



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
7.00pm Wednesday 12th January 2022
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) Peter Hall (PH), Charlotte Parker (CP), Mark Perry (MP), Juliet Miller (JM), Emma Frith (EF), Rosemary Casken (RC)</p> <p>Apologies: Tom Merrifield (TM) Judith Saunderson (JS)</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR).</p>	
21/22/36	<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>	
21/22/37	<p><u>Prayers</u></p> <p>PH opened the meeting with a prayer.</p>	
21/22/38	<p><u>Apologies</u></p> <p>Apologies were received from Tom Merrifield and Judith Saunderson: The Governors consent to the absentees mentioned and a copy of the Minutes will be passed to them. Rosemary Casken was welcomed as new Foundation Governor</p>	
21/22/39	<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 or grandchildren attending the School.</p>	



(PH declared an interest as a member of the PCC (Parochial Church Council))

Change in Governor details: Rosemary Casken has been added to the list of Governors

AOB:

Approval of Term Dates 2022-23: the proposed term dates circulated to Governors at the last meeting and agreed were an incorrect early draft. Revised dates had been submitted which align with those of Katherine Lady Berkeley School.

Q. There are no significant changes?

A.(HT) There has been a change in one INSET day.

Decision: To approve the revised term dates for 2022-23 as attached to these Minutes.

Admissions Policy 2023 Consultation: The consultation period for the Proposed Policy had now expired and only 2 responses had been received. PB indicated that he had met with the responders and discussed their comments which relate wholly to the over-subscription criteria within the proposed Policy. The amendments had concentrated around the following:-

- the inclusion of Church attendance (designed to promote the Church of England aspect) – the reference should be to the Tyndale Benefice and the definition of active connection;
- the inclusion of children of permanent Staff members designed to aid Staff retention
- the definition of hamlets included with the geographical designation.

Governors discussed:-

- whether hamlets should be prioritised in the ranking (over-subscription) thus prioritising geographical location over church attendance;
- the rarity of the criteria relating to medical conditions;
- the descending order of church attendance;
- the definition of Churches and the remit of Churches Together and the need if any to name the Congregational Chapel;
- the priority if any of members of the Pre-school;
- the priority position of children of school Staff;

Decision: To approve the Determined Admission Policy 2023 as attached to these Minutes.

Covid-19 update: PB summarized the position as follows:-

- Term 2 had proved particularly challenging and this had been a common consensus amongst local Head teachers;
- 25% of class 3 / 4 had caught Covid-19;
- Staff had noticed that children are more fractious, anxious and needy;



	<ul style="list-style-type: none"> - people are out of their regular rhythm; - Staff absence had been noticeable but now appeared to have settled down. <p>Q. Are you still in bubbles? A.(HT) Yes we have tried experimenting but reverted before Christmas. Q. Will that continue for the foreseeable future? A.(HT) The guidance is that (<i>schools</i>)conduct their own risk assessment – whatever one thinks is wise. Most schools are operating bubbles and asking for Lateral Flow Tests: officially children are not a close contact if they test positive. There is a maze of contradictions which is exhausting.</p>	
21/22/40	<p><u>Approval of Minutes of Governing Board meetings</u></p> <p>The Minutes of the Governing Board Meetings held on the 14th July and 10th November 2021 respectively were approved and will be duly signed by the Chair of the Governing Board</p>	
21/22/41	<p><u>Matters Arising (not on the Agenda) 10th November</u></p> <p><u>Term Dates:</u> see above Minute <u>Equalities Statement:</u> action pending and carried over to the Term 4 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 (as opposed to draft) policies only; <p><u>Scrutiny of Teaching Assistant (TA) advertisement:</u> action completed <u>Terms of Reference:</u> action completed - agenda item <u>Governor training:</u> action completed <u>Policy listing:</u> action completed</p> <p><u>Actions carried over</u></p> <p>Equalities Statement</p>	SBJ
21/22/42	<p><u>Safeguarding</u></p> <p>Information is continued in the Head teacher's Report (confidential attachment) The Safeguarding Audit has been completed and the Single Central Record inspected.</p>	
21/22/43	<p><u>Head teacher's Report (written)</u></p> <p>See Confidential Minutes</p> <p>20.00 JC left the meeting.</p>	



