

P R E S E N T :-

Ms F Ward (in the Chair)

Miss A Bailiss, Ms A Benn, Mr L Howard, Mrs A Hughes, Mrs E Postlethwaite, Revd D Rogers and Mrs P Williams.

Clerk to the Governing Board – Mrs B Clark.

3948 **APOLOGIES**

An apology for absence was received from Mr O Southgate. An apology for absence was not received from Mrs B Pearce.

3949 **CONSENT FOR ABSENCE**

RESOLVED: a) that consent be given to Mr Southgate for his absence from this meeting;

b) that consent not be given to Mrs Pearce for her absence from this meeting.

3950 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

3951 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

3952 **MEMBERSHIP**

Governors agreed that the autumn term 2024 would be a good time to advertise the Parent and Staff governor vacancies, as it would allow for a new cohort of potential governors.

Revd Rogers resigned from the governing board due to moving out of the area. The Headteacher thanked Revd Rogers for his part in school assemblies, the Open the Book project and for his role on the governing board. The Chair also expressed thanks to Revd Rogers for his hard work.

Governors elected Ms Ward as a Maths governor.

RESOLVED: a) that governors were asked to consult the membership details held on HERE for Schools and update their details if any changes were to be made;

b) that governors acknowledged that there were two vacancies on the governing board;

c) that Parent and Staff governor vacancies be advertised in the autumn term.

- d) that the resignation of Revd Rogers be noted;
- e) that Ms Ward be elected as Maths governor.

3953 **MINUTES**

RESOLVED: a) that the minutes of the meeting held on 24 March 2024 be confirmed and signed by the Chair with the following amendment:

Minute 3929 - School Development Plan

"lots of great stuff" be amended to "lots of great work".

- b) that the minutes be forwarded to the Chair for electronic signing.

3954 **MATTERS ARISING FROM THE MINUTES**

Minute 3927 – Committee Minutes

A governor asked if there had been an update regarding the Streetscene application. It was confirmed that the school were still waiting for an outcome.

A governor requested an update regarding the school's wildlife area. The Headteacher explained that the boundaries had been checked. It was not clear if the existing fence belonged to the school or a neighbour therefore, it had been decided that a new fence would be built in front of the existing one. National England had offered to build the fence, free of charge, and would be visiting the school in July or August 2024. The fence would be constructed of wood that had been sourced from the local area.

Minute 3930 – Chairs Update

The Parish Council Sustainability Committee had been established and after several postponements, it was expected that the first meeting would be held in July 2024.

3955 **GOVERNOR ACTIONS**

Minute 3923 – Membership

The Parent governor election had been postponed as it was felt it would be beneficial to complete this in the autumn term 2024, allowing for a new cohort of parents to be considered for the role.

RESOLVED: a) that a Parent governor election be held in the autumn term 2024;

- b) that all other governor actions had been completed.

3956 **COMMITTEE MINUTES**

Curriculum and Standards Committee

Governors had visited the school to complete pupil interviews and the pupils had showed examples of their work and then discussed their findings. All governors had been asked to focus on maths and one other subject. Governors agreed that it had been a worthwhile and interesting visit and that the pupils were impressive. The Headteacher felt that the interviews were beneficial in preparing the pupils for later in life and thanked the governors that had been involved.

Works on the roof were due to begin on 1 July 2024 and the school had made arrangements so that minimal disruption would be caused. The roof contractors would be based mainly around the back of the school, whilst maintaining a walkway for KS (Key Stage)1. Some items would be stored near the KS2 entrance however, the school were going to try to maintain this as a fire exit. A letter had been sent to parents asking them to use an alternative entrance when coming in and out of school.

There had been a noticeable improvement around the school grounds since Mr Paul Roebuck had taken on the caretaking. Governors asked for their thanks to be passed to Mr Roebuck.

- RESOLVED:
- a) that the minutes of the meeting of the Curriculum and Standards Committee held on 23 May 2024 be received;
 - b) that the minutes of the meeting of the Health, Safety and Wellbeing Committee held on 6 June 2024 be received;
 - c) that the Headteacher thank Mr Roebuck on behalf of the governing board.

