ELSA trained member of staff starting in September. The programme is run by EP. It is a step below counselling and gives children an opportunity for them to talk about emotions in confidence. We will have a list of children to put forward.

Q : When you say confidential, is this just between a child and ELSA?

A : Yes, unless there is a safeguarding issue.

We have received more locality funding from Croydon although Surrey funding remains problematic. Because we are on the border we have to use Surrey services for EP, etc reports for children from Surrey which is a sizeable amount of money. Some funding is long outstanding including £26k for one child.

Q : Is the school obliged to take them without funding?

A : Yes, if we have a vacancy we have to offer it. We could only turn down EHCP if severely detrimental to the class.

Most children do not have an EHCP or locality funding. Even with EHCPs there is still a deficit, as it doesn't cover the funding required.

If you look at the school's demographic, we do have significant numbers compared to other schools and this is a big drain on the budget. A lot are 1:1, and we are working with other sectors, looking at reports and how they manage their EHCP.

Q : Can you send a bill to Surrey Finance? Surely there's a point where enough is enough?

A : We keep badgering and putting bills in. Funding is not from when you apply but from when it is granted. It is meant to be a 20 week process.

As far as locality is concerned, they provide nothing so we have to put in the support for children. We don't know what we are going to get when they start in Reception. We have had children in Reception who need EHCPs and we have to work to get that in place.

Q : Do schools in Surrey have the same problem?

A : Yes, it depends on whether a child has been to nursery. Often parents are in denial and we have to have parental consent.

To progress EHCPs there needs to be an EP or SaLT report but Surrey don't have the resources to provide the support and won't accept any external support. There is a lack of EPs at the moment which causes a backlog.

Kapow, Real PE and Maestro go through quite a lot of transition. There is a strong underpinning with three subject areas a year. The provider is happy to provide more training as part of our subscriptions. They are coming in on 12 September for SLT and there will be a refresher for staff to make sure they are using Maestro to all of its strengths.

The preliminary data came out last week. KS2 is a low cohort with a lot of needs. We have eight EHCPs and a lot of access arrangements were put in place. The hall was filled with 1:1 readers. The starting points are quite low and progress is looking better.

Reading was at 67%, with the National Average at 73%. There has been a lot in the press about the reading paper and how difficult it was.

SPAG was at 60%, with the National Average at 72% .

Maths was at 53%, with the National Average at 73%.

Writing was at 36%, with the National Average at 71%.

On paper the raw figures don't look the best but the progress made is encouraging. JS has worked exceptionally hard with that group and with other staff putting in place lots of interventions.

We started off with 29 students in the Autumn which is up to 30 now. The Autumn data of 29 students predicted 5 at Greater Depth and 11 Expected. In Progress all 30 have made progress, with 12 at Significant (97-99). Children have made up a fair amount of marks. We have kept the number of Greater Depth at Reading and have less Working Towards. 3 remained static and 7 Significantly Below. We have 2 children Above Expected. The data is significant when looking at September to May.

In GPS we have more Greater Depth and Expected - 4 made Significant progress, with 27 progressing overall, comparing with the previous year's data.

In Science we have quite a lot who did not make standard. Science involves interaction, teamwork, how to talk through processes and understanding and children have to engage verbally and not write. We have 2 non-verbal children and quite a few children couldn't get evidence to meet standard.

Writing is extremely low with 6 at pre-key stage standard. This is levelled into six levels. A lot of children cannot form their letters properly – letters are not in proportion and they are not demarking their letters. Every year group has to focus on the importance of writing and punctuation and grammar. Books were shared with the Curriculum Committee who were quite surprised to see the standards of writing in the books. This is something we are continuing to work at it and next year's cohort is stronger. This is a tough year – over half had to have help. This is the first year ever we have had access arrangements in the main hall with other children in classrooms. Lots of children have been screened and diagnosed with dyslexia. Two have gained EHCPs through the year. We have 8 EAL and 8 PPG.

We will be doing deeper analysis on progress in KS as progress is good.

Q : Why did it get so late to bring them up? What has been missing?

A : We have tracked data and some of these year groups have missed key parts through Covid.

Writing is the hardest area to teach virtually. It is hard to transmit across a screen and there are gaps that need to be filled. There will be a bigger focus on handwriting as this does limit what children can get. There does need to be a clear expectation and children need to know that this is their focus.

Q : When others are looking at this from outside the school, do they see the progress side as well as the make up of the cohort?

A : There will be deeper analysis of their journey and a look at progress. It is important to have JS's input on the children behind those numbers. There are lots of personal circumstances – a child who was severely anxious didn't achieve and we have two families with severe trauma this year; this all impacted.

