



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY MEETING

Held on Thursday 13th July 2023 at 3.15pm in school

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| Attendance: | |
| Alex Osborne (AO) | Sandra Klembt (SK) |
| John Cross (JC) - Item 6 onwards | Stephanie Praetig (SP) Headteacher - Item 6 onwards |
| Katie Flood (KF) - Items 1-9 only. | Sue Cox (SC) Chair |
| Rachael Groves (RG) | |
| Also Present: Donna Robinson (DR) School Business Manager and Tina Jarvis (TJ) Clerk. | |
| Apologies: Rachel Mulcahy (RM) | |

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| Attachments issued before the meeting are shown on pages six and seven. | |
| 1 | <p><u>Welcome and Apologies</u> SC welcomed everyone to the meeting. Apologies had been received from Rachel Mulcahy (RM) which were accepted. SP and JC were running late.</p> |
| 2 | <p><u>Pecuniary & Business Interests</u> None were declared.</p> |
| 3 | <p><u>School Council presentation</u> Two members of the School Council attended the meeting, along with teacher Tom Pratt (TP), to present a report from the School Council.</p> <p>A summary was presented of the progress in the new nature area, along with the next steps for the area. The pupils summarised the benefit it was having for pupils to explore nature and support wellbeing.</p> <p>The presentation highlighted the key points from the recent pupil survey undertaken.</p> <p>The Council members reported on the Daily Mile course and the benefits of getting pupils into nature and in the fresh air. The Council have suggested pupils get a certificate for achieving certain amounts of laps to encourage participation.</p> <p><i>Governors asked how frequently the course is used?</i> The Council members said it was mostly on PE days.</p> <p><i>Governors asked if pupils can complete the course at break times?</i> The Council members advised some parts of the course are restricted at break times.</p> <p>The School Council monitor energy use and check classrooms for any lights or laptops which may have been left on. Overhead projectors had been replaced by touch screens to reduce energy.</p> <p><i>Governors asked if the new touch screens were good?</i> Both attendees agreed they were good to use.</p> <p>Next year Wellbeing Wednesday's are being introduced. The Youth Trust are providing a wellbeing box. It is hoped this will support children experiencing anxiety or sadness.</p> <p><i>Governors asked when Wellbeing Wednesday's would start?</i> TP advised it would be after half term.</p> <p><i>Governors asked if the School Council included pupils from across the whole school?</i></p> |

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| | <p>TP advised that previously the younger children had found it difficult to be involved, so members come from Years 2 – 6.</p> <p><i>The Governors asked the council members if there was anything that needed to be improved regarding the School Council?</i></p> <p>The pupils felt that timetabling School Council meetings would help. This will be considered by TP.</p> <p>The Governors thanked the Council members and TP for the informative presentation.</p> | |
| 4 | <p><u>Teacher presentation – Early Years</u></p> <p>The Early Years lead was unable to attend the meeting, so a written report was provided to the Governors.</p> <p>RG showed the Governors the Early Years class book which collates photographs and paperwork showing class events, activities and achievements and acts as a memory book. RG advised that the Leadership and Learning Partner (LLP) had commented on how well the book captured the curriculum strands. There is an intention to roll this out across the school.</p> | |
| 5 | <p><u>Minutes of Previous Meeting & Action Points</u></p> <p>The minutes of the meeting held on 18.05.2023 had been distributed prior to the meeting. Before the meeting some minor changes had been proposed, primarily changing the word ‘reduction’ to ‘discount’ and moving some wording into the Confidential annex. These changes had been made by the Clerk. The minutes were agreed and were delivered to the Chair for signing.</p> <p><u>Action Points</u></p> <ul style="list-style-type: none"> • 180523/1 SP to circulate the definition of persistent absence from the Government target – This had been completed. Item Closed. • 180323/2 Clerk to recirculate training dates for finance, Safer recruitment and equality courses – Completed. Item Closed. • 180523/3 All Governors to draft a paragraph for the end of year report. Clerk to send a reminder – A draft report had been produced. To be covered under item 8. Item Closed. • 180523/4 SP to arrange for the School Council to present at the July meeting - Completed. Item Closed. <p>In addition the minutes for the CONFIDENTIAL meetings on 22.05.2023, 26.05.2023 and 09.06.2023 were agreed and delivered to the Chair for signing.</p> | |
| 6 | <p><u>Head Teachers Report</u></p> <p>At this point SP arrived.</p> <p>The Headteacher’s report for July 2023 had been circulated before the meeting, along with reports covering attendance, results data, data on school club take up and a report from the Special Educational Needs Co-ordinator (SENCo).</p> <p>The latest LLP report has not yet been received. The focus of the latest visit was Geography and History in Years 2 and 3. The visit included a school tour, interviews and ‘book looks’. There were areas of strength reported plus some areas to work on. There will be staff training on the first day back after the summer break.</p> <p>Club data – included with the Headteacher’s report was data on school clubs. This included data for children with Special Educational Needs (SEN) and disadvantaged children. The report showed that for the period February – March 2023 43% of those attending clubs were classed as vulnerable, 50% in the period April-May 2023, and 43% in the period June – July 2023.</p> <p><i>Governors asked why club participation was lower in summer?</i></p> <p>SP advised that it can be due to families going out together in better weather. RG advised that</p> | |

