



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**  
**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD**  
**7.00pm Wednesday 14th September 2022**  
**CHRISTIAN VALUES FOR YEAR 2022-23: Respect**  
**Responsibility & Justice**  
**Thankfulness & Generosity**  
**In Person**

*Readers need to be aware that the minutes of a Governor '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><b>Present:</b>, Mark Perry (MP) arrived after the start of the meeting,, Paul Batchelor (PB) (HT), Rebecca Surridge (RS), Charlotte Parker (CP), Sue Bradley-Jones (SBJ),( Fiona Yarrow (FY), Russel A Strothers (RAS) and Rosemary Casken (RC),            By video-call: Emma Frith (EF),</p> <p>Apologies: Judith Saunderson (JS), Juliet Miller) (JM), Karl Rust (KR), Julie Collins (JC), Peter Hall (PH)</p> <p><b>In Attendance:</b> Mrs Anne C Robinson (Clerk to the Governor) (ACR).</p>	
22/23/01	<p><b><u>Prayers</u></b></p> <p>RC opened the meeting with a prayer.</p>	
22/23/02	<p><b><u>Confidentiality Reminder:</u></b></p> <p>Governor were reminded that the proceedings of the Governing Board are confidential until unrestricted Minutes of the meeting are formally approved.</p> <p>PB briefly left the meeting</p>	
22/23/03	<p><b><u>Election of Chair and Vice-Chair of the Governing Board</u></b></p> <p><b><u>Chair:</u></b>            The Clerk confirmed she had received one nomination for the post of Chair of the Governing Board namely MP. In his absence the nomination was approved.</p> <p><b><u>Decision:</u></b> To elect Mark Perry as Chair of the Governing Board until the first Full Governing Board meeting of the next academic year.            Proposed: FY</p>	



	<p>Seconded: RS Approved (unanimous vote)</p> <p>SBJ took the chair pending MP's arrival in the meeting. The election of Vice-Chair was deferred until that point</p>	
22/23/04	<p><b><u>Apologies</u></b></p> <p>Apologies were received from: Judith Saunderson, Juliet Miller, Karl Rust, Julie Collins and Peter Hall. The Governor consent to the absentees mentioned and a copy of the Minutes will be passed to them.</p>	
22/23/05	<p><b><u>Declaration of Interest/Change of Governor details/AOB</u></b></p> <p>Governor declared any pecuniary interest through status as School employees: In addition, five Governor confirmed they had children/grandchildren attending the School.</p> <p><u>Change in Governor details:</u> CP was asked to amend her contact details on the Governor contact list.</p> <p><u>AOB</u></p> <p>Governor briefly discussed changing the day of the Full Governing Board meeting but deferred any decision pending a higher Governor attendance.</p> <p><u>Term 3 Full Governing Board meeting.</u></p> <p><b>Decision:</b> To confirm the date of the Term 3 Full Governing Board meeting as 11<sup>th</sup> January 2023</p> <p><u>OPAL Play Scheme:</u> Governors were informed that recruitment had been undertaken for a Play Lead to implement the school's participation in the OPAL Play Scheme (accredited Play Scheme providing resources, advice and support): only one application had been received but since the recruitment, core costs particular utilities had increased and were expected to increase further. Governors were requested to consider whether the recruitment and implementation of the OPAL Scheme was still prudent stewardship of the school's financial resources.</p> <p><b>Q.</b> Is it the lack of interest a deciding factor? <b>A.(HT)</b> There has been one candidate.</p> <p>Governors discussed:-</p> <ul style="list-style-type: none"> <li>- whether it would be appropriate pending changes in School Leadership;</li> </ul> <p><b>Q.</b> Does it relieve pressure on teaching Staff? <b>A.(HT)</b> It is outside play.</p> <p><b>Q.</b> Is there a benefit but not a need? <b>A.(HT)</b> That's correct.</p>	



**Q.** What reason was there for this initiative?

**A.(HT)** We were looking at what extra we could do with funds. We have moved to a day with no football.

- whether this was a appropriate use of limited resources;
- the effect of rises in utility costs;
- the access to play activities for all children;
- the representation of the Scheme as a luxury rather than a need;
- the benefit of the initiative being considered further by the Finance and Resources committee;
- the responsibility of the Head teacher in advising the applicant to the post;
- the advantages and rationale behind such a Play Scheme;
- Staff views;
- alternative option available;
- affordability;
- the school's commitment to such a Scheme and possible re-visit in the future.

