

AUTUMN TERM 2023

MINUTES of the meeting of the Governors of King Wood School & Nursery held via Zoom on Tuesday 14 November 2023 at 6.30pm

PRESENT: Anthea Hickman (AH) – **Interim Chair** Andy Scutt (AS)
Janice Freeman – **Head** Lara Virgo (LV)
Chris Coyston (CC)
Samantha Grimwade (SG)
Michael Hickey (MH)
Alison Kiln (AK)
Nadia Rashid (NR)

IN ATTENDANCE: Paul Treadwell – Clerk to the GB

ABSENT: Riaz Ahmed – RA Apologies not received/accepted

NB. Governors' questions are highlighted in *underlined italics* throughout these minutes.

A warm welcome was given from the interim Chair (AH).

	ACTION
<p>1 GOVERNOR APPOINTMENTS</p> <p>Governors agreed that the process for electing the Chair would remain as contained within their Standing Orders.</p> <p>AH would remain as the Interim Chair and both AH and JF would speak to CC who has expressed an interest in becoming a future Chair.</p>	AH/JF/CC
<p>1.1 THE INTERIM CHAIR</p> <p>In line with the procedures agreed by the Governing Board, AH would remain as Interim Chair.</p> <p>See action above.</p> <p><u>AH in the Chair</u></p>	
<p>1.3 OTHER APPOINTMENTS</p> <p>It was noted that Fiorentina Diaconu (FD) had left the Governing</p>	

ACTION

Board.

It was agreed that Governors would be appointed to the following statutory roles for the forthcoming year:

Safeguarding Governor	AK
SEND Governor	AH

Other roles were appointed as follows:

Development Governor	RA
Pupil Premium Governor	NR
Early Years Governor	NR
Data Protection/E Safety/Computing Governor	AS
Health and Safety Governor	CC
Numeracy Governor	AK
Literacy Governor	AH

2 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion under Any Other Business.

3 DECLARATIONS OF INTEREST

Governors agreed to review and update **their declarations of interest on GovernorHub within the next 7 days.**

All Governors

Governors who had been unable to attend the meeting would be reminded of the need to update details of their interests on Governor Hub.

Governors noted the requirement for this information to be published on the school website.

Headteacher

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held **on 26 June 2023**, having been circulated, were confirmed as an accurate record.

The minutes were signed by the Interim Chair.

A signed copy of the minutes would be made available in school and/or on the school website.

Headteacher

4.2 MATTERS ARISING

Action on **filtering and monitoring** (part of KCSIE Sept 2023) is still outstanding for action by AS. **Action ongoing.**

AS

There were no other matters arising from the minutes.

5 ANNUAL REVIEWS

5.1 STANDING ORDERS

Governors reviewed and adopted their Standing Orders.

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5.2 MEMBERSHIP OF COMMITTEES/WORKING GROUPS

Governors reviewed and agreed the membership of their Committees. The Committee structure would be available on Governor Hub and is noted below:

Curriculum Committee

AK (Chair

LV

AS

AH

NR

Resources Committee

Chair TBC

SG

CC

MH

AS

AH

This information would form part of the statutory information to be included on school websites.

5.3 GOVERNING BOARD CODE OF CONDUCT

Governors noted that the NGA had a model Code of Conduct for Governors and a copy is on the meeting folder in Governor Hub.

ACTION

The Governing Board agreed

- to adopt the Code of Conduct,
- that **all governors would confirm their agreement to the Code of Conduct on GovernorHub**

All Governors

The Code of Conduct of would be reviewed annually.

5.4 REVIEW OF COLLABORATION ARRANGEMENTS

Governors noted that it was recommended that reciprocal collaborative arrangements should be set up with other schools, to share best practice, expertise, resources and whole Governing Board Training amongst other things. Collaboration is also useful in providing a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal or Staff Dismissal Appeals Panels be required to meet.

Governors noted that they already had a collaboration agreement in place with **CPS Governing Board** and agreed that they **wished** to continue with this arrangement for the forthcoming year.

The other arrangement with Hughenden School will not be continued and **AH will speak to a member of that governing board.**

AH

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS

The Report of the Headteacher, was received by governors.

The following matters arose from a discussion and scrutiny of the report and information circulated:

School context

Pupil numbers are strong. As governors know, we have significantly above national average for our disadvantaged children (we have 35% of our NOR who are PPG) and significantly above national average for our SEND children (we have 34% of our NOR on the SEND register.

Data and challenge

Q: From the graph, how well are the school challenging our more

able pupils?

A: The graph shows more pupils reached GDS as they journeyed through the school.

*Q: Which **subjects** (other than core areas) offered the best teaching and why?*

A: We know that our strengths are in history, geography, Art, and D & T. That is included in our SEF. We do talk about the wider curriculum strengths in there too.

Attendance

Our data for attendance is favourable compared to the national average. We have a rigorous and robust system in operation with good work with our families from the Attendance Officer/Family Support Worker who unfortunately will be leaving us from 14 years at Christmas.

Staffing

As well as the above item, we can report that we have started some new LSA's. The problem still remains with the number of applicants for each position still being low.

Safeguarding

All safeguarding training is up to date.

OFSTED Readiness Review

We have Roz Burch due in tomorrow afternoon. Time TBC. She would like to speak to governors and I know that AH will be available.

Would any other governors be available?

AK will let JF know of availability on the 15/11/23.

Budget Review

The latest budget review noted that we are in a healthy position and we will look at that in more detail during the next Resources Meeting to be held ASAP.

Other

Governors should note that the appraisals have been completed and that we are up to date with health and safety matters.

The parent's survey is on Governor Hub.

6.2 SELF-EVALUATION FORM (SEF)

This has been reviewed and amended by SLT.

The following questions and comments were noted:

*Q: Would we change any of the SEF after the publication of the **ISDR Report**?*

A: No. It does though reinforce our thoughts around the forthcoming Ofsted Inspection. I will add the ISDR to Governor Hub so governors can review it.

*Q: What do we think that the **Ofsted Inspection** will focus on?*

A: There will be a Reading deep dive.

AH felt that **further detail could be added to the section on progress** since the last inspection. Detailed actions have been implemented and the impact on challenge around pupils could be noted.

JF agreed to add the above.

JF

6.3 SCHOOL DEVELOPMENT PLAN (SDP)

This has been updated and will be reviewed in detail at the next Curriculum Committee meeting.

7 COMMITTEE MINUTES

7.1 RESOURCES COMMITTEE (RC)

The next date of the RC meeting needs to be finalised.

RC Governors

7.2 CURRICULUM COMMITTEE

This Committee was held and the minutes are on Governor Hub. Another meeting will be held on 20 November 2024.

8 REPORTS

8.1 REPORT OF THE INTERIM CHAIR

The Interim Chair had not taken any action under emergency or

delegated powers.

8.2 REPORT OF THE SAFEGUARDING GOVERNOR

The Safeguarding Governor confirmed that the Annual Safeguarding Report (ASR) to Governors had been completed and published on GovernorHub.

It was confirmed that the report had been forwarded to ESAS by the prescribed deadline of 22 September 2023.

It was also noted that an additional in year audit had been completed and it was discussed at the Curriculum Committee meeting.

The Safeguarding Governor confirmed that the Single Central Record was up to date.

8.3 REPORT OF THE SEND GOVERNOR

The SEND governor reported that:

That the inclusion team is a real strength of this school as we know we have a large number of SEND children.

Governors should also be aware that across the County more mainstream schools have SEND children on roll who should be in specialist settings and are waiting for places. BCC is aware there are sufficiency issues but unfortunately there are no immediate solutions.

8.4 REPORT OF THE PPG GOVERNOR

The new PPG Governor will meet with the PPG Lead over the next few weeks.

8.5 GOVERNOR VISITS

Governors noted the governor visits planned over the next forthcoming weeks:

- AK to do a Safeguarding Visit
- AS to complete the work noted above.

9 OTHER MATTERS

9.1 NEW BUSINESS

9.1.1 KEEPING CHILDREN SAFE IN EDUCATION 2023

Governors noted that Keeping Children Safe in Education had been revised and went live on 1 September 2023. Governors noted changes to the guidance and the Head conducted a short training session/presentation (during this FGB meeting) for the governors.

A copy of the presentation will be available on Governor Hub.

It was confirmed that all staff had read Part 1 of KCSIE 2023 (as a minimum) and the Senior Leadership team and Governing Board had read the whole document.

Governors would confirm this within their declarations on GovernorHub.

All Governors

10 ITEMS TO NOTE

10.1 SCHOOL INSPECTION HANDBOOK

Governors noted that School Inspection Handbooks had been updated.

10.2 NATIONAL FUNDING FORMULA AND HIGH NEEDS FUNDING 2024/25

Governors noted that the national funding formula tables for schools and high needs funding allocations for 2024/25 and the impact this would have on their school budget.

10.3 BEP CHAIRS STRATEGIC BRIEFING FRIDAY 17 NOVEMBER 2023

Governors noted that the Autumn term briefing would take place on Friday 17 November 2022 from 9.30 – 11.30am. Focus topics would include Ofsted, Disadvantaged Pupils and HR. All Chairs, and / or their representatives, were welcome to join free of charge regardless of BEP subscription level.

11 RECURRING ITEMS

11.1 TERM DATES AND IN-SERVICE TRAINING DATES

Governors noted in-service training dates suggested for Maintained Schools by the LA for 2024/2025 as follows:

Wednesday 4th September 2024
Plus 4 school specific dates

11.2 STATUTORY INFORMATION ON SCHOOL WEBSITES

It was confirmed that all statutory information was available and up-to-date on the School's website.

11.3 POLICIES

As part of the School's annual schedule, the following policies were presented and **approved** by the Governing Board:

- **Child Protection**
- **Looked After Children**

12 DATES AND TIMES OF FUTURE MEETINGS

It was also agreed that further meeting dates are on Governor Hub.

13 ANY OTHER BUSINESS

There was no other business.

14 CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes **(with the exception of any Restricted Confidential Minutes)**.

The meeting closed at 7.40pm

Signed Date
CHAIR

PART II – CONFIDENTIAL MINUTES: NONE.

CIRCULATION LIST: ALL GOVERNORS

Confidential MINUTES of the meeting of the Governors of <> School / Academy held at the School / Academy / Via <named platform> on <> 2023 at <> am / pm.

ACTION

Signed Date
CHAIR

