

Hotwells Primary School
Meeting of the Local Governing Body
Term 2, Thursday 23rd November 2023, 4.35pm

FINAL MINUTES OF MEETING

Overall Objective of the Meeting: Consider options for meeting school funding gap

<p><u>Governors Present</u> Zoe Bell Rhiannon Benson Chris Bond, Chair Anthea Bruges, Vice-Chair Kee Jones, Headteacher Daniel Monk</p>	<p><u>In Attendance</u> (non-voting) Matt Edwards, Assistant Headteacher Sally Morris, SBM (until Item 5 – 1755) Sarah Phillips, Observer Keira Stobie, Clerk</p> <p>Quorum = 3 (half in post)</p>	<p><u>Apologies</u></p>
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Feedback on actions from T1 2023 - 2024 Meeting

AGENDA NUMBER	AGENDA ITEM	ACTION	RESPONSIBLE PERSON
1	Welcome	KJ/ME to publicise Parent Governor vacancy.	KJ/ME
1	Welcome	ZB to follow up verbal enquiries regarding Parent Governor Vacancy.	ZB
1	Welcome	CB to send termly LGB summaries to ME for inclusion in the school newsletter.	CB
1	Welcome	ME to reinstate the Governors' notice board once outstanding vacancies are filled.	ME
1	Welcome	KS to update all records to reflect changes within the LGB for the 2023 – 2024 academic year.	KS
3	Nursery Update	KS to include an update on the nursery on the agenda for the T2 LGB meeting.	KS
4	Improving Staff Areas	CB to follow up installation of water cooler in staff room.	CB
4	Improving Staff Areas	ZB to raise issue of supporting improvements to staff areas at the next PTA meeting.	ZB
5	Head Teacher's Report	KS to include Curriculum on the agenda for the T2 LGB meeting.	KS
5	Head Teacher's Report	ME to investigate reporting of data from foundation subject assessments.	ME
5	Head Teacher's Report	Safeguarding Governor training to be updated by CB.	CB
6	Clerk's Business	KS to research an improved Governor Code of Conduct.	KS

6	Clerk's Business	ME to provide KS with an updated copy of the 2022 – 2023 School Charter.	ME
6	Clerk's Business	All Governors to complete all Declarations and Confirmations under their profiles on Governor Hub.	ALL GOVERNORS
6	Clerk's Business	All Governors to complete CST Cyber training.	ALL GOVERNORS
6	Clerk's Business	KJ to bring the Behaviour Policy to the T2 LGB meeting for Governor review.	KJ
6	Clerk's Business	ZB/KJ to update Governors on the EYFS Policy at the T2 LGB meeting.	ZB/KJ
6	Clerk's Business	KS to re-send JT Policy Tracker to ME.	KS
6	Clerk's Business	ME to feedback instructions for the policy review process to KS.	ME
6	Clerk's Business	KS to follow instructions for policy review process.	KS
6	Clerk's Business	KJ/ME to arrange for Lettings Policy to be amended.	KJ/ME
6	Clerk's Business	RB to review the Supporting Pupils with Medical Conditions and the Children with Health Needs who Cannot Attend School Policies.	RB
7	Approval of Previous Minutes and Matters Arising	CB to mark as signed on Governor Hub the final T6 minutes	CB

Item	Final Minutes of Meeting
1	<p>Welcome (CB)</p> <p>No apologies were necessary and the meeting was quorate throughout. SP was welcomed as an observer and introductions were made, followed by an outline of the role of a Governor.</p> <p><i>Governor Question: Had the other expression of interest in joining the LGB also been followed up?</i></p> <p>It had transpired that the individual concerned had prior experience as Head at a large secondary school and so it had been felt that their skills could be deployed more effectively elsewhere.</p> <p><u>Pecuniary Interests</u></p> <p>None updated during this meeting.</p> <p><u>Training undertaken</u></p> <p>CB and AB had undertaken Safeguarding training, the latter through BCC. RB had completed external training on Forced Marriage and Equality and Diversity.</p>
2	Responding to the School Funding Gap (CB/KJ) CONFIDENTIAL
5	<p>Head Teacher's Report (KJ)</p> <p>The school continued to move forward and to work hard for all its pupils.</p>

Safeguarding Review by CST

This whole day event examined and gave positive feedback on:

- The safeguarding culture throughout the school
- CPOMs
- The school website
- Single Central Record (strong monitoring within the school evident)
- Attendance monitoring (showing that attendance had improved)
- Pupil interviews (demonstrating their knowledge of who to seek support from)
- Risk Assessments and Health and Safety

On line safety was a particular focus, due to the new emphasis on filtering and monitoring outlined in KCSIE. DM was involved as Computer Lead and this was another area in which the school was judged as compliant, with pupils again able to communicate their awareness eloquently.

Pupils were positive regarding the new Behaviour Curriculum which continues to be embedded, and were confident that they would be supported in this area if required. In addition, the overall organisation of the school was recognised as facilitating this.

The learning point highlighted was streamlined monitoring of training to identify which members of staff required what training when, and this has coincided with the adoption of a CST spreadsheet to autonomise most of the work required.

There were currently no looked after or children in care attending the school, but one pupil was adopted and the overall system for these pupils was discussed.

Governor Question: What recommendations were made by those carrying out the review?

