



## COWES PRIMARY SCHOOL

### MINUTES OF FULL GOVERNING BODY MEETING

Held on Thursday 25<sup>th</sup> January 2024 at 4.15pm in school

<b>Attendance:</b>	
John Cross (JC) - Acting Chair for the meeting	Sandra Klembt (SK)
Katie Flood (KF) – to Item 6	Stephanie Praetig (SP) Headteacher
Rachael Groves (RG) – to Item 15	Sue Cox (SC) Chair of Governors
<b>Also Present:</b> Donna Robinson (DR) School Business Manager and Tina Jarvis (TJ) Clerk.	
<b>Apologies:</b> Alex Osborne (AO)	

Attachments issued before the meeting are shown on page four and pre meeting questions on page five.

1	<b>Welcome and Apologies</b> SC welcomed everyone to the meeting. Apologies from AO were accepted. KF advised she needed to leave at 5pm.  SC asked JC if he would Chair the meeting, which was agreed.	
2	<b>Pecuniary &amp; Business Interests</b> In relation to the School Resource Management Adviser (SRMA) review (Item 5) RG, DR and TJ declared that they were members of school staff. RG's husband is also a member of staff. It was agreed that DR and TJ could be present for Item 5, as long as the subject of the discussion was not their roles. It was agreed that RG should not be present for the discussion. To facilitate this, it was agreed to move the SRMA report (Item 5) to the end of the agenda.	
3	<b>Minutes of Previous Meeting &amp; Action Points</b> The minutes of the meeting held on 23.11.2023 had been agreed at the additional meeting on the 18.01.2024. The minutes of that meeting would be brought to the next meeting. There were no open action points.  SP raised a confidential matter arising from the last meeting. [Further discussions are considered CONFIDENTIAL and are recorded in the CONFIDENTIAL annex to these minutes.]	
4	<b>Business Manager's Finance Report</b> Copies of the CONFIDENTIAL SBM January FGB report and associated papers were circulated before the meeting.  DR advised governors that there was a remaining balance from the energy efficiency funding. The school is getting quotations for more energy efficient laptops.  Following submission of the budget earlier in the year, the Local Authority have sent a cashflow spreadsheet for the school to complete before half term  A new electricity contract has been signed for eight months. This will bring the end date in line with the gas contract. The new contract will result in a saving of approximately £2,000 over what was included in the budget.	
QUESTION	<b>Governors asked about the current advertisement for a Learning Support Assistant (LSA) and asked whether this needed to be a qualified person or whether an apprentice could be trained for the role?</b>	

	<p>SP advised that, ideally, they should have the relevant qualification. As a minimum they would require an NVQ and relevant experience. It is more expensive to train a new apprentice as it requires significant oversight time.</p> <p>[Further discussions are considered CONFIDENTIAL and are recorded in the CONFIDENTIAL annex to these minutes.]</p> <p>Risk Register – A copy of the risk register as requested by the SRMA had been circulated before the meeting. Governors suggested that references to European Union laws should be removed.</p> <p>Benchmarking – A number of benchmarking reports prepared by the School Business Manager had been circulated before the meeting. The Acting Chair reminded Governors of the Governor benchmarking review undertaken, as reported at the November meeting.</p>	
5	<p><b><u>SRMA Report</u></b></p> <p>It was agreed this item would be moved to the end of the meeting.</p>	
6	<p><b><u>Head Teachers Report</u></b></p> <p>Target Setting – A target setting report had been issued before the meeting, which showed targets for each year and included a breakdown by gender and other categories.</p>	
<b>QUESTION</b>	<p><b><i>Governors asked how pupils were categorised as having English as an Additional Language (EAL)?</i></b></p> <p>SP advised this is taken from the answer provided by parents on the admission form, which asks if English is not the first language.</p> <p>At this point KF left the meeting.</p> <p>SP advised that the targets had all been discussed with the Leading Learning Partner (LLP).</p>	
<b>QUESTION</b>	<p><b><i>Governors asked if there was national target data available?</i></b></p> <p>SP advised this had been stopped due to Covid but is now available at a whole school level, not per category.</p> <p>IDSР – SP gave governors sight of the current Inspection Data Summary Report (IDSР). The report is held online and accessed by password, and cannot be provided electronically. The report is, therefore, not publicly available. SP advised governors that this report is reviewed by inspectors before a school visit. It highlights key areas for further inspection, and also reports where there is nothing to bring to the inspector's attention.</p> <p>[Further discussions are considered CONFIDENTIAL and are recorded in the CONFIDENTIAL annex to these minutes.]</p>	
<b>QUESTION</b>	<p><b><i>In relation to Age Related Expectations, Governors asked if the weakness in writing for boys highlighted in the report was a national issue?</i></b></p> <p>SP advised it was. RG advised that in order to address this, teachers aim to use text and topics the pupils are interested in.</p>	
7	<p><b><u>View from the Chair</u></b></p> <p>Staff survey – This has been completed. The majority of staff responded positively to all questions. The next step is for SC to meet with RG to discuss results.</p> <p>Parent survey – This has been completed and will be reported to the next meeting.</p>	
8	<p><b><u>Policies to review and ratify</u></b></p> <p>The following policies had been made available to Governors before the meeting;</p> <ul style="list-style-type: none"> <li>• Behaviour Principles Written Statement</li> </ul>	