3957 **REPORT OF THE HEADTEACHER**

The report of the Headteacher was considered and the following highlighted:

There had been a slight gain in pupil numbers since the last full governing board meeting. A couple of pupils were due to rejoin the school that had attended previously but had left due to a change in their parents' job. The parents had since got a new job that was closer to the school and wanted the pupils to return to the school. **A governor asked if it was still 14 pupils that would be joining reception in September 2024.** This was confirmed.

Attendance was in line with national and had not changed much since the spring term 2024. The Headteacher had spoken with the Educational Welfare Officer (EWO) who had advised that the number of requests for term time holidays that the school were receiving was similar to the national picture. The EWO had also advised the Headteacher about the government's changes to the penalty notices. The Headteacher explained that restrictions would be tighter and the penalty would be increased. The school were prepared for the changes however, were unsure whether the upcoming general election would change anything. If the penalty notice guidance was to come into force, the Headteacher would make parents aware in the next academic year.

NOTE: Ms Benn joined the meeting at this point.

A governor enquired if the eight pupils that were persistently absent were from the same or different families. The Headteacher explained that the persistently absent pupils were from several different families, except one instance where two of the pupils were from the same family. One pupil had an extended overseas absence in the autumn term 2023. One pupil had an ongoing long term medical condition. It was felt that there had been genuine reasons for those that had been persistently absent.

The Headteacher advised that the staffing structure had, for the most part, remained the same. The school had appointed Miss Shimmels to teach the Beech class from September 2024 and this had been communicated with parents. Mrs Marshall, Midday Supervisor, had started her maternity leave. Mrs Chendovska had

been appointed to support a pupil with additional needs that had recently joined the school. Mrs Chendovska had been sourced through an agency as the pupil had joined the school very quickly which had not allowed the time to go through the usual recruitment process. This would be a short term arrangement until July 2025.

A pupil had been awarded an Education Health and Care Plan (EHCP) and the school wanted to provide further support and provide the pupil with a chance to have additional breaks. The school would be interviewing for a Teaching Assistant (TA) to support the pupil.

A child with an EHCP already in place would also be joining the school and would need continual support over lunchtime and with intimate and personal care. **A governor queried what EWO meant in the report.** The Headteacher confirmed that this was the Educational Welfare Officer.

The Headteacher advised that the achievements and standards had changed slightly as since the report had been written, the school had finalised some of the data that they send to the local authority (LA). In the Early Years Foundation Stage (EYFS), a lower number of pupils than usual had attained a good level of development. There were a high number of summer births within the cohort and a significant percentage of the pupils had needed additional support with socialising and language when they had first joined the school. Around 45 percent of pupils were working at the good level of development however, this percentage was usually between 70 and 80 percent. The cohort was small so one pupil would make a big difference to the overall percentages. Governors agreed that from the starting point, there had been considerable improvement, but there was still further to go. **A governor noted that expressive arts and design seemed to be a weaker area and asked if this was the case.** The Headteacher confirmed that it was a weaker area but not due to a lack of trying from the teaching staff. To achieve a good level of development, the learning needed to be pupil led and required the pupils to engage. It was often the case that pupils with a lower level of development would struggle more in this area and there could potentially be some disparity in the Year 1/2 class in the next academic year. The school had divided the classes in a way that would allow the pupils with a lower level of development to remain in the EYFS setting, which was one of the advantages of having mixed age classes.

