



Tittensor CE First School

Learning and growing together as we follow Christ

Meeting of:	Tittensor CE (VC) First School Governors' Education Committee		
Date and time:	Thurs 30 th March 2023 at 4.00pm in school		
Present:	Mrs Sarah Woolley (Chair) - SW Miss Gail Craig (Headteacher) - GC Mr Shaun Allen – SA Mrs Felicia Goodwin- FG Mr Ed Hobson -EH Mr Simon Johnston- SJ Rev John Beswick Pallister - JP Mrs Olivia Williams - OW		
Apologies:	Mrs Alison Bell Mrs Charlotte Chatterton		
Consent to absence:	Agreed		
Others in attendance:	Mr Brian Jones (Clerk)		
Quorum:	5	Quorum met:	Yes
Documents available for the meeting	Minutes– Education committee 23/03/2023 Minutes – Education committee 23/06/2022 Attendance review Spring 2023 Autumn 2022 SIP Impact Action Plan PE 22/23 Christian Distinctiveness minutes Feb 2023 EYFS Data Spring 2023 Governors' report Spring 2023 – SEND Headteacher's report Spring 23 Maths subject review 6/2/23 NC Progress Maths/ Reading/ Writing Pupil Premium Statement 22/23 Parent views March 2023 SACRE update Lichfield Diocese Board of Education (LDBE) – Evaluating impact PE and Sports Premium Action 2022/23 Nursery data Spring 2023		

	FGB minutes 8/12/2022 FGB Agenda 30/03/2023 Ofsted Inspection Data Summary report Finance Committee minutes 09/03/2023 Tittensor Analyse School Performance KS1 report 2022 Staff survey results Ofsted – Likely questions to governors
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Item	Notes and actions	
	The chair welcomed governors to the meeting and JP opened with a prayer.	
1	Apologies and attendance Resolved: Apologies were received and accepted from Alison Bell and Charlotte Chatterton. a) Governors were reminded that all discussions and documents remain confidential until publication of the approved minutes. b) No business or pecuniary interests were declared. c) Governors were reminded to abide by the agreed code of conduct.	
2	a) Approval of minutes from 8th December 2022 The minutes of the previous meeting held on 8 th December 2022 were approved as a correct record of the proceedings. Resolved: The minutes, agenda and other papers can be made available for inspection.	
	b) Matters arising	
	6	Reports b) Christian Distinctiveness committee – 6 th October 2022 (report circulated) JP asked about baptism classes. Action point: To be discussed at the next Christian Distinctiveness meeting. c) Finance committee Governors asked about other possible ways of income generation, including lettings. Action point: All governors are asked to consider possible ways of revenue generation, and these will be discussed at the next Finance meeting.
		Complete
	8	Headteacher's report
		Complete

	<p>Pupil Premium – Governors asked about informing parents about FSM availability. GC puts regular updates on DOJO.</p> <p>Action point: GC will investigate making DOJO available to governors.</p>	Complete
10	<p>AOB</p> <p>Governors asked about the timing of any formal agreement to partner the KET.</p> <p>Action point: Governors have now had a chance to meet with CMW and ask further questions. A formal decision will be taken in March, but in the meantime, GC can obtain any necessary support from the KET schools and staff.</p>	This agenda
3	<p>Reports</p> <p>a) Chair’s and vice chair’s actions</p> <p>None were reported.</p> <p>b) Committee reports</p> <p>i) Finance – SJ outlined the main points from the meeting of 9/03/2023:</p> <ul style="list-style-type: none"> • The 22/23 budget will close with a carryover to 23/24. • A balanced budget has been set for 23/24 • Benchmarking shows Tittensor to be broadly in line with other similar schools. <p>A governor asked if income from wrap around care was being used to support the main budget. GC explained that this is all included in the main school budget.</p> <p>ii) Education – EH outlined the main points from the meeting of 23/03/2023.</p> <ul style="list-style-type: none"> • The updated school improvement plan had been scrutinised. • The T&L report on maths showed this was strong across the school, recommendations were accepted. • Data is strong across the school. • The summary of parent views is very supportive. <p>A governor asked for an update on the Single Central Record (SCR) and the safeguarding audit. GC explained that a digital SCR is now being used successfully and that the audit satisfies compliance with safeguarding procedures and produces an action plan for any outstanding items.</p>	

- iii) Christian Distinctiveness – JP outlined the main points from the meeting:
- Values and vision have been implemented and children understand them.
 - Children were fully engaged in the story of Easter.
 - SIAMS looks for children being able to explore Christianity.
 - JP is considering ways to engage families alongside the children.

iv) Headteacher’s report

The headteacher’s report had been circulated and governors had been invited to submit questions. It dealt with:

- School context
- Improvements since Ofsted (2018) and next steps
- Admissions
- Attendance
- Looked after children (LAC) and children with Special Educational Needs and Disabilities (SEND)
- Use of Pupil Premium and Sports Premium
- Effectiveness of leadership and management
- The quality of teaching and learning
- Personal development, behaviour and welfare
- Outcomes for children and learners
- Continuing Professional Development (CPD)
- Ethos and vision

A governor asked about the SENCO role following the departure of Zara Barrow. GC explained that whilst ZB was employed as TA she did the SENCO role. Since her departure GC is now the SENCO, but additional TA hours are used to support children.

A governor asked how the staff who support children with additional need are themselves supported. GC explained that CPD addresses this issue and staff support each other.

4 Safeguarding and Health & Safety (H&S) updates

GC told governors that there had been no safeguarding incidents this term.

A floor containing asbestos will be replaced during the Easter holiday.

A governor was concerned about this being completed before school resumed. GC assured them that it will be complete.

A governor asked when the next H&S audit is due. GC explained that it will be in 2 years’ time as the school is currently on a 5-year cycle.

	<p><i>A governor asked if building work at the school triggers a new H&S inspection or audit.</i> GC explained that this is not so as any new work satisfies H&S regulations.</p>
5	<p>Wellbeing</p> <p>a) Children – The BOXALL tool is used to assess children’s mental health and wellbeing. Chloe Lockett (who is training to be an Educational Psychologist) works with children showing any concern. For example, a child was anxious about going to Stanley Head Outdoor Centre, but after work with Chloe her concerns have been allayed.</p> <p>b) Staff – The results of the wellbeing audit were tabled and were positive. This will be repeated later in the year. Staff have access to a range of helpful advice.</p> <p><i>A governor asked how a member of staff with concerns who found it difficult to share these concerns could be helped.</i> GC referred to self-referral portals that are confidential and have proved successful. SA explained that the community at Tittensor is very supportive with everyone knowing their expectations.</p> <p><i>The chair asked GC how she would get support if needed.</i> GC explained that she has a good relationship with her School Improvement Partner who can advise on educational issues. A parent governor who is also a headteacher is always available for advice. The NPQH course was very useful in clarifying expectations of a headteacher.</p>
6	<p>Ofsted</p> <p>Governors discussed the emphasis of an inspection, how action points from the last inspection might figure and the importance of parent views.</p> <p>GC explained that the ‘Subject on a Page’ is being developed as ‘Curriculum on a page’ and she will encourage more parents to complete the Ofsted parental survey.</p>
7	<p>Key Educational Trust (KET)</p> <p>GC explained that she has been going to KET SLT meetings and she also networks with the Stone cluster of Headteachers. EH invited GC to join the head’s cluster that he attends. Governors discussed the advantages and disadvantages of joining a trust at this time.</p> <p>Resolved: Governors will not proceed with consideration of joining KET until after the next Ofsted inspection.</p>
8	<p>AOB – See confidential appendix.</p>
9	<p>Date of next meeting</p> <p>Thursday 6th July 2023 at 4.00pm in school.</p>

	The meeting closed at 5.07pm.

Signed – Chair _____ Date _____