	<ul style="list-style-type: none"> <li>• Collective Worship</li> <li>• Attendance policy.</li> </ul> <p>Some pre-meeting questions in relation to the Attendance policy had been addressed. SP advised that the policy had been discussed with the Education Welfare Officer. Previously children were marked Present if they arrived between 8.40am and 8.50am, Late if they arrived between 8.50am and 9am, and as Unauthorised absence if they arrived after 9am. Children arriving after registration at 8.40 am is very disruptive.</p> <p>It was proposed that any pupils arriving after the 8.40am registration should be marked as Late. Pupils arriving after 9am will be shown as Unauthorised absence. <b>Governors agreed this approach to recording lateness.</b></p> <p><b>The three policies were agreed by the Governors.</b></p>	
9	<p><b><u>Local Authority/DfE policies to be adopted.</u></b></p> <p>The following Local Authority/DfE policies had been circulated to Governors prior to the meeting;</p> <ul style="list-style-type: none"> <li>• Capability of staff procedure and additional guidance.</li> </ul> <p>Governors noted that the policy was out of date in respect to including references to the Data Protection 1998.</p> <p><b>The governing body agreed to adopt the policy, until a newer version was released by the Local Authority.</b></p> <p><b>ACTION POINT: The School Business Manager to contact the Local Authority regarding the Capability of Staff policy, and whether a new version is available.</b></p>	DR
10	<p><b><u>School Development Plan (SDP) update</u></b></p> <p>SC visited school before Christmas and reviewed Governor actions and progress. The SDP is being adjusted due to running mixed classes from January.</p>	
11	<p><b><u>Safeguarding Update</u></b></p> <p>The weekly staff safeguarding questions have recommenced. The Local Authority Designated Officer (LADO) has changed. Details have been sent to all staff and governors.</p>	
QUESTION	<p><b><i>Governors asked if the LADO was still from Hampshire council?</i></b></p> <p>SP confirmed they were, as the Isle of Wight council was buying in the service from them.</p> <p>[Further discussions are considered CONFIDENTIAL and are recorded in the CONFIDENTIAL annex to these minutes.]</p>	
12	<p><b><u>Monitoring Update</u></b></p> <p>A list of visit forms received since the last meeting had been circulated. The Clerk advised that since the meeting papers had been prepared, forms had also been received for visits in relation to literacy, Maths, and safeguarding.</p> <p>The log of open actions was reviewed. It was agreed that Action 8 (H&amp;S) related to risk assessments for events taking place offsite had been covered by the recent visit and could be closed.</p> <p>SP advised governors that the school had recently bought a subscription to the Hampshire Sport and Outdoor Learning service which includes software for online risk assessments.</p>	
13	<p><b><u>Governor Training Update</u></b></p> <p>SK had attended training in relation to Ofsted visits and Health and Safety and has training booked on primary school data.</p>	
14	<p><b><u>Impact</u></b></p> <p>The Governors agreed on the following impact achieved at this meeting:</p> <ul style="list-style-type: none"> <li>• It had been useful to see that financially the school is where it expected to be at this stage in the year</li> </ul>	

	<ul style="list-style-type: none"> <li>It was noted that the attendance policy had been changed in respect of how lateness is marked, to support children being in school and learning</li> <li>Positive to hear that the results of the staff survey were good. This reflects the impact of actions taken.</li> </ul>	
15	<p><b><u>Any Other Business</u></b></p> <p>Teacher Presentation schedule – The Maths presentation, which had been due at this meeting was to be rescheduled. It was agreed to take this in May instead of the English presentation, as Governors had an English presentation in November.</p> <p>At this point RG left the meeting.</p> <p>Pay Committee feedback – JC confirmed the committee had held an additional meeting. [Further discussions are considered CONFIDENTIAL and are recorded in the CONFIDENTIAL annex to these minutes.]</p>	
5	<p><b><u>SRMA Report</u></b></p> <p>[Discussions are considered CONFIDENTIAL and are recorded in the CONFIDENTIAL annex to these minutes.]</p>	
	<p><b><u>Date of next meeting</u></b></p> <p>The next meeting was scheduled for <b>Thursday 14<sup>th</sup> March 2024 at 4.15pm, in school</b>. The meeting will include a presentation from the Computing lead.</p>	

#### **Meeting Ended at 6.25pm**

#### **Future Teacher presentations;**

May 2024 – Maths ([Link Governor – Katie Flood](#)), July 2024 – Early Years ([Link Governor – Sandra Klembt](#)), September 2024 – RE and PSHE update ([Link Governor – Sandra Klembt](#)), November 2024 – English ([Link Governor – Sue Cox](#)), January 2025 – PSHE ([Link Governor – Sandra Klembt](#))

#### **Action Points**

250124/1	The School Business Manager to contact the Local Authority regarding the Capability of Staff policy, and whether a new version is available.	DR	By next meeting
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#### **Attachments for FGB 25.01.2024**

The following documents were available prior to the meeting;

1	4.0 <b>CONFIDENTIAL</b> SBM report for FGB January 2024
2	4.0a Monitoring Statement December 2023
3	4.0b Expenditure by CFR December 2023
4	4.0c Income by CFR December 2023
5	4.0d Budget v Actuals December 2023
6	4.1 Cowes Primary Risk Register
7	4.2 <b>CONFIDENTIAL</b> benchmarking reports
8	5.0 <b>CONFIDENTIAL</b> SRMA report
9	6.0 End of Year Target grid October 2023
10	8.1 Behaviour Principles January 2024
11	8.2 Collective worship policy
12	8.3 School Attendance policy
13	9.1 Capability procedure
14	9.1a Capability procedure – additional guidance
15	12.0 Monitoring forms since last FGB
16	12.1 Open Governor monitoring actions

**Pre meeting questions and answers 25.01.2024**

Agenda item	Question	Response	Responder
8.3 Attendance policy	<p>(1) On page 2, this sentence will need updating once approved “This policy was last reviewed and agreed by the Governing Body in March 2023.”</p> <p>(2) In the forms, I would suggest replacing references to “son/daughter” with “child”.</p> <p>(3) On page 24, at the end of appendix 4, there is a missing “p” in the word “support” and there is a typo in “ensuring”.</p> <p>(4) In section 4.5, I would suggest adding “In cases, where the school has discretion it will be exercised fairly and reasonably.”</p> <p>(5) On page 8, we talk about pupils turning up with the right learning tools but we don’t talk about uniform anywhere except to say you shouldn’t take children out of school for uniform shopping. You may wish to reference the uniform policy but it isn’t essential that we do so.</p>	<p>I shall alter accordingly.</p> <p>The 0900 time for a U mark and 0840 for L has been changed, but I think a brief discussion at FGB would be appropriate please.</p>	SP

Signature:

Position:

Name:

Date: