



Tittensor CE (VC) First School

Learning and growing together as we follow Christ

Meeting of:	Full Governing Board		
Date and time:	Thurs 9 th December 2021 at 4.00pm remotely using Teams		
1. Present:	Name, Category of Governor, Term of office expires Mrs J Cresswell (Chair, LA governor, 11/2023) Miss G Craig (Headteacher, Ex Officio) Mr S Johnston (Vice chair, Co-opted, 11/2025) Mrs O Williams (Parent, 10/2023) Mrs C Chatterton (Foundation, 11/2023) Mr S Allen (Staff, 2/2025) Mr E Hobson (Parent, 10/2024) Mrs S Woolley (Co-opted, 3/2025) Mrs F Goodwin (Parent, 11/2025) Rev J B Pallister (Foundation, Ex Officio)		
Apologies:	None		
Consent to absence:	N/A		
Others in attendance:	Mr Brian Jones (Clerk)		
Quorum:	6	Quorum met:	Yes

Item	Notes and actions
1	<p>Opening of meeting</p> <p>The chair opened the meeting and Mrs Goodwin offered a prayer. Mrs Goodwin and Rev Pallister were welcomed to their first meeting.</p> <p>a) Membership – Mrs Hendry has resigned from the board. Mrs Goodwin has joined as a parent governor and Rev Pallister as a Foundation governor.</p> <p>Mrs Cresswell was proposed and seconded for the position of chair for 2021/22 and was elected unopposed.</p> <p>Mr Johnston was proposed and seconded for the position of vice-chair for 2021/22 and was elected unopposed.</p> <p><i>Governors thanked Mrs Cresswell for the excellent leadership she had provided for the governors in a difficult year.</i></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 – Governors who had not completed the annual register were reminded to do so. Action point – GC to ensure the relevant forms/emails have been completed.</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>Approval of minutes of the FGB meeting of 14th July 2021 (Minutes previously circulated)</p> <p>The minutes were approved as a correct record of the proceedings. The chair will sign these.</p>
3	<p>Matters arising from the minutes</p> <p>All action points have been completed.</p>
4	<p>Reports</p> <p>a) Chair’s and vice-chair’s actions – None were reported.</p> <p>b) Christian Distinctiveness committee - 2nd December 2021 (report circulated) GC explained that the school is reviewing its vision and values with staff, children, and governors to ensure they are appropriate and fully embedded. Vickie Longson (Lichfield Diocese) is supporting the school. SIAMS training will be put in place to ensure full coverage of Christian distinctiveness. A Christingle service is planned for 1.30pm on Tuesday 14th December and governors are invited.</p> <p>c) Finance committee – 4th November 2021 (Report circulated) GC explained the issue with the Entrust Finance advisor and confirmed the change of personnel. The school reserves will be used to set a balanced budget for 22/23. GC confirmed that staff have completed the 20/21 performance management cycle.</p>
5	<p>Headteacher’s report (Previously circulated)</p> <p>The report had been circulated to governors. GC emphasized the following points:</p> <p>Admissions – Although numbers in early years are low the school is working with the LA to improve marketing. There are currently 10 children in the nursery, with 2 more enrolled for January and another in April. There will be 77 pupils on roll in January 2022.</p> <p>Governors asked how many applications for places for September had already been made and were there applications from Trentham.</p>

There are 8, but many nursery children have not yet applied. The number is updated by the LA weekly. Primary schools in Trentham are now able to attract most local children but Tittensor does get some applications from surrounding villages.

Data – Attainment data is positive but there is still work to do on writing with Y2 and Y3.

Attendance – The figure is in line with the National figure.

Governors asked about the National figure, the attendance of Y1 and Y2 and the level of unauthorised absence.

The National attendance figure is lower than would be expected. The level of immunity from winter coughs and colds is lower in children because of school closures and Y1 and Y2 seem badly affected. Parents are fined for unauthorised holidays with children but not for other absence.

SEND – The school has 11% of children with special needs.

Personal development – This is an important part of the curriculum and the Life Boat club is there to support children.

Curriculum – This continues to be embedded and a new assessment tool will be used to measure this.

Governors were concerned about their knowledge of the new curriculum.

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.

Action point – GC to produce a guide to the curriculum for governors and invite more governors to staff meetings.

Staffing – Governors were asked to take note of the staffing changes for January 2022.

Governors asked about arrangements for new staff induction.

There is a thorough induction process, and the staff handbook deals with school procedures.

Premises improvements – This was not costed correctly so work will not commence in January as expected. A new costing will be produced for April and work will commence in summer 2022.

6

Safeguarding updates

GC reminded governors that the training done earlier this term covers level 1 Safeguarding.

Action point – GC will forward the training slides to new governors.

The September 2021 version of Keeping Children Safe in Education had been forwarded to governors and they had replied to say they had read and understood it.

Governors queried how often DBS clearance is needed.