**Decision:** To close down the initiative for an OPAL Play Scheme in the school, with regret but recognising the initiative may be re-visited in the future.

**Action:** PB to undertake any operational matters arising out of this decision.

Length of School Day: Governors discussed:-

- the legislative requirements;
- the practical logistics of increasing the school day;
- the effect on Staff preparation time;
- the advantages and disadvantages of a “soft start”;
- the option to canvas parents as to whether any preference for the start or the end of the school day;
- the effect on support Staff and teacher liaison;
- the logistical and practical implications in terms of daily operational routine.

19.45 Video-link timed out and was re-instated.

**Q.** Does it affect Superstars?

**A.(HT)** Potentially it would shorten the either session, if the school day started earlier or finished later.

**Decision:** To consult with Staff as to the increase in the length of the school day.

School Hub: PB reminded Governors of their decision that North Nibley Primary School would enter a School Improvement Hub in conjunction with 5 other schools and benefit from support and advice in regard to School Improvement. This package of support also includes Head teacher recruitment. There are 2 models of support with school improvement and it is Governors' decision as to which is the most appropriate model for North Nibley – there being advantages and disadvantages in both models. In the Hub provided by South Gloucestershire, there is a minimum time commitment of one year and the contract would begin from 1<sup>st</sup> September.



	<p>20:00 MP arrived in the meeting.</p> <p>Advantages of the Hub system also include networking with other Head teachers as to operational issues and use of resources.</p>	
22/23/06	<p><u>Election of Vice-Chair</u></p> <p>Governors were informed that no nomination for the post of Vice-Chair had been received prior to the meeting. Governors discussed the remit of the role and the obligation to elect a Chair and Vic-Chair on an annual basis and RS volunteered to stand as Vice-Chair RS duly left the meeting.</p> <p><b>Decision:</b> To elect Russell Strothers as Vice- Chair of the Governing Board until the first Full Governing Board meeting of the next academic year. Proposed: SBJ Seconded: MP Approved (unanimous vote)</p>	
22/23/07	<p><b><u>Approval of Minutes of Governing Board meetings</u></b></p> <p>The Minutes of the Governing Board Meetings held on the 13<sup>th</sup> July 2022 were approved and will be duly signed by the Chair of the Governing Board</p>	
22/23/08	<p><b><u>Matters Arising (not on the Agenda)</u></b></p> <p><u>PB action re SWOT analysis;</u> action not completed carried over <u>Equalities Statement;</u> action not completed carried over</p>	PB SBJ/ CP
22/23/09	<p><b><u>Safeguarding</u></b></p> <p>PB informed Governor as follows:-</p> <ul style="list-style-type: none"> <li>– the document Keeping Children Safe in Education 2022 is now “Live” and includes inter alia a section on Child on Child Abuse;</li> <li>– there are timescales on transmission of information and strengthening of definitions;</li> <li>– Staff have read the document and received updates.</li> </ul> <p><b>Action:</b> all Governor to read Keeping Children Safe in Education 2022 before the next Full Governing Board meeting in Term 2.</p> <p>Governors then discussed as follows:-</p> <ul style="list-style-type: none"> <li>– the requirement within Keeping Children Safe in Education 2022 for Governors to have strategic-focused safeguarding training;</li> <li>– 20:30: Video-link timed out and was re-instated.</li> </ul>	Gove rnors