The Headteacher explained to governors that Standard Assessment Tests (SATs) were now optional in KS1. The school had made the decision to offer the tests to the KS1 pupils however, results were guided by teacher judgement. When the SATs had been a statutory requirement, the school had often given the pupils more practice papers. This time, the pupils had been given minimal practice tests so that the school could consider how the papers aid the teacher's judgement. The Headteacher was pleased with what had been learnt from the tests and the knowledge that teachers had about their pupils. The tests had been based on reading and maths. Reading results had shown that 53 percent of pupils were working at the expected level and 21 percent were working at greater than expected. 74 percent of pupils were working at or above age related expectations which showed that the Little Wonders scheme had worked well. There had been a slight disappointment with the maths results and 37 percent of pupils were working at the expected level and 21 percent of pupils had achieved greater depths. 42 percent of pupils were working towards their age related expectations. The Headteacher explained that to achieve the expected standard in the test, the pupils needed to reach a score of 100. Four pupils had achieved a score of 99 and it was felt that with more test practice, they may have achieved the score of 100. The four pupils accounted for 21 percent of the data.

The KS1 pupils had done a multiplications table test. The test had 25 marks available and the marks had been put into bands within five marks. 31 percent of pupils had achieved between 20 and 25 marks, 44 percent of pupils had received

between 15 and 20 marks, 13 percent of pupils had achieved between 10 and 15 marks and 13 percent had scored less than 10 marks. **A governor enquired how many pupils the 13 percent that had scored less than ten marks pertained to.** The Headteacher confirmed two pupils, as each pupil accounted for around seven percent. Two pupils had an EHCP that were in that cohort. **A governor asked if the Headteacher was happy with the results.** The Headteacher confirmed that she was happy with the results and whilst they were slightly lower than last year, given what was known about the pupils, the results were in line with what the school were expecting.

The Headteacher advised that the school were awaiting the KS2 SATs results. **A governor questioned what date the results would be received.** The Headteacher believed it would be 7 July 2024. **A governor noted that in the previous year, there had been national comments regarding an issue with the reading paper and queried if anything similar had come to light with this years tests.** It was discussed that on the social media platform, X, there had been several people complaining about maths questions that were thought to have been presented in a misleading way.

The school continued to focus on professional development as part of staff meetings. Writing, maths and EYFS had been key focuses, particularly how EYFS feeds into the larger curriculum. A key task for subject leaders had been to consider how their subject looked at an EYFS level.

The school had partaken in some positive enrichment activities and the pupils had done well in various sporting events. Pupils in Years 3, 4 and 5 had taken part in the Wildlife Warrior Programme. Earth Day activities had been provided to all pupils. The school attended Little Sing which had been a positive experience. **A governor asked if Wildlife Warrior was a free programme.** It was confirmed that the school had free access to the programme as part of its sports partnership. The pupils had access to many beneficial activities for free, such as the Eco Club and the school felt lucky to have lots of volunteers that were keen to be involved with the school.

RESOLVED: that the report of the Headteacher be received.

3958 **SCHOOL DEVELOPMENT PLAN 2023/2024**

The School Development Plan had been evaluated with Red, Amber, Green (RAG) ratings. Governors were advised that items highlighted in green were on track and had progressed as the school had envisioned. Writing targets had not been fully turned to green as further development was required. The school had recently signed up to Curriculum with Unity Schools Partnership (CUSP) and staff had started to use the resources in writing moderation sessions. The teachers were reviewing how curriculum structures would be ordered from CUSP and how this would be delivered to the pupils.

The Headteacher advised that she had hoped to talk about maths in staff meetings during the spring term 2024 however it had been a short term with lots to focus on, therefore it had been deferred to summer term 2024. Several staff meetings had focused on maths and it was felt that the school were now on track in this area. The website had been updated to reflect how maths was being taught and the curriculum policy had been updated.

The school had been implementing suggestions for improvements to safeguarding that had been suggested by Ms Nicola Spray, local authority Education Safeguarding Officer. Most suggestions had already been implemented however, the area had been rated amber as the school still needed to complete safeguarding case studies. It was felt that the Headteacher had the necessary documents and could provide verbal evidence, but a formal report had not been completed.

The school had been doing a lot of work on the EYFS curriculum, particularly helping staff in KS1 and KS2 to understand the Early Years Curriculum and how this would work with CUSP. Initially, CUSP had been mainly targeted at KS1 however, the school were looking to integrate this further into Early Years. This would be an area for future work and would form a basis to build the next School Development Plan.

