



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 th July 2022 at 4.00pm in school		
1. Present:	Name, Category of Governor, Term of office expires 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:	Mrs A Bell (Co-opted, 3/2026) Mrs J Cresswell (Chair, LA governor, 11/2023) JC 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:	No
Documents available	Agenda for this meeting Minutes of FGB meeting 7/4/2021 Minutes of Education Committee meeting 3/3/2022 Minutes of Finance committee meeting 9/6/2022 Minutes of Christian Distinctiveness meeting 19/2/2022 Headteacher's report and appendices School Improvement Plan- Impact/Actions (app 5) EYFS data summer term 2022 Primary PE and Sport Premium action 2021-2022 (app 4) Pupil Premium strategy statement (app 3) SEND Report for governors (app 2) Attendance review Summer 2022 (app 1)		

Item	Notes and actions							
1	<p>Opening of meeting</p> <p>The chair (Gail Craig) opened the meeting and Rev Pallister offered a prayer</p> <p>a) Confidentiality – Governors were reminded that all discussions remain confidential until approval and publication of the minutes.</p> <p>b) Register of business interests – None were outstanding.</p> <p>c) Declaration of interest business and pecuniary – No declarations were made.</p> <p>d) Code of conduct – Governors were reminded to abide by the code of conduct adopted by the school.</p>							
2	<p>Chris Wright from the Key Educational Trust</p> <p>This item was adjourned until the next meeting because many governors were unable to attend.</p>							
3	<p>Approval of minutes of the FGB meeting of 7th April 2022 (Minutes previously circulated)</p> <p>The minutes were approved as a correct record of the proceedings. The chair signed these.</p>							
4	<p>Matters arising from the minutes</p> <table border="1" data-bbox="197 1205 1422 1464"> <thead> <tr> <th data-bbox="197 1205 312 1245">Item</th> <th data-bbox="312 1205 1209 1245">Action</th> <th data-bbox="1209 1205 1422 1245"></th> </tr> </thead> <tbody> <tr> <td data-bbox="197 1245 312 1464">8</td> <td data-bbox="312 1245 1209 1464"> <p>Finance</p> <p>Governors mentioned that grants are available in this area from HS2 construction. Action point: Rev Pallister to forward details to O Williams.</p> </td> <td data-bbox="1209 1245 1422 1464"> <p>This has been forwarded but no reply received</p> </td> </tr> </tbody> </table> <p>Governors asked about the LDBE academization considerations. GC explained that this would be dealt with at the next FGB meeting.</p>		Item	Action		8	<p>Finance</p> <p>Governors mentioned that grants are available in this area from HS2 construction. Action point: Rev Pallister to forward details to O Williams.</p>	<p>This has been forwarded but no reply received</p>
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5	<p>Reports</p> <p>a) Chair's and vice-chair's actions – None were reported.</p> <p>b) Christian Distinctiveness committee – 19th February 2022 (report circulated)</p> <p>c) Finance committee – 9th June 2022 (Report circulated)</p> <p>Governors asked if recruitment of a catering manager had been successful. GC explained that Paul Berrisford has been appointed. He impressed in the interview with his knowledge food and catering and previous experience at Reaseheath College.</p>							

d) Education Committee – 3rd March 2022 (Report circulated)

There were no other questions about these reports.

5 Headteacher's report and appendices (Previously circulated)

The report had been circulated to governors. GC emphasized the following points:

a) Attendance – The school is aiming for at least 96% attendance, but term time holidays continue to be taken despite fines being imposed. Advice on the wording of letters home has been obtained and will be implemented in September 2022. One child is persistently late due to family circumstances.

b) SEND report – The school is close to the National Average for percentage of children with SEND support. The plan emphasises that early identification of needs is carried out followed by appropriate support being put in place. CPD using the National College has upskilled staff.

Governors asked about the development of language skills in children. Staff share good practice and ideas. Staff training is related to the needs that develop in school. Staff are used to 'What did you learn? What can you share?'.

c) Pupil premium – GC emphasized the use of Little Wandle to develop phonics, the improvement in writing and emphasis on mental health and development.

Governors were interested to know how parents can be more involved and whether the spiritual side of mental health could be explored. The school is planning to hold workshops, probably towards the end of the day from next term for this.

d) Sports Premium. Governors were told that the DfE recently announced the continuation of the premium for 22/23. GC emphasized the promotion of teamwork and the fact that all pupils have one hour of Forest Schools each week, delivered by a skilled practitioner. Swimming continues at KS2.

Governors asked how this area is evaluated. The report contains evaluations obtained from pupil and parent voice and questionnaires. The quality of Forest schools and PE are monitored every term and behavioural changes in pupils are noted.

Governors welcomed the breadth of experience given by this part of the curriculum and wondered how it was reported to parents. DOJO is used to keep parents up to date and parents can comment using DOJO.

e) School Improvement Plan (SIP) – **Governors asked about how Christian values are embedded in policies.** GC explained that this will be considered in September when a decision is made on values. Staff will be involved to give a sense of ownership.

	<p>f) Staffing structure – An apprentice TA will start in September and be monitored by Miss Turner. Arrangements are in hand to support a child starting soon with an Education and Health Care Plan (EHCP). GC will be the SENDCO. A coffee morning will be held so parents and others can say goodbye to Mrs Chell.</p> <p>g) Quality of teaching and learning – GC referred governors to the data on EYFS, phonics, end of KS1 and the maths check. Governors were warned that small numbers in classes (9 for EYFS) make big differences to percentage figures.</p> <p>h) Continuing Professional Development (CPD) – Staff have logged 102 hours on the National College CPD portal and extra safeguarding training is being arranged, because so few safeguarding incidents occur.</p> <p>i) Ethos and vision – To be done in the Autumn term 2022.</p> <p>GC was thanked for her report.</p>
6	<p>Safeguarding updates</p> <p>No safeguarding incidents were reported to governors.</p>
7	<p>Strategic leadership</p> <p>The review of the School Improvement Plan has been seen by governors.</p> <p><i>Governors were concerned about the leadership of the school if Miss Craig was absent.</i> In such a small school it is not possible to have a deputy headteacher post. GC will call on individuals if required and staff are very quick to respond and step in. GC is completing NPQH and Miss Turner is completing NPQLT. Governors considered the possibility of having a rotating ‘deputy’.</p>
8	<p>Teaching and Learning</p> <p>The outcomes are in the Headteacher’s report.</p>
10	<p>AOB</p> <p><i>Governors considered how best to distribute paperwork for governors’ meetings and considered the use of Google Classrooms so that paper copies were not required.</i></p> <p>Action point: Governors to be asked what they prefer at a later meeting.</p> <p><i>Governors asked that their thanks be passed on to Gail and the staff for the exceptional effort everyone has made to return the school to normal working after the COVID disruption.</i></p>

11 Dates and times of future meetings

Committee	Date
Finance	Thursday 22 nd September 4pm
Christian Distinctiveness	Thursday 6 th October 2pm
Education	Thursday 24 th November 4pm
Full Governing Body	Thursday 8 th December 4pm
Finance	Thursday 9 th March 4pm
Christian Distinctiveness	Thursday 12 th January 2pm
Education	Thursday 23 rd March 4pm
Full Governing Body	Thursday 30 th March 4pm
Finance	Thursday 11 th May 4pm
Christian Distinctiveness	Thursday 18 th May 2pm
Education	Thursday 22 nd June 4pm
Full Governing Body	Thursday 6 th July 4pm

The meeting finished at 5.05pm.

Signed – Chair _____ Date _____

Summary of action points

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10	<p>AOB</p> <p><i>Governors considered how best to distribute paperwork for governors' meetings and considered the use of Google Classrooms so that paper copies were not required.</i></p> <p>Action point: Governors to be asked what they prefer at a later meeting.</p>		

