



# Tittensor CE (VC) First School

*Learning and growing together as we follow Christ*

Meeting of:	Tittensor CE (VC) First School Full Governing Board		
Date and time:	Thurs 7 <sup>th</sup> April 2022 at 4.00pm in school		
1. Present:	Name, Category of Governor, Term of office expires  Mrs J Cresswell (Chair, LA governor, 11/2023) JC Miss G Craig (Headteacher, Ex Officio) GC Mr S Allen (Staff, 2/2025) SA Mrs S Woolley (Co-opted, 3/2025) SW Mrs F Goodwin (Parent, 11/2025) FG Rev J B Pallister (Foundation, Ex Officio) JP		
Apologies:	Mr S Johnston (Vice chair, Co-opted, 11/2025) SJ Mrs O Williams (Parent, 10/2023) OW Mrs C Chatterton (Foundation, 11/2023) CC Mr E Hobson (Parent, 10/2024) EH		
Consent to absence:	Yes		
Others in attendance:	Mr Brian Jones (Clerk)		
Quorum:	6	Quorum met:	Yes
Documents available	Agenda for this meeting Minutes of FGB meeting 9/12/2021 Headteacher's report and appendices School Improvement Plan		

Item	Notes and actions
<b>1</b>	<p><b>Opening of meeting</b></p> <p>The chair opened the meeting and Rev Pallister offered a prayer</p> <p>a) Membership – Alison Bell has been co-opted to the governing board.</p> <p>b) Confidentiality – Governors were reminded that all discussions remain confidential until approval and publication of the minutes.</p> <p>c) Register of business interests – This is being completed by Alison Bell.</p>

	<p>d) Declaration of interest business and pecuniary – No declarations were made.</p> <p>e) Code of conduct – Governors were reminded to abide by the code of conduct adopted by the school.</p>																			
2	<p><b>Approval of minutes of the FGB meeting of 9<sup>th</sup> December 2021 (Minutes previously circulated)</b></p> <p>The minutes were approved as a correct record of the proceedings. The chair signed these.</p>																			
3	<p><b>Matters arising from the minutes</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>By</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>c) Register of business interests – Governors who had not completed the annual register were reminded to do so.</p> <p><b>Action point</b> – GC to ensure the relevant forms/emails have been completed.</p> </td> <td>GC</td> <td>DBS clearance awaited for OW and FG</td> </tr> <tr> <td>5</td> <td> <p><b><i>Governors were concerned about their knowledge of the new curriculum.</i></b></p> <p>GC explained that this will be part of the Education committee remit. Governors have started to attend staff meetings where the curriculum is discussed, and this improves their knowledge of it.</p> <p><b>Action point</b> – GC to produce a guide to the curriculum for governors and invite more governors to staff meetings.</p> </td> <td>GC</td> <td>Curriculum packs including subject on a page given to governors</td> </tr> <tr> <td>6</td> <td> <p>GC reminded governors that the training done earlier this term covers level 1 Safeguarding.</p> <p><b>Action point</b> – GC will forward the training slides to new governors.</p> <p><b><i>Governors queried how often DBS clearance is needed.</i></b></p> <p><b>Action point</b> – Good practice is to renew every three years. GC will check which governors need to renew.</p> </td> <td>GC</td> <td>Slides were forwarded and governors have enrolled with National College for online training</td> </tr> </tbody> </table>				Item	Action	By	Notes	1	<p>c) Register of business interests – Governors who had not completed the annual register were reminded to do so.</p> <p><b>Action point</b> – GC to ensure the relevant forms/emails have been completed.</p>	GC	DBS clearance awaited for OW and FG	5	<p><b><i>Governors were concerned about their knowledge of the new curriculum.</i></b></p> <p>GC explained that this will be part of the Education committee remit. Governors have started to attend staff meetings where the curriculum is discussed, and this improves their knowledge of it.</p> <p><b>Action point</b> – GC to produce a guide to the curriculum for governors and invite more governors to staff meetings.</p>	GC	Curriculum packs including subject on a page given to governors	6	<p>GC reminded governors that the training done earlier this term covers level 1 Safeguarding.</p> <p><b>Action point</b> – GC will forward the training slides to new governors.</p> <p><b><i>Governors queried how often DBS clearance is needed.</i></b></p> <p><b>Action point</b> – Good practice is to renew every three years. GC will check which governors need to renew.</p>	GC	Slides were forwarded and governors have enrolled with National College for online training
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4	<p>Reports</p> <p>a) Chair's and vice-chair's actions – None were reported.</p> <p>b) Christian Distinctiveness committee – 11<sup>th</sup> February 2022 (report circulated) Rev Pallister is working to personalize relationships with the church.</p>																			