RESOLVED: that the School Development Plan 2023/2024 be approved.

3959 **SAFEGUARDING REPORT**

There had been 12 Safeguarding incidents logged in the summer term 2024 to date, where there had been three incidents in the spring term 2024. It was felt that the increase was largely a result of the length of the terms. Staff continued to remain vigilant and note any concerns. There had been no new referrals made and there were no new causes for concern. There had been one incidence of violence between two pupils however, all necessary measures had been taken and the issue had been resolved to the satisfaction of all parties involved. There had been one incident of a low level concern where a member of agency staff had rewarded a pupil with sweets. The member of staff had been made aware that this was not something that was done within the school. This was a minor incident however, had been logged on the report.

All staff were up to date with policies and school specific safeguarding procedures. It was felt that some members of staff may need to update their data protection training.

RESOLVED: that the termly safeguarding update be received.

3960 **REPORT OF THE CHAIR**

The report of the Chair was considered and the following highlighted:

The Chair noted that persistent absence was an issue across the local authority and the EWO had felt it was positive that the local authority were offering support from managing attendance.

The Chair would be stepping down in the autumn term 2024 however, would remain on the governing board. Governors had completed extensive succession planning and a handover was in place. The Headteacher noted that reading the Report of the Chair had been a positive reflection of Ms Ward's time in the Chair.

RESOLVED: that the report of the Chair be received.

3961 **DOMESTIC ENERGY REDUCTION SCHEME**

RESOLVED: that the Domestic Energy Reduction Scheme was not approved.

3962 **VEHICLE PURCHASE SCHEME**

RESOLVED: that the Vehicle Purchase Scheme was not approved.

3963 **GOVERNOR VISITS**

The following governor visits had taken place:

- a) Ms Ward – Science – Tuesday 4 June 2024;
- b) Ms Ward – SEND – Wednesday 5 June 2024.

The Chair advised that the Science visit had followed the curriculum meeting and had been a very positive meeting. Previously, Science had been identified as an area that needed development; it was felt CUSP had delivered this and progress was clear.

The Chair had met with Mrs Rebecca Cutler, Special Educational Needs and Disabilities Co-ordination (SENDCo). A matrix of need had been implemented which staff could use to identify additional pupil needs. There had been a key focus on ordinarily available inclusive provision which was a checklist of tools and equipment that should be available within every classroom, regardless of whether pupils in that class had additional needs. A sensory toolkit had been shared with parents and was also being used within school. This provided guidance on managing sensory difficulties and creating a sensory friendly environment.

The SENDCo had highlighted that a significant amount of time was spent on referrals for additional support. An EHCP referral had not been approved and would be completed again in the next academic year. Governors acknowledged that the process can be challenging for the SENDCo as progress was often slow and the process required a lot of time and emotional energy. It was noted that Early Help was not always readily available. Governors asked the Headteacher to pass on their thanks to Mrs Cutler.

Mrs Postlethwaite had completed a governor visit and would forward the report to be included in the autumn term 2024 full governing board meeting agenda.

- RESOLVED:
- a) that the governor visit reports be received;
 - b) that the Headteacher pass on thanks from the governing board to Mrs Cutler;
 - c) that Mrs Postlethwaite forward a governor visit report to be included in the autumn term 2024 full governing board meeting agenda.

3964 **GOVERNOR TRAINING AND DEVELOPMENT**

Mrs Williams had not completed the new governor induction training. The Clerk would provide dates for the training.

- RESOLVED:
- a) that all training details were available on the CPD website www.hereforschools.co.uk;
 - b) that the Clerk provide training dates for the new governor induction.

3965 **SCHOOLS FORUM**

RESOLVED: that the Schools Forum information be received.

3966 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

3967 **FUTURE MEETINGS/NEXT MEETING**

RESOLVED: that future meetings be held on the following dates:

Thursday 21 November 2024 at 6.30pm;

Tuesday 18 March 2025 at 6.30pm;
Tuesday 17 June 2025 at 6.30pm.

Chair's Signature – 18 March 2025

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