

**Minutes of a meeting of the Governing Board of Gillamoor School held  
at the school on Tuesday 6<sup>th</sup> February at 6:30pm.**

<b>Present:</b>	
Christopher Vowles (CV)	(Chair) Parent Governor
Tamsin Elsey (HT)	Headteacher
Lorraine Hugill (LH)	Staff Governor
Stuart Patterson (SP)	Co-opted Governor
Aniko Sheppard (AS)	Foundation Governor
Paul Normandale (PN)	Co-opted Governor
<b>In attendance:</b>	
Clerk – Lydia Waites (LW)	NYC Clerk
Claire Teasdale (CT)	Maths Lead
<b>Apologies:</b>	
Claire Haynes (CH)	Foundation Governor
Lindsey Roberts (LR)	Parent Governor
<b>Vacancies:</b>	1 x Co-opted, 1 x LA

**Colour coding Key – Highlighting Governor Core Functions**

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

Item	Minute	Lead
0.0224	<b>Claire Teasdale to present about Maths</b> Claire Teasdale (maths subject lead) gave a brief presentation on maths.	
1.0224	<b>Welcome and Introductions</b> CV welcomed governors and opened the meeting.	
2.0224	<b>Apologies (with and without acceptance)</b> Apologies from CH and LR.	
3.0224	<b>Consideration of which items should be confidential</b> Any confidential items will be minuted as such as they arise.	
4.0224	<b>Approval of minutes from the last meeting</b> Governors agreed that the minutes of the FGB meeting held 12.12.23 are a correct record.	
5.0224	<b>Matters arising from the previous meeting/update on action points</b> <ul style="list-style-type: none"> <li>• <i>Action 6.0723:</i> CV to follow up. CV has circulated a revised version of the governors vision and values statement.</li> <li>• <i>Action 10.0723:</i> <i>Ethos Group to circulate minutes following future meetings.</i> The Ethos Group met two weeks