



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 14 th December 2023 at 4.00pm in school		
Present:	Mrs Sarah Woolley - SW Miss Gail Craig (Headteacher) - GC Mr Shaun Allen – SA Rev John Beswick Pallister - JP Mrs Felicia Goodwin- FG		
Apologies:	Mrs Charlotte Chatterton Mr Simon Johnston- SJ Mrs Alison Bell - AB Mr Ed Hobson -EH		
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 2023-2024 Attendance Review Autumn 2023 Autumn 2022 SIP Impact CDA report Tittensor Feb 23 LH Child on Child Christian Distinctiveness Meeting Oct 23 FGB 14th December 4pm FGB Autumn 23 Agenda Governors Report Autumn 2023- SEND Headteacher Report Summer 23 New Safeguarding Policy 2023-24 Pupil Premium Statement 23-24 SEF Autumn 2023 Sep 23 Wellbeing survey Tittensor CE First School_Finance Comm Minutes_860_3117_07_12_2023_PWR Tittensor FGB minutes_3117_6th_July_2023_PWR 		

Item	Notes and actions
1	<p>Apologies and attendance</p> <p>Resolved: Apologies were received and accepted from Charlotte Chatterton, Simon Johnston, Alison Bell and Ed Hobson.</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 was 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 and all present signed to agree to this.</p> <p>d) Membership – GC had requested nominations for a new parent governor. Jemma Williams had been nominated and in the event of there being no other nominations had been appointed.</p> <p>JP told the governors that Charlotte Chatterton did not want to continue as a Foundation Governor after her term of office expired.</p> <p>Action point: GC to forward an email about the method of appointing foundation governors to JP and to update website and GIAS with new governor information.</p> <p>Resolved: Governors agreed to co-opt Hannah Turner (Assistant Headteacher) to the governors.</p>
2	<p>a) Approval of FGB minutes from 6th July 2023</p> <p>The minutes of the previous FGB meeting held on 6th July 2023 were approved as a correct record of the proceedings.</p> <p>Resolved: The minutes, agenda and other papers can be made available for inspection.</p>
	<p>b) Matters arising</p> <p>3. Reports – Finance – The out-turn position for 2022/23 was in the Finance committee report.</p> <p>4. Safeguarding – Governors familiarised themselves with Keeping Children Safe in Education 2023.</p>
3	<p>Reports</p> <p>a) Chair’s and vice chair’s actions</p> <p>The chair had actioned approval of staff salaries for 2023/24.</p>

b) Committee reports

i) Finance – The minutes of the Finance committee meeting on 7th December 2023 had been circulated to governors and dealt with:

- Current budget position
- Premises
- Future pupil numbers.

SW gave a verbal report of the outcomes.

Governors had asked for a clarification of budget headings, the parental reaction to increased school meal costs, the impact of younger children in the nursery on staff workload and maintaining the current cost of wraparound care.

Governors had asked for a timeline of premises improvements and inquired about any urgent health and safety issues.

Governors asked if a forecast of future pupil numbers could be obtained in order to improve budget planning.

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

Resolved: Governors accepted and approved the Finance Committee report.

ii) Education – The proposed Education Committee meeting of 30th November had been cancelled and documents relating to that meeting were included in the pack for this meeting.

iii) Christian Distinctiveness 26th October 2023 – JP gave a verbal report of the meeting which dealt with:

- Prayer ambassadors – now in place
- Worship – Learning walks – JG and GC
- Baptism lessons – JP clarified that these would be once a term
- Action plan – This has been shared with Louisa Harrop.

JG explained that teaching about the Lord's Prayer has been introduced in preparation for SIAMS.

Resolved: Governors accepted and approved the Christian Distinctiveness Committee report.

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
- Continuing Professional Development (CPD)
- Ethos and vision

Governors asked how the school was responding to the inspectors' comment about identification of specific knowledge in a small number of subjects and its assessment. GC explained that long term plans are now in place to identify specific knowledge and vocabulary in all subjects.

The new feedforward assessment sheets address the assessment of the specific knowledge.

Governors asked how the school was responding to the inspectors' comment about learning targets for pupils with SEND being too broad. GC explained that smarter targets are now being written and put in place for these pupils. All knowledge is being broken down into identifiable chunks.

Governors asked for an explanation of the dip in multiplication test scores. SA explained the nature of the test and what was physically as well as mentally required of pupils in a six second time allowance. GC assured governors that despite this the standard in maths remains high. SA explained that regular practice of tables takes place in class but not all parents follow this up at home.

Governors commended the good attendance figures but asked what was being done to tackle the small amount of lateness. GC explained that there are three children who have a number of late marks. She has offered a variety of help and strategies for parents, but parental organisation is the problem. These same parents are often late collecting their children at the end of the day.

GC was thanked for her report.

4 Safeguarding and Health & Safety (H&S) updates

GC referred to two low level safeguarding concerns which had been effectively dealt with. The procedure for arranging visitors to the school has been reinforced and visits now have to have approval from GC.

Governors asked about the review of the Safeguarding policy and dates on the website. GC clarified the position and explained that the reviewed policy is now on the website.

5	<p>Term of office of Olivia Williams</p> <p>GC referred to Olivia’s term of office ending earlier this term and that a letter of thanks for Olivia’s work for the governing board and the school had been sent together with a floral arrangement which had been gratefully received by Olivia.</p>									
6	<p>Self-Evaluation Form (SEF)</p> <p>GC explained that the SEF has been produced so that all the data about the school is readily obtainable in one document.</p> <p><i>Governors commented on the success of ‘Little Wandle’ phonics programme with all Y1 working at the expected standard.</i></p>									
7	<p>Wellbeing</p> <p>The results of the wellbeing survey of staff had been circulated to governors and produced very positive results.</p> <p><i>Governors asked if it covered all staff.</i> GC confirmed that all teaching and non-teaching and support staff had been invited to take part. Wellbeing is emphasised to staff at every weekly briefing and there are well signposted avenues for staff who have any concerns to follow.</p> <p><i>Governors were concerned about the wellbeing of the headteacher and who she could turn to for support.</i> GC explained that the School Improvement Partner (SIP) is supportive, she does now have another senior member of staff to discuss school development issues with and at home she has a great daughter.</p> <p>GC emphasised that children know who they can turn to if there are any issues. Each class has a cuddle toy for children’s use and the calm box in each classroom is monitored. Boxall profiling is used to address the social and emotional needs of the children at Tittensor.</p>									
8	<p>AOB</p> <p>There was no AOB.</p>									
9	<p>Dates of future meetings</p> <table border="1" data-bbox="225 1787 1174 1917"> <tr> <td>Finance</td> <td>29.2.24</td> <td>2.5.24</td> </tr> <tr> <td>Education</td> <td>7.3.24</td> <td>27.6.24</td> </tr> <tr> <td>FGB</td> <td>21.3.24</td> <td>11.7.24</td> </tr> </table> <p>The meeting closed at 5.20pm.</p>	Finance	29.2.24	2.5.24	Education	7.3.24	27.6.24	FGB	21.3.24	11.7.24
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Summary of Action Points	
1	d) Membership Action point: GC to forward an email about the method of appointing foundation governors to JP and to update website and GIAS with new governor information.

Signed – Chair _____ Date _____