



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

**Minutes of Meeting of Full Governing Body held on 13th June 2022 @ 5.00pm
(Rescheduled from 9th May 2022 & 16th May 2022)**

Members:	Mrs Emma Clifton	Trust	EC
	Mrs Samantha Collins	Parent	SC
	Mr Jonathan Eddy	Trust	JE
	Mrs Heather Madsen	Executive Head	HM
	Mrs Jenny Milsom	Chair	JM
	Mrs Pippa Wake	Head of School	PW
	Ms Lisa Wood	Parent	LW

Apologies:	Mrs Nicola Griffiths	Trust	NG
	Mr Maninder Sohi	Trust	MS
	Mr Jon Wynne	Trust	JW

In Attendance:	Mrs Liz Talbot	Clerk	LT
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No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations			
		JM welcomed everyone and thanked them for their attendance today. There were apologies received from NG, JW and MS who were unable to attend owing to last minute work issues and illness, respectively. Consent to their absence was given.		
		Membership: The following changes were reported:		
		There were no changes to report.		
2.	Pecuniary and other interests			
		There were no declared interests relevant to this meeting. LT advised that MS needs to complete his Interests Declaration form and send it to her as soon as possible so the website can also be updated.		
		<u>Actions Agreed</u>		
		• Declaration of Interests Form to be completed and website updated.	MS/LT	ASAP
3.	AOB for end of Meeting			
		There were no items raised for consideration under Item 12 of this agenda.		

4.	<p>Trust Business & Chair's Actions</p> <p>JM advised of the following Trust Business: Trust CEO resignation – This was noted by all and interim arrangements before recruitment of a new CEO were clarified.</p> <p>Sustainability/Environment Agenda Item – JM noted that this will be an agenda item led by the Business Manager going forwards.</p> <p>JE asked what issues this was intended to cover and JM explained, for example monitoring and reviewing how much plastic is being used.</p> <p>PW noted that the school have an Eco-Committee which includes children and looks at these issues and acknowledged they could do more.</p> <p>ALT Governor briefing – LT highlighted the need to RSVP to the invitation to attend and will circulate the email again to all Governors.</p> <p>Governors asked PW, as a new Head of School, if she is happy with the support she is receiving from the Trust and PW confirmed she is supported by a number of Central Trust staff as well as HM and is very happy with this. PW also noted that use of the Conference Area at the school by the Trust is also really helpful for maintaining face to face contact with Trust staff.</p> <p>There were no Chair's Actions to share at this meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Sustainability/Environment monitoring to be added to future agendas for the Business Manager to cover. • ALT Governor Briefing email to be circulated to all Governors. 	<p>LT</p> <p>LT</p>	<p>18/07/22</p> <p>ASAP</p>
5.	<p>Confirmation of previous minutes</p> <p>The minutes of the previous FGB meeting held on 21st March 2022 were reviewed and all Governors were happy that the minutes were a true and accurate record of the meeting with no additional updates required and could be signed off by the Chair.</p> <p>Matters Arising from 21st March 2022</p> <p>The following matters arising updates were noted:</p> <p>Declaration of Interests Form – Covered under Item 2 above.</p> <p>Online Safeguarding Training – JM advised that JW has now evidenced his completion of the Handsam Safeguarding Children online training module.</p> <p>In the absence of NG, it is believed that sign off on the KCSIE element is still required from her and MS needs to complete all the Safeguarding training but has advised JM outside of this meeting, that he will work on this now.</p> <p>Health & Safety Link Visit – JM advised that this visit has had to be delayed until a future unknown date following the resignation of the Business Manager and will now take place in the next academic year.</p> <p>Link Visit Report - SC & EC noted that they have emailed their Quality of Education visit report and an additional report from a visit completed this week to PW for final</p>		