	<p>c) Finance committee – 31<sup>st</sup> March 2022 (Report circulated)</p> <p>d) Education Committee – 3<sup>rd</sup> March 2022 (Report circulated)</p> <p>There were no questions about these reports.</p>
5	<p><b>Headteacher’s report</b> (Previously circulated)</p> <p>The report had been circulated to governors. GC emphasized the following points:</p> <p>a) Attendance – Early help is being provided for families with attendance issues including attendance clinics, home calls, advice from the education welfare officer, requesting evidence for medical appointments and action plans for persistent absentees.</p> <p>b) Pupil premium – The strategy statement for 21/22 has been uploaded to the website.</p> <p>c) School Improvement Plan (SIP) – This has now been RAG rated for progress. The catch-up plan is included along with pupil data and a narrative has been added to the attainment groups.</p> <p><b>Governors asked GC to clarify the reading data. They asked about Boxall, its availability, and comparisons with other schools and what happens in nurture.</b> GC explained that Boxall is a widely used tool to measure well-being and social and emotional development of pupils in school. No comparative data is available because it is used individually.</p> <p><b>Governors asked about the professional development opportunities for staff.</b> Most training is in house using twilights and Inset days, so it is manageable for staff. Staff use these opportunities to disseminate their knowledge and skills to others as does GC.</p> <p><b>Governors asked about SIAMS.</b> Rev Pallister commented that the diocese produces useful training on Christian Distinctiveness which is online.</p> <p>GC was thanked for her report.</p>
6	<p><b>Safeguarding updates</b></p> <p>No safeguarding incidents were reported to governors.</p> <p>National College safeguarding training has been used to update staff, which is useful as staff become deskilled as there are so few incidents. There is a display in the staffroom which is regularly updated.</p>
7	<p><b>Strategic leadership</b> (SIP actions and impact previously circulated)</p>

	<p>GC emphasised the increase in outside learning taking place and commended the sporting links established between the school and local clubs.</p> <p>Work to enhance staff knowledge is being used by TAs as well as teachers.</p> <p>Well-being surveys are done 6 monthly and have revealed no issues. This was confirmed by the staff governor.</p> <p>GC confirmed that all teaching is good or better. <b>Governors asked about the frequency of lesson observations.</b> Staff are encouraged to do their own monitoring, but this is confirmed by learning walks and book trawls in all curriculum areas. Next term the focus will be on Maths, English and Science. From September there will be a timetable for the year.</p> <p><b>Governors were concerned about staff morale including the headteacher and asked who would deputise in GC's absence.</b> Morale has improved as the school has returned to more normal working. TAs feel more confident. GC is supported by the chair and the school improvement partner. Any of the staff would step up in GC's absence although in the longer term the school should be looking to appoint an assistant headteacher.</p> <p><b>Governors noted the push for academisation in the white paper and asked about Tittensor.</b> Stone headteachers met with Chris Wright, CEO of the local Key Educational Trust which consists of three schools in Stone. Headteachers would like to work together, and governors will be kept informed of developments.</p> <p><b>Governors asked about link governors.</b> GC has linked governors to a class teacher and therefore to the curriculum areas supervised by that teacher. Governors should read the policy on a page summary for each subject. A learning walk for governors will take place on Thursday 12<sup>th</sup> May 2022 from 9.30 until lunchtime.</p>
8	<p><b>Finance</b> (Committee report previously circulated)</p> <p>GC referred governors to the budget for 22/23 and mentioned the replacement of dining furniture to provide a better lunchtime experience.</p> <p>GC explained that progress on the new playground and office extension stalled on discovery of underground pipes. A new bid has been approved but a bigger contribution is expected from the school, although the LA are expected to subsidise this.</p> <p>Governors mentioned that grants are available in this area from HS2 construction. <b>Action point:</b> Rev Pallister to forward details to O Williams.</p>
9	<p><b>Teaching and Learning</b></p> <p>GC confirmed that teaching is good or better.</p>

<b>10</b>	<p><b>AOB</b></p> <p><b><i>Governors asked about the possibility of Tittensor accommodating children from Ukraine.</i></b> The school has space to take children and FG explained that families are likely to be hosted through efforts made by the church.</p>										
<b>11</b>	<p><b>Dates and times of future meetings</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Meeting</td> <td>Summer term 2022</td> </tr> <tr> <td>Finance (4.00pm)</td> <td>12/5/2022</td> </tr> <tr> <td>Christian Distinctiveness</td> <td>20/5/2022</td> </tr> <tr> <td>Education (4.00pm)</td> <td>24/6/2022</td> </tr> <tr> <td>Full Governing Board (4.00pm)</td> <td>7/7/2022</td> </tr> </table> <p>The meeting finished at 5.10pm</p>	Meeting	Summer term 2022	Finance (4.00pm)	12/5/2022	Christian Distinctiveness	20/5/2022	Education (4.00pm)	24/6/2022	Full Governing Board (4.00pm)	7/7/2022
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**Signed** – Chair \_\_\_\_\_ Date \_\_\_\_\_

Summary of action points

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