



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
7.00pm Wednesday 8th September 2021
CHRISTIAN VALUES FOR YEAR 2021-22: Friendship, Forgiveness, Hope**

By Video-conference

*Readers need to be aware that the minutes of a Governors' meeting detail the main aspects of discussion, but do not attempt to record, verbatim, who said what.
Minutes are written to aid recall of the factual aspects of the meeting. They may indicate decisions made, but it is often not possible to infer significance – or lack of significance – on different items from this factual record.*

Item		
	<p>Present: Sue Bradley-Jones (SBJ),(chair) Paul Batchelor (PB) (HT),, Rebecca Surrige (RS,) Fiona Yarrow (FY), Julie Collins (JC) Tom Merrifield (TM), Peter Hall (PH), Charlotte Parker (CP),, Judith Saunderson (JS), Mary Blogg (MB), Mark Perry (MP), Judith Saunderson (JS), Mary Blogg (MB)</p> <p>Apologies: Juliet Miller (JM) Absent: Junior Fowlin (JF), Emma Frith (EF),</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR).</p>	
21/22/01	<p><u>Confidentiality Reminder:</u></p> <p>Governors were reminded that the proceedings of the Governing Board are confidential until unrestricted Minutes of the meeting are formally approved.</p>	
21/22/02	<p><u>Prayers</u></p> <p>PH opened the meeting with a prayer.</p>	
21/22/03	<p><u>Election of Chair and Vice-Chair of the Governing Board</u></p> <p><u>Chair:</u> The Clerk confirmed she had received one nomination for the post of Chair of the Governing Board namely SBJ. SBJ duly left the meeting.</p> <p>Decision: To elect Susan Bradley-Jones as Chair of the Governing Board until the first Full Governing Board meeting of the next academic year. Proposed: PH Seconded: MB Approved (unanimous vote)</p>	



	<p>SBJ returned to the meeting.</p> <p><u>Vice-Chair:</u> The Chair confirmed she had received one nomination for the post of Vice-Chair of the Governing Board namely MP. MP duly left the meeting.</p> <p>Decision: To elect Mark Perry as Vice- Chair of the Governing Board until the first Full Governing Board meeting of the next academic year. Proposed: JC Seconded: JS Approved (unanimous vote)</p>	
21/22/04	<p><u>Apologies</u></p> <p>Apologies were received from Juliet Mills: Junior Fowlin and Emma Frith were recorded as absent. The Governors consent to all absentees mentioned and a copy of the Minutes will be passed to them.</p>	
21/22/05	<p><u>Declaration of Interest/Change of Governors details/AOB</u></p> <p>Governors declared any pecuniary interest through status as School employees: In addition, six Governors confirmed they had children attending the School (There is a standing decimation of interest as a peripatetic Music teacher on the part of JM). PH declared an interest as a member of the PCC (Parochial Church Council)</p> <p><u>Change in Governor details:</u> The Clerk was asked to record the formal renewal of appointment of Peter Hall as Substitute Ex-Officio Governor and Julie Collins as Foundation Governor. MP was asked to publish his contact telephone number in the list of Governor contact details.</p> <p><u>AOB:</u> The Chair of the Board informed Governors of the following:-</p> <ul style="list-style-type: none"> – PB ahead attended a meeting of North Nibley Parish Council; – there is a road closure between Wotton-under-Edge and Dursley from the 6th September to the 14th September between the hours of 9.30 am and 3.30 pm; – the road closure is to allow the removal of diseased trees; – concerns had been raised about the effect on road traffic and the logistics of access to the school during this period had been discussed. 	
21/22/06	<p><u>Annual formal Declaration of Interest</u></p> <p>It was agreed that paper forms would be circulated to Governors via the school and it was Governor's individual responsibility to ensure these forms are correctly completed and returned to the school office. FY volunteered to ensure completion of relevant forms by Associate members.</p>	



	Action: Clerk to send appropriate forms to the school by Monday 13 th September	Clerk
21/22/07	<p><u>Approval of Minutes of Governing Board meetings</u></p> <p>Approval of the Minutes of the Governing Board Meetings held on the 14th July 2021 was deferred until the next Full Governing Board meeting in Term 2</p>	
21/22/08	<p><u>Matters Arising (not on the Agenda)</u></p> <p><u>Consideration of use of MS Teams by Finance and Resources committee:</u> action pending and carried over. <u>Chair Role description:</u> action completed <u>School Fund:</u> action pending and carried over. <u>Equalities Statement:</u> action pending and carried over. <u>Communication to parents:</u> action completed <u>Governor impact Report:</u> action completed <u>Scrutiny of Teaching Assistant (TA) advertisement:</u> action pending and carried over. <u>Scrutiny of Single Central Record:</u> action pending but will be completed before the Full Governing Board meeting in Term 2.</p> <p><u>Actions carried over</u></p> <p>Consideration of use of M.S Teams by the Governing Board (Finance and Resources committee) School Fund Equalities Statement Scrutiny of Teaching Assistant (TA) advertisement Scrutiny of Single Central Record</p>	F& R SB J JC PH/ MB
21/22/09	<p><u>Safeguarding</u></p> <p>Reference is made in the confidential Head teacher's Report: PB wished to state the school is managing the situation with the input of Gloucestershire Safeguarding Executive Board .</p> <p>See Confidential Minute</p>	
21/22/10	<p><u>Head teacher's Report (written)</u></p> <p>PB requested that in future he be allowed to present a verbal Head teacher Report at the first Full Governing Board meeting bearing in mind the pressures of time and further, that timing of this meeting be delayed.</p> <p>Decision: The Head teacher to provide a verbal Report at the first meeting of the Full Governing Board in Term 1 of each academic year.</p> <p>See Confidential Minutes</p>	



21/22/11	<p>Finance and Resources update</p> <p>Nothing to report as The committee had not met this academic year.</p> <p>Governors wished to record their appreciation of Staff efforts in dealing with the moving of furniture (for new heating system) and cleaning which went over and beyond their role.</p> <p>Governors briefly discussed:-</p> <ul style="list-style-type: none"> - the issue of fencing around the school; - the option of ring fencing a sum of money on an annual basis for redecoration of the school; - the current bid for funds for replacement of windows; - the desire to update the look of the school; - the redecoration of the Reception area. 																
21/22/12	<p><u>Teaching, Learning and Community</u></p> <p>Nothing to report as The committee had not met this academic year.</p> <p>19.56 CP left the meeting</p> <p>Action: PB to circulate the new template for reporting the Pupil Premium Grant report to this committee.</p> <p>Q. What do we need to do? A.(HT) Governors need to scrutinise it and approve its use.</p>	PB															
21/22/13	<p><u>School Improvement Plan 2021-22</u></p> <p>The School Improvement Plan (SIP) had been circulated to all Governors prior to the meeting.</p> <p>DRAFT SIP</p> <table border="1" data-bbox="244 1541 1501 1890"> <thead> <tr> <th data-bbox="244 1541 472 1585">PRIORITY</th> <th data-bbox="472 1541 794 1585"></th> <th data-bbox="794 1541 1501 1585"></th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1585 472 1630">1 (Standing)</td> <td data-bbox="472 1585 794 1630">Safeguarding</td> <td data-bbox="794 1585 1501 1630">(Continued from 2020-2021)</td> </tr> <tr> <td data-bbox="244 1630 472 1720">2 (Standing)</td> <td data-bbox="472 1630 794 1720">Use of Pupil Premium Grant</td> <td data-bbox="794 1630 1501 1720">DfE Expect a costed (and published) plan</td> </tr> <tr> <td data-bbox="244 1720 472 1809">3 (Governor Priority)</td> <td data-bbox="472 1720 794 1809">Music</td> <td data-bbox="794 1720 1501 1809">Arising from Consultation - Place greater emphasis on the teaching and learning of music</td> </tr> <tr> <td data-bbox="244 1809 472 1890">4 (Governor Priority)</td> <td data-bbox="472 1809 794 1890">Science</td> <td data-bbox="794 1809 1501 1890">Arising from Consultation - Place greater emphasis on the teaching and learning of science</td> </tr> </tbody> </table>	PRIORITY			1 (Standing)	Safeguarding	(Continued from 2020-2021)	2 (Standing)	Use of Pupil Premium Grant	DfE Expect a costed (and published) plan	3 (Governor Priority)	Music	Arising from Consultation - Place greater emphasis on the teaching and learning of music	4 (Governor Priority)	Science	Arising from Consultation - Place greater emphasis on the teaching and learning of science	
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5 (Carried forward)	Secure pupils' understanding of Spiritual Development	Arising from SIAMS inspection 2019 (and incomplete due to Covid)
6 (Self-evaluation)	Class-based priority	No school-wide issues can be reliably inferred. Class teachers to choose a focus relating to teacher-assessment data
7 (DfE Priority)	Covid-Catchup	Maintain a focus on 'Covid-Catchup' measures. DfE Expect a costed (and published) plan.
8 (Standing)	Sports Premium Grant	DfE Expect a costed (and published) plan

PB highlighted the following:-

Priority 1 – this will be completed within the prescribed time;

Priority 2 – use of Pupil Premium Grant has to be published on-line by Christmas; Given the newly required template, it will be removed from the SIP.

Priority 3 – improvement of teaching MUSIC. PB confirmed the SIP had not been circulated to all Governors pending a possible conflict of interest and risk of perception of a Governors taking part in the shaping of a paid role for themselves

Q. What is the vacancy?

A.(HT) Staff had identified a need and opportunity as there is no competent musician in school and Staff felt the children deserved more.

Reorganisation of Staff following the departure of a Teaching Assistant had created funding for such a post but it would involve a person working with the class teacher in a coaching capacity rather than taking over the class: this would be upskilling teachers.

However upon further consideration, risks had been identified in in having someone without Qualified Teacher status because of the need for time for planning: a Qualified Teacher would be able to undertake their own planning. The Finance Officer is looking at the funding position.

At this point RS left the meeting.

See Restricted Confidential Minutes

20.16 RS returned to the meeting.

Q. If we are integrating music – do we also integrate English such as writing songs?

A.(HT) Class 4 have written songs in the past and put poems to music. The first concern are the statutory orders of the National Curriculum make sure they are secure.

Q. Aren't we going into too much detail – we need to take a view on whether we include the strategic priorities we have identified and what Staff think.

A.(HT) Governors have already agreed this priority, so staff have worked on considering the implementation of Governor wishes.



The activities listed in the Science Priority are taken from the requirements for accreditation. – we can build a plan after input from a trainer. We can get a second teacher onto the programme. Subject Leadership was one of the priorities identified.

Q. When looking (*at the SIP*) here is nothing about community – is that intentional? I appreciate it was dropped from the strategic stuff but we have spoken about it a lot.

A.(HT) We are up against a big capacity issue. We agreed to take it on board after Music and Science – we can't do any more.

Governors discussed:-

- the format of this years' SIP;
- the Class Improvement Plan replacing the school wide focus coming out of pupil performance data;
- whether the SIP is too complicated;
- the inclusion of PE and Sport Premium Grant;
- the link between Class Improvement Plans and data;

A.(HT) I find it hard to separate out what is a class issue re regular learning and what is a result of Lockdown.

Q. If we took away Governor strategy would you have included the 'Community' priority in the SIP this year?

- whether to include a section on community given the impact of Covid-19 on community

Q. Are you asking Governors to re-prioritize?

A. No, I am not if no-one else supports this.

Governors agreed to remove reference to PE Grant and Sports Grant and Pupil Premium but keep the Covid Catch up measures.

Decision: To approve the SIP for 2021-22 subject to the above amendments and as a working draft, it may be subject to further amendments.

AGREED SIP

PRIORITY		
1 (Standing Priority)	Safeguarding	(Continued from 2020-2021)
2 (Strategic Priority)	Music	Arising from Consultation - Place greater emphasis on the teaching and learning of music
3 (Strategic Priority)	Science	Arising from Consultation - Place greater emphasis on the teaching and learning of science
4 (Strategic Priority)	Staff Development	Use resources and contacts to establish robust staff development to equip and retain quality staffing
5 (Responsive Priority)	4 Class-based priorities	No school-wide issues can be reliably inferred. Class teachers to choose a focus which addresses an issue identified in teacher-assessment data



6 (Responsive Priority)	Secure pupils' understanding of Spiritual Development	Arising from SIAMS inspection 2019 (and incomplete due to Covid)
7 (Responsive Priority)	Covid-Catchup	Maintain a focus on 'Covid-Catchup' measures. DfE expect a costed (and published) plan.

21/22/14

Governance

Annual Review:

a) Review of Terms of Reference of Full Governing Board: draft amended terms of reference for the Full Governing Board had been circulated: it is now considered best practice to refer to Governing Boards in preference to Governing Body .

Decision: To approve the Terms of Reference for the Full Governing Board as attached to these Minutes.

b) Review structure and membership of Governing Board committees and panels

Decision: The following committee structure and membership was agreed

Finance and Resources	Teaching, Learning and Community	Pay Panel	H.T Appraisal Panel	Admissions Panel
JS	EF	JS	EF	JC
FY	JM	JC	SBJ	SBJ
SBJ	RS	CP	JS	PB
MB	CP			
JF	PH			
TM	PB			
PB				
JC				
MP				

Governors discussed briefly the issue of Governor recruitment.



	<p><u>Nominated Governors</u></p> <p>Special Educational Needs and Disabilities: Charlotte Parker</p> <p>Safeguarding and Child Protection: Peter Hall, Mary Blogg and Julie Miller</p> <p>Health and Safety: Tom Merrifield</p> <p>Attendance Champion: Emma Frith</p> <p>Decision: To appoint the above nominated Governors until the first meeting of the Governing Board in the next academic year.</p> <p>Proposed: SBJ Seconded: MP Approved</p> <p>c) <u>Review and re-sign the Code of Conduct (as circulated):</u></p> <p>Decision: to retain the current Code of Conduct without further amendment:</p> <p>d) <u>Review Standing Orders and Appoint Nominated Governors</u></p> <p>Proposed draft Standing Orders had been previously circulated:</p> <p>Decision: To approve the Standing Orders as attached to these Minutes- subject to substitution of Governing Board for Governing Body</p> <p>Governors discussed:-</p> <ul style="list-style-type: none"> - whether to continue to sign documents electronically having noted the the Clerk’s advice that prior to the Pandemic all approved Governing Board minutes should be endorsed with an wet ink signature so as to reduce the risk of any fraudulent activity. <p>Decision: To continue with the practice of electronic signatures on documents unless the Clerk provides evidence of specific guidance from the Local Authority or central Government.</p>	
21/22/15	<p><u>Strategy Group</u></p> <p>Governors agreed there will be a further meeting in order to finalise the Governors Strategic Plan so that it can be formally approved in the Term 2 Full Governing Board meeting.</p> <p>Action: CP to arrange a Strategy Group meeting</p>	CP
21/22/16	<p><u>Governor Training</u></p>	



	Nothing to report save that the Clerk signposted Governors to the training provided via the Diocese.	
21/22/17	<p>Policy Review</p> <p><u>Pay Policy</u>: carried forward <u>Supporting Children with Medical Needs</u>: deferred until the next Full Governing Board meeting: PH indicated he would carry out a scrutiny of the policy.</p> <p>Action: PH to carry out a scrutiny of the Supporting Children with Medical Needs Policy.</p>	PH
21/22/18	<p>Chair's matters</p> <p>Governors discussed the format of Governing Board meetings this academic year including the option of a blended model.</p> <p>Decision: To hold Governing Board meetings in person so long as they are Covid-19 compliant but to allow Governors to participate by video link and such Governors to indicate their intention to participate virtually, 7 days before the meeting.</p> <p>The Chair requested her appreciation of PH's role Vice-Chair for a number of years, be formally minuted.</p> <p>It was noted that JC participation dipped out momentarily due to technical issues.</p>	
21/22/19	<p><u>Next Meeting Date</u></p> <p>The next meeting date is scheduled to be Wednesday 10th November 2021.</p>	
	The meeting closed with a prayer and Grace at 21.08	
	Signed by the Chair as being a true record of the meeting	Date





North Nibley C of E Primary School

Meeting of the Governors of North Nibley C of E Primary School

7:00 pm 8th September 2021

AGENDA

	ITEM	LEAD	TIME
1	Confidentiality reminder	CLERK	7.00
2	Opening prayer	PH	7.00
3	Apologies	CLERK	7.00
4	Election of Chair and Vice-Chair of the Governing Board	CLERK	7.00 –7.10
5	Declarations of Interest/ Changes in Governor details /AOB Signing Of Declaration of Interest Forms (annual)	CHAIR	7.10-7.15
6	Approval of Minutes of the meeting held on 14 th July 2021	CHAIR	7.15-7.20
7	Matters arising from the meeting held on 14 th July (not on Agenda)	CHAIR	7.20-7.25
8	Safeguarding	PB	7.25-7.30
9	The Head Teacher's Report (Written report)	PB	7.30-7.40
10	Finance & Resources – update	COMM.CHAIR	7.40-7.50
11	Teaching & Learning - update	COMM.CHAIR	7.50-8.00
12	Approve new School Improvement Plan (Detail)	CHAIR	8.10-8.30
13	Governance :	CHAIR	8.30-8.40



	<p>Annual Review:</p> <p>a) review of Terms of Reference of Full Governing Board</p> <p>b) review structure and membership of Governing Board committees and panels</p> <p>c) review and re-sign the Code of Conduct (as circulated):</p> <p>d) review Standing Orders and Appoint Nominated Governors</p> <p>e) Confirmation Governor/Year Group allocation</p> <p>f) Signing approved Governing Board Minutes – electronically /wet ink</p>		
14	Strategy meeting: update	FY	8.40-8.45
15	1 Governor Training opportunities	CHAIR	8.45-8.50
16	<p>2 Chair Matters:</p> <p>3 a:Policy Review - Approval of Pay Policy / Supporting Children with Medical Needs</p> <p>b. Governor new sletters.</p> <p>c) Governor impact 2020-21</p> <p>d) Governing Board Meetings – virtual/in-person/blended</p>	CHAIR	8.55-9.00
17	Next meeting date: 10th November 2021	CHAIR	9.00
	Close with prayer		

4 **The meeting will close at 9.00 pm**

Attachments (electronic format): Current FGB Terms of Reference; current Code of Conduct, current Standing Orders, Draft School Improvement Plan:

List of Attachments to the Minutes of the Full Governing Board dated 8th September 2021

Approved Terms of Reference Full Governing Board 2021
 Code of Conduct 2021
 Approved Standing Orders 2021
 Draft SIP
 Annual Planner