	<p>Action point – Good practice is to renew every three years. GC will check which governors need to renew.</p>
7	<p>Strategic leadership (SIP actions and impact previously circulated)</p> <p>Governors noted these documents.</p>
8	<p>Finance (PE action plan and PP statement previously circulated)</p> <p>Sports premium – GC emphasised that the activities include Be Active, Forest Schools, Lunch time clubs, Megamile and use of Standon Bowers outdoor centre. They improve teachers’ knowledge of the PE curriculum.</p> <p><i>Governors asked about swimming.</i> This is not a requirement for KS1 but will be provided for KS2 in the summer term using Trentham pool. The cost to the school will increase due to increased travel costs.</p> <p>Pupil Premium strategy – GC drew governors’ attention to the activities planned for this year to narrow the gap between disadvantaged and non—disadvantaged pupils.</p> <p><i>Governors asked how the school is able to measure the impact of the strategy, can teachers see a difference in the classroom and does the strategy improve attendance.</i> GC explained that part of the role of the assistant SENCO is to measure the impact of intervention every 6 weeks and to discuss modifications required with staff. The staff governor commented that the most obvious effect in the classroom is the improved confidence of pupils, and this of course promotes better learning. The school is monitoring the effect on attendance.</p> <p><i>Governors commented that from the Pupil premium Strategy statement they can see that the school is using the National tutor programme. Is the school also using the school-led tutoring grant which is separate to this? How much has been allocated for this? This is 75% funded, but if not used has to be repaid back at the end of the year. Looking at your allocation for Pupil Premium it might not be cost effective.</i></p> <p>GC explained that after speaking to the financial advisor we were only allocated around £200 so was not cost effective.</p>
9	<p>Teaching and Learning</p> <p>GC explained that outside advice has been obtained to work on writing in Y2 and Y3. White Rose maths is being used and Miss Peddie is part of a maths mastery hub. The school works in partnership with other Stone schools to share good practice and standardisation and moderation will also be done between schools.</p> <p><i>Governors asked when the school will know if the new curriculum is making a difference.</i> GC explained that it was started in January 2021, but a full academic year is required to judge its effects. Evidence will be obtained from assessing how well the knowledge has become embedded and using pupil and staff voice.</p> <p><i>Governors commented that they can see attainment from the data, but progress is more difficult to judge. Governors should be able to see the journey that pupils are on.</i></p>

	<p>GC explained that the new assessment tool which is part of the new curriculum is being used to measure attainment at key points and this will give a clear picture of progress. Governors were reminded that KS1 SATS have not taken place for 2 years, so this important benchmark is missing.</p> <p>The phonics score was well above National. Little Wandle Letters and Sounds is used to develop phonics skills and is a useful tool for intervention.</p> <p>Governors thanked GC for the overview of the curriculum. They asked if parents were explicitly aware of this? E.g. Y2 are currently learning about bright lights, big city which looks at London. Some parents may wish to visit London to support learning in this topic but are currently unaware of the content of the topics. E.g. if a castle topic some parents would visit a castle.</p> <p>GC explained that teachers are expected to send out their knowledge organiser before/at the start of each topic so that parents can have the knowledge and understanding. GC will ensure that this is happening at the start of the new term.</p> <p>GC has put a new section on the school's newsletter that introduces each class topic as well so that we can involve parents more. She will continue to update the website around topics too.</p> <p>Governors asked about the current risk assessment for COVID and staff well-being.</p> <p>GC explained that an email had arrived today about plan B. Bubbles are being maintained and all previous good practice is still in place. Staff were invited to fill in an anonymous questionnaire in September and the responses were positive.</p>			
10	<p>Staffing and HR</p> <p>Details of the staffing changes are in the HT report.</p> <p>Governors asked about the procedure that was used for appointing the new teacher.</p> <p>GC and the chair explained that the post was advertised in the normal way and three candidates were shortlisted for interview. The successful candidate has 6 years' experience of teaching, she has been judged to be outstanding and has good knowledge of Y2, Y3 and Y5. She will start in January.</p> <p>Governors reminded themselves of their duty of care for the headteacher.</p> <p>The chair assured governors that she maintains regular contact with the head and GC feels able to discuss any concerns she might have. GC also gets good professional support from the school improvement partner.</p> <p>See confidential appendix for additional item.</p>			
11	<p>AOB</p> <p>Warm thanks had been received from a parent governor for the work of the headteacher.</p>			
12	<p>Dates and times of future meetings</p> <table border="1" data-bbox="320 2045 1206 2107"> <tr> <td data-bbox="320 2045 679 2107">Meeting</td> <td data-bbox="679 2045 927 2107">Spring term 2022</td> <td data-bbox="927 2045 1206 2107">Summer term 2022</td> </tr> </table>	Meeting	Spring term 2022	Summer term 2022
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	Finance (4.00pm)	31/3/2022	12/5/2022
	Christian Distinctiveness	14/2/2022 (2.00pm)	20/5/2022
	Education (4.00pm)	3/3/2022	24/6/2022
	Full Governing Board (4.00pm)	7/4/2022	7/7/2022
The meeting finished at 5.10pm			

Signed – Chair _____ Date _____

Summary of action points

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