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| Key | *Approved/Agreed* |
|  | *Question raised* |
|  | ***Action*** |

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| **MINUTES** | | |
|  | **Present:** | **Absent:** |
| **Chair** | LindaBurton (LB) | James Pyne (JP) |
| **Headteacher** | Richard Stead (RS) |  |
|  | Andy Powell (AP) |  |
|  | David Malcolm (DM) |  |
|  | Emily Weiss (EW) |  |
|  | Stephen Penny (SP) |  |
|  | Cathy Sheppard (CS) |  |
|  | Cyril Kelly (CK) |  |
|  | Ewan Robertson (ER) |  |
|  | Andy Wooller (AW) |  |
| **Guest** | Adrian Landon (AL) |  |
| **Clerk** | Helen Jessep (HJ) |  |
| **Meeting began: 18:00** | | |

**Documents circulated in advance of the meeting:**

* FGB Meeting Agenda
* Draft FGB Meeting Minutes 24th November 2021
* Online Safety Policy

**Additional item – Ex Chair joined the meeting**

The Chair formally thanked Adrian for all his work and support in his capacity as Chair and governor over the last few years.

AL stated that he had really enjoyed his time as a governor. The governors wished AL all the best and he left the meeting.

1. **Apologies for Absence**

Apologies for absence were received from JP, who is overseas with work. JP provided a SEN update to be presented at the meeting. The meeting was quorate.

It was noted that AP, due to work commitments, would be leaving the meeting early following his agenda item.

**2. Declaration of Business Interests**

There were no new declarations of business interest.

**3. Matters Arising from the Minutes of the Meeting on 24 November 2021.**

These minutes were circulated in advance of the meeting.

The Chair went through the actions from the last meeting. All were complete.

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| **No** | **ACTION** | **Ongoing/Complete** |
| *Action 1* | Remaining governors to complete PREVENT training before next meeting. | Complete. All governors have completed the training and copies of certificates are available on GovernorHub as evidence of attendance. |
| *Action 2* | Online Safety Policy to be brought to next meeting for review. | Complete. This is on the agenda for review later in this meeting. |
| *Action 3* | All governors to ensure they have signed off all required documentation (*declaration of interest, code of conduct, acceptable use policy and MyConcern*) using the new format under their individual profiles on GovernorHub. | MyConcern portal will need updating with new email addresses once the email migration takes place and therefore, it may be necessary to resign some documentation. |
| *Action 4* | Clerk to contact SSE Governance Support Services for Education for clarification on the feedback they obtain from training that governors attend. | Complete. The clerk sent a message out on the GovernorHub noticeboard.  SSE agree the governor training and development impact form is a good idea and a way of evidencing a governor’s development in their role and whether the training they are attending is meeting its purpose.  The training and development impact form should therefore be used going forward following attendance on any courses. |
| *Action 5* | Clerk to upload skills matrix to GovernorHub.  All governors to complete individual skills audit by Wednesday 5th January 2021 so that the responses can be collated before the next FGB meeting. | Complete. Skills Audit findings is on the agenda for discussion later in the meeting. |
| *Action 6* | Clerk to contact GovernorHub to check if it is possible for all members to edit word and excel documents online without having to download first. | The clerk contacted GovernorHub and has been advised to check with Computeam. Ongoing. |
| *Action 7* | AP to email the monitoring table to governors over the weekend. | Complete. |
| *Action 8* | Safeguarding lead to arrange to meet with the Office Manager in the New Year to follow up on the review of the SCR. | Date to be confirmed.  ***Action 1: EW to contact Office Manager and arrange a time to meet.*** |
| *Action 9* | Ongoing action - all governors to keep abreast of the school website and Friday Flyer | Ongoing. |
| *Action 10* | Clerk to book Ofsted training for the Chair and SEN lead. | Complete. This is booked for March 2022. |
| *Action 11* | Head to consider re-issuing an update of the school Aide Memoir. | The Head agreed to put this document together as a useful tool for governors to refer to.  ***Action 2: Head to produce updated Aide Memoir before next FGB meeting.*** |

All governors agreed that the minutes of the FGB meeting from 24 November 2021 were accurate.