Q : Have parents been supportive?

A : Yes. We have been offering free tutoring. This started in September twice a week every week in maths and there are additional interventions throughout the school day. Because we have so many EHCPs at 1:4 ratio we have made better use of this, providing more support in the class. These children have had a significant amount of support and intervention including SaLT at 1:3 ratio.

Some children have had a lot of progress and their journey is a result of that. We have one child who has severe behaviour difficulties who made Expected in reading increasing from 83 to 104. For him it was a significant journey and not what he would have expected and there was significant achievement. Although SATs take place in Year 6, it is a long journey through the earlier years. It is not just Year 6, it is building up to those years. Writing involves a lot of KS1 skills and this needs to be picked up every year not just in Year 6.

Q : How much is based on non-Year 6 content?

A : There has been some analysis of the SATs papers. Only 36% of the maths included in the paper was Year 6 content, the rest coming from Years 1-5. Getting the children as high as they achieved is amazing.

Q : When they move on next year, will they regress or is it embedded?

A : We hope a lot is embedded but they are going from a very small school and will not have anything near the support they have received and they will dip. Some parents have come back to thank JS for their child meeting Expected. The children are able to move forward at secondary but there will be some regression.

There is no national data at KS1. 66% were at Expected and above in Reading. 57% were at Expected in Writing with 17 at Greater Depth. 73% were at Expected for Maths with 43 at Greater Depth. The KS1 figures bode well moving on but this is a different cohort.

Q : Has this been moderated?

A : Yes.

40% met threshold for Phonics in Year 1. This is lower than we would like. There was a low starting point in Reception and 5 or 6 children were a mark below. In Year 2, 11 retook the test that they didn't pass last year. 7 met the threshold. 87% of Year 2 are at the Expected standard in phonics with 4 children needing extra support.

Children took the Multiplication checker, with 20+ achieving all 25 questions. There is no set standard and this is strong.

Our developmental next steps will be a thorough analysis of the data and to provide more detailed analysis to National data, look at moderation exercises with other schools, and make it very clear to children what is expected on their journey through the school.

Behaviour and Attendance:

CPOMS is still invaluable for tracking incidents and information can be supplied readily. It is very good to keep records. Our next steps will be to change categories slightly to include child on child abuse – this is important in KCSIE. We will be using it more for case studies, reporting and analysis. Staff are reporting well – even for small incidents there is a record.

Safeguarding Training

TM came in to do a walkabout and the Diocese have been in too. Our next step is to make it more valuable to ask other teachers those questions, getting teacher voice and pupil voice.

TM also looked at the SCR and was very impressed, particularly with colour coding.

RL will become DSL and PG needs to do refresher.

Reviewing Vision and Mission

Our overarching mission of growth in mind, body and spirit is well established. We work with all stakeholders on what that means and what it means to us – the Christian instinctiveness of the school. There are bible verses in all subjects and they are on the google drive.

We are working with the EWO on attendance. Karen Bearman is fitting in with our ethos and comes in once a half term. She has been contacting families and has arranged early help for one family.

We are in line or slightly above Croydon for attendance.

Behaviour is generally good. Our next steps are more consistency, more posters, collective worship based on expectations in the hall at dinner time and in the playground. We want everyone to buy into the policy. In September we will do work as a whole school on what it is and ratify with Governors.

The Home School Agreement and Code of Conduct with parents are useful moving forward. There will be training around appropriate comments and expectations – how we expect all staff to be talking, and being aware of how we are speaking.

For personal development we have a good range of clubs lead by teachers and TAs and some run by outside providers. We had a group of maypole dancers at the Old Coulsdon Village Fayre and Year 5 attended an event at Whitgift and a dance group performed at Trinity. We are looking at lunchtime clubs next year and we want to do more in the community, building up those links.

The Eco School is going well but requires more prominence and is part of the school council drive. We are working on a diversity group and training will be given by Joel from Christ Church. Our aim is to set up diversity advocates to think how we can promote diversity.

We have held cultural events with families celebrating their cultures.

Leadership and Management

Staffing – Rebecca Lambe is joining as Deputy Head in September.

JS is leaving and will be sorely missed. We are yet to replace the Year 6 teacher and interviews are currently undergoing. There is a short-term contingency plan with supply coming in a week at a time. RL and PG will be in supporting to give a consistent approach until we have someone permanently in place. If we do have someone coming in in September we will do that for Year 6 and also for Year 3 where we have a new teacher. They came in today to meet the class and parents. They are a good fit for the school and are keen to lead. We had to go for agency for Year 3. This is a difficult time to recruit. We have had an advert out since half term and there were only three applications, with two pulling out. Agency-wise there are a few more but they are ECTs which is difficult in a smaller school.

Q : Would you look at a job-share?

A : We have not advertised as a job-share but this is something we would consider.

Q : Are any TAs from Year 3 and Year 6 staying?

A : Yes, they are staying in there. The parents were pleased to meet the teacher.

The Year 5 teacher will be going to PGL in October so children will have someone they are familiar with.

Leadership Roles

	<p>Subject leaders are not fully finalised and there are some changes. Lisa Townsley is the new RE lead. She has gone through a lot of SIAMs. RL will support writing and SB will focus on maths. Alison is leading on phonics and reading.</p> <p>For a one form entry it is quite a task to expand opportunities to meet those subject leads. We will meet with other schools.</p> <p>An early years parent gym lesson took place and there was good feedback from parents. Parent gym shows parents how to interact and play with children and is about parenting skills.</p> <p>A big focus for the school is how early years curriculum is fed into Year 1 and something that staff need to be aware of. We plan for every teacher to spend time in early years as that is the start of their subject.</p> <p>We don't use Maestro at the moment and are not using that curriculum but this links and can be particularly useful.</p> <p>We would like to develop the early years outside space to include Year 1 and this will include some funding requirements.</p> <p>Questions were invited on the Headteacher's Report.</p> <p>Q : In terms of subject leads, do we have leads for all subjects? A : We have subject leads for history, geography and science which is partly dependent on interviews. Quite often one teacher has more than one subject. SLT look over subjects as a whole and will support as a whole picture.</p>	
8.	<p>Safeguarding Report and Safer Recruitment</p> <p>TM was not present to provide the Safeguarding Report.</p> <p>Q : Have there been any safeguarding incidents? A : There has been nothing of concern.</p> <p>Staffing structure was covered as part of the Headteacher's Report.</p>	
9.	<p>Minutes and Reports of Committees</p> <ul style="list-style-type: none"> a) Chair's Actions b) Admissions c) Communities d) Curriculum e) Faith f) Personnel <p>Chair's Actions:</p> <p>MA is signing the monthly permission for deficit reporting.</p> <p>The school closure tomorrow has been approved together with the Director of Education Services. Governors have agreed this.</p>	

Q : What happens to children considered vulnerable?

A : We don't have provision for them.

Admissions:

The Admissions Committee did not meet this term.

Communities:

The Communities Report was introduced by CA.

CA attended the Friends update/AGM. It was noticed that fundraising has started to fall and is unlikely to return to previous levels. There have been some good successes including the October Fest, quiz and fireworks. We hope there will be a buy-in from new parents coming on board. We should perhaps clarify what the Friends fund is. There was an outpouring of ideas on how to grow and support the school. The Committee was surprised that teachers were giving prizes from their own pockets. The Friends have asked teachers to do a wish list.

The Teddy Bear's Picnic was popular.

There were a few items on the Wellbeing Policy. There was a lot of information. Years 4 and 6 did a survey. There was a lot of information referring to knife crime, lots on bullying and increased understanding. We need to look at the wording. It is a Croydon survey that was issued with lots of questions.

Q : Was it aimed a primary aged children?

A : Primary school children completed the survey but it was pitched at the wrong audience.

KW is proposing to do something with parents to increase links with our community. There was a running theme on diversity; this should be embraced, not just through collective worship.

When allocating Committees, Communities is light on numbers.

Curriculum:

DC introduced the Curriculum Report. The Committee has talked about everything through PG's report and went through children's progress.

The Committee looked at books and annual progress.

It has been difficult to access books in the library due to issues with library cards.

The Committee will need to look at revamping the curriculum for next year due to the issues that need to be addressed.

DC said that JS had done a wonderful job and thanked JS on behalf of the Committee, saying she will be missed.

Faith:

PR had uploaded the Faith Report to the Governor Hub.

	<p>The school is expecting a SIAMS inspection which goes alongside Ofsted, looking particularly at the Christian distinctiveness of school, the impact of collective worship and the RE syllabus.</p> <p>Lisa Townsley is taking on the RE lead and is very passionate about it. She has been through SIAMS inspections at previous schools.</p> <p>Personnel: This has been covered in the Headteacher's Report.</p>	
10.	<p>Finance</p> <ul style="list-style-type: none"> a) Minutes Review b) SVFS c) Discussion on Finances, including budget for 2023/24 d) Formal approval and adoption of budget e) Review Risk Register <p>The Minutes were uploaded today and MB pulled out the following points:</p> <p>The Governors Maintenance Fund was discussed, particularly the annual voluntary contributions. Less than 40% of families had contributed which is very low. There is a recognition that it is likely to continue at that level.</p> <p>MB attended the new Parents Meeting as Governor/Finance Committee. The form has been rejigged with more focus on trying to get standing orders. We ask for what seems to be a relatively large sum of money and put forward £6/month (the figure needs to be divisible by 12) rather than paying the full amount up front. It will be interesting to see if we get uptake on standing orders. If we are able to get half of parents to commit we will hopefully get them for the duration of their time at the school. We won't see results until some time next year. That is the way we will try to pitch parent contributions but will leave up Parent Pay.</p> <p>Q : Will we offer standing orders to all parents? A : Yes, we will send out a letter to all parents.</p> <p>We are getting to relatively low levels of funds and we will look at what is committed expenditure. We do PGL, coach insurance and there are things we pay every year. We will do analysis to see what our bottom level is as funds will start to dwindle. We will need to give clarity between the funds.</p> <p>From a budget perspective we started the year with an £81k deficit. This is the first time we have ever reported a deficit and has been caused by unfunded staff wage increases, utility bills and some EHCP issues. There is an unfunded gap; even if we do get funding for EHCPs, we have to pay out the first amount. For a school of this size, EHCP is unsustainable and we won't be able to spend money on other children. We need to promote ourselves as a school. Our deficit will increase to £120k primarily due to staffing changes anticipated due to moves and some unfunded pay increases. We have held our second catch up with Croydon. These meetings are held on a regular basis. The first meeting was scene setting and understanding the process. The second meeting was to ask what are we doing about it. There are not many levers we can pull. This situation has only come on us due to things being forced on us rather than actions we have taken ourselves. There are some things we can do; we have had a good result from</p>	

utilities – there has been a significant reduction and we are locked in for two years. This will come off of the £120k deficit.

The latest pay award is due to be funded but we are awaiting confirmation of this.

It is a challenge and Croydon have alluded to the fact that we are not alone.

As a one form school we are limited with what we can do. Croydon mentioned lettings. We let out the hall but in the whole scheme of things this is a very small amount to chip away at the deficit. It is the unforeseen spends that add extra pressure.

It is challenging in the current environment and it is unlikely that Croydon will force any action and it is limited what they can do.

When we filled in the initial form it has the metrics and benchmarks us against other one form schools. Our EHCPs make us stand out. Croydon understand the Surrey issue but can do nothing about it.

We provide regular submissions that are gone through, are signed and ratified at the next Finance Committee. We won't know until we get into next year and staffing has been resolved where we are from deficit perspective.

Audit:

The Audit was carried out in November and we have had the Audit report back. They have only just come back with findings as the previous person left after the Audit and some work needed to be undertaken.

There are very generic findings, not focused at our school and how our school runs. It is quite a poor outcome, driven by people changing behind the scenes and is disingenuous. MA is drafting a letter on behalf of Governors reputing quite a few of those findings.

The report highlighted risk that we don't review the Lettings Policy every year and therefore we are not covering costs. Given the level of income from lettings this is not relevant.

Elaine continues to be on top of everything but is struggling with a deficit budget. She has been reassured that it has been caused by circumstances and is outside of our control. Croydon do understand but we have to go through the process.

Q : What happens next?


A : The Draconian approach would be to restructure. However, there is limited scope for change in a one form entry school that won't affect the children. All schools are trending this way. The debt is relatively low and the challenge is to maintain the deficit. Unfunded pay increases will exacerbate the problem. We won't know the outcome until funding in education is addressed.

Q : Where issues such as trees needing work crop up, can we put this out to school community to see if someone is or knows a tree surgeon?

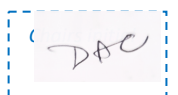
	<p>A : PG has talked to the Friends about a list of people who would be happy to do jobs and we are looking at that and will try to put together a list of these things. A lot of these are more ad hoc and we don't have a plan of what needs to be done every three year or so. We will try to get more structure around those areas to make it easier to go out for these works. People are very generous and are coming together as a community more.</p> <p>Part of the problem is insurance. This has to be considered as well – what happens if something goes wrong? There are health and safety implications and legality around that.</p> <p>Further questions were invited.</p> <p>Q : Hiring of the hall – how often does that take place?</p> <p>A : Not that often – there have been a few parties, a music theatre and a weekly Pilates class. A language school is interested in an evening let. There is a restriction due to the size of the hall and it is incumbent on staff to open up. We hope to get to a point where we have trusted keyholders but we are not there yet.</p> <p>At the Friends AGM it was discussed that there would be more interest if the kitchen could be used but due to insurance this is not allowed.</p> <p>Q : Could this be rebranded to garner additional interest?</p> <p>A : We are in competition with the parish hall where the kitchen can be used, and also with the scout hall. The charge for letting the hall is £25 an hour and there are not many opportunities without impinging on staff.</p> <p>Q : The way forward is longer term lettings as this is where there is most benefit. Do we have a policy for longer term hire? Do we only allow certain activities?</p> <p>A : We have a policy but we are relatively open. There is something about what the hall is used for if it is let out on a Sunday. Lettings could chip away at the deficit but is not a long term solution.</p> <p>With Croydon being involved, it shows we are trying. To be seen to be trying does make a difference.</p>	
11.	<p>Policies</p> <p>There are no policies for review.</p>	
12.	<p>Governor Training Update</p> <p>The Chair's Briefing raised the point about locality funding specifically around Surrey which affects all schools on boundaries. Whilst there was sympathy the LA is unable to help.</p> <p>Governors should look at training next year.</p> <p>New Governor training should be undertaken, and Governors may wish to do refreshers to demonstrate they are up to date particularly if they are joining a Committee.</p>	

<p>13.</p>	<p>Other Items</p> <ul style="list-style-type: none"> a) KCSIE 2023 b) Ofsted Inspection Framework 2023-24 c) Proposed INSET dates for approval d) Report by the Headteacher e) Governors to consider progress in two or three priority areas of SIP f) Governors to understand the process being adopted for developing the 2023/2024 SIP, which priorities are being carried forward, when the draft SIP will be presented to the Board for discussion and review g) Governors to review sections of the school self-evaluation, to monitor impact and progress towards identified weaknesses <p>There are no huge amounts of changes to KCSIE.</p> <p>There is not much change to the Ofsted Inspection Framework.</p> <p>We will have SIAMS next year and are on the published list. PG wrote to advise that the school is in a time of transition; if the inspection is due to take place next year, it would be preferable towards the end of the year. The Diocese has more discretion than Ofsted.</p> <p>SEF will be drawn up over summer, together with SIP.</p>	
<p>14.</p>	<p>Forthcoming Meetings</p> <p>The following meeting dates were agreed:</p> <ul style="list-style-type: none"> ○ AGM - Wednesday 20 September 2023 ○ Autumn - Tuesday 21 November – FGB ○ Spring - Monday 25 March 2024 – FGB (to approve budget) ○ Summer - Tuesday 16 July 2024 <p>All meetings will run from 7-9 p.m.</p>	
<p>15.</p>	<p>Confidential Matters</p> <p>There were no confidential matters discussed.</p>	
<p>16.</p>	<p>Any Other Business</p> <p>Election of Chair</p> <p>MA informed Governors that there has to be a Chair of Governors at all times. As MA had not received any nominations for Chair, he MA proposed that all Governors nominate another Governor for the position of Chair and then vote on the top two nominations.</p> <p>All Governors wrote the name of their nomination on a piece of paper which was passed to the Clerk. The results of the nominations were:</p> <p>MB 1 CA 1 RW 0</p>	

	<p>DC 4 RS 0 TM 1 AG 1</p> <p>DC expressed his concerns about giving the support needed as Chair as he travels a lot. However, he would share the workload with the Vice-Chair (TM) who will give a lot of support.</p> <p>MA will stay on as an Associate Governor to allow confidential discussions.</p> <p>In terms of responsibility, Governors should look at how they all individually take on more to help DC in his role.</p> <p>There will be an Ofsted inspection.</p> <p>PR's spot is empty until a local colleague can come in temporarily. PR is continuing to speak with colleagues.</p>	
17.	<p>Closing Prayer / Closure of Meeting</p> <p>The meeting closed in prayer at 21:05.</p> <p>MA was thanked for his support for the school and to PG in particular.</p>	

Signed:  PrintName: Darius Campbell
Chair of Governors

Date: 24 October 2023



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	Closed	Biographies received.
34	Provide a list of acronyms for RS/new governors.	MA	ASAP	Closed	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	Closed	
41	AD to put the Governors' Code of Conduct on the website.	AD	Dec 22	Closed	
42	All Governors to sign the Code of Conduct.	All	ASAP	Closed	
43	To arrange a meeting of the Academic Review Committee	DC	ASAP	Closed	
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	Ongoing	
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	