



















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:	Wednesday 11 th December 2024 at 3.00pm in school		
Present:	Mrs Sarah Woolley – SW (30/03/2025) - Chair Miss Gail Craig (Headteacher) – GC (Ex officio) Mr Shaun Allen – SA (13/02/2025) Mr Ed Hobson -EH (19/10/2024) Rev John Beswick Pallister – JP (Ex officio) arrived at 3.25pm Mrs Felicia Goodwin- FG (22/11/2025) Mr Simon Johnston- SJ (29/11/2025) Mrs Jemma Williams – JW (20/12/2027) Mrs Rosemary Edwards – RE (11/12/2028) Mrs Hannah Mosley - HM (Assistant Headteacher) (20/12/2024)		
Apologies:	Mrs Alison Bell – AB (30/04/2026)		
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">  Action Plan PE 2024-2025.docx  Attendance Review Autumn 2024.docx  Charging and Remission Policy.doc  Christian Distinctiveness Meeting October 2024.doc  Draft Tittensor Education minutes_3117_28_11_24.docx  FGB Autumn 2024 Agenda.docx  Governors Report Aut 2024- SEND.docx  Headteacher Report Autumn 24.doc  Headteacher Report Autumn 24[1].doc  November 2024 Wellbeing survey- staff.docx  Pupil Premium Statement 24-25.docx  Pupil Wellbeing Questionnaire Oct 24 CLASS 3, 2.docx  SDP sep 2024.docx  Tittensor CE First School_Finance Comm Minutes_860_3117_03_10_2024.docx  Tittensor FGB minutes_3117_11_07_2024_PWR.pdf  Whole-School-Pay-Policy-2024.docx
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No	Notes and actions
1.	<p>Welcome and opening prayer</p> <p>BJ opened the meeting and welcomed governors. Governors introduced themselves to Rosemary Edwards, the new foundation governor.</p>
2.	<p>Attendance and apologies</p> <p>Apologies were tendered and accepted by Alison Bell who could not attend because of the earlier start time.</p> <p>The school is awaiting confirmation of Rosemary Edward's appointment from the diocese</p>
3.	<p>Election of chair</p> <p>Sarah Woolley was proposed and seconded. There were no further nominations, and she was elected unanimously.</p> <p>Resolved: Sarah Woolley to be chair of governors for the 2024/25 academic year.</p>
4.	<p>Election of vice chair</p> <p>Simon Johnston was proposed and seconded. There were no further nominations, and he was elected unanimously.</p>

	Resolved: Simon Johnston to be vice chair of governors for the 2024/25 academic year.	
5.	Co-option of governor	
	Governors discussed vacancies on the governing body. Ed Hobson's term as a parent governor has expired meaning there are two parent governor vacancies. These will be advertised to parents stating that Mr Hobson (who still has a child at Tittensor) is prepared to stand again. In the meantime, Mr Hobson should be co-opted to the board.	
	Resolved: Mr Hobson to be co-opted to the governing board pending parent governor appointments.	
6.	Full Governing Board matters	
	a) Confidentiality - Governors were reminded that all discussions and documents remain confidential until publication of the approved minutes.	
	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.	
	c) Code of conduct - Governors were reminded to abide by the agreed code of conduct.	
7.	a) Approval of FGB minutes from 11th July 2024 and matters arising	
	The minutes of the previous FGB meeting held on 11 th July 2024 were approved as a correct record of the proceedings.	
	Resolved: The minutes, agenda and other papers can be made available for inspection.	
	b) Matters arising	
	Summary of Action Points	Outcome
1.	Apologies and attendance Action point: GC to speak to AB about her continued absence from meetings.	Complete
8.	AOB a) Action point: GC to circulate her performance management meeting dates to governors.	Complete
8.	Reports	
	a) Chair's and vice chair's actions No actions reported.	

b) Sub-Committee reports

i) Christian Distinctiveness meeting – The minutes of the meeting on 13th March 2024 had been circulated. The report dealt with:

- Foundation governor – Rosemary Edwards is now attending meetings
- Action plan- JBP asked a number of questions about PCC watching his worship in school, Remembrance, Christmas and Easter, Agnostics Anonymous and Roots and Fruits and the use of the prayer box – see minutes for details
- How to engage parents with the Lego church
- Feedback on JBP worship session.

Governors discussed possible SIAMS training and asked about the confidence of children at Tittensor when talking to outsiders. GC is obtaining some information on Spirituality from a recently inspected school, and she assured governors that the children are amazing when speaking to visitors.

Resolved: Governors accepted and adopted the Christian Distinctiveness report and approved the decisions made.

ii) Finance – The minutes of the Finance committee meeting on 3rd October 2024 had been circulated to governors and dealt with:

- 2024-25 budget - **Governors were satisfied that because there will be additional income (eg lettings) and not all budget headings will be spent up, the overall budget is satisfactory at this point.**
- Capital budget – **Governors asked about the outcome of the discussion on purchase of iPads.** GC explained that the advice from IT was to use Apple iPads. However, governors discussed the use of Chromebooks in school and thought that an alternative tablet might be better and asked GC to research this further.
- Staff pay – The pay rise was 5.5% not 7.5% as in the minutes.
- Mental health lead – A TA has taken on this role.
- The school is awaiting a financial audit in February 2025. EH invited GC to visit St Anne's to prepare for this.

Governors thanked GC for the prudent way she manages finances and asked for details of the 3 year budget. GC explained that the 3 year budget balances.

Resolved: Governors accepted and adopted the Finance Committee report and approved the decisions made.

iii) Education – The minutes of the Education Committee meeting of 28th November 2024 had been circulated.

The meeting dealt with:

- School Improvement Plan updates which are:

3.25
JBP
joined

Quality of education: All children make outstanding progress,
Behaviour and attitudes: Children are happy and safe in school,
Personal development: We have happy learners inspiring great achievers for independent learning for life,
Leadership and management: Leadership shapes the culture at Tittensor,
Quality of education in the early years: Children make excellent progress towards a good level of development by the end of reception,
Christian Distinctiveness: Our school community upholds the Christian values and teachings.
Health and safety: Our school complies with the legal duties under the Health and Safety Act.

See attached minutes for governors' questions.

Governors suggested that GC should consider an alternative H&S governor in case AB is unable to attend.

Governors noted the section on well-being but were also concerned about the headteacher's well-being. GC explained that SW is supportive and EH offers invaluable advice. Having an assistant head relieves some of the stress of headship. She thanked governors for their concern.

Resolved: Governors accepted and adopted the Education Committee report and approved the decisions made.

iv) Nominated link governor reports.

Action point: GC agreed to review link governor positions as new members had joined the board.

9. Headteacher's report – Previously circulated.

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 – GC all points now embedded, use of Vocabulary and Key Knowledge sheet for each class and Feed Forward assessment. HM demonstrated the feed forward working document. **Governors were impressed with the way this document is used.**
- SEND – GC emphasised the training done with all staff, the precision of SEND targets and the way that all children get reasonable adjustments made.
- Attendance – GC emphasised the requirement for evidence of medical appointments and the help given to parents whose children are late for school. Persistent lateness can now trigger a fine. **Governors asked if the school has discretion over who gets fined.** GC explained that schools have to be consistent and Staffordshire's policy over fines is very clear.

	<ul style="list-style-type: none"> • Use of Pupil Premium and Sports Premium – See statement on the web site. • Effectiveness of leadership and management – GC referred to the staffing structure. Miss Atkins has completed a successful apprenticeship and is leaving this term to undertake a teaching qualification. • The quality of teaching, learning and assessment – GC explained that the School Improvement Partner (SIP) will carry out a Teaching and Learning review. Use of questioning is very good, and TAs are used effectively with the children. HM is in charge of the TA performance management. Joint monitoring has taken place with John Gordon, Headteacher of Barlaston CofE First School and the SIP has robustly backed GC’s assessment of the school. • Personal development, behaviour and welfare – GC Behaviour is outstanding and the transition for new children went well. • Outcomes for children and learners including 2024 assessment results – See table. This had already been presented at the summer meeting 2024. • Continuing Professional Development (CPD) – The Christian Distinctiveness advisor is to provide some training around Spirituality and the outcomes will be embedded in the RE curriculum. • Ethos and vision. <p>Action point: GC was asked to highlight the new actions on the School Development Plan for the future meetings.</p> <p>GC was thanked for her report.</p> <p>Action point: Governors were encouraged to read the next report and submit questions to GC in advance of the next Education and FGB meetings.</p>
<p>10.</p>	<p>Safeguarding and Health & Safety (H&S) updates</p> <p>GC reported only one low level concern which was dealt with.</p> <p>GC issued summaries of Keeping Children Safe in Education (KCSiE0 2024 and Prevent duty.</p> <p>Governors asked if all governors have had Prevent training and whether certification is necessary.</p> <p>Action point: GC to clarify this.</p> <p>Governors asked if the online safety governor (Shaun Allen) is up to date with the filtering and monitoring of the school IT system that takes place. SA is up to date with this.</p>
<p>11.</p>	<p>Teaching and Learning</p> <p>See Headteacher report.</p>

	<p>The long term plan for RE is being revised and information about spirituality has been obtained from Amy Graham (Exec HT of Oulton and Christ Church CofE First Schools) and this will be incorporated.</p>															
<p>12.</p>	<p>Staffing and HR</p> <p>A lunchtime supervisor has left but has been replaced.</p>															
<p>13.</p>	<p>Health and Safety</p> <p>The school will be audited on 23rd March 2025.</p>															
<p>14.</p>	<p>AOB</p> <ul style="list-style-type: none"> a) A child at the school won the Mayor’s Christmas Card Competition and switched on the Christmas lights. b) The Local Authority grading of the school is category 1 – the highest grade. c) GC circulated a very complimentary email from Amanda Mc Donagh, Stoke on Trent Museums Officer about the excellent engagement and behaviour of the class on their visit and how well Shaun Allen helped the children engage with the exhibits. The email assured the school that they are welcome to revisit at any time. d) Charging and Remission Policy September 2024. Governors had reviewed the policy and approved it. <p>Resolved: Governors approved and adopted the Charging and Remission policy for use at Tittensor CE (VC) First School.</p> <p>Governors asked if the school has any debtors. GC explained that there are none, if there were they would be chased up very quickly.</p>															
<p>9</p>	<p>Dates of future meetings</p> <table border="1" data-bbox="201 1503 1484 2045"> <thead> <tr> <th data-bbox="201 1503 691 1581">Committee</th> <th data-bbox="691 1503 1484 1581">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="201 1581 691 1659">Finance</td> <td data-bbox="691 1581 1484 1659">Thursday 20th March 4pm</td> </tr> <tr> <td data-bbox="201 1659 691 1738">Christian Distinctiveness</td> <td data-bbox="691 1659 1484 1738">Thursday 13th February 2pm</td> </tr> <tr> <td data-bbox="201 1738 691 1816">Education</td> <td data-bbox="691 1738 1484 1816">Thursday 27th March 4pm</td> </tr> <tr> <td data-bbox="201 1816 691 1895">Full Governing Body</td> <td data-bbox="691 1816 1484 1895">Thursday 3rd April 4pm</td> </tr> <tr> <td data-bbox="201 1895 691 1973"></td> <td data-bbox="691 1895 1484 1973"></td> </tr> <tr> <td data-bbox="201 1973 691 2045">Finance</td> <td data-bbox="691 1973 1484 2045">Thursday 1st May 4pm</td> </tr> </tbody> </table>		Committee	Date	Finance	Thursday 20 th March 4pm	Christian Distinctiveness	Thursday 13 th February 2pm	Education	Thursday 27 th March 4pm	Full Governing Body	Thursday 3 rd April 4pm			Finance	Thursday 1 st May 4pm
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Christian Distinctiveness	Thursday 8th May 2pm
Education	Thursday 26th June 4pm
Full Governing Body	Thursday 10th July 4pm

The meeting closed at 4.10pm.

Summary of Action Points

- 8. Reports**
- iv) Nominated link governor reports.
- Action point:** GC agreed to review link governor positions as new members had joined the board.
- 9. Headteacher’s report**
- Action point:** GC was asked to highlight the new actions on the School Development Plan for the future meetings.
- Action point:** Governors were encouraged to read the next report and submit questions to GC in advance of the next Education and FGB meetings.

Signed – Chair _____ **Date** _____