



LET YOUR LIGHT SHINE

Christ Church C of E Primary School

Meeting of the full Governing Body
held virtually on Monday 13th December 2021 at 5.00 pm

Present:

Mrs L Bradford Taylor – **Headteacher**
Mr J Coltman – **Vice Chair** – Foundation
Ms M Cordukes – Parent
Canon G Evans – Foundation
Mrs E Wake – Staff

Mrs D Leggett – **Chair** – Local Authority
Mrs L Brown – Foundation
Mrs A Coxon – Foundation
Mr A Schrocksnadel – Foundation

Also in attendance:

Mrs L Le Cornu – Clerk
Mr J Walsh – School Development Partner (items 1-2 only)
Ms Melanie Mack - Observer

Quorum - 5

Canon Evans commenced the meeting with a prayer

1.	<p><u>Welcome</u></p> <p>All welcomed new foundation Governor Mrs L Brown to the meeting and also prospective new foundation governor Ms Melanie Mack was in attendance.</p> <p>The clerk sought permission for the meeting to be recorded. All agreed.</p>	
2.	<p><u>School Development Partner Report – Mr J Walsh</u></p> <p>Mr John Walsh introduced himself for the new governors and gave a brief background to his role.</p> <p>Mr Walsh stated he had completed his Autumn term visit and this was a retrospective look at the previous academic year and looks at what outcomes there were. The report is then shared with the Headteacher and then governors.</p> <p>Action: HT to share the main report to all</p> <p>As schools did not have the normal data to work from due to Covid the Local authority and the Diocese had decided to look at how schools were recovering from the pandemic.</p> <p>Mr Walsh then highlighted and governors discussed the 4 main areas from his report which included</p> <ul style="list-style-type: none">• Curriculum Recovery including Mental Health• Safeguarding• Leadership and Management• Behaviour, attitudes and attendance <p><i>Ms M Mack left the meeting at 17:21</i></p> <p><i>Due to technical difficulties Mr Walsh left the meeting at 17:31</i></p> <p>The headteacher continued to update governors on Leadership and Management and Behaviour, attitudes and attendance.</p>	HT

	<p><u>Covid Update</u> The headteacher stated that the school had not been in outbreak mode which had helped absence. There had been a dilemma with siblings and parents who had tested positive and the child still coming to school which had made some staff uncomfortable. The headteacher had spoken to Public Health who had sent a Warn and Inform letter which had been updated and sent to all parents.</p> <p>Ms Cordukes asked the headteacher if she could share the letter that was sent out to parents today via Marvellous Me. The headteacher stated that she would.</p>	
3.	<p><u>Apologies for Absence</u></p> <p>The Governing Body consented to apologies for absence from:</p> <ul style="list-style-type: none"> • Mrs J Craven – Foundation Governor 	
4.	<p><u>Elections</u></p> <p><u>Election of Chair</u> Nominations for the position of Chair were invited at the meeting. Nominations were received for:</p> <p>➤ Mrs D Leggett</p> <p>The nomination was accepted, and the Governing Body voted with a show of hands. Mrs Leggett was duly elected to the position of Chair for a period of one year.</p> <p><u>Election of Vice Chair</u> Nominations for the position of Vice Chair were invited at the meeting. Nominations had been received for:</p> <p>➤ Mr J Coltman</p> <p>The nomination was accepted, and the Governing Body voted with a show of hands. Mr Coltman was duly elected to the position of Vice Chair for a period of one year.</p>	
5.	<p><u>Register of Governors Business Interests</u></p> <p><u>Declaration of Pecuniary and Personal Interests forms to be completed via MS Forms</u> The clerk stated that there were still some outstanding forms to be completed. There were no conflicts of interest for the agenda.</p> <p>Action – Clerk to send reminders out to those who had not yet completed</p> <p>School to publish its Governing Body structure on its website and update 'Get Information about Schools' (https://get-information-schools.service.gov.uk/)</p> <p>Action: Clerk to forward governing Body Structure and updated list for Get Information about Schools website to headteacher.</p>	<p>Clerk</p> <p>Clerk</p>

6.	<p><u>Governing Body Membership</u></p> <p><u>Review Vacancies</u> The Chair informed all that there were no longer any vacancies as both had been filled.</p> <p>Action – HT to forward application forms to Clerk and Chair and inform parents of the outcome.</p> <p><u>Confirm any changes to Governor Contact Details</u> The clerk stated that there were still some outstanding forms to be completed.</p> <p>Action – Clerk to send reminders out to those who had not yet completed.</p> <p><u>Agree the Code of Conduct for School Governors</u> The clerk stated that there were still some outstanding forms to be completed.</p> <p>Action – Clerk to send reminders out to those who had not yet completed.</p> <p><u>KCSIE Declaration Form</u> The clerk stated that there were still some outstanding forms to be completed.</p> <p>Action – Clerk to send reminders out to those who had not yet completed.</p>	<p>HT</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><u>Receive Notification of Any Other Business</u></p> <p>There were no items of additional business for discussion under item 24. Any Other Business.</p>	
8.	<p><u>Report any decisions under the power of Chair's Action</u></p> <p>No emergency action had been taken by the Chair.</p>	
9.	<p><u>Approval of the minutes of the previous full Governing Body meeting held on 28th June 2021</u></p> <p>The minutes and action plan from the meeting held on 28th June 2021 had been circulated to all Governors in advance of the meeting.</p> <p>The minutes were accepted as a true record of the discussion.</p> <p><u>Matters Arising</u> None.</p>	
10.	<p><u>Approve Committee Arrangements</u></p> <p><u>Review the Committee Structure, membership and specific responsibilities</u> Governors noted that the Governors area of Responsibility need to be reviewed. Alison Coxon agreed to take over Safeguarding. The headteacher to set up a login for Alison on the Clennel Website. Laura Brown agreed to take over SEN. It was noted that other vacancies would be filled by the two new governors.</p>	

	<p><u>Discuss and agree Committee Terms of Reference and Committee Annual Plan</u></p> <p>Governors noted this would be covered later in the agenda</p>	
11.	<p><u>Determine the school's Admission Arrangements for Autumn Term 2023</u></p> <p>The Governing Body acknowledged that the school was its own Admissions Authority and would therefore need to determine its own admission arrangements for September 2023.</p> <p>Governors noted the Admissions policy would need to be approved by the Governing Body before 28 February 2022 and the arrangements published on the school website by 15 March 2022. Any changes to the admissions policy would require consultation which would take place for 6 weeks between 1 October and 31 January.</p> <p>The Governing Body reviewed the current Admissions Policy and agreed to adopting it for 2023 with the slight alteration made by the Diocese. The Headteacher would publish the Admissions Policy 2023 on the school's website by the deadline of 15 March 2022.</p> <p>ACTION: The Headteacher to publish the Admissions Policy for 2023 on to the school's website by the deadline of 15th March 2022</p>	HT
12.	<p><u>Headteacher's Report to Governors</u></p> <p>The Governing Body considered the detailed Headteacher's report which had been circulated prior to the meeting, and discussed the following:</p> <ul style="list-style-type: none"> • Numbers in School • Staffing Issues • Attendance • Breakfast Club • SEN numbers in School • Wellbeing Worker • Behaviour Issues • Sexualised Behaviour • CPD • Interactive Boards • Data – The headteacher wanted to thank SLT who had been brilliant unpicking the Data. • School Improvement Plan • Safeguarding • Intervention Rooms • Premises including damage to School from Storm Arwen. <p>Action: Headteacher to forward contact details to the Vice Chair who would contact the Diocese regarding the Nursery classroom.</p>	

	<p><u>Questions arising from the Headteacher's report to governors</u></p> <p>Q. Regarding the table with percentages attainments, what they didn't have was where the school had been in previous years, therefore are we in a similar position to last year and the year before or really Pre Covid, on the face of it some of the figures seem quite low in some cases, are the low figures a direct result of the children being out of school for long periods of time?</p> <p>The headteacher replied that the figures were not hugely different to be fair, they were lower as Mr Walsh mentioned in his report about the transient nature of the children that come to Christ Church. The headteacher continued that she had previously had some intense conversations with the Local Authority. This seems to have lapsed a little since October and she hoped it was as a result of the conversations and the Local Authority had listed to her concerns. The headteacher added that Christ Church would never be a school that turned a child away as she strongly felt if a child wanted to attend they could, however she needed to be mindful of the impact it had on some of the other children within school as these children often came to the school with significant needs and for some of the children that have arrived recently there had been thousands of pounds spend on them through interventions and support. As this did have an impact on the other pupils it was important that she got the balance right. The Chair added that it also took up a lot of staff time also. The headteacher continued that she had received guidance from a Local Authority Officer to ensure the school had the correct support in place before a child joined the school.</p> <p>The headteacher summarised whilst the data was lower it was not drastically lower as historically they did have some pupils who had dragged the figures down. In some cases it could take one child in one class, as the class sizes were small, there could be a child with an EHCP in year 4 could only be working at a Year 1 level.</p> <p>Q The Chair asked if they could look at the Team Links to appoint governors.</p> <p>The headteacher stated that they had been assigned however not all governors had been assigned and she would be happy for governors to double or triple up on the Subject Areas.</p> <p>Following a short discussion the following was decided.</p> <p>STEM: Mr J Coltman and Mr A Schrocksnadel Humanities: Mrs D Leggett & Mrs J Craven Arts: Ms M Cordukes and Mrs A Coxon RE/PHSE: Canon G Evans and Mr A Schrocksnadel</p> <p>It was noted that new governors would be asked what subject area they would like to be linked to.</p>	
13.	<p><u>Receive minutes from committee meetings and all feedback from Working Groups and others with delegated powers</u></p> <p><u>Curriculum Committee – 15.11.2021</u></p> <p>Mrs Coxon asked if the headteacher had received the information she had sent through. The headteacher replied that she had and thanked Mrs Coxon.</p>	

	<p><u>Staffing & Finance Committee – 18.11.2021</u></p> <p>The Chair asked if the SFVS had been completed. The headteacher replied that she would check with Julie.</p> <p>Action: Headteacher to contact Chair and Vice Chair to attend school to go through the SFVS before the deadline of 31st January 2022.</p>	HT
14.	<p><u>Health & Safety / Safeguarding</u></p> <p><u>Update on staff Health and Wellbeing</u> Governors agreed this had been covered on the Headteacher's report to Governors.</p> <p><u>H&S Update – Update Risk Assessments in line with the new Operational guidance</u> Governors agreed this had been covered on the Headteacher's report to Governors.</p> <p><u>Safeguarding Update – Annual Safeguarding Report</u> Governors agreed this had been covered on the Headteacher's report to Governors.</p> <p><u>Consider any educational visits in line with the H & S of pupils on educational visits policy</u> The headteacher stated that they had not yet completed the Risk Assessment for the trip to High Borrans. They had been informed that all children would have to wear masks which went against government guidance for primary school children. The headteacher was awaiting clarification from the Local Authority Officer and the manager of High Borrans.</p>	
15.	<p><u>Governor Monitoring Visits</u></p> <p><u>Arrange future Governor monitoring visits</u> This would be arranged for the summer term when all governors would attend school together to meet their link staff members.</p> <p><u>Receive Governor monitoring Reports</u> None carried out to date.</p>	
16.	<p><u>Governor Monitoring Visits</u></p> <ul style="list-style-type: none"> • Guidance - What schools must publish online • Review List of Statutory Policies <p>The clerk suggested that a governor take on the role of checking the school website using the guidance documents above and reporting back to the Headteacher and Chair. Alison Coxon agreed to take on this role.</p> <p><u>Approve Policies</u> Whole School Pay Policy for 2021/22 Staff Appraisal Teachers Staff Appraisal Support Staff Managing Staff Performance Policy Performance Management Statement</p>	

	<p>Safeguarding Policy Food Allergy Policy Safe to Learn Policy Snow and Bad Weather Policy Drug and Alcohol Policy Charging and remissions</p> <p>Governors reviewed and agreed all policies above.</p> <p><u>Administration of Medications</u> Governors reviewed and agreed the policy.</p> <p>Mrs Coxon informed that the policy would need to have a front page to remind when it needed to be reviewed. The headteacher stated she would do this. The headteacher then informed governors on the protocols followed in school regarding administering medication and pupil files.</p> <p><u>Collective Worship</u> The headteacher stated that the policy needed to be updated. Governors agreed to review and ratify the policy once it had been updated.</p>	
17.	<p><u>Review the School's Self Evaluation document</u></p> <p>Governors agreed that the Self Evaluation document was ongoing. The headteacher added that she had completed training during the summer term.</p>	
18.	<p><u>Update on progress made on the School Development Plan for the previous year and agree the Plan for the current year 2021/22</u></p> <p>Governors agreed that a lot of the progress had been covered by John Walsh's report. The headteacher added that they already had a lot of things in place for continuing to deliver the new curriculum.</p>	
19.	<p><u>Update and confirm the Budget position from the Finance Committee</u></p> <p>Governors agreed this had been covered at the Finance and Staffing Committee and the finances were doing ok. The headteacher added that the school had received government funding for tutoring and catch up and the school had applied for various other fundings.</p>	
20.	<p><u>Monitor impact of Pupil Premium</u></p> <p>The headteacher stated the Pupil Premium Strategy had been completed and was on the school website for governor information.</p>	
21.	<p><u>Monitor the impact of COVID Catch up premium</u></p> <p>The headteacher stated that the tutoring programme had started and had a good impact. They had also commenced school led tutoring and had appointed an academic mentor who would commence in the middle of January. She would predominantly work in class 3 / 4 to support all children and would also carry out some tutoring.</p>	

	An HLTA was carrying out the school led tutoring on certain groups of children however the school felt that all children who needed the tutoring deserved it. Governors noted that had also been covered at the Staffing and Finance Committee.	
22.	<p><u>Governing Body Development</u> <u>Governors to give feedback on training attended</u> Governors had attended Safeguarding held by Clennell and stated that it had been a very good training session. The chair reminded that she had sent out to all governor online training sessions from the Diocese. All reminded to look and attend appropriate courses.</p> <p><u>Governors to consider the Governor Services Training and Development Programme 2021/22</u> Governors were reminded to look at the Training and Development Programme and book on appropriate courses. The Chair and Vice Chair had completed Safer Recruitment Training and did not need a refresher for another 3 years.</p> <p><u>Governing Body Annual Impact Statement</u> This had been published on the school website. To be reviewed at the next meeting.</p> <p><u>Governing Body Development Plan</u> Action –clerk to forward model to Headteacher and Chair Action – Headteacher and Chair to develop.</p>	
23.	<p><u>Date of next Governing Body meeting</u></p> <p>7th February 2022 – Governor Training Session 28th March 2022 – Full Governing Body Meeting – chair will be absent f</p>	
24.	<p><u>Any Other Business</u></p> <p>None.</p>	

Canon Evans closed the meeting with a prayer at 18:25