

AGM Minutes

GOVERNING BODY OF SOUTH MOLTON COMMUNITY PRIMARY SCHOOL

Wednesday 27th September 2023 at 6.30 pm at South Molton Community Primary School

MEETING					
Date/Time: Wednesday 27th September 2023 at 6.30pm			Location: SMCPSS		
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Ex-officio	Ivor Smith	IS	Co-opted
Chris Brown	CB	Co-opted (Chair)	Glenys Laws	GL	Co-opted
Rosie Warrington	RW	Staff (Deputy head)			
Laura Tandy	LT	Parent			

In attendance	Initials	
Liz Shaw	LS	Clerk

Apologies	Initials	
Rhoda Bailey	RB	Co-opted
Beverly Adams	BA	Local Authority
Toby Shaddick	TS	Parent

	Item		Sub-item	Lead er	
Procedural Items					
1	Welcome and Apologies			Chair	Apologies from BA, RB and TS
2	Update Business Interests		Business Interests – any updates and sign register of interests.	Clerk	Governors present updated interests as necessary and signed forms. ACTION: Those unable to attend to inform clerk at next meeting and sign forms at FGB.
3	Review of contact details of governors.		All governors review their contact details and email addresses to ensure we hold correct information.	Clerk	Governors present, checked and updated as required. ACTION: Governors unable to attend to inform the clerk of any changes.
4	Annual skills matrix		All governors should have returned audit to clerk before AGM	Clerk	Skills matrix included in the AGM folder. One governor required to complete the audit. Email reminder sent with skills audit attached.

Governing Body					
5	Election of chair and vice chair		Follow election/re-election process.		Chair & vice chairs elected at July FGB. Clerk to complete form H
6	Agree membership, terms of reference & levels of delegation for committees/lead roles		Review/reaffirm committee structure, membership and roles. Two lead roles required: PP and GDPR/Data Protection	CB/A II	CB - there are a couple of lead roles not currently covered, aware we are a small FGB. Have tried to speak with a couple of governors to ask if they would consider taking on an additional lead role. Roles to think about: GDPR, PP and possibly finance. Updated 29/09/23 TS has agreed to take on finance lead. LT - happy to take on the GDPR. Any training available? ACTION: clerk to check out training CB - TS and I discussed the finance lead at the summer FGB, need to confirm decision. CB - dates for meetings agreed. T&L meetings have all been agreed by BA.
7	Update & agree Code of Practice			All	Governors present confirmed agreement of the code of practice.
8	Agree attendance at:		In person & virtual meetings	CB/A II	CB - where possible AGM/FGB meetings to be in person or hybrid, with committee meeting taking place online.
		8.1	If not able to attend meeting to read policies in advance and inform the clerk		Clerk - If unable to attend a meeting please ensure any policies attached to your lead roles are read and inform the clerk if in agreement or with any queries.
		8.2	Attendance at training		CB - if any relevant training can be highlighted i.e role updates/support Need to be proactive.
9	Housekeeping:		Remind governors:	Clerk	Housekeeping notes in folder
			How to put an item on the agenda.		Clerk - Please inform the chair of the meeting - FGB or committees and the clerk
			Procedure for receiving correspondence		Clerk - If correspondence is received - please forward to the chair and clerk.
			Of the need for meetings to be quorate and sending apologies in advance.		Clerk -The quorum for Maintained school governing body meetings and for any vote at a meeting is one half (rounded to the nearest whole number) of the membership of the governing body not including any vacant positions i.e for an FGB would need a minimum of 5 governors and for committees 3 governors.
			Review the procedure for dealing with apologies and reminder the governors attendance register appears on school website		Clerk - Please inform the clerk if you are unable to attend a meeting. Attendance records of meetings appear on the school website.