No major action was required, demonstrating a very positive change from previous reviews and the progress the school has made. Strengths highlighted included how well the school knew its community, although this also meant that monitoring now needed to reflect this. Therefore, a vulnerability tracker to allow pupils raising alerts on multiple fronts would be introduced, as well as the inclusion of attendance data on the school website.

Assessment Data

For the previous Yr 6 cohort, progress in Maths and English was within the average range, but lower than hoped. The school was confident that mitigating circumstances were known for each pupil not achieving their target level and the Governors were reminded that, as a small school, the results of each pupil had a significant influence on headline figures. A strong link between progress made and attendance emerged and it was also noted that the attendance nudge strategy piloted at Hotwells had just become a national recommendation. For this cohort, and the one following, assessing progress was hindered by lack of Yr 2 assessment data.

Results for reading were described as amazing and credit was given to DM for his work in this area. These provided further evidence of the reading culture throughout the school, and justified resistance to adopting an alternative approach advocated by CST.

Governor Question: With EYFS a focus on the SDP, how is leadership in this area developing?

KJ has effectively taken on this role, which is outside of her specialist area of Yrs 5 – 6. However, the school benefits from specialist support every term, through which good practice is modelled and recommendations are suggested. Furthermore, with the EYFS Lead, KJ is investigating extending the CUSP curriculum in this area.

Governor Question: When is the next CST review of the school due, and what benchmarks will be used?

A visit from the School Improvement Advisor is expected in January and this time it will be someone new to CST who is an external HMI. EYFS will be one area of focus, but the wider curriculum will also be examined.

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Clerk's Business (KS)

Self-Certification and Cyber Training

ACTION: All Governors to complete outstanding Declarations and Confirmations under their profiles on Governor Hub.

ACTION: All Governors to complete CST Cyber training.

Policies

The Supporting Pupils with Medical Conditions Policy and the Children with Health Needs who Cannot Attend School Policies had been reviewed by RB, with the only change necessary being the review frequency.

The Governors voted to adopt both of these as well as the Behaviour Policy and Online Safeguarding Policy.

Proposed: CB

Seconded: AB

Agreed unanimously.

ME did not currently have the capacity required to implement a new Policy Review Process, although it was hoped that it would be possible to integrate the Hotwells Tracker with the latest iteration of the CST Tracker.

ACTION: KS to include Policy Review Process as an item on the T3 LGB Meeting agenda.

Governor noted that the following CST documentation had been updated:

- Health and Safety Policy
- Health and Safety Statement of Intent
- Business Continuity Plan

School Charter

Thanks were extended to ME for updating this and the Governors voted to adopt the new iteration.

Proposed: AB

Seconded: KJ

Agreed unanimously.

Governor Code of Conduct

In light of the documentation contained in the new Governor Application Form, this was no longer felt to be necessary.

8 Approval of Previous Minutes and Matters Arising (CB)

No amendments were received and the Actions Arising were reviewed (see RAG rating at the start of this document).

The donated water cooler had been very gratefully received and it was reported that further proposed improvements to the staff areas had been scoped out.

ACTION: ME to circulate proposed improvements to staff areas via e mail.

ACTION: KS to e mail SM regarding amendment of the Lettings Policy.

The minutes were agreed and approved.

Proposed: KJ

Seconded: RB

Agreed unanimously.

ACTION: CB to mark as signed on Governor Hub the final T1 minutes.

10	AOB and Close KJ expressed her thanks to the Governors for their support, which was reciprocated by the Governors to KJ and the whole school team.
	Meeting closed at 6.25 pm.

Signed as a true record:
Chair of Governors,
Chris Bond

Date:

DECISIONS GRID

AGENDA NUMBER	AGENDA ITEM	DECISION
2	Responding to the school funding gap	Feedback to CST agreed.
2	Responding to the school funding gap	Outstanding agenda items to be postponed to T3.
7	Clerk's Business	Supporting Pupils with Medical Conditions, Children with Health Needs who Cannot Attend School, Behaviour and Online Safety Policies were agreed.
7	Clerk's Business	Updated CST documentation was noted.
7	Clerk's Business	Updated School Charter was agreed.
7	Clerk's Business	A separate Governor Code of Conduct was to be discontinued.
8	Approval of Previous Minutes and Matters Arising	The minutes of the T1 LGB meeting were agreed.

ACTIONS GRID

AGENDA NUMBER	AGENDA ITEM	ACTION	RESPONSIBLE PERSON
2	Responding to the school funding gap	KS to create a confidential Governor Hub folder for minutes from Item 2.	KS
2	Responding to the school funding gap	KS to include updates on the nursery, including the EYFS policy, and SEND/PP on the T3 LGB Meeting agenda.	KS
7	Clerk's Business	All Governors to complete outstanding Declarations and Confirmations under their profiles on Governor Hub.	ALL GOVERNORS
7	Clerk's Business	All Governors to complete CST Cyber training.	ALL GOVERNORS
7	Clerk's Business	KS to include Policy Review Process as an item on the T3 LGB Meeting agenda.	KS
8	Approval of Previous Minutes and Matters Arising	ME to circulate proposed improvements to staff areas via e mail.	ME
8	Approval of Previous Minutes and Matters Arising	KS to e mail SM regarding amendment of the Lettings Policy.	KS
8	Approval of Previous Minutes and Matters Arising	CB to mark as signed on Governor Hub the final T1 minutes.	CB