


Pennington C of E Junior School

Full Governing Body Meeting

Thursday 2nd December, 2021 at 17.30 Via Zoom

 <p>Pennington C of E Junior School</p> <p>FGB Minutes</p>	<p>Meeting 2</p> <p>2nd December, 2021</p>
<p>Present:</p> <p>Kirstie Richards (KR) Head teacher Tony Lowman (TL) Co Chair Co-opted Karen Simpson (KS) Co Chair Co-opted George Kidner (GK) Foundation Sandy Negrescu (SN) Foundation Sam Patton (SP) Parent Rachel Henderson (RH) Parent</p>	<p>In Attendance:</p> <p>LA Clerk:</p> <p>Lindsay Ratcliffe</p>
<p>Apologies:</p> <p>Deborah Pope (DP) Parent Helen Campbell (HC) Staff Rachel Noel (RN) Foundation</p>	<p>Meeting was Quorate at all stages.</p>

Minutes

Challenge Support Impact Actions

Action Grid

Minute	Subject	Action Point	By whom	When?
5	Finance Report	Carpets: 3 rd quote required	TL	ASAP
		Survey of Premises to take place	TL/HB/Caretaker	By 18/12/21

7	Governance	Eng/Maths Governors to come into school – learning walk and book look Governors to plan visits	RH/GK All gobs	11/18 th Jan 2022 Jan 2022
8	HT Report	Governor to visit: History	SN	Week ¾ Spring Term
11	Vacancies	Prospective governor application received – arrange a meeting	TL/KS	ASAP

	Item	Action
1	Welcome, Apologies Governors were welcomed to the meeting apologies were accepted	
2.	2.1 Declaration of Pecuniary Interests None received	
3.	Approval of Minutes 3.1 Meeting held: Minutes of the above meeting were accepted and approved	
4.	Matters arising (not dealt with elsewhere on this agenda)/Any other business for consideration in this meeting None	
5.	Report of Resources Committee including updates submitted 30th November to HCC Minutes of the Finance Meeting had been made available prior to the meeting. Main points of the meeting were summarised. The scenarios around staffing were explained: <ul style="list-style-type: none"> • Member of staff has been absent since October and is not returning to school • Supply colleague paid on M6 rather than Early Career Teacher (ECT) this has an impact on the budget • Recruiting next term : 2 days per week this has resulted in an overspend on supply cover. • Family Support Worker will be employed from January 3 days per week. • 43% of the pupils are Pupil Premium. • The importance of positive mental health was highlighted 	

	<ul style="list-style-type: none"> • FSW will relieve pressure on HT – attendance, following up with social workers. • The amended budget to include FSW was submitted to HCC • All governors approved this decision • Premises and Health and Safety issues highlighted: Awaiting quotes for classroom carpet : Governor to follow this up • Window furniture requires replacing • Blinds in some classes are needed • Physical survey of the premises will take place before the end of term 	
6. 7.	<p>Future Strategic Planning Governor’s Action Plan</p> <p>Items 6 and 7 were discussed together. Focus will be on Development of the Curriculum and Quality of teaching. Leadership: Governors consider the HT does an excellent job Visits to school were discussed – difficult in current situation The need for succession planning on Governing Body was highlighted. It would be useful to have a Vice Chair to support Co-chairs. It was suggested RN may be interested in this role. Training opportunities for Governors were also highlighted. Governor Hub has a wealth of training opportunities available for all governors. All Governors need to be active. Action plans – will be linked to School Development /Ofsted SN joined the meeting</p> <p>It was noted: Middle leaders are becoming stronger Curriculum is progressing and on track Governors had visited school: (RH) Maths Department and English Department (GK) Reports had been shared via Governor Hub A governor enquired about a buddy system for new governors. This is in place, but due to Covid 19 did not happen. HT explained visits are not to judge quality of teaching. English and Maths governors are happy to come in together. This was arranged for the beginning of the new term – hopefully all staff and children will be back in school, it would be possible to complete a learning walk plus book looks. PPE to be worn.</p> <p>Forward planning for the remainder of the year will feed into SIP. January 2022 plan when all governors can come in going forward.</p>	
8	<p>Head Teachers Report 8.1 Progress of School Improvement Plan 8.2 Review Progress towards Ofsted Action Points</p> <p>Head Teacher had placed a summary of her report together with data in Governor Hub prior to the meeting. Focus currently is on foundation subjects to ensure all are clear around the key knowledge required by the children. Subject leaders to produce high quality mid term plans; clear plans for teachers and resources available. It was explained that the two-year rolling programme will have to change. History was used as an example of how plans will be put together.</p>	

	<p>It is expected that History, Geography and Science will be embedded this academic year. All other subjects: mid term planning must be completed this year.</p> <p>Governor to visit around week3/4 (History)</p> <p>Data targets were discussed and explained: 69% ARE in all subjects. This is a stretch target and will be a challenge. There are booster events and plans in place to help the children. Assessments completed showed better than expected results. Tutor funding has allowed T and L Lead to support children 1:1 or in small groups. The impact of this is visible.</p> <p>Academic mentor scheme: PJS has signed up to this. The scheme recruits graduates with 2:2 degree and QTS training. 95% of the salary is paid. The mentor spends 80% of their time working with small groups 3:1, 10% 2:1 and 10%1:1.</p> <p>Pupil Premium and Catchup spending will be updated for the January meeting.</p> <p>TL left the meeting</p>	
9.	<p>Church and Community News RN unable to attend the meeting – no report. The school children are not visiting the church at present due to Covid 19.</p>	
10.	<p>Policies A policy check/website audit was completed by HT and Co Chair. Some changes made to Code of Conduct There are some gaps in the Safeguarding policy to be amended.</p>	
11.	<p>Clerks Update 11.1 Governance Update</p> <ul style="list-style-type: none"> • Vacancies Prospective Governor Application has been received: Co Chairs to make contact and arrange a meeting • Meeting dates for remainder of the academic year Meetings will be linked to the list on Governor Hub, Next meeting dates : Finance 13.1.22 FGB 25.1.22 • Training <p>11.2 Correspondence Prospective Governor: see above</p>	
12	<p>Impact of Meeting</p> <ul style="list-style-type: none"> • Meetings and visits to school going forward identified • Focussed meeting • Steps made to secure succession planning: Vice Chair role • Some governors have managed to visit • Submission of amendments to budget approved with new role (FSW) • Full complement of governors with appropriate skills/able to develop appropriate skills <p>Meeting closed : 18:52</p>	