			Reminder of confidential business (Part 2) protocol		Clerk - When the board decides that particular items are confidential, these are recorded separately in the minutes as 'confidential part 2' items. The clerk will record these on a separate sheet that's clearly marked as confidential.
10	Ensure all board members have read KCSiE			All	KCSiE 2023 part 1 questionnaire (online quiz) sent to FGB. ACTION: ensure all members of FGB have completed the online quiz, TP collecting results.
FGB					
12	Review / Appoint First Committee panel and HT appraisal panel		Vacancy for HT panel - replace AQ. Discuss First Committee Panel	All	First committee panel with CB on panel, again for this year other governors available to join the panel if required. HT panel - vacancy now that AQ has retired. Only require minimum of 2 governors: CB & IS confirmed they could attend.
13	Ensure Headteacher's performance management is organised		Performance governors nominated External advisor appointed - David Chaplin Date arranged?	CB/T P/ All	CB & IS able to attend HT performance management review. David Chaplin will be present as external advisor. TP to arrange date, required before December - first or second week of November, afternoons are better.
14	Agree SIP priorities for the academic year and governing monitoring points			TP/A II	TP - updated version of SIP in folder, amendment to priorities phonics has now removed as a priority. The new phonics programme is embedded and working well in school. Priorities - important for governors to know: - 1. Improve writing across the school: this is an ongoing priority of the SIP. Our Key Stage 2 SATs are looking good for this year - writing. Current year 6 include many in year transfers, with gaps in knowledge, finding it hard to make up ground compared to those pupils who started in reception with us. Data for this year group is not as strong as the 2022-23 cohort. They are making progress. CB - have they been improving? Can you measure attainment? TP - Current year 6 will not have progress measures due to the pandemic. We can measure in-year but not from an assessment point. LT - can you compare attainment data of those pupils that started in reception against those that have transferred to the school? TP - as a school we can make those comparisons, but external visitors will not compare. We want to improve each year group. TP - finances are hard at the moment, we have ensured a full time TA and HLTA for year 6 to assist with interventions and support. 2. Improve parental engagement - find that better involvement from parents