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| | <p>this was also when sports events happen outside school.</p> <p>Attendance – SP highlighted that every six weeks a meeting is held with the Educational Welfare Officer to talk through any pupils with attendance below 90% or where the attendance is dropping off. Fines are raised where pupils take holidays during term time. The number of fines is increasing. Attendance for the year is 94.4%, which is just above the national rate. Attendance is also analysed for SEN and disadvantaged children as well as for children with English as an additional language.</p> <p>Results data – a report had been circulated before the meeting. A detailed breakdown will be available in September. Progress in Years 4 – 6 has been strong. Progress in Years 1-3 is not as strong and data is currently being analysed.</p> <p>For Key Stage 1 writing is the weakest of the three main subjects, both at the school and nationally. This will be included on the School Development Plan (SDP).</p> <p>Quality of teaching - data for the quality of teaching is being collated and will be reported in September.</p> <p>At this point JC arrived.</p> <p><i>Governors asked if the school had sufficient resource to complete the ‘Next Steps’ included within the SENCo report?</i> SP will ask the SENCo to confirm. ACTION POINT: SP to speak to the SENCo regarding resources required to complete the SEN next steps.</p> <p><i>Governors asked if the school received additional funding for pupils where English was an additional language?</i> SP advised that there is some additional funding included within the delegated budget, so it only reflects those pupils in place at the time of the October census.</p> <p>Teachers have received training for working with students with English as an additional language and translation resources have been purchased. Hampshire Authority has a service to assess any special educational needs in the child’s native language. The school can use this service at a cost.</p> <p>SP advised that due to the increasing number of pupils with English as an additional language, this area will be included within the SDP.</p> <p>SP advised Governors that the Senior Improvement Officer and her replacement had visited the school. They commented that staff and pupils were doing well and progressing, despite the pressure from recent Council announcements.</p> | Head |
| 7 | <p><u>Business Manager’s Finance Report</u></p> <p>Copies of the following were available to Governors prior to the meeting; CONFIDENTIAL SBM FGB report, Cowes Primary Monitoring Statement June 2023, Expenditure by CFR June 2023, Income by CFR June 2023, Budget v Actual June 2023, School Fund Accounts for the year ended 31st March 2023 and a CONFIDENTIAL assurance work letter.</p> <p>JC declared an interest in this section of the meeting, as he had undertaken the assurance work on the School Fund.</p> | |