	<ul style="list-style-type: none"> <li>– the value of operational training as an adjunct;</li> <li>– the need for Governors who are also employees to undertake strategic training in safeguarding.</li> <li>– whether all Governors should undertake strategic training or only new Governors.</li> </ul> <p><b>Decision:</b> Strategic safeguarding training is appropriate for all Governors with refresher training every 3 years.</p>	
22/23/10	<p><b>Head teacher's Report (written)</b></p> <p><b>See Confidential Minutes</b></p>	
22/23/11	<p><b><u>School Improvement Plan 2022-23</u></b></p> <p>Governors were guided through the proposed SIP (School Improvement Plan) for 2022-23 (as attached to these Minutes) by PB who also highlighted the following:-</p> <ul style="list-style-type: none"> <li>– Staff development continues over from last year;</li> <li>– the school now has a new Music teacher through liaison with another primary school;</li> <li>– DT (Design and Technology) training will be provide to Staff in Term 2;</li> <li>– the SIP includes a Governor Visit Plan.</li> </ul> <p>21.15: EF left the meeting.</p> <p><b>Q.</b> Are visits covered for each Year across the Board?  <b>A.(HT)</b> Yes.</p> <p><b>Decision:</b> To approve the SIP for 2022-23 as a working draft, it may be subject to further amendments.</p>	
22/23/12	<p><b>Finance and Resources update</b></p> <p><u>School Fund:</u> Audited accounts for the School Fund were circulated to Governors at the meeting.</p> <p><b>Decision:</b> To approve the School Fund for the period ending 31<sup>st</sup> March 2022 and as attached to these Minutes.</p> <p>Governors were also informed of a generous donation which had been made to the school.</p> <p>No Finance and Resources committee meeting had been held since the last Full Governing Board meeting.</p>	
22/23/13	<p><b><u>Teaching, Learning and Community</u></b></p> <p>No Teaching, Learning and Community committee meeting had been held since the last Full Governing Board meeting</p>	
22/23/14	<p><b><u>Admissions</u></b></p> <p>Nothing to report</p>	



<p>22/23/15</p>	<p><b><u>Strategy Group</u></b></p> <p>No Strategy Group meeting had been held since the last Full Governing Board meeting</p> <p><b>Action:</b> CP to schedule a Strategy Group meeting.</p>																																									
<p>22/23/16</p>	<p><b><u>Governance</u></b></p> <p>Annual Review:</p> <p>a) <u>Review of Terms of Reference of Full Governing Board</u> : draft terms of reference for the Full Governing Board had been circulated: Governors requested that the following be added          “in consultation with the Diocese and the Local Authority to appoint a Head teacher to any vacancy”          and also to amend the timing of the Governors Skills Audit to biennially and not annually.</p> <p><b>Decision:</b> To approve the Terms of Reference for the Full Governing Board subject to the above amendments and as attached to these Minutes.</p> <p>b) <u>Review structure and membership of Governing Board committees and panels</u></p> <p><b>Decision:</b> The following committee structure and membership was agreed</p> <table border="1" data-bbox="244 1104 1353 1720"> <thead> <tr> <th>Finance and Resources</th> <th>Teaching, Learning and Community</th> <th>Pay Panel</th> <th>H.T Appraisal Panel</th> <th>Admissions Panel</th> </tr> </thead> <tbody> <tr> <td>JS</td> <td>EF</td> <td>JS</td> <td>Chair F &amp; R</td> <td>JC</td> </tr> <tr> <td>FY</td> <td>JM</td> <td>JC</td> <td>JC</td> <td>SBJ</td> </tr> <tr> <td>SBJ</td> <td>RS</td> <td>CP</td> <td>CP</td> <td>PB</td> </tr> <tr> <td>JC</td> <td>CP</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MP</td> <td>PH</td> <td></td> <td></td> <td></td> </tr> <tr> <td>RAS</td> <td>PB</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PB</td> <td>KR</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Review and re-sign the Code of Conduct (as circulated):</u></p> <p><b>Decision:</b> to retain the current Code of Conduct without further amendment:</p>	Finance and Resources	Teaching, Learning and Community	Pay Panel	H.T Appraisal Panel	Admissions Panel	JS	EF	JS	Chair F & R	JC	FY	JM	JC	JC	SBJ	SBJ	RS	CP	CP	PB	JC	CP				MP	PH				RAS	PB				PB	KR				
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	<p>In addition; Governors signed the annual criminal Declaration form.</p> <p>d) <u>Review Standing Orders and Appoint Nominated Governor</u></p> <p>Proposed draft Standing Orders had been previously circulated: Governors discussed the paragraph relating to attendance at Board meetings via video link and agreed to remove the time element of “24 hours” and substitute “at the Chair’s discretion”.</p> <p><b>Decision:</b> To approve the Standing Orders as attached to these Minutes- subject to the above amendment</p> <p>Governor Year Groups – these are contained within the approved SIP.</p> <p>Governor Minutes will continue to be signed with a wet ink signature.</p>	
22/23/17	<p><b><u>Governor Training</u></b></p> <p>Governors were reminded to update the Governors training log and feedback to the Governing Board as appropriate.</p>	
22/23/18	<p><b><u>Policy Review</u></b></p> <p><u>Equalities Policy:</u> See above Minute</p>	
22/23/19	<p><b><u>Chair’s matters</u></b></p> <p><u>Letter sent regarding North Nibley Music Festival:</u> The Governing Board ratified the leer and contents thereof sent to North Nibley Music Festival as to future Music festivals and impact on the school.</p> <p>The Chair also requested that Governor appreciation of SBJ’s commitment as Chair of the Governing Board over the last 5 years be formally minuted.</p>	
22/23/20	<p><b><u>Next Meeting Date</u></b></p> <p>The next meeting date is scheduled to be Wednesday 16<sup>th</sup> November 2022.</p> <p>A closing prayer was led by RC</p>	
22/23/21	<p><b><u>Ultra-Restricted Confidential Matter</u></b></p> <p>21:45 RS and PB left the meeting left the meeting:</p> <p><b>See Ultra-Restricted Confidential minutes</b></p>	
	<p>The formal meeting closed at 21.55</p>	
	<p>Signed by the Chair as being a true record of the meeting</p> <p style="text-align: right;">Date</p>	



