



Full Governing Body Meeting – MINUTES

Date/Time	13/11/2024 15:45	Location:		F2F in school	Prepared:	Mrs L Hobbs	
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Time
Mrs K Reeves	KR	Head	15:45	Mr J Hobbs	JH	Associate	
Mrs L Paiano (Ch)	LP	Chair/LA	AP	Mr L Stevens	LS	Staff	15:45
Mrs J Clarke (V-C)	JC	Co-Opted	15:45	Mr J Gifford	JG	Parent	AP
Mrs K Slocombe	CS	Co-Opted	15:45	Mr T Yates	TY	Co-Opted	15:49
Mrs A Callebaut	AC	Co-Opted	AP	VACANCY		Co-Opted	
Mrs L Bennett	LB	Co-Opted	15:45				

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk	Mrs L Paiano (Ch)	LP	Work Commitments
			Mrs A Callebaut	AC	Illness
			Mr J Gifford	JG	Work Commitments

	Agenda Item		Agenda Item		Agenda Item
1	Welcome/apologies	8	Finance update	16	Policies
1a	Meeting Documents	9	Teaching + Learning	17	SEND
2	Business interests	10	Link Subject Visits	18	Governor training
3	Chair update	11	Staff Support	19	Impact from Meeting
4	Clerk Update	12	Safeguarding	20	Date of the next meeting
5	Approval of minutes	13	Health & Safety		
6	Update on actions	14	GDPR		
7	Head teachers update	15	Equality		

Question / Challenge

Decision

Action

Item	Details of Discussion	Decision / Action
	Subject Briefing – None	
	The FGB Commenced at 15:50	
1	Welcome/apologies	
	JC welcomed all to the meeting and apologies were sanctioned.	Approved
1a	Meeting Documents	
	Governors confirmed that all documents had been accessed.	
2	Business interests	
	JC reminded Governors to declare an interest if any become apparent.	
3	Chair update	
	Nothing needed updating.	
4	Clerks update	

SIGNED AS TRUE: _____ DATE: _____

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Governing bodies' core functions:

- D. Ensuring clarity of vision, ethos and strategic direction;
- E. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- F. Overseeing the financial performance of the school and making sure its money is well spent.

	The clerk confirmed her attendance at a training session on budget planning and monitoring for governors in maintained schools. She emphasized that it would be highly beneficial for all governors to participate and invited expressions of interest. Details of the next training session will be posted on the Governor Hub.						
5	Approval of minutes						
	October's minutes were approved and the Vice-chair will sign once uploaded to Governor hub.						JC to sign in GovHub
6	Update on actions						
		No	ACTION POINTS	Who?	Deadline	Status	
		4	Update meeting changes on Governor hub	LH	Done		
		5	October minutes to be signed	LP	Done		
		6	NGA skills audit to be completed and compliances and business interests	TY	ASAP		
		8	Update FRS with correct figure Update website and GIAS	LH	Done Done		
		10	Book link subject visits	ALL	ASAP		
		13	Quotes for the toilets	LH	Awaiting last 2		
			Ongoing Action Points				
			Access / make use of "Governor Knowledge" within GovHub	All	Ongoing		
			Governor Training – please book directly on DES training site	All	Ongoing		
			Arrange / Carry out / Report on – Link/Lead Governor visits	All	Ongoing		
7	Headteacher Update						
	<p>All members confirmed their access to the written report from Governor Hub. The Head confidently summarised the report, noting that while attendance may continue to decline, we will analyse two sets of figures: one excluding long-term absent children and the other including them for a meaningful comparison.</p> <p>The new cleaning company has successfully started their work and is currently maintaining and cleaning the school to a high standard. We will be obtaining a quote from them to proceed with painting the exterior of the building. The former caretaker has reached out and is thriving in his new position, which is great to hear.</p> <p>Last week, the Head completed her performance management review and had a productive "Keeping in Touch" day with the school development officer. Lunchtime activities are thriving, and children are now engaged with a thought-provoking question to answer during lunch, which encourages conversation and provides them with an interesting topic to discuss.</p>						
8	Finance update						

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	FRS Report – All members confirmed they accessed the report, and no questions were raised. The FSU funding figures have been updated to accurately reflect income rather than expenditure. Kitchen and B&T Figures– The Clerk provided a clear explanation regarding the wrap-around care funding received by the school. Everyone noted a significant improvement in the kitchen figures for the second month, and the Governors unanimously expressed their appreciation for the Kitchen Manager's hard work. School MIS & Finance System – We need to decisively address the renewal of our current supplier in December. After evaluating the pros and cons, it is clear that we should move forward with switching to Bromcom.	
9	Teaching + Learning	
	Discussed in the head teacher update.	
10	Link Subject Visits	
	a. FSU & Literacy, visit has been completed link subject lead discussed the requirement to have a working party to discuss admissions in February as there is a high uptake and we would need a working party to select and discuss who will be admitted b. SEN subject leader visit completed report in Governor Hub. c. Others to be booked in.	
11	Staff Support	
	Moral in school is good.	
12	Safeguarding	
	Nothing new to report.	
13	Health & Safety	
	Playground inspection happening on 21.11.24 Health and Safety walk around booked in 22.11.24 School are working on 16.11.24 to have a tidy up of the outside area. Class 1 playground is not fit for purpose and need renovating.	
14	GDPR	
	Nothing to update	
15	Equality	
	Nothing to report	
16	Policies	
	All policies are up to date. Everyone conformed that they have read the new admission policy for 25/26.	
17	SEND	
	Nothing new to report	
18	Governor Training	
	Book training for all governor for the budget planning. Book safeguarding training for 3 governors.	KS/TC/AC
19	Impact from Meeting	
	Jane successfully chaired her first meeting, where we addressed several key topics, including the new MIS system and the FSU working party. We are pleased to announce the approved term dates for 2025/26. Exciting plans for the school are underway, including a school clean-up to the outside area. Additionally, we are witnessing a significant rise in the popularity of school meals, with increased participation and a reduction in food expenditure.	
20	Date of next Meeting	
	Wednesday 11 th December 2024 at 3:45pm	

There being no further business the meeting closed at 16:55pm

Actions:

No	ACTION POINTS	Who?	Deadline	Status
5	October's minutes to be signed	JC	ASAP	
10	Book link subject visits	ALL	ASAP	

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13	Quotes for the toilets	LH	ASAP	
	Ongoing Action Points			
	Access / make use of “Governor Knowledge” within GovHub	All	Ongoing	
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