21/22/44	<p>Finance and Resources update</p> <p>A member of the committee highlighted that the following had been discussed:-</p> <ul style="list-style-type: none"> - Governors accounts – these are numerous and have now been audited by an external accountant – Full Governing Board approval is requested. <p>Q. What is the meaning of external on side? A. This is normal finance language: the accountant has checked and agreed (<i>the accounts</i>) but this is just a standard caveat.</p> <p>Q. What is the annual DfE (Department for Education) capital grant? A. We will receive about £5,637.00 this summer: it is a formula the Government uses to determine capital funding for schools. It is constrained and designed for infrastructure. It is capital to support the SCA (School Condition Allocations) grant application – it is used for capital projects</p> <p>Decision: To approve the Governor accounts as attached to these Minutes (confidential attachment).</p> <ul style="list-style-type: none"> - the committee discussed the Terms of Reference (agenda item for this evening’s meeting); - SFVS (Schools Financial Value Standard which Governors are asked to approve. The document was produced at the meeting and considered. <p>Decision: To approve the SFVS as attached to these Minutes. And to authorise the Chair of Governors to sign the paperwork.</p> <ul style="list-style-type: none"> - SCA grant- the heating still has some snagging problems and the committee are awaiting updates; these are scheduled to be resolved in the February break; - grant for windows – an application has gone in through the Diocese for funding for new windows and doors and if approved, the work will be undertaken later this year. <p>The draft committee minutes which had been circulated to Governors are attached as confidential document items.</p>	SBJ
21/22/45	<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"> - Safeguarding; - the 7 priorities of the S.I.P. ; - within Priority 1: Safeguarding – it was mentioned how the school has lost contact with many volunteers due to Covid. - within Priority 2: Improve the Teaching & Learning of Music – the new music teacher has started and an objective has arisen to support the class teachers in sustaining music teaching in her absence. 	



	<ul style="list-style-type: none"> – within Priority Number 5: Class-based priority, based on attainment on entry – it was discussed how early readers are requiring a new Phonics scheme. – within Priority 7: Prioritize the use of ‘catch-up’ funding to improve rates of progress – fewer children are now requiring additional support.- – it was felt by the committee that the updating of the Governor Skills Audit should roll into the Strategy Meetings. – the traffic congestion outside the school at drop off and pick up times can cause inconvenience to the community. A committee member mentioned giving back to the community by fundraising or planting bulbs. <p>The draft committee minutes which had been circulated to Governors are attached as confidential document</p>	
21/22/46	<p><u>Strategy Group</u></p> <p>The following report was made:-</p> <ul style="list-style-type: none"> – there is a document in circulation which sets out the Governors priorities and the principles underpinning them: it is not part of these meeting Minutes; – once approved, this will be posted in the school website; – the next stage will be to decide on the implementation timeline. <p>Decision: To approve the Strategy document .</p> <p>Governors discussed the comment “excellent” and whether that should be changed to “good” so as to align with Ofsted and SIAMS (Statutory Inspection of Anglican and Methodist schools): the following was discussed:-</p> <ul style="list-style-type: none"> – a reluctance to always define the school as per Inspection outcomes; – the option of changing “continues to be a good school” so as to sound more aspirational. <p>Decision: To amend the wording to “good aspiring to be even better”.</p> <p>As decided in item 45 the Strategy Group will be responsible for the Governor Skills Audit</p>	
21/22/47	<p><u>Governor Training</u></p> <p>New Governor training has been booked for Rosemary Casken. There is Health and Safety training available on the 9th February and this will be highlighted to the Health and Safety Governor; The Clerk indicated there is some free Finance training via the DfE.</p> <p>Action: Clerk to forward detail of said training to the Chair of Governor and Head teacher.</p>	Clerk
21/22/48	<p><u>Policy Review</u></p> <p>Child Protection Policy: this had been circulated to Governors and is attached to these Minutes:</p>	