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### **North Nibley C of E Primary School**

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

7:00 pm 14<sup>th</sup> September 2022

#### **AGENDA**

	<b>ITEM</b>	<b>LEAD</b>	<b>TIME</b>
1	Confidentiality reminder	CLERK	7.00
2	Opening prayer	PH	7.00
3	Apologies	CLERK	7.05
4	Election of Chair and Vice-Chair of the Governing Board	CLERK	7.05-7.10
5	Declarations of Interest/ Changes in Governor details /AOB Term 3 Meeting Date 2022-23 – 11 <sup>th</sup> January 2023 and increasing length of school day	CHAIR	7.10-7.15
6	Approval of Minutes of the meeting held on 13 <sup>th</sup> July 2022	CHAIR	7.15-7.20
7	Matters arising from the meeting held on 13 <sup>th</sup> July (not on Agenda)	CHAIR	7.20-7.25
8	Safeguarding (including provisions of Keeping Children Safe in Education 2022 and Governor training	PB	7.25-7.30
9	<b>The Head Teacher's Report (Verbal report)</b>	PB	7.30-7.45
10	Approve new School Improvement Plan (Detail)	PB	7.45-7.55





11	Finance & Resources – update including approval of School Fund	COMM.CHAIR	7.55-8.00
12	Teaching & Learning - update	COMM.CHAIR	8.00-8.05
13	Strategy meeting: update	CP	8.05-8.15
14	<b>Governance :</b> Annual Review: a) review of Terms of Reference of Full Governing Board b) review structure and membership of Governing Board committees and panels c) review and re-sign the Code of Conduct (as circulated): d) review Standing Orders and Appoint Nominated Governors e) Confirmation Governor/Year Group allocation f) Signing approved Governing Board Minutes – electronically /wet ink	CHAIR	8.15-8.25
15	1 Governor Training opportunities	CHAIR	8.25-8.30
16	2 Policy Review	CHAIR	8.30-8.35
17	3 Chair Matters: a) Ratification of Chair's action in writing to North Nibley Music Festival as to INSET days.	CHAIR	8.35-8.40
18	Next meeting date: 16 <sup>th</sup> November 2022	CHAIR	8.45
	Close with prayer		

**4 The meeting will close at 8.45 pm**

**Attachments::**, Draft School Improvement Plan 2022-23, School Fund documentation, Code of Conduct , current Standing Orders, FGB Terms of Reference

**List of Attachments to the Minutes of the Full Governing Board dated 14<sup>th</sup> September 2022**

School Improvement Plan 2022-23  
 Approved Terms of Reference Full Governing Board  
 Approved Code of Conduct  
 Approved Standing Orders 2022-23