



# Tittensor CE First School

*Learning and growing together as we follow Christ*

## Tittensor CE (VC) First School Full Governors' Board

Meeting of:	Tittensor CE (VC) First School Full Governors' Board		
Date and time:	Thurs 11 <sup>th</sup> July 2024 at 4.00pm in school		
Present:	Mrs Sarah Woolley – SW (30/03/2025) - Chair Miss Gail Craig (Headteacher) – GC (Ex officio) Mrs Felicia Goodwin- FG (22/11/2025) Mr Simon Johnston- SJ (29/11/2025) Mrs Jemma Williams – JW (20/12/2027) Miss Hannah Mosley - HM (Assistant Headteacher) (20/12/2024)		
Apologies:	Mr Shaun Allen – SA (13/02/2025) Mrs Alison Bell – AB (30/04/2026) Mr Ed Hobson -EH (19/10/2024) Rev John Beswick Pallister – JP (Ex officio)		
Consent to absence:	Agreed		
Others in attendance:	Mr Brian Jones (Clerk)		
Quorum:	5	Quorum met:	Yes
Documents available for the meeting	<ul style="list-style-type: none"> <li> Annual-Leave-HR-Policy-v.09-Schools (1)</li> <li> Attendance Review Summer 2024</li> <li> DEBT RECOVERY POLICY</li> <li> Draft Tittensor Education minutes_3117_27_6_24_PWR</li> <li> FGB Summer 2024 Agenda</li> <li> Form-A-Flexible-Working-Application</li> <li> Governors Report Summer 2024- SEND</li> <li> Headteacher Report Summer 24</li> <li> HR013-Flexible-Working-Policy-schools-V.05</li> <li> Impact Action and Review Plan PE 2023-2024</li> <li> MAPP-Policy-v.03</li> <li> Proposed dates for Governor committee meetings 2023</li> <li> Proposed dates for Governor committee meetings 2024-25</li> <li> Pupil Premium Statement 23-24</li> <li> SDP sep 2023</li> <li> Tittensor FGB minutes_3117_21_03_2024_PWR</li> <li> Update Lettings Policy 2024</li> <li> volunteers-in-school-policy-</li> </ul>		

No	Notes and actions							
1.	<p><b>Apologies and attendance</b></p> <p>SW opened the meeting and welcomed the governors. FG led with a prayer.</p> <p><b>Resolved:</b> Apologies were received and accepted from Alison Bell, Ed Hobson, John Beswick Pallister and Sean Allen.</p> <p><b>Action point:</b> GC to speak to AB about her continued absence from meetings.</p> <p>a) Confidentiality - Governors were reminded that all discussions and documents remain confidential until publication of the approved minutes.</p> <p>b) Declarations - The annual declaration of business and pecuniary interests had been signed by governors present. No other interests related to this agenda were declared.</p> <p>c) Code of conduct - Governors were reminded to abide by the agreed code of conduct.</p>							
2.	<p><b>a) Approval of FGB minutes from 21<sup>st</sup> March 2024 and matters arising</b></p> <p>The minutes of the previous FGB meeting held on 21<sup>st</sup> March 2024 were approved as a correct record of the proceedings.</p> <p><b>Resolved:</b> The minutes, agenda and other papers can be made available for inspection.</p>							
	<p><b>b) Matters arising</b></p> <table border="1" data-bbox="172 1187 1458 1464"> <thead> <tr> <th data-bbox="172 1187 260 1227"></th> <th data-bbox="260 1187 1070 1227">Summary of Action Points</th> <th data-bbox="1070 1187 1458 1227">Outcome</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1227 260 1464">8</td> <td data-bbox="260 1227 1070 1464"> <p><b>.AOB</b></p> <p><b>Uniform</b></p> <p><b>Action point:</b> GC was asked to continue her investigations into colour and logo and the form of the uniform.</p> </td> <td data-bbox="1070 1227 1458 1464"> <p>Discussed at Education Committee and minutes ratified at this meeting</p> </td> </tr> </tbody> </table>			Summary of Action Points	Outcome	8	<p><b>.AOB</b></p> <p><b>Uniform</b></p> <p><b>Action point:</b> GC was asked to continue her investigations into colour and logo and the form of the uniform.</p>	<p>Discussed at Education Committee and minutes ratified at this meeting</p>
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3	<p><b>Reports</b></p> <p>a) Chair's and vice chair's actions No actions reported.</p> <p>b) Committee reports</p> <p>i) Finance – The minutes of the Finance committee meeting on 16<sup>th</sup> May 2024 had been circulated to governors and dealt with:</p> <ul style="list-style-type: none"> <li>• Closing budget 23/24</li> <li>• Approval of 24/25 budget</li> </ul> <p>Governors had asked about the following:</p>							

**Governors inquired about the surplus shown on catering.**

**Governors asked if the number of children enrolled for nursery in September 2024 would generate the expected income.**

**Whilst governors realised that pupil enrolments for September will not be counted until the October census and will not affect the budget until April 2025 they asked about the numbers for reception in September 2024.**

**Governors asked why there was no Sports Premium income shown for years 3 onwards.**

**Governors asked about use of the apprenticeship levy.**

**Governors asked about the reason for the modeller showing a future deficit.**

**Governors asked about the effect on the budget of any staff going on any sort of leave.**

See minutes for the school response.

**Resolved:** Governors approved and adopted the budget for 24/25 and the Finance Committee minutes.

ii) Education – The minutes of the Education Committee meeting of 27<sup>th</sup> June 2024 had been circulated.

The meeting dealt with:

- School improvement plan (SIP) updates
- Headteacher’s report
- Pupil/staff wellbeing
- School uniform

Governors had asked about:

**Governors reminded GC to keep a record of visitors to the school to ensure diversity.**

**Governors asked about how transition to the next phase of education is handled in school.**

**Attendance - Governors asked GC to give reasons for the attendance figures, which were very good.**

**Governors asked how outdated the IT equipment used by children was.**

**Governors complimented the school and its children on the excellent results and were keen that GC should communicate the success to parents.**

**Governors considered the written responses from parents. These were divided into those that were in agreement, those not bothered and those against the proposals. They discussed all the options fully, including the retention of some form of deer as this is part of Tittensor village heritage.**

Responses to these points are contained in the Education Committee minutes.

**Resolved:** Governors accepted and approved the Education Committee minutes.

iii) Headteacher’s report

The headteacher's report had been circulated and governors had been invited to submit questions. It dealt with:

- School context
- Ofsted July 2023 – Good with outstanding behaviour and attitudes
- SEND
- Attendance
- Use of Pupil Premium and Sports Premium
- Effectiveness of leadership and management
- The quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for children and learners including 2024 assessment results
- Continuing Professional Development (CPD)
- Ethos and vision

a) Attendance - GC emphasised the good attendance figures which are above National averages.

b) Pupil Premium – Governors' attention was drawn to the Pupil Premium report which showed the pleasing progress made by these pupils. Only one child failed to reach the expected standard and this child has an EHCP. Pupils' well being is supported and Boxall profiling is used selectively. From September there will be a qualified Emotional Literacy Support Assistant (ELSA). Music lessons are provided and these help to build self-confidence. Sports enrichment for team building is provided on Friday afternoons.

**Governors asked if Forest School is used and what lessons the PP pupils miss on Friday.** GC explained that all pupils take part in Forest School and Friday afternoon lessons are personalized to the needs of each child, so nothing new is missed.

c) Christina Distinctiveness – FG had organised a Faith session with pupils and a visitor from India. She was impressed with the amazing questions the children asked of the visitor. **Governors asked if this was replicated in India.** At the moment it is not replicated.

d) Premises update – The only successful bid was for new drains to eliminate flooding.

e) Staffing – A new apprentice (Miss Carrol) has been appointed and will work alongside Miss Atkins for a term, before Miss Atkins leaves.

**Governors asked how the school appoints apprentices.** They come from Newcastle and Stafford Colleges Group (NSCG) and the school can pick from the list provided.

f) Behaviour and welfare – There were no incidences of bullying and no exclusions.

**Governors asked how the school is sure that any concerns are reported and does bullying include cyber bullying.** GC explained that she devotes some time each week to refresh staff on the importance of safeguarding so it is unlikely that things will be missed by

	<p>staff. No instances of cyber bullying have occurred, but the children do not have phones in school.</p> <p>g) Data – GC commented on the dip in EYFS because of the SEND child, the 100% success in Phonics screening and the effect of Little Wandle. The DfE used the school to trial using the computer for Phonics screening. The children enjoyed the process, but it was very time consuming as each Chromebook had to be reset after each pupil had used it.</p> <p><b>Governors asked if there was support material for Little Wandle that parents could use at home.</b> GC explained that the course is so personalised and prescriptive that this is not possible.</p> <p>Non statutory KS1 SATs were used and 90% of pupils achieved the expected standard or better in each area and the multiplication test results were way above the likely National average.</p> <p>GC was thanked for her report.</p>
4	<p><b>Safeguarding and Health &amp; Safety (H&amp;S) updates</b></p> <p>GC reported no incidents.</p>
5	<p><b>Ratify policies</b></p> <p>The following policies had been distributed and read by governors:</p> <p>Annual Leave – HR policy  Debt Recovery Policy  Flexible working policy  Flexible working application form  Maternity, Adoption, Paternity and Parental leave Policy (MAPP)  Lettings Policy  Volunteers in School Policy</p> <p><b>Resolved:</b> Governors approved and adopted the above policies for use at Tittensor CE (VC) First School.</p>
6	<p><b>Wellbeing</b></p> <p>GC and HM reported that staff wellbeing is given a high profile. Well-being days are greatly appreciated. Staff enjoy coming to work and engage in conversations with each other in preference to using email.</p>
8	<p><b>AOB</b></p> <p>a) <b>Action point:</b> GC to circulate her performance management meeting dates to governors.</p>

b) School logo – Governors approved the changes requested by the Education Committee and agreed that the final design should be phased in to the children at the school.

c) SJ reminded governors of the importance of succession planning when appointing chairs and vice chairs to the governors.

**9 Dates of future meetings**

Committee	Date
Finance	Thursday 3 <sup>rd</sup> October 4pm
Christian Distinctiveness	Thursday 17 <sup>th</sup> October 2pm
Education	Thursday 28 <sup>th</sup> November 4pm
Full Governing Body	Thursday 12 <sup>th</sup> December 4pm
Finance	Thursday 20 <sup>th</sup> March 4pm
Christian Distinctiveness	Thursday 13 <sup>th</sup> February 2pm
Education	Thursday 27 <sup>th</sup> March 4pm
Full Governing Body	Thursday 3 <sup>rd</sup> April 4pm
Finance	Thursday 1 <sup>st</sup> May 4pm
Christian Distinctiveness	Thursday 8 <sup>th</sup> May 2pm
Education	Thursday 26 <sup>th</sup> June 4pm
Full Governing Body	Thursday 10 <sup>th</sup> July 4pm

The meeting closed at 4.45pm.

**Summary of Action Points**

**1. Apologies and attendance**

**Action point:** GC to speak to AB about her continued absence from meetings.

**8. AOB**

a) **Action point:** GC to circulate her performance management meeting dates to governors.

**Signed** – Chair \_\_\_\_\_ Date \_\_\_\_\_