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| | <p>DR outlined that at this stage of the year expenditure should be at 25%. At the end of June 2023, expenditure was at 23.9% and income at 29.9%. Income is higher as more of the delegated budget is received at the start of the year.</p> <p><i>JC had raised a question before the meeting in relation to there being no rates payments to date?</i></p> <p>DR advised that rates are covered by the Local Authority. The income amount is included within the delegated budget. The corresponding expense has to be included as expenditure in the budget, even though a physical invoice is not received. Later in the year the Local Authority will advise the school to make the necessary accounting journal to remove the expense.</p> <p>Devolved capital at the start of 2023/24 was £24,570. There has been some expenditure on computer equipment and the seven interactive boards for the classrooms.</p> <p>DR advised Governors that there was going to be a Local Authority Internal Audit visit on 20th September 2023. As much information as possible will be sent in advance of the visit.</p> <p>DR advised Governors that a teacher’s pay award of 6.5% has been agreed. The Education Secretary has said this will be fully funded. Further details have not yet been supplied.</p> <p>[Further discussions are recorded in the CONFIDENTIAL annex to these minutes.]</p> <p>School Fund – DR outlined that the school fund for the year ended 31st March 2023 had been audited by JC. The fund accounts had been circulated before the meeting.</p> <p>JC outlined he had undertaken the audit, outside of his Governor role. JC confirmed he had reviewed supporting bank statements and records and confirmed regular bank reconciliations had taken place.</p> <p>The school fund accounts to 31st March 2023 were approved by Governors.</p> <p>DR advised that the contractor who undertook the Summer 2022 building work had gone into liquidation. Mountjoy will be completing the remedial work, starting on 24th July 2023.</p> <p>The Local Authority have recently issued a new Fire Risk assessment report. DR is to review the report.</p> <p>Gas and Electricity procurement – DR is still awaiting data from a number of the suppliers. The current contract ends on 30th September 2023. Given the next meeting is not until 28th September, DR suggested an additional meeting be convened in early September to discuss this issue. It was agreed an additional FGB meeting would take place virtually on 1st September 2023, at 10.30am to solely discuss the gas and electricity contract.</p> | |
| 8 | <p><u>View from the Chair</u></p> <p>Governor’s end of year report – a draft report had been prepared. SC will circulate the draft to Governors.</p> <p>At this point KF left the meeting.</p> | |
| 9 | <p><u>Policies to review and ratify</u></p> <p>The following policy had been made available to Governors before the meeting;</p> <ul style="list-style-type: none"> • Governor Allowances <p>The policy was agreed by the Governors.</p> | |

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| 10 | <p><u>Local Authority/DfE policies to be adopted.</u> The following Local Authority/DfE policies had been circulated to Governors prior to the meeting;</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education • Scheme for Financing Schools • Disciplinary policy (including staff discipline, code of conduct and grievance) • DBS procedure • Special Leave Policy • Induction for Early Career Teachers <p>The Governors agreed to adopt the six policies.</p> | |
| 11 | <p><u>School Development Plan (SDP) update</u> SC and SP have met and updated the Governor actions on the SDP. A review with staff is currently underway.</p> <p>The 2023/24 SDP is in progress. A new Early Career Teacher has been appointed to start in September. A review of subject leadership will be undertaken.</p> <p>Progress reviews have been completed for all interventions and data is now being reviewed.</p> | |
| 12 | <p><u>Safeguarding Update</u> AO had attended the end of year meeting today.</p> <p>SP advised that the Child Protection Online Management Systems (CPOMS) had now been in place for a year, and staff were very impressed with it. A new category called ‘observations’ has been set up to record notes rather than concerns.</p> <p>AO confirmed a Single Central Record (SCR) check had been scheduled for September.</p> | |
| 13 | <p><u>Monitoring Update</u> Prior to the meeting the Clerk had issued a reminder for Governors to complete all 2022/23 visit forms.</p> <p>A discussion was held on the frequency of Health & Safety visits, currently undertaken termly. It was recognised that Health & Safety was a key area. It was agreed that termly visits should continue, although they do not necessarily need to be undertaken by the same Governor. In addition, Health & safety will be made a consideration on all future monitoring visits.</p> <p>ACTION POINT: Clerk to add Health & Safety to the template monitoring visit form.</p> <p>The open actions log was reviewed. It was agreed:</p> <ul style="list-style-type: none"> • Item 2 (H&S) could be closed as it was covered by the visit on 24.03.2023, and • Item 6 (Safeguarding) had been covered by attendance data presented at the FGB meetings and could be closed. | Clerk |
| 14 | <p><u>Governor Training Update</u> SC has attended a Chair’s meeting and also undertaken training in relation to performance management and finance. SC has also attended an Ofsted briefing. SK has undertaken training on resolving complaints and employment matters. AO and JC have attended performance management training.</p> <p>ACTION POINT: Clerk to recirculate the Governor Services training brochure.</p> <p>The Clerk attended a webinar on the role of Governors, and the Clerk, in suspensions and exclusions. The slides will be circulated.</p> | Clerk |
| 15 | <p><u>Impact</u> The Governors agreed on the following impact achieved at this meeting:</p> <ul style="list-style-type: none"> • An interesting and informative presentation was made by the School Council, • Useful information had been discussed in relation to Health and Safety, • The potential consultation by the Council had been discussed. | |

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| 16 | <u>Any Other Business</u> | <p>Letter to parents – SP had circulated a draft letter to parents regarding the Council place planning meeting on 11th July. Governors suggested some minor amendments which were agreed. Governors recognised that if a consultation was started there would be the opportunity to ask questions and have a dialogue with the Council. SP thanked Governors for attending the Council meeting.</p> <p>Governing body diversity data - The Clerk advised Governors that the Department for Education is now encouraging boards to publish diversity data. This has raised concerns across Local Authorities as it is difficult to ensure individuals cannot be identified from the published data where there is a small Governing Body. Further advice has been sought by Governor Hub from the Department for Education.</p> <p>Governors asked SP to thank the School Council and Tom Pratt for the presentation at the start of the meeting.</p> <p>[Further discussions are recorded in the CONFIDENTIAL annex to these minutes.]</p> | |
| | <u>Date of next meeting</u> | <p>The next meeting is scheduled for Thursday 28th September 2023 at 4.15pm, in school. There will be a presentation from the English lead and a written report on Religious Education.</p> <p>There will be an additional virtual meeting on 1st September 2023, 10.30am, to discuss gas and electricity procurement.</p> | |
| Meeting Ended at 5.45pm | | | |
| Future Teacher presentations; | | | |
| November – Maths (Link Governor – Katie Flood), January – PSHE (Link Governor – Sandra Klemmt), March – Computing, May – English (Link Governor – Sue Cox), July – Early Years (Link Governor – Sandra Klemmt), September – RE. | | | |

Action Points

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| 130722/1 | SP to speak to the SENCo regarding resources required to complete the SEN next steps. | SP | By next meeting |
| 130722/2 | Clerk to add Health & Safety to the template monitoring visit form. | Clerk | For 2023/24 forms |
| 130722/3 | Clerk to recirculate the Governor Services training brochure | Clerk | ASAP |

Attachments for FGB 13.07.2023

The following documents were available prior to the meeting;

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| 1 | 5.0 CONFIDENTIAL Draft minutes of FGB 18.05.2023 |
| 2 | 5.1 CONFIDENTIAL Draft minutes of FGB 22.05.2023 |
| 3 | 5.2 CONFIDENTIAL Draft minutes of FGB 26.05.2023 |
| 4 | 5.3 CONFIDENTIAL Draft minutes of FGB 09.06.2023 |
| 5 | 6.0 CONFIDENTIAL Headteacher's report July 2023 |
| 6 | 6.1 SEN report to Governors July 23 |
| 7 | 6.2 Club data 22-23 |
| 8 | 6.3 Attendance report 7 th July 2023 |
| 9 | 6.4 Overview of data July 23 |
| 10 | 7.0 CONFIDENTIAL SBM report for FGB 13 th July 2023 |
| 11 | 7.1 Monitoring Statement June 2023 |

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| 12 | 7.2 Expenditure by CFR June 2023 |
| 13 | 7.3 Income by CFR June 2023 |
| 14 | 7.4 Budget v Actuals June 2023 |
| 15 | 7.5 School Fund accounts, year to 31 March 2023 |
| 16 | 7.6 CONFIDENTIAL letter to the Chair regarding School Funds assurance work |
| 17 | 8.1 Governor Allowances |
| 18 | 9.1 Keeping Children Safe in Education |
| 19 | 9.2 Scheme for Financing Schools |
| 20 | 9.3 Disciplinary policy |
| 21 | 9.3a Disciplinary Procedure, Additional Guidance |
| 22 | 9.3b Employee code of conduct |
| 23 | 9.3c Grievance Resolution policy |
| 24 | 9.4 DBS procedure |
| 25 | 9.5 Special Leave Policy |
| 26 | 9.6 Induction for Early Career Teachers |
| 27 | 13.0 Monitoring forms since last FGB |
| 28 | 13.1 Open monitoring actions |

Signature:

Position:

Name:

Date: