



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
7.00pm Wednesday 10th November 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 Surridge (RS,) Fiona Yarrow (FY), Julie Collins (JC) Tom Merrifield (TM), Peter Hall (PH), Charlotte Parker (CP), Mark Perry (MP), Judith Saunderson (JS) arrived after the start of the meeting, Juliet Miller (JM), Emma Frith (EF),</p> <p>Apologies: Mary Blogg (MB) Absent:</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR).</p>	
21/22/20	<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>	
21/22/21	<p><u>Prayers</u></p> <p>PH opened the meeting with a prayer.</p>	
21/22/22	<p><u>Apologies</u></p> <p>Apologies were received from Mary Blogg: The Governors consent to the absentee mentioned and a copy of the Minutes will be passed to her.</p>	
21/22/23	<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, five Governors confirmed they had children attending the School (The standing declaration of interest as a peripatetic Music teacher on the part of JM is removed as she no longer works at the school).</p>	



	<p>PH declared an interest as a member of the PCC (Parochial Church Council)</p> <p>19.09: RS arrived at the meeting.</p> <p><u>Change in Governor details:</u> It was noted that Junior Fowlin had now resigned from the Governing Board and a letter of appreciation had been sent to him.</p> <p><u>AOB:</u> Approval of Term Dates 2022-23: proposed term dates had been circulated to Governors – these dates include proposed INSET days.</p> <p>Decision: To approve the term dates for 2022-23 as attached to these Minutes.</p> <p>Resignation of the incumbent of the Tyndale Benefice: Governors were informed of the impending resignation of the incumbent.</p> <p>Covid0-19 update:</p> <p>Q. Has there been any new advice to schools as a result of the increase in infection numbers? A.(HT) I get twice weekly DfE (Department for Education) updates and a weekly update from GCC (Gloucestershire County Council): the latter has indicated that schools can do anything to be safe if there is adequate risk assessment – this has led to confusion. We are doing the best we can but it has curtailed full assemblies. I am responsible for the decision-making.</p> <p>Q. Have you had a case of Covid-19? A.(HT) We have had 3 since half-term. A.(RS) There have been 3 confirmed: one has completed isolation and returned to school – I think there are 2 new cases but I am not sure – through parental infection they cannot get the child to school. Children and Staff are happy to be together. Rates are less in this area.</p>	
21/22/24	<p><u>Approval of Minutes of Governing Board meetings</u></p> <p>The Minutes of the Governing Board Meetings held on the 8th September 2021 were approved and will be duly signed by the Chair of the Governing Board</p>	
21/22/25	<p><u>Matters Arising (not on the Agenda)</u></p> <p><u>Declaration of Interest forms:</u> Clerk action completed – the Clerk will ensure that all forms are correctly filed.</p> <p><u>Consideration of use of MS Teams by Finance and Resources committee:</u> action dismissed.</p> <p><u>School Fund:</u> agenda item</p> <p><u>Equalities Statement:</u> action pending and carried over to the Term 3 meeting</p> <p>Governors discussed:-</p>	



	<ul style="list-style-type: none"> – which policies to publish on the website; – the review of policies; – the optimum method of uploading approved policies only; <p>Scrutiny of Teaching Assistant (TA) advertisement: action pending and carried over. Scrutiny of Single Central Record: action pending but will be completed before the Full Governing Board meeting in Term 3. Supporting Children with Medical Needs Policy scrutiny: action completed.</p> <p><u>Actions carried over</u></p> <p>Equalities Statement Scrutiny of TA advertisement</p>	SBJ JC
21/22/26	<p><u>Safeguarding</u></p> <p>All Governors were reminded of the requirement to read “Keeping Children Safe in Education 2021”. There have been no changes (<i>Safeguarding</i>) since the Head teacher’s report was circulated: discussions at Staff meetings continue to flag up any minor concerns.</p> <p>Q. Is there no progress that can be made or does no progress need to be made (<i>Confidential Safeguarding issue</i>) ? A.(HT) There is nothing to report.</p> <p>Governors were informed that MB will be resigning from the Governing Board and JM has taken over one of the shadow Safeguarding Governors.</p>	
21/22/27	<p>Head teacher’s Report (written)</p> <p>See Confidential and Restricted Confidential Minutes</p> <p>19.30: JS arrived at the meeting. RS returned to the meeting</p> <p>Governors commented positively on the layout of the Head teacher’s Report.</p>	
21/22/28	<p>Finance and Resources update</p> <p>The committee Chair highlighted that the following had been discussed:-</p> <ul style="list-style-type: none"> – the Staffing structure and short term arrangements for the Finance Officer’s absence; – an update on the I.T Stagey which the Governing Board will need to take forward; 	



	<ul style="list-style-type: none"> – National Insurance Contributions will rise next April and this will impact the school as there is no additional funding; – Teacher pay awards will need to be considered so they are in line with national advisory rates; – Pay Panel has met and agreed to bring salaries in line; – the balance of the Governors Fund had been discussed and the accounts will be presented to the Full Governing Board as they are now fully up to date and will need to be approved at the next Full Governing Board meeting. <p>Q. Is there an action on the committee planner? A. Yes there is but I will check.</p> <p>Action: PB to check committee planner</p> <p>FY had provided an update on the school heating system and will be putting in a bid for replacement windows which is likely to be approved and for which the work can be carried out next year: the next issue to be considered will be redecoration of the school premises.</p> <p><u>Objectives of the School Fund</u> (see attachment previously circulated to Governors) No further questions were raised.</p> <p>Decision: To agree the School Fund objectives as outlined in the proposal attached.</p> <p>Lettings Policy: this is out of date and the committee Chair requested that the said policy be delegated to the Finance and Resources committee for review</p> <p>Decision: To delegate responsibility and review of the school Lettings Policy to the Finance and Resources committee.</p> <p>ACTION: Amend the Committee Terms Of Reference and Policy Spreadsheet accordingly</p>	<p>PB</p> <p>PB</p>
21/22/29	<p><u>Teaching, Learning and Community</u></p> <p>The committee Chair highlighted that the following had been discussed:-</p> <ul style="list-style-type: none"> – the Chair and the committee Clerk were re-elected; – the Terms of Reference were reviewed and agreed; – we reviewed Safeguarding and also went through the Priorities in the SIP - this included discussions on safeguarding, music provision and the appointment of a part-time music teacher, the teaching and learning of Science, Staff development, class-based priorities, spiritual development and the catch-up funding; – the end of the academic year 20/21 was discussed, but with no external tests there is not much to judge - it is assumed that all external testing will go ahead this year; – Reception had already completed their EYFS (Early Years Foundation Stage) Baseline testing. TLC looked at the Staff training record for last year, and of course, most Staff training had been done on zoom. TLC discussed the Pupil Reflections on Worship. We reviewed the Early Help 	



	<p>Online Policy and Attendance Policy. The priorities for the coming year include a commitment to Staff Development as well as the resuming of Governor Visits</p> <p>Governors discussed:-</p> <ul style="list-style-type: none"> - the format of Governor Visits; - the responsibility of the Teaching ,Learning and Community committee; - the electronic stage system and challenges experienced by Governors; <p>Q. What Early Help is on line? A.(HT) It is part of the school website. Q. What is Early help? A. It is a lot of signposting and links to relevant organisations.</p>	
21/22/30	<p><u>Strategy Group</u></p> <p>Governors discussed proposed timing of a further meeting and the need to compile the priorities agreed into a single document. Following such discussion the 16th November was agreed as the next meeting date.</p>	
21/22/31	<p><u>Governor Training</u></p> <p>The Clerk signposted Governors to the Safeguarding Audit training provided via GCC: JM confirmed she had undertaken e-learning</p> <p>Action: Clerk to send details of Governors training available via What's Up Gov to PB.</p>	Clerk
21/22/32	<p><u>Policy Review</u></p> <p>Proposed Admission Policy 2023: this had been circulated to Governors and is attached to these Minutes: the Admissions Panel had considered the Admissions Policy and having re-drafted the said policy recommended going out to statutory consultation a year early. There are also some changes recommended by the Diocese. Review of the Admission over PAN Policy is in progress. The proposed Admissions Policy deals with over-subscription criteria and complies with government legislation. There is a proposal for the inclusion of children of Staff members – this will help with Staff retention.</p> <p>Governors discussed:-</p> <ul style="list-style-type: none"> - the removal of reference to the Clerk to the Governing Board; - definition of PAN (Published Admission Number); - clarification on the position of siblings and half-siblings; - including in the Parish of North Nibley, Swinhay and Howley. <p>Decision: To approve the Proposed Admissions Policy 2023 (subject to the above amendments)</p>	



	<p><u>Supporting Children with Medical Needs</u>: deferred until the next Full Governing Board meeting pending further revision.</p> <p>Action: Clerk to table this policy on the agenda of the Term 3 Full Governing Board meeting</p>	Clerk
21/22/33	<p>Chair's matters</p> <p><u>Governor resignation</u>: see above Minute;</p> <p>MB has also indicated an intention to resign from the Governing Board</p> <p><u>Resignation of Associate member</u>: Governors were informed of the resignation of an Associate member (Mr Greg Smith) to the Finance and Resources committee. A letter of appreciation has been sent to him.</p> <p>Governors were requested to consider the issue of recruiting further Foundation Governors.</p> <p><u>Terms of reference (committee)</u>: carried over until the Term 3 meeting of the Full Governing Board.</p>	
21/22/34	<p><u>Next Meeting Date</u></p> <p>The next meeting date is scheduled to be Wednesday 12th January 2022.</p>	
21/22/35	<p><u>Restricted Confidential agenda item</u></p> <p>21.01 RS left the meeting: PB remained to answer any Governor questions</p> <p><u>See Restricted Confidential Minutes</u> (Approval of Staff related Policy)</p>	
	<p>The meeting closed with a prayer and Grace at 21.05</p>	
	<p>Signed by the Chair as being a true record of the meeting</p> <p style="text-align: right;">Date</p>	

North Nibley C of E Primary School

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

7:00 pm 10th November 2021

AGENDA



	ITEM	LEAD	TIME
1	Confidentiality reminder	CLERK	7.00
2	Opening prayer	PH	7.00
3	Apologies	CLERK	7.05
4	Declarations of Interest/ Changes in Governor details /AOB (Term Dates 2022-23)	CHAIR	7.10-7.15
5	Approval of Minutes of the meeting held on 8 th September 2021	CHAIR	7.15-7.20
6	Matters arising from the meeting held on 8 th September (not on Agenda)	CHAIR	7.20-7.25
7	Safeguarding	PB	7.25-7.30
8	The Head Teacher's Report (Written report)	PB	7.30-7.45
9	Finance & Resources – update including approval of School Fund objectives	COMM.CHAIR	7.45-7.55
10	Teaching & Learning - update	COMM.CHAIR	7.55-8.05
11	Strategy meeting: update	CP	8.05-8.15
12	1 Governor Training opportunities	CHAIR	8.15-8.20
13	2 Policy Review Proposed Admission Policy 2023 Staff Conduct, Discipline and Grievance Policy Supporting Children with Medical Needs		



13	3 Chair Matters: a) Approval Terms of Reference all committees and Attendance Champion b) Governor resignations	CHAIR	8.20-8.30
14	Next meeting date: 12th January 2022	CHAIR	8.30
	Close with prayer		

4 The meeting will close at 9.00 pm

Attachments: Draft Supporting Children with Medical Needs Policy, Proposed committee and Attendance Champion Terms of Reference; 2022-23 term dates

List of Attachments to the Minutes of the Full Governing Board dated 10th November 2021

North Nibley Term dates 2022-23
 Head teacher's Report (confidential)
 Proposed Admission Policy 2023
 School Fund Objectives