



# 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 21 <sup>st</sup> March 2024 at 4.00pm in school		
Present:	Mrs Sarah Woolley – SW (30/03/2025) Miss Gail Craig (Headteacher) – GC (Ex officio) Mr Shaun Allen – SA (13/02/2025) Mrs Jemma Williams – JW (20/12/2027) Miss Hannah Turner - HT (Assistant Headteacher) (20/12/2024)		
Apologies:	Mr Simon Johnston- SJ (29/11/2025) Mrs Alison Bell – AB (30/04/2026) Mr Ed Hobson -EH (19/10/2024) Rev John Beswick Pallister – JP (Ex officio) Mrs Felicia Goodwin- FG (22/11/2025)		
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"> <li> Action Plan PE 2023-2024</li> <li> Attendance Review Spring 2024</li> <li> CDA Tittensor Jan 24</li> <li> Christian Distinctiveness Meeting March 2024</li> <li> Draft Tittensor Education minutes_3117_7_3_2024_PWR</li> <li> FGB Spring 2024 Agenda</li> <li> Governors Report Spring 2024- SEND</li> <li> Headteacher Report Spring 24</li> <li> Pupil Premium Statement 23-24</li> <li> Pupil Wellbeing Questionnaire feb 23</li> <li> SDP sep 2023</li> <li> Sep 23 Wellbeing survey</li> <li> Teaching and Learning review_04-03-24</li> <li> Tittensor CE First School_Finance Comm Minutes_860_3117_29_02_2024_PWR</li> <li> Tittensor FGB minutes_3117_14th_Dec_2023_PWR</li> </ul>		

Item	Notes and actions							
1.	<p><b>Apologies and attendance</b></p> <p>GC opened the meeting with the school prayer.</p> <p><b>Resolved:</b> Apologies were received and accepted from Simon Johnston, Alison Bell, Ed Hobson, John Beswick Pallister and Felicia Goodwin.</p> <p>a) Confidentiality - Governors were reminded that all discussions and documents remain confidential until publication of the approved minutes.</p> <p>b) Declarations - The annual declaration of business and pecuniary interests had been signed by governors present. No other interests related to this agenda were declared.</p> <p>c) Code of conduct - Governors were reminded to abide by the agreed code of conduct and all present signed to agree to this.</p> <p>d) Membership - Governors acknowledged the resignation of Charlotte Chatterton and discussions were taking place regarding appointment of a new foundation governor. Jemma Williams and Hannah Turner were welcomed to their first full governors' meeting.</p>							
2.	<p><b>a) Approval of FGB minutes from 14<sup>th</sup> December 2023</b></p> <p>The minutes of the previous FGB meeting held on 14<sup>th</sup> December 2023 were approved as a correct record of the proceedings.</p> <p><b>Resolved:</b> The minutes, agenda and other papers can be made available for inspection.</p>							
	<p><b>b) Matters arising</b></p> <table border="1" data-bbox="199 1346 1482 1621"> <thead> <tr> <th data-bbox="199 1346 284 1384"></th> <th data-bbox="288 1346 1007 1384">Summary of Action Points</th> <th data-bbox="1011 1346 1482 1384"></th> </tr> </thead> <tbody> <tr> <td data-bbox="199 1391 284 1621">1</td> <td data-bbox="288 1391 1007 1621">           d) Membership  <b>Action point:</b> GC to forward an email about the method of appointing foundation governors to JP and to update website and GIAS with new governor information.         </td> <td data-bbox="1011 1391 1482 1621">           Website and GIAS updated. Discussions re Foundation Governor have taken place, but no agreement has yet been reached. Rev John is exploring this with the diocese.         </td> </tr> </tbody> </table>			Summary of Action Points		1	d) Membership <b>Action point:</b> GC to forward an email about the method of appointing foundation governors to JP and to update website and GIAS with new governor information.	Website and GIAS updated. Discussions re Foundation Governor have taken place, but no agreement has yet been reached. Rev John is exploring this with the diocese.
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3	<p><b>Reports</b></p> <p>a) Chair's and vice chair's actions No actions reported.</p> <p>b) Committee reports</p>							

i) Finance – The minutes of the Finance committee meeting on 29<sup>th</sup> February 2024 had been circulated to governors and dealt with:

- Current budget position
- September 2024 numbers
- Setting the new budget
- Lettings policy

SW gave a verbal report of the outcomes.

Governors had asked about:

***Governors asked about how the nursery places are funded.***

***Governors were concerned about local children not being able to obtain a place and asked about increasing the numbers.***

***Governors were concerned about the proper staffing of this care and in particular the amount of time GC was having to give.***

***Governors discussed the sound position that Tittensor School is in, both in the quality of education and care it provides and the enhanced facilities that it offers.***

***Governors asked about the distribution of current children between year groups and asked if it was possible to increase the PAN.***

***Governors were concerned about the effect of inflated food prices on the ability of the catering staff to provide satisfactory meals.***

***Governors asked about how the building was accessed, the provision of a keyholder register and details of an emergency contact person.***

***Governors asked if the current SIP is being employed for a further year.***

Responses to these points are contained in the Finance Committee minutes.

**Resolved:** Governors accepted and approved the Finance Committee report.

ii) Education – The minutes of the Education Committee meeting of 7<sup>th</sup> March 2024 had been circulated.

The meeting dealt with:

- School improvement plan (SIP) updates
- Headteacher's report
- Pupil/staff wellbeing
- Pupil enrichment.

Governors had asked about:

***A governor asked about how the school checks suitability for visitors.***

***Governors asked if the records are stored and if objectives can be broken down further for those pupils with additional needs.***

***Governors asked about any extra training for foundation governors.***

**Governors were satisfied that the results show a good level of well-being amongst staff and children.**

**Governors asked about the wellbeing of the head teacher.**

Responses to these points are contained in the Education Committee minutes.

**Resolved:** Governors accepted and approved the Education Committee report.

iii) Christian Distinctiveness 13<sup>th</sup> March 2024 – GC gave a verbal report of the meeting which dealt with:

- Diocese advisor update
- Action Plan
- Baptism lessons
- Update on Christian Club
- Foundation governor.

**Resolved:** Governors accepted and approved the Christian Distinctiveness Committee report.

iii) Headteacher's report

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

- School context
- Ofsted July 2023 – Good with outstanding behaviour and attitudes
- SEND
- Attendance
- Use of Pupil Premium and Sports Premium
- Effectiveness of leadership and management
- The quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for children and learners
- Continuing Professional Development (CPD)
- Ethos and vision

GC emphasised the good attendance and drew governors' attention to the favourable outcomes of the school improvement partner visit and subsequent report.

**Governors asked about the extent of pupil use of the pool to be hired in the summer term.** GC explained that all pupils will be using the pool and that it is not available for others to use.

GC was thanked for her report.

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

	GC referred to two low level safeguarding concerns which had been effectively dealt with.
<b>5</b>	<p><b>Term of office of Charlotte Chatterton</b></p> <p>Charlotte has resigned from the governors as her child has moved schools. This leaves a foundation governor vacancy which is proving difficult to fill.</p>
<b>6</b>	<p><b>Wellbeing</b></p> <p>The results of the wellbeing survey of staff had been circulated to governors and produced very positive results.</p> <p><b>Governors asked about the wellbeing of staff.</b> Two staff present explained that wellbeing has a high profile in school and they know of no concerns. A free lunch had been provided for staff!</p>
<b>8</b>	<p><b>AOB</b></p> <p>School uniform – GC explained that the current uniform is low cost to parents but has been in existence for some time and the logo does not necessarily reflect the ethos of the school. She had been in discussion with a supplier and presented some ideas on logo and colour. Children had also said that red makes them feel sad.</p> <p><b>Governors discussed the likely cost, the issue of parents already having a uniform, the form of the logo and possible colours and use of a sponsored event to raise funds for the new uniform.</b></p> <p><b>Action point:</b> GC was asked to continue her investigations into colour and logo and the form of the uniform.</p>
<b>9</b>	<p><b>Dates of future meetings</b></p> <p>Finance – 2<sup>nd</sup> May 2024  Education - 27<sup>th</sup> June 2024  Christian Distinctivness – 13<sup>th</sup> June 2024  Full governing body – 11<sup>th</sup> July 2024</p> <p>All meetings at 4.00pm in school.</p> <p>The meeting closed at 4.30pm.</p>
	<b>Summary of Action Points</b>
<b>8</b>	<p><b>.AOB</b></p> <p><b>Uniform</b></p> <p><b>Action point:</b> GC was asked to continue her investigations into colour and logo and the form of the uniform.</p>

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**Signed** – Chair \_\_\_\_\_ Date \_\_\_\_\_