	<p>approval and these reports will be circulated for the next Governing Body meeting. EC and SC will also be arranging another visit for this Term.</p> <p>JM noted that she will also be arranging a Safeguarding Visit for this term.</p> <p>The awaited link visit report from JE & JW is still to be submitted and JM will contact JW in this regard.</p> <p>JM noted that she is keen for the Schedule of Governor Link Visits for the whole of next year to be provided before the start of the year and PW was happy to agree to this.</p> <p>The dates for the School Sports days were shared with Governors, who are welcome to attend from 1.30pm in the week commencing 4th July 2022 when Parents are also being invited to attend.</p> <p>All other Matters Arising were completed prior to this meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Evidence of completion of the KCSIE element to be signed off by NG. • All Safeguarding training to be completed by MS. • H & S Link visit to be arranged for next academic year. • Three Link visit reports to be included in the papers for the next meeting. • Schedule of Governor Link Visits 2022/23 to be available before September 2022. 	<p>NG</p> <p>MS</p> <p>JM</p> <p>SC/EC & JW</p> <p>PW</p>	<p>ASAP</p> <p>ASAP</p> <p>Oct 22</p> <p>18/07/22</p> <p>18/07/22</p>
<p>6.</p>	<p>Headteacher's Report [Standing Item]</p>		
	<p>PW shared her report with governors in preparation in advance of the original meeting date and updated verbally as follows:</p> <p><u>Admissions</u></p> <ul style="list-style-type: none"> • The Local Authority confirmed number of admissions for Reception, from September is currently 49, which is really low for a PAN of 90. However, this appears to be a national trend. • There will be 2 Reception classes and 3 Year 1 classes. If the number increases to require more than 2 Reception classes, they will have a mixed class. • The school expect the admission numbers to be like this for the next few years so will plan to keep 2 Reception classes for the foreseeable. <p>JM noted her concern that when the full restructure was undertaken there was an expected growth in numbers from 2023 so we need to be cautious about recruitment to avoid the need for another disruptive restructuring process in the near future. JM suggested the use of fixed term contracts and analysis of need when there are resignations.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> • The School Business Manager, Site Manager and some Teachers have resigned this term. The school is however, now fully staffed in relation to Teachers for September 2022. • Interviews for the Site Manager position are next week. 		

SC noted that there was talk about employing an apprentice to assist with site management but **PW** was not aware of this, adding that the two Caretakers model is most appealing.

SC asked when they expect the Site Manager to start and **HM** clarified that the Trust are managing this appointment.

- Advertisement is due to go out imminently for the Business Manager position and in the meantime some Admin Staff are being trained up to cover some areas.
- Currently buying back services from the Trust for HR and another area.
- A comparison of spend on staffing against 15 other schools was completed and concluded that Gusford is in a very strong position.
- The staff who have resigned are staff who need to move on for relocation reasons.
- There is regular individual feedback and monitoring taking place now which is received well by some and not by others. **HM** and **PW** are relentless in dealing with anything they see that they are not happy with and ensuring staff understand the standard required.

There was some discussion around this subject by Governors and **PW** noted that there have been a lot of different leaders in a short time, but she has reassured staff that the current Leadership team plan to stay. **PW** added that she is also gaining consistency in messages from the whole Leadership team.

- Interviewing this week for Sports Coach, Site Manager/two Caretakers and TA's.

SC asked if PW feels there are any areas that she doesn't have support because of the missing staff and **HM** explained how the support is being provided, including Part-time Deputy and coaching of other Deputy. Other staff from Red Oak are also assisting with coaching.

PW acknowledged that she is still working on her plan for the Senior Leadership Team structure.

- Current procedure for staff requesting a day off is not appropriate so has been changed and the number of requests has dropped considerably. Staff have to call, not text when they are confirming they are going to be absent.
- **HM** and **PW** reassured that all staff are now fully monitored and noted that there are some really strong staff. **HM** noted that the children are amazing, polite, well-mannered and the majority of parents are supportive.

SC noted that there are Year Group Leaders leaving and **PW** advised that they are moving away from Year Group Leaders and moving to Phase Leaders which most schools this size have.

- They have appointed a really good Early Years Leader and are still working on Early Years structure plans.

LW noted that she has an Early Years visit booked in the next few weeks and asked if this is still appropriate. **PW** confirmed that she would like the visit to go ahead.

- **HM** met with all staff to discuss strengths and needs. Very good and useful feedback received but also raising many concerns.
- Thrive – part of SEND review - recruiting TA's and HLTA's. Need more TA's so that every teacher has support.

SC asked if this is the usual model and **HM** confirmed a TA for each for the majority of the day is usual. However, it is rare to have so many HLTA's.

JM asked when PW is relinquishing her Maths role and **PW** confirmed this term.

Attendance

Nothing to add to content in the written Report.

Behaviour/Mental Health/Wellbeing/Safety

- Permanent Exclusion Governing Body Panel met last week and resulted in the permanent exclusion being upheld.
- There is one child at risk of exclusion if things don't change. **HM** added that if the school can't keep him safe then they can't keep him at the school.

JE asked if there is more disruption than previously and **HM** advised that some children have missed play-based learning which, significantly across the country means that many boys are struggling with the formal learning approach to learning.

- Fall in fixed term exclusions at Gusford. **HM** noted that if the consequences of bad behaviour are better than being in the classroom, nothing changes. There was some discussion about examples that have been dealt with in the new way.
- **HM** and **PW** are dealing with parent issues immediately and this has been welcomed by all.

HM noted that one of the challenges for the school is the unofficial school Facebook page which is very dangerous and damaging.

JM asked if there are a lot of contributors and **PW** advised that there are some very vocal contributors. **SC** added that some staff are commenting on this site and **HM** clarified that staff should not be and this will be rectified through training very soon. **JM** suggested that there was an opportunity to do a letter to all Parents around wanting to communicate with parents directly rather than on social media and **PW** agreed with this.

Health & Safety

Nothing to add to content in the written Report.

Premises

- **HM** met with trust for discussion about finance and the level of the carry forward and was advised that a significant proportion needs to be spent before the end of the year to improve areas of disrepair around the school and to complete the change of use of the swimming pool area.
- Completed a full review of Early Years and the plans for that area. The Trust's Director of Finance & Operations is leading work on cross matching against the ESPO catalogue, £50K of equipment to be sourced from Early Years specialists.

JM suggested that such specialist equipment did not need to go through the 3-quote process but **HM** advised that it must.

- The absence of a Business manager could stall the process, but this cannot happen so the Trust are assisting the school.
- Some ridiculous quotes for work needed to deal with the swimming pool area.
- ICT needs improving in every classroom through the purchase of new whiteboards.

JM asked if this will be in place before September including training staff in their use before then and **HM** confirmed this.

- The permanent exclusion last week, initiated talk about the need for a CCTV system and the trust will be looking at site safety. The challenge is the size of school and the possibility of Reception pupils ending up anywhere in the school including areas that they really shouldn't be. This would cost more than £50K so

	<p>it is something that the Trust would pay for. It will be a swipe card system and cover the boundaries and fencing.</p> <p>SC asked if this will be in place by September and HM confirmed that is their hope.</p> <ul style="list-style-type: none"> The Trust have agreed that the school can pay someone to be a Site Project Manager to manage the grounds including the swimming pool area. <p>JM asked if this will be on a fixed term contract and HM explained that they are looking to contract a Company for this role and this is being arranged by the Trust.</p> <p>JM asked if the Trust have worked with this company before and HM confirmed this.</p> <p>SEND</p> <ul style="list-style-type: none"> SEND review happening on Wednesday this week led by SEND Trust Lead. A report will be written. HM and PW asked for the review as they have some concerns. <p>Quality of Teaching & Learning</p> <ul style="list-style-type: none"> Stage 1 and Stage 2 tests completed. Phonics currently happening and will finish on Wednesday. New multiplication check happening in Year 4 this week. <p>JM asked whether the SATS results are available yet and was advised not until July.</p> <p>JM asked when they know their Year 7's destinations and PW confirmed that she has this information and will send out to Governors.</p> <ul style="list-style-type: none"> Year 6 residential cancelled at last minute owing to staffing issues at the residential site. The school managed to have a week of activities although not residential and something extra for an extra day. Also refunding parents. <p>SC noted the positive social media comments she had seen on this.</p> <p>Leadership Nothing to add to content in the written Report.</p> <p>Safeguarding</p> <ul style="list-style-type: none"> A new electronic SCR was introduced by the Trust but the transfer of data was not fully successful so there is someone at the Trust working on this for Gusford. <p>School Improvement Plan Nothing to add to content in the written Report.</p> <p>Website Audit Nothing to add to content in the written Report.</p> <p>Sports Premium Report Nothing to add to content in the written Report.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
7.	Business Manager's Report [Standing Item]		
	KH provided her reports in advance of this meeting and in her absence, questions were taken by PW as part of the Headteacher's Report shown above.		

	<p><u>Budget Monitoring Report</u></p> <ul style="list-style-type: none"> This area is being overseen by the Trust, so Governors just need an update when the situation is clear. <p><u>SC asked with regard to one-year fixed term contracts, what happens after the one year is over.</u> PW explained that she will review contracts adding that this is done regularly now in schools. JM suggested that reviews should be planned to reassure staff in May.</p> <p>PW highlighted that next year the nursery will be open all day and this has been positively received by parents.</p> <p>SC asked if they are confident that they have high enough numbers for this, and PW confirmed this adding that the decision was made based on feedback from parents.</p> <p><u>Refurbishment Costs Report</u></p> <ul style="list-style-type: none"> PW confirmed that she is currently working on this. <p><u>Premises, HR etc</u> This is covered in the Headteacher's Report above.</p> <p>HM left the meeting at this point.</p>		
8.	School Visits & Link Governor Reports [Standing Item]		
	<p>The following Visits have taken place and reports been shared since the last meeting:</p> <p><u>Safeguarding Visit (JM)</u> There was nothing to highlight from the report.</p> <p>JM noted her concern that she doesn't know enough staff and suggested an event after school to meet and greet the Governors might be appropriate. This will be considered by PW for the next academic year.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> An event to meet and greet Governors will be planned for next academic year. 	PW/JM	Oct 2022
9.	Safeguarding [Standing Item]		
	As detailed under Safeguarding section of Headteacher's Report (Item 6).		
10.	Communications		
	<ul style="list-style-type: none"> HM and PW are working very hard on communication. <p><u>JM requested the bulletins are sent to those non-parent governors for information only.</u></p> <p><u>SC asked when parents are going to be informed about the class structures for next year</u> and PW advised that children will be told and then the information will be in the bulletin at the end of the week.</p> <p>PW noted they had received more positive feedback about class mixing than negative.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> Parent Bulletins to be sent to non-parent governors when published. 	PW	ASAP

11.	Policies and Papers for Acknowledgement/Approval		
	<ul style="list-style-type: none"> • Early Years Foundation Stage Policy 2021/22 - Will be reviewed at the next meeting. • Anti-Bullying Policy 2021/22 - Governors were happy to approve this policy. • SEND Policy - Governors were happy to approve this policy. 		
	<u>Actions Agreed</u>		
	<ul style="list-style-type: none"> • Early Years Foundation Stage Policy 2021/22 to be reviewed at next meeting. 	PW	18/07/22
12.	Any Other Business		
	<ul style="list-style-type: none"> • Dates for next year's meetings will be prepared for agreement at the next meeting. 		
	<u>Actions Agreed</u>		
	<ul style="list-style-type: none"> • Schedule of Meeting dates for 2022/23 to be shared at next meeting. 	LT	18/07/22
13.	Date and Time of next meeting		
	The next Full Governing Body Meeting has been arranged for: Monday 18th July 2022 @ 5.00pm.		

The meeting closed at **7.15pm.**

Minutes Agreed:

Name:

Signature:

Date: