**Autumn Term 2022**

**The Governing Board of Aston By Sutton Primary School**

**Minutes of the Full Governing Body Meeting**

**Held at the School on 29th November 2022 at 4.30pm**

**Composition of Governing Body:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Category of Governor | date of end of tenure | Designated Role | In  Attendance |
| Mr J Baldacchino | LA | 26/7/24 |  |  |
| Mrs C Cavanagh | Co-Opted | 25/3/24 | Chair | ✓ |
| Mrs H Kershaw Jones | Associate | 12/9/21 |  | ✓ |
| Mrs A Plant | Headteacher |  | Headteacher | ✓ |
| Mrs S Williams | Co-Opted | 23/3/24 |  |  |
| Ms K Wright | Co-Opted Staff | 19/6/23 |  | ✓ |
| Mrs K Davies | Parent | 11/2/23 | Vice Chair | ✓ |
| Mrs S Griffiths | Parent | 3/5/25 |  | ✓ |
| Vacant | Staff |  |  |  |
| Vacant | Co-Opted |  |  |  |
| Vacant | Co-Opted |  |  |  |
| In Attendance |  |  |  |  |
| Mrs S Knight |  |  | Clerk | ✓ |

The Clerk advised that the meeting was quorate.

**1. Apologies**

Apologies for absence were received from Mr Baldacchino and Mrs Williams.

**2. Authorised/Unauthorised absence**

The absences were authorised.

**3. Declaration of pecuniary interests.**

To declare any potential pecuniary interest or conflict of interest between an individual and the governing body as a whole with the business to be discussed during the meeting.

**RESOLVED:**

There were no declarations made for the meeting.

**4. Election of Vice Chair**

A nomination was received for Mrs Davies.

**RESOLVED:** Governors agreed to elect Mrs Davies as Vice Chair for a 1-year term of office.

**5. Membership/Constitution**

Governors discussed the constitution and vacancies.

The school is in the process of conducting a staff governor election.

The Clerk advised that the term of office for Mrs Davies ends on the 11th February 2023, the Parent Governor election can begin before the term of office expires. Should more than one parent be interested in the role then Governors may wish to consider Co-Opting them.

**ACTION:** Clerk forward election paperwork to the SBM.

**ACTION:** School to conduct Parent Governor election in January.

Governors discussed the role of Chair and succession planning and agreed that in appointing new governors they will need to look for governors who would be willing to consider the role of Chair in the future.

**RESOLVED:**  
There are vacancies for 2 Co-Opted Governors and 1 Staff Governor.

There are no changes to the Instrument of Government.

**RESOLVED:**The HTPM panel and Pay Committee members are Mrs Cavanagh, Mrs Williams and Mrs Kershaw Jones.

**6. Code of Conduct**

Governors received a copy of the NGA Governor Code of Conduct prior to the meeting.

**RESOLVED:** Governors agreed to abide by the Code of Conduct.

**7. Committees and Nominated Governors**

**RESOLVED:**Governors agreed to retain the current committee structure of a Resources Committee and Curriculum Committee and that these meetings will be held face to face.

Governors agreed there were no changes to the membership of the committees.

The following link roles were confirmed:

Mrs K Davies - Ms Wright and SEND

Mrs S Williams - Mrs Plant and Safeguarding, LAC, English, RE and PHSE

Mrs S Griffiths - Miss Platt and Maths, History, Technology and PP

Mrs C Cavanagh - Mrs Shorrock and EYFS and Music

Mr J Baldacchino - Health and Safety and Finance

Mrs H Kershaw Jones Mr Pritchard and Science and Art

Governors had received the committee terms of reference prior to the meeting.

**RESOLVED:** Governors approved the Terms of Reference.

**8. Minutes of Last Meeting**

Governors reviewed the minutes from the meeting held on the 14th July 2022.

**RESOLVED:**Governors approved the minutes as a true and accurate record of the meeting held on the 14th July 2022.

**9. Matters Arising**

Governors reviewed the actions from the previous meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item & point for action** | **Person Responsible** | **Date to be completed by:** | **Outcome** |
| 5. Headteacher to conduct a Staff Governor election in the Autumn term  7. Headteacher to complete a survey of Reception parents to gain an understanding of how they felt transition into the school had gone  13. Clerk to share with the Headteacher and Chair a list of policies requiring full GB approval  17. Clerk to look for alternative dates for 9th February and the 8th December | **Headteacher**  **Headteacher**  **Clerk**  **Clerk** | **Next FGB meeting**  **Next FGB meeting**  **End of term**  **Autumn term** | **Ongoing**  **Complete**  **Complete**  **Complete** |

There were no matters arising from the minutes.

**10. Committee Meetings and/or Reports from Governors with Special Responsibilities**

Governors received the minutes from the following committee meetings:

* Resources Committee – 6th October 2022
* Curriculum Committee – 6th October 2022

There were no questions raised from the minutes.

**11. Finance**

Governors received the following information regarding the 3-year plan and predicted carry forward figures:

2022-23 £11774.00

2023-24 -£35857.00

2024-25 -£70677.00

The Headteacher reported that the school is owed approximately £20k for EHCP pupils from Halton. This is not included in figures.

One child has had their funding increased from a band 2 to 3 and the TA vacancy which had been advertised has not been filled, this will be reviewed in April and it will impact positively on the budget position.

Governors noted that the school is now up to date on the posting of invoices.

Following the recent government announcement funding for schools will increase next year by approx. 4% this will also be the case for 2024-25.

Governors noted that 2 children will be leaving the school which will bring the overall pupil numbers down to 99. Two families are interested in places; however the year groups would go over 30 which is not permitted.

*Q: What impact has not recruiting a TA had on pupils and the school?  
A: We advertised the position but were unable to recruit. Currently the pupil has 40hrs of funding, and the majority of this is being met. We will look at TA deployment in January to continue to ensure that needs are met.*

*Q: Do parents still come in and read with the pupils?  
A: This has not happened for some time, but we would like to re-start it now that Covid restrictions have been lifted. Anyone coming in would need to complete a DBS check.*

**12. Headteachers Report**

The Headteacher shared her report with Governors prior to the meeting. The report followed the school on a page format and covered the following items:

* Pupil Numbers
* School Improvement Priorities
* Attendance
* Behaviour and Safeguarding
* Budget
* Staffing
* Performance Data

The Headteacher highlighted the following:

Whole school attendance is 97.1% and persistent absence is 4.29%, this is due to a number of families taking term time holidays.

Two Midday Assistants have been appointed which will give the school 3 from January with an additional one on a zero hour contract for cover.

The SMO will TUPE to the school staffing from the 1st February 2023.

*Q: Are there any agency fees?  
A: No.*

Governors thanked the Headteacher for her report.

**13. Safeguarding**

Governors had received Keeping Children Safe in Education prior to the meeting.

**RESOLVED:** Governors confirmed that they had read Keeping Children Safe in Education.

**14. School Improvement Plan**

Governors received the full SSDP and the one page overview.

The objectives fit with the Ofsted framework.

*Q: How has the document been shared with staff?  
A: The objectives were planned together, and we have ring fenced times to review progress against the objectives.*

**RESOLVED:**

Governors approved the SSDP.

The Headteacher highlighted the Subject Leader Monitoring folder on Governor Hub.

The folder holds all the monitoring documents which have taken place and provides Governors with up-to-date information on progress against each subject. The folder will continue to be updated in Spring.

The Headteacher confirmed the Pupil Premium Strategy Statement is completed and on the website.

Governors received a copy of the ASIA report from Sharon Dean.

**15. GDPR**

There had been no data breaches reported.

**16. Policies**

Governors reviewed the following policies:

Safeguarding Policy

SEND Policy

Child on Child Abuse Policy

Sexual Violence and Sexual Health Policy

**RESOLVED:** Governors approved the policies listed above.

**ACTION:** Governors to review and approve the Pay Policy.

**17. Governor Training/Visits**

Mr Baldacchino had completed a Health and Safety walk.

Mrs Griffiths has completed a link visit for Computing.

Mrs Kershaw Jones has completed a link visit for Art.

**18. School Bulletin**

The Clerk had circulated the November bulletin to Governors prior to the meeting. The Clerk highlighted the following:

* **Induction of New Governors**

. It is good practice to have an induction process, which should aim to be:

* Informative,
* Not so demanding that it puts people off
* Cannot be delivered by existing Governors
* Not so time consuming it never gets off the ground

A significant number of Governors never receive any induction. Edsential Governor Services recommend compiling a straightforward induction pack that can be easily updated and referred to.

* **Succession Planning – Who is going to be the next Chair?**

The role of Chair is crucial to any Governing Body and therefore filling it can be challenging. It is not uncommon to find the role has been filled by somebody who has served for years and cannot find a replacement, or the role being filled by a reluctant volunteer who ended up being the person who was last person standing. It is understandable because the role has more demands than the average Governor.

The NGA have recently provided some guidance to address this issue, ‘Finding your next chair (nga.org.uk)’, which outlines some useful steps in a succession plan. The key is to be aware of who can potentially Chair and spend some time developing those individuals so that when the vacancy occurs, they can consider taking the role on.

[The right people around the table - National Governance Association (nga.org.uk)](https://www.nga.org.uk/Knowledge-Centre/Governance-structure-roles-and-responsibilities/Roles-and-responsibilities/Composition/The-right-people-around-the-table-a-guide-to-recru.aspx?viewmode=0#:~:text=Having%20the%20right%20people%20around%20the%20table%20is,recruiting%20from%20underrepresented%20groups%20can%20be%20particularly%20challenging.)

[Co-chairing - National Governance Association (nga.org.uk)](https://www.nga.org.uk/Knowledge-Centre/Governance-structure-roles-and-responsibilities/Roles-and-responsibilities/Chairing/Sharing-the-chair.aspx)

**19. Correspondence to the Chair of Governors/Chairs Action**

The Chair had not taken any action on behalf of the Governing Board since the last meeting.

**20. Date and Time of Next Meeting**

Governors agreed the following meeting dates for the next academic year:

Spring 26th Jan 2023(committees) 30th Mar 2023 (FGB)

Summer 18th May 2023 (Committee) 13th July (FGB)

The Headteacher advised that following the Ofsted inspection a number of reviews that will take place.

Reading and Phonics – 13th December 2022

Governance Review – with Janet Furber, initial planning meeting 23rd Jan 2023.

Lucy Lynch/Meadow – Subject leadership development

Meeting closed at 6.20pm.

……………………………….. SIGNED

Chair of Governors

……………………………….. Date

**A C T I O N S S H E E T**

**Full Governing Board Meeting – Aston By Sutton Primary School**

**29th November 2022**

**The following actions were agreed at the above meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item & point for action** | **Person Responsible** | **Date to be completed by:** | **Outcome** |
| 5. Clerk forward election paperwork to the SBM.  5. School to conduct Parent Governor election in January.  16. Governors to review and approve the Pay Policy | **Clerk**  **Headteacher**  **Governors** | **End of term**  **January 2023**  **End of term** |  |