			<p>assists the child's education. From the start of term we have had a member of SLT meeting and greeting families as they arrive at school each morning. We are encouraging staff to make contact via phone or in person, rather than email.</p> <p>CB - are you holding any events?</p> <p>TP - at the start of term we held a Tears & Tissues meeting for the new reception parents/carers. We have had Learn Devon in this week handing out flyers about upcoming drop-ins being held at school - hoping to encourage parents without a level 2 qualification to enrol on courses, also including reading with your child & online safety for parents of year 5 & 6 pupils. Our reception teacher, Laura Simpson, will be developing/encouraging EYFS families (0-5years) to access the school with forest school sessions, toddler book groups etc.</p> <p>LT - does engagement drop off as pupils move through the school?</p> <p>RW - yes. Older children often walk to & from home/school alone and parents are not seen as regularly. We are encouraging staff to make contact with families for positive reasons i.e. fantastic test result, well behaved, showed great school spirit, endeavour etc.</p> <p>CB - how have you found engagement coming from another school/area?</p> <p>RW - the PTA at my previous school was very strong. Parents evenings are different</p> <p>CB - attending meetings in the area have found that parental engagement is low</p> <p>TP - this has not been a focus for us and we can do better.</p> <p>3. Developing consistently strong subject leaders</p> <p>4. Enhance the quality of teaching throughout the school - improving staff practice through group works & coaching. Teachers identify what they want to improve. Walkthroughs have worked well.</p> <p>5. Developing SEND provision - currently a huge challenge with a number of SEND children in Key Stage 1 - have behavioural issues, alongside SEND. I have spoken with other head teachers and found they are in a similar situation. Devon SEND and Social Care are in crisis at the moment.</p> <p>Key Stage 2 children more settled.</p> <p>CB - how is this having an impact on the school?</p> <p>IS - is there a noticeable negative effect on other children?</p> <p>TP - where possible we try to reduce the negative impact some behaviours/needs have on other children, but clearly some impact will be felt by children.</p> <p>IS - is this recorded?</p> <p>TP - all incidents are recorded on CPOMs.</p> <p>TP - we are using a relational approach. Teaching staff received training from our Senco last year and TAs received training during inset days.</p> <p>TP - considering the benefits of a MAT in this situation. Our Senco is on maternity leave, we have no support for SEND. We can improve staff training and looking at moving staff around to suit children and staff skill set to help minimise disruption.</p> <p>Looking at external help.</p>
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			<p>RW - TP and I will be visiting Lampard Community School next week - tour of school, meeting with staff and support with creating an action plan to help us with the current level of SEND need.</p> <p>We work with and talk to parents about any concerns/negative behaviours. Referrals are made to agencies for guidance and support - waiting lists are long.</p> <p>TP - Newport Community Primary School created a CAIRB (Communication and Interaction Resource Base) some years ago to support pupils usually with an autism diagnosis, but have now established a 'Nest' for years 1 & 2 with high needs for some part of the day. We are working on creating a safe space for children in school with high needs.</p> <p>CB - have you seen a change since the pandemic, missed opportunities for socialisation?</p> <p>TP - the pandemic has affected attitudes to school</p> <p>IS - are there any triggers?</p> <p>TP - being asked to complete school work. We are seeking better ways of dealing with this.</p> <p>IS - personal level not had any negative comments from child when discussing the school day at home</p> <p>TP - will add data page to the SIP once information is confirmed and published.</p> <p>LT - feedback from parental perspective - child now in year 1, but was unaware it would be a mixed class of year 1 & 2 pupils. Don't remember a comment on communication letter at the end of the summer term.</p> <p>TP - the comms letter did not mention mixed groups, as pupils will receive the same learning.</p> <p>RW - there are lots of variables as to why a child is placed in a certain class. I did not have any parents ask at the recent 'Meet the teacher' event.</p> <p>LT - wonder if this might affect engagement from some families, could the school be more transparent about mixed classes?</p> <p>TP - we will review communication of classes before next July</p> <p>Mixed classes are common in primary schools. We don't confirm classes until early July and the children complete a transition day before the end of the summer term to meet their new teacher and class.</p> <p>TP - Ofsted. We expect to be inspected this academic year. We are aware the inspections have taken place at local schools. Creating an action plan.</p> <p>RW - our subject leads are looking good for deep dive. Website better organised.</p> <p>CB - are the deep dives random?</p> <p>TP - we have heard that maths and history have been requested. We have 4-5 subjects to put forward. SEND needs to be better</p> <p>IS - we know that SEND is challenging, would they not offer advice and guidance</p>
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15	Governor visits		Consider governor visits for the academic year - linked to SIP priorities	All	<p>CB - governor visits to be linked to each lead role and the school improvement plan. Governors to write small report with a few minutes of feedback at an FGB.</p> <p>Need to encourage visits.</p> <p>Governors present agreed.</p> <p>ACTION: CB to email all governors</p> <p>CB & clerk happy to arrange the visits - to be arranged throughout the year</p> <p>LT - completed first safeguarding training this week. Request to 'shadow' CB on a visit and complete SCR.</p> <p>ACTION: CB & LT to arrange visit date</p> <p>CB - inform the clerk if you require any training to help with a school visit or lead role.</p>

16	Set board objectives for the year			All	CB - a couple of objectives for the year, as already discussed: OfSted - being prepared Governor visits reflecting SIP Any other thoughts? Governors present in agreement.
17	MAT update		Part 2 minutes recorded	CB	
	AOB				TP - sports premium - edited report and in folder - any questions? TP - pupil premium - in folder - any questions? TP - confirming term dates for 2024-25 - no changes to inset days, occasional days. All governors present agreed dates.
Policies & Documents					
18	Governors Allowance/Expenses Policy			IS	Agreed
19	Governors Code of Conduct			All	see item 7 - all present agreed
20	Health & Safety Policy			TS	TS emailed to agree - had a query about DBS checks and minimum requirement for visitors etc - clerk checked with school business manager and replied to TS
21	Disciplinary Policy			IS	Agreed
22	Volunteers in school policy			IS	Agreed
23	Impact		What have we discussed today that has impacted upon children's learning?	Chair	

Next meetings: **Resources meeting** 11th October at 6.30pm Teams

Next FGB: Wed 6th Dec at 6.30pm - at SMCPs