	<p>Governors discussed:-</p> <ul style="list-style-type: none"> - Governors responsibilities; - the guidance within Keeping Children Safe in Education 2021 and the required reading thereof; - the letting arrangements and compliance with Covid-19 precautions; - the onerous responsibility on the Designated Safeguarding Lead; - the guidance available from the Local Authority <p>Decision: To approve the Child Protection Policy as attached to these Minutes.</p> <p><u>Supporting Children with Medical Needs:</u> approval of this policy had been deferred from the last Full Governing Board meeting and a revised copy circulated. Governors discussed:-</p> <ul style="list-style-type: none"> - the language used in respect of entitlement; - Governor monitoring of this Policy and the responsibility delegation; - the need to ensure the Policy is implemented. <p>Decision: EF volunteered to be the monitoring Governor for this policy and this was agreed.</p> <p>Q. Parents and parents/ carers are used interchangeably - can we be more consistent? A.(HT) Good point: I will put something on the front page defining use of the words and extend this to other policies as they come up for renewal. Should it also be noted on the policy that there is a monitoring governor?</p> <p>Decision: To approve the Supporting Children with Medical Needs Policy as attached to these Minutes</p> <p>Action: To include the monitoring Governor on the Policy</p>	PB
21/22/49	<p>Chair's matters</p> <p><u>Governor recruitment:</u> Governors were reminded of the current Foundation Governor vacancy.</p> <p><u>Terms of reference (committee):</u> these had been circulated.</p> <p>Decision: To approve the committee terms of Reference and those for Attendance Champion as attached to these Minutes.</p> <p><u>School Uniform – green polo shirts:</u> A proposal had been circulated that the school Uniform Policy be amended to include the addition of green polo shirts as well as white ones. Governors discussed:-</p> <ul style="list-style-type: none"> - the agreement that this alternative colour does not apply to PE (Physical Education) tops; - the P.E. tops are plain whilst school uniform tops have the North Nibley logo; - the need for the proposal to go out to consultation; - the disadvantage, if any, of not including white polo shirts; - the fact that both colours would be permissible; - the wish to implement the change in the next academic year; 	



	<ul style="list-style-type: none"> – the value of public perception of being listened to; – the difficulties of specifying bottle green; – whether the consultation document should emanate from Governors – the logistics of implementing a consultation on line. <p>Decision: To approve the proposal and institute a parental consultation.</p> <p>Action: CP to institute a Parental Consultation.</p> <p>It was agreed that Rosemary Casken will join the Teaching, Learning and Community Committee.</p>	CP
21/22/50	<p><u>Next Meeting Date</u></p> <p>The next meeting date is scheduled to be Wednesday 16th March 2022 the venue to be confirmed.</p>	
	The meeting closed with a prayer and Grace at 21.25	
	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 12th January 2022

AGENDA



	ITEM	LEAD	TIME
1	Confidentiality reminder	CHAIR	7.00
2	Opening prayer	PH	7.00
3	Apologies	CLERK	7.05
4	Declarations of Interest/ Changes in Governor details /AOB	CHAIR	7.10-7.15
5	Approval of Minutes of the meeting held on 14 th July and 10 th November 2021 subject to amends	CHAIR	7.15-7.20
6	Matters arising from the meeting held on 10 th November (not on Agenda)	CHAIR	7.20-7.25
7	Safeguarding	PB	7.25-7.30
8	The Head Teacher's Report (Written report)	PB	7.30-8.00
9	Finance & Resources – update including approval of Governor accounts	COMM.CHAIR	8.00-8.10
10	Teaching & Learning - update	COMM.CHAIR	8.10-8.20
11	Strategy meeting: update	CP	8.20-8.30
12	1 Governor Training opportunities	CHAIR	8.30-8.35
13	2 Policy Review Supporting Children with Medical Needs Child Protection Policy	CHAIR	8.35-8.40
14	3 Chair Matters: a) Approval Terms of Reference all committees and Attendance Champion	CHAIR	8.40-8.45



	b) approval of Chair action in regard to Term dates 2022-23 c0 Green Polo Shirts		
15	Next meeting date: 16 th March 2022	CHAIR	8.45
	Close with prayer		

4 The meeting will close at 9.00 pm

Attachments: Draft Supporting Children with Medical Needs Policy, Draft Child Protection Policy, Proposed committee and Attendance Champion Terms of Reference; term dates Governor accounts

List of Attachments to the Minutes of the Full Governing Board dated 12th January 2022

- North Nibley Term dates 2022-23 (Revised)
- Governors accounts (confidential)
- SFVS 2022
- Determined Admission Policy 2023
- Draft committee meeting Minutes (confidential)
- Approved Child Protection Policy
- Approved Supporting Children with Medical Needs Policy