



Tittensor CE First School

Learning and growing together as we follow Christ

Tittensor CE (VC) First School Full Governors' Board

Meeting of:	Tittensor CE (VC) First School Full Governors' Board		
Date and time:	Thurs 6 th July 2023 at 4.00pm in school		
Present:	Miss Gail Craig (Headteacher) - GC Mr Shaun Allen – SA Mrs Alison Bell - AB Mr Ed Hobson -EH Rev John Beswick Pallister - JP Mrs Olivia Williams - OW		
Apologies:	Mrs Charlotte Chatterton Mrs Sarah Woolley - SW Mrs Felicia Goodwin- FG Mr Simon Johnston- SJ		
Consent to absence:	Agreed		
Others in attendance:	Mr Brian Jones (Clerk)		
Quorum:	5	Quorum met:	Yes
Documents available for the meeting	<ul style="list-style-type: none"> Attendance Review Summer 2023 Autumn 2022 SIP Impact Christian Distinctiveness Meeting 19th May 2022 FGB minutes_3117_30th_March_2023_PWR FGB Summer 23 Agenda Governors Report Summer 2023- SEND Headteacher Report Summer 23 June 23 Wellbeing survey staff June 23 Wellbeing survey Maths subject review-6-2-23 PE Action Plan PE 2022-2023 review(4) Pupil Premium Statement 22-23 pupil voice questionnaire SEMH jun 23 pupil voice questionnaire SEMH jun 23[1] Tittensor CE First School_Finance Comm Minutes_860_3117_11_05_2023_PWR Tittensor Education minutes_3117_22rd_June_2023_PWR 		

Item	Notes and actions
	In the absence of SW, GC chaired the meeting and welcomed governors. JP opened with a prayer.
1	<p>Apologies and attendance</p> <p>Resolved: Apologies were received and accepted from Charlotte Chatterton, Simon Johnston, Felicia Goodwin and Sarah Woolley.</p> <p>a) Governors were reminded that all discussions and documents remain confidential until publication of the approved minutes.</p> <p>b) No business or pecuniary interests were declared.</p> <p>c) Governors were reminded to abide by the agreed code of conduct.</p>
2	<p>a) Approval of FGB minutes from 30th March 2023</p> <p>The minutes of the previous FGB meeting held on 30th March 2023 were approved as a correct record of the proceedings.</p> <p>Resolved: The minutes, agenda and other papers can be made available for inspection.</p>
	<p>b) Matters arising</p> <p>There were no matters arising not covered by this agenda.</p>
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 – The minutes of the Finance committee meeting on 9th May 2023 had been circulated to governors and dealt with:</p> <ul style="list-style-type: none"> • Budget outturn 2022/23 • Budget for 2023/24 • Increase in cost of school dinners. <p>A governor asked about the outturn position for the school. GC explained that the Joint Finance Unit (JFU) had not yet finalised the figures, but the final figure would be circulated to governors when it was available.</p>

Action point: GC to circulate this figure to governors when available.

Resolved: Governors ratified the Finance Committee’s approval of the budget for 2023/24 and the increase in dinner price.

ii) Education – The minutes of the meeting of the education committee of 22nd June 2023 had been circulated to governors and dealt with:

- School Improvement Plan (SIP) updates
- Headteacher’s report
- Continuing Professional Development (CPD) policy
- Wellbeing.

Resolved: Governors ratified the approval and adoption of the CPD policy.

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

The governors agreed that the questions asked in the education committee clarified the report and had no further questions to ask.

GC was thanked for her report.

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

Governors were reminded of the importance of safeguarding at Tittensor and were provided with the updated Keeping Children Safe in Education (KCSiE) document for September 2023 to read before the start of next term.

Action Point: Governors to familiarize themselves with the updated KCSiE.2023.

	As a further check on all adults in school, including governors the school does and annual criminal self-declaration. Governors present completed this.												
5	<p>Wellbeing</p> <p>The results of the wellbeing surveys of both children and staff had been circulated to governors.</p> <p>GC emphasised that children know who they can turn to if there are any issues. Each class has a cuddle toy for children’s use and the calm box in each classroom is monitored. In September the school will be starting a mindfulness club.</p> <p>Wellbeing is emphasised to staff at every weekly briefing.</p>												
6	<p>Ofsted update</p> <p>GC explained that the school knows that there will be an inspection by July 2024. Staff are mindful of this but the expectations of staff and children are the same irrespective of an impending inspection.</p> <p>Tittensor is confident of the quality of education it provides and is supporting the development of other schools.</p>												
8	<p>AOB</p> <p><i>Governors commented on how successful the Sports Morning was and they were particularly impressed by the camaraderie between children.</i></p> <p><i>Governors asked that their thanks be passed on to all staff for the hard work they have done this year.</i></p>												
9	<p>Dates of future meetings</p> <table border="1" data-bbox="212 1491 1469 1624"> <tr> <td>Finance</td> <td>12.10.23</td> <td>29.2.24</td> <td>2.5.24</td> </tr> <tr> <td>Education</td> <td>30.11.23</td> <td>7.3.24</td> <td>27.6.24</td> </tr> <tr> <td>FGB</td> <td>14.12.23</td> <td>21.3.24</td> <td>11.7.24</td> </tr> </table> <p>.</p> <p>The meeting closed at 4.30pm.</p>	Finance	12.10.23	29.2.24	2.5.24	Education	30.11.23	7.3.24	27.6.24	FGB	14.12.23	21.3.24	11.7.24
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Summary of Action Points													
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Signed – Chair _____ Date _____