***Action 3: Chair to electronically sign the minutes from the meeting on 24 November 2021.***

**4. Urgent Matters**

The Chair wished to discuss responsibility for taking the minutes of the Education committee meetings going forwards as currently there is no nominated person with responsibility for this. All agreed that they were happy for this to be discussed at the end of the meeting under Chairs items.

**5. Finance Update**

*Finance Update*

The F, P&P Chair provided an update following last week’s meeting.

*Month 9 Report*

* The school is in a healthy financial position. There is just under £88k to carry forward however, a significant amount is already committed e.g. Pupil premium and PE and Sports grant. This leaves an uncommitted balance of approximately £47k to carry forward.
* There is a surplus in UIFSM which is mainly due to lockdown. The plan is to use some of this money to improve catering facilities and equipment.
* The pre-school is in a good position and starting to show a profit. This has been supported by the closure of two of the school’s unofficial accounts and the transfer of some historical income. All payments and funds are now being managed via one account.
* Pupil numbers are healthy. The October census provided an increase in 8 pupils above our budget plan estimate of 200.
* There had been some concern around staff sickness absence and the costs associated with this. However, the school received an unexpected low claims bonus of £3.5k which covers some of these additional costs.
* The F, P&P committee discussed the month 9 report in detail. The F, P&P Chair directed the governors to the summary tab within the report which provides more detailed notes. All governors are welcome to look at this and follow up with any questions.

*MIS and Cloud*

* The Office Manager provided a written update on the move to the cloud.
* The fibre line is now in place. The upload and download speeds look positive.
* The Head and Office Manager have continued to research different MIS systems. The schools existing system, SIMs, has been bought out by ESS who is looking to tie the school into a three-year contract and therefore the school is looking at other options. The Head will discuss this later. This is ongoing.

*Premises*

* The H&S policy is based on a model template and there have not been many changes. This was approved by the F, P&P committee.
* Updates on H&S were provided at the F, P&P committee by DM.
* The CCTV installation is due to be completed during the Easter holidays.

The governors were happy with the finance committee update and just had one question regarding the migration of emails and when this was likely to take place.

The Head informed governors that this is currently on hold, the timescale has been pushed back slightly. Governors will be updated when a new date is approved for the migration.

***Action 4: Office Manager to update governors when email migration is due to take place.***

**6. Education Committee Update**

The Head apologised that the minutes had not been uploaded to GovernorHub prior to this meeting.

***Action 5: Head to upload minutes to GovernorHub after the meeting.***

* *School Development Plan (SDP*) - The Assistant Head gave the committee a progress update on priorities A and B from the SDP.
* *Governor monitoring* - this is possible by prior arrangement with a risk assessment in place (masks worn and outside where possible). Some monitoring has taken place since the last meeting.
* *Intent Document* - The Assistant Head went through how the school has been working on its intent document, there is one in place for each subject.
* *360 Degree Safe* - The Head gave a progress briefing. Children have been chosen to be digital monitors to help and support the curriculum and minor technical aspects such as looking after machines. They are leaders for each class community on online safety.
* *Assessment* - The committee looked at the assessment report. This is based on data teachers have uploaded. There was a data point at the end of the Autumn term. The Head and Assistant Head used this information to hold pupil progress meetings and to talk through children who were furthest from their targets. General discussion took place.
* *Behaviour* and Attendance - This figure was 96% at the time of the meeting. The data is compared via FFT to a good sample set of 5000 schools. The average was 90.6%. Milverton’s figures have dropped slightly to 95.5% however, it is still above the national average which is now 89% and Milverton is 95.5%. Attendance has slipped slightly which is mainly due to covid but also some parents have started to book holidays now. This is also likely to increase slightly in the future.

There were no further questions.

**7. H&S Update**

An update was sent over a week ago and presented at the F, P & P meeting. There has not been much change since this meeting.

Key points to note:

* There has been a break in to the school with some vandalism in a shed outside class 1.

***Action 6: Head to report incident to the police.***

* There was also break in last weekend which included damage to the football goals which are unfortunately not repairable. This incident was reported to the police, at the time, and the school have a crime number. The local PCSO is looking into this incident and will come and review the damage. The PCSO was interested if there was any forensic evidence but unfortunately it would have been exposed to the elements. It is more about damage and vandalism than theft.

The governors were interested if there was any pattern in the time of day to when the incidents take place.

The Head explained that it has usually been at the weekends when people aren’t there. The Head was in school for 3 hours on Sunday and there was no noise and no evidence of damage. It is therefore hard to know.

Governors discussed whether it might be worth putting something in the Parish magazine in case people know those who might be involved. However, the CCTV installation is due to be completed at Easter and it was agreed that hopefully we will start to see an improvement and less incidents of vandalism on site as a result.

* There has been an ongoing issue with one of the boilers which was showing a fault light. This has been attended to, it was an airlock which has been drawn out of the system.
* Preschool are looking to improve the kitchen area and have the floor replaced. The flooring is likely to cost £4k. Due to the value of the works three quotes will be necessary. The Pre-school has funds available in their reserves to use to pay for this and therefore it will not affect the school budget. The governors were happy for the Pre-school to pursue this and with the likely costs involved. Approval will be required once three quotes have been received.
* There is some drainage work that needs to be carried out on site under the class one playground. DM is going to liaise with the Office Manager to see if she has heard back on this yet.
* The lease line is up and running which will be much better for the school going forward especially if there were to be any further lockdowns.
* DM plans to visit the school for a Pay & Appraisal meeting on 15th February. DM also plans to meet with the Office Manager at the same time and will email the governors with a H&S update.

**8. Skills Audit**

The Clerk thanked all governors for filling out the individual skills audit questionnaires. The scores from these questionnaires have been collated into a matrix which provides an overall average score in six main areas; Strategic Leadership, Accountability, People, Structures, Compliance, Equality, Diversity and Inclusion.

The Clerk and Chair met to discuss the findings and wrote a detailed report with a suggested action plan which is available on GovernorHub.

The Clerk highlighted that the governing board scored three or above in all areas. The only area which was slightly lower was ‘Strategic Leadership’ and this was mainly due to the lack of experience of members of chairing meetings. However, this is not a concern as the board does have members with experience who can provide advice and guidance if required.

*Strengths*

The overall key strengths were as follows:

* *Accountability* - our awareness of budget monitoring and school funding and we have a lot of finance expertise within our board.
* *People* - we scored high on this in terms of positive working relationships
* *Structure* – we scored high on our understanding of governance structures.
* *Equality, Diversity and Inclusion* - overall this was very good, some members scored lower but generally the committee has a good level of knowledge and is lucky to have HR expertise within the team. Also, a couple of the members have previously been Chair of the board and therefore have experience of dealing with issues relating to equality, diversity and inclusion which can be drawn upon.

*Development Areas*

The key areas for development were as follows:

* *Strategic Leadership* – particularly experience in chairing meetings. Consideration to be given to the Vice Chair chairing a future meeting.
* *Accountability* - understanding how the board engages with its stakeholders and how this informs decisions. With Covid-19 and lockdowns this may not have been as clear as it has been in the past. E.g. previously an annual survey was carried out alongside parents evening.
* *Self-Evaluation* - this highlighted that some members would like a better awareness and knowledge of Ofsted and their expectations of the governing body. Also, an understanding of how to encourage active lifestyles and if there is room for further involvement in this area.

Discussion on active lifestyles took place. The Head informed governors that the school provides all children with 2 hours of PE a week. The children, collectively in the 7 classes including Pre-School, have run over 4000 miles since September in the golden mile. Every bit of activity helps and the school weave this where they can into the school day. Milverton came third out of twenty-five on the leader board provided by Premier Sports, our PE provider.

Further discussion took place. The Assistant Head noted that one of the areas that the school could benefit from was a governor monitor for PE.

CK agreed to be the PE Governor monitor.

*Action Plan*

* *Challenging*

The Clerk noted that as a governing body we appear comfortable in speaking up and asking questions however, it is sometimes difficult to highlight challenges in the minutes. Discussion took place.

The Head explained that the school values the time the governors give to reading documents and their supportive role. The challenge is more about not relying on what the SLT say but that when they visit the school they are able to verify and triangulate the information they have been given. Governors are welcome to speak to other members of SLT when they visit to ask questions. There should be a partnership of leadership of the school.

The governors felt it important to note that often the reason they don’t ask a lot of questions is because they are presented with comprehensive information with a well thought out structure.

* *Chairing Meetings*.

The Vice Chair agreed that he would be happy to chair a future FGB meeting to gain experience.

***Action 7: Vice Chair to Chair the FGB meeting in November.***

* *Understanding Headteacher Pay & Appraisal Process.*

Some of the lower scoring competencies can be dealt with by training but it would be useful to discuss the Headteacher appraisal process to improve all governors’ understanding.

The Chair of the Pay & Appraisal committee offered to provide an explanation of the appraisal process in this meeting rather than put off to a future date.

It is an annual cycle which the governors are involved in. Another key member who is also involved in the process is the school’s improvement partner (SIP). This is a consultant, separate to the school, with experience in education having been a head at two schools and who currently sits on the board of a Multi Academy Trust (MAT). They have been employed for several years and the school benefits from their expertise monitoring and advising the school on its targets. They are responsible for suggesting targets for the Head’s performance development.

The first Pay & Appraisal meeting takes place at the start of the academic year, this is attended by the SIP and members of the Pay and Appraisal committee. They use this time to discuss the Head’s performance targets, which are linked to the School Development Plan (SDP) as well as his own personal development. Realistic targets are set and agreed with the Head.

The next meeting takes place midway through the year so that the committee and SIP can review if the school is on track and suggestions are made. Then towards the end of the summer term the committee runs through the targets and notes whether they have been achieved or not. This links to the review of the Head’s performance and salary. The SIP is there to provide guidance.

In November staff performance appraisals are completed at which point the Head makes recommendations for staff for pay and appraisal and brings this to the committee for discussion.

The Chair highlighted that SSE governance recommend governors consider changing the SIP after a long period of time.

The reasons for this were discussed. The governors had no concerns and were happy to keep the current SIP.

* *Education subcommittee.*

Not including the Head and staff governor the Education committee consists of three new members. Discussion took place. The Chair offered to attend Education Committee meetings in the interim if members felt they would benefit from another experienced governor on the committee. There were no concerns and governors were happy to keep the memberships as they are.

* *Understanding how the board engages with its stakeholders.*

Discussion took place. The governors suggested survey monkey might be worth considering going forwards.

* *Knowledge and awareness of Ofsted*

The Chair and SEN governor have both been booked onto SSE Ofsted Training in March.

***Action 8: Chair and SEN governor to feedback to the board following their training session.***

National Professional Qualification for Headship (NPQH)

The Head asked the Assistant Head to give an update on the NPQH that she is currently working towards which the school is supporting her with.

KL thanked the governors for the opportunity to enroll on the course and for their support. It is an 18-month course which she began in September 2021. This was a good time for KL to present as she has been working through a unit on governance and it links well to the skills audit findings.

So far KL has completed two units, the first unit was organisational management which focused on finance, HR, health & safety and risk assessments. Over the last two years she has been involved with the staffing budget together with the Head and Finance Officer and therefore has had experience in this area.

The second unit looked at governance and accountability and talked about the value of carrying out a skills audit and making sure that the governors are upskilled.

The course has been useful in drawing her attention to a few areas where she feels the school could work on to improve governors’ understanding and work together better. As a result, KL recently changed the report format for governor monitoring to make it more supportive and succinct. All governors now have a similar report format to use when they come in to meet their subject leads as part of their ongoing monitoring responsibilities. The SEND, PP and Sports Premium reports have also been updated.

The Chair stated that the format was very useful. She used it recently for Early Years (EY) governor monitoring.

Further discussion took place.

It was agreed that governor monitoring to be organised before half term for PE, PP and Computing.

***Action 9: Governors to set up meetings with their subject leads.***

* ***CK to meet with PE Coordinator.***
* ***EW to meet with JN to review the PP Strategy.***
* ***AW to meet with SB on Computing***

KL agreed with governors that the school could consider using survey monkey to engage with wider stakeholders. This would be a way to help the staff team to engage with parental understanding. It was suggested that how the school is informing parents on the curriculum could be discussed at a future Education committee.

***Action 10: Add agenda item, Engaging with Stakeholders, to future Education Committee.***

**9. Headteachers Report**

The Head provided an update:

* **Curriculum provisions and resources.** The Head explained that the school has been working hard on how it is structuring its ‘intent’. Ofsted characterises ‘intent’ as everything before teaching, ‘implementation’ is the teaching and ‘impact’ is the result and how the success of the plans are measured.

Core subject leaders have always had dedicated time but the other subjects e.g. PHSE, DT and History, have not. Although these subjects have always had subject leaders they have not always had dedicated time, which they do now. This time is being used to monitor different curriculum subjects and the leads are feeding back to the rest of the staff on best practice and ways that work can be extended across the school to ensure a good breath of coverage in all classes.

The teachers have worked together on this and most subjects’ intent documents have been completed. Music is still to be completed, this will be the focus of the inset day on Friday 1st April.

* **New Online synthetic phonics** – this helps supports all children. There is research to show that children are making faster progress using this method. This method also supports books that we already had in school through Pearson Education. All classroom-based staff have now had training on this to implement it.
* **Maths** - the staff are continuing with the maths training which was reported on last time.
* **360 degree safe.** The 360 accreditation is in progress. SB has had two meetings over the last two days. It is a programme that requires assessors to confirm if you have reached the kitemark. Milverton is currently at 80%. One area that was suggested for improvement was in leadership. As a result, the Head will meet with AW and SB to review what has been done and what is required for the future.

***Action 11: The Head, SB and AW to meet to discuss the 360-degree safe accreditation.***

* **Chromebooks.** The Head confirmed that the school now has 120 chromebooks on site. The school is looking to buy storage to make it easier to transport chromebooks particularly to and from the KS1 classrooms.
* **Migration of emails** - this is in progress.
* **MIS**. Governors have already given approval to move from SIMS to Bromcom. SIMS is server based. Bromcom is in the cloud and this is the way things will work in the future. It is still the school’s intention to make this move however; the school has met a few barriers with how it is synchronized with our systems. Milverton will be a trail blazer school in Somerset.
* **Recruitment**. There have been two appointments in January, one member of staff has joined the preschool and started as a keyworker. The second is a teaching assistant who will start after half term in years 3 & 4.
* **Absence** - Covid related absence. There has been a series of rolling absences which has caused impact on the staff team in terms of cover. KL has been responsible for coordinating cover. The team is managing well.
* **Training** - This has been discussed earlier and the training log will be updated.
* **Pupil numbers** - There have been two more applications. One child will be admitted to year 4 shortly taking numbers on roll to 208. There is currently an appeal in progress for a child to join in year 3 but this is unlikely to be approved as this is a full year group.

Governors queried what makes a class full as year 3 has 30 but all classes above have more than 30.

The Head explained that typically, 30 is a full class. However, if a child lives in catchment it is difficult to refuse entry and therefore classes can end up above 30. The latest application that has been received is from someone who is not within catchment and they have other schools with spaces near them. If the school were to provide them with a place it creates difficulties with overcrowding if another child then moves into catchment who we would potentially have to accept. The school has recently had to turn down 3 appeals for children wanting to join year 6.

* **Attendance** – this is currently at 95.5%, 0.4 % down from previous which is not a great loss considering. The school has noticed some more negative behaviour in KS2 which is taking time to deal with. Looking at strategies to put in place for some of the children this affects.
* **Training**. Governors were interested to know what training the log shows.

The Head explained that training and development takes place regularly and is not limited to mandatory training. It includes training that the school has brought and paid for e.g. conferences. It is possible that internal training is not always captured for example TVP meetings, this would count towards CDP.

The governors queried why there was not much training listed for the teaching assistants (TA) and were interested in what training they take part in.

The Head explained that the TA’s do a lot of internal training and recently all undertook training on Bug Club phonics.

KL explained that she keeps a record of SEN related staff training and provided some examples:

* The Educational Psychologist came in, for half a day, in January to provide training for the TA’s. The SEN governor also attended.
* One of our EY staff completed her HTLA course this year.
* A member of staff has completed Forest School training.
* ELSA has yearly supervision training.

All this information is held within the SEN records. However, KL’s understanding is that this is collated with the overall staff training record.

Unfortunately, the training record that was presented was not the most up to date version.

***Action 12: Head to liaise with Finance Officer and Assistant Head to present updated training log at future meeting.***

**10. Pupil Premium Strategy**

The Finance Officer gave a brief introduction on the importance of the strategy document which JN has worked hard on.

Last year there was a large carry forward. The Finance Officer explained some of the reasons for this. There has always been a clear plan in place to show how the money will be spent but due to the impact of covid some of the money had not been vired across to the PP cost center as it has been in the past. As a result, the money was carried forward as a committed balance.

The Assistant Head explained that a lot of interventions overlap with SEN in order to ensure that the school provides the best provision for everyone. An example is forest school which is a provision that supports the whole school as well as small groups. Therefore, the school uses money from different areas which includes the PE Sports grant, PP and SEN funding and is careful to record how this money is apportioned. The Finance Officer together with assistance from JN and KL has put together a new improved excel document which makes it easier to see where the money has been allocated and how it will be used. JN’s strategy document then shows the impact of this.

At the end of the year the Assistant Head prepares a SEN report which looks at the impact of interventions and this also links with PP.

This year approximately £1500 will be carried forward into PP towards next year’s allocation.

The governors asked if it was possible to elaborate on steps to improve PP pupil’s attendance.

PP attendance is an ongoing conversation that the Head is having with the JN. Attendance is above the current national average for all primary school children in England, but the school is still trying to do more to improve it. Sometimes these issues are beyond the school’s control. The Head has booked training for himself and JN to attend, in March, which will focus on how to develop a whole-school communication strategy to improve attendance.

The governors were interested to know what could be done as after school clubs are currently oversubscribed and if PP pupils get priority access to after school clubs.

For this term, the demand for clubs was high. Milverton is running the maximum number of sports clubs it can due to the physical space available. The total numbers have increased in most of the sports clubs to accommodate more children (from 20 to 25 in most cases, football club is now at 40). There needs to be the correct ratio of adults to staff. The Office Apprentice has been taken on as a second coach, by Premier Sports, as she has sports coaching experience, to help increase the numbers. The school is always trying to find ways to increase numbers, but is held back by the lack of space. Without significant investment (i.e. another building) it is difficult to increase.

The school has not necessarily prioritised pupil premium children with the allocation of clubs, as usually they get the places they have requested. They currently operate a first come, first served basis. However, the school offers PP children one free after school club per term per child to maximum spend of £100. This term 16 of our 17 PP children attended at least one club per week. A few are also invited to attend our alternative Friday club which the PE coordinator organises but this is an optional club.

There were no further questions.

**11. Safeguarding**

The Head confirmed that the safeguarding audit has been completed.

The safeguarding governor provided a brief update:

* The safeguarding governor met with the Head last week to go through the safeguarding audit. During this meeting they also discussed new documentation within KCSIE particularly in relation to low level concerns. This is something that should be annexed to either the safeguarding policy or staff code of conduct. The Head and EW looked at model policies.

***Action 13: Head to draft documentation to note the changes and link to the schools safeguarding policy.***

* The safeguarding governor spent some time before Christmas, with the Office Manager, reviewing the Single Central Record (SCR). It is a large piece of work to ensure it is accurately populated. Work is in progress and they intend to meet with the Office Manager again, later this term, to review progress.

***Action 14: Safeguarding governor to meet with Office Manager before the end of term.***

**12. Governor Monitoring**

*SEN Governor Monitoring*

JP provided a written update which is available on GovernorHub. In JP’s absence KL offered to talk through this agenda item.

Overall the SEND School Profile follows the national trend for current years R to 6. However, the next identified trend is with Preschool with 25% of current pupils SEND identified. Almost all of those are within the communication and interaction area, which is primarily put down to COVID, and the lack of social interaction/home environment. The COVID effect appears to have contributed to changes in numerous year groups with communication and interaction.

In terms of overall attendance for SEN Support and EHCP, we remain over the average, but there are dips for pupils with SEND in Year 1 & 5 specifically.

KS1/KS2 progress data is difficult to compare due to presentation/data size.

Areas of identified development can be seen. Overall these areas are well managed, with evidenced progress. The harder area for assessment will be for transition arrangements coming up. Milverton is proactive for those students leaving the setting, however it can be difficult for the schools receiving to invest the time they need in preparation. Data monitoring, gaining more parental voice and pupil self-assessment are next steps for development.

Funding is currently managed for the 2 children with EHCPs. KL reports that this is currently being reviewed/discussed for the 1 in Preschool and is optimistic of continued funding for budget. There are 2 new requests for assessment currently being completed.

Overall SEND provision is very positive at Milverton, with most areas of development being impacted through COVID.

The SEN governor came into school and carried out some training in January with the TA’s. He intends to experience the forest school provision and has offered to come in again for a forest school session.

*Early Years (EY) Governor Monitoring*

The Chair and CS met with the EY lead. The Chair noted that the document provided by KL had been fantastic, it is informative and provides help with questions that should be asked. Both the Chair and CS found it a useful afternoon and the Pre-School Lead and EY lead were both very welcoming. It was lovely to see the children fully engaged, active, friendly and industrious. It was clear to see the ease of transition from preschool to reception.

The Chair raised one concern that reception may not have enough money allocated in the budget to purchase the necessary resources throughout the year.

Governors were interested to understand if staff have access to petty cash.

The Clerk explained that there is a petty cash system in place but that the school encourages staff to use the purchasing procedure in place for teaching materials and equipment. All classes have a budget and receive a nominal amount each year. The Clerk, in capacity as Finance Officer, will raise in an upcoming budget meeting, that reception have asked if there is any flexibility to offer them slightly more than in previous years.

***Action 15: Finance Officer to raise discussion at budget meeting regarding class budget amounts for 22/23.***

**13. Policies for Review**

The online safety policy requires reviewing. The Head explained that this is based on a template model policy. SB wrote this in September, however, her mentor then suggested that the template which had been used was out of date. It has since been cross referenced and compared to produce a final document for review. The 360 safe mentor recently reviewed this document and reassured us that it is fit for purpose.

The policy highlights the following:

* Roles and responsibilities for how to keep children safe online
* Filtering in place via the school’s internet provider. Children and staff cannot alter the settings.
* Digital images, how they are stored and how storage is monitored.
* Acceptable use from the LA each time they log in.
* How personal devices are managed in school.
* Risk assessment stating who can access and who manages etc.
* Each class has an online safety charter in place.

There were no questions or comments from the governors.

All governors approved the policy.

**14. Clerks Matters**

There were no items for discussion.

**16. AOB**

**Date of next meeting – Wednesday 27th April 2022**

**15. Chairs Matters**

The Chair had an item for discussion regarding the Clerks contract.

The Clerk left the meeting.

**Meeting Close: 19:44**

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| **No** | **ACTION** |
| *Action 1:* | EW to contact Office Manager and arrange a time to meet to review the SCR |
| *Action 2:* | Head to produce updated Aide Memoir before next FGB meeting. |
| *Action 3* | Chair to electronically sign the minutes from the meeting on 2nd February 2022. |
| *Action 4:* | Office Manager to update governors when email migration is due to take place. |
| *Action 5:* | Head to upload minutes to GovernorHub after the meeting. |
| *Action 6:* | Head to report incident to the police. |
| *Action 7:* | Vice Chair to Chair the FGB meeting in November. |
| *Action 8:* | Chair and SEN governor to feedback to the board following their training session. |
| *Action 9:* | Governors to set up meetings with their subject leads.   * CK to meet with PE Coordinator. * EW to meet with JN to review the PP Strategy. * AW to meet with SB on Computing |
| *Action 10:* | Add Engaging with Stakeholders to future Education Committee. |
| *Action 11:* | Head, SB and AW to meet re 360-degree safe accreditation. |
| *Action 12:* | Head to liaise with Finance Officer and Assistant Head to present updated training log at future meeting. |
| *Action 13:* | Head to draft documentation to note the changes and link to the schools safeguarding policy. |
| *Action 14:* | Finance Officer to raise discussion at budget meeting regarding class budget amounts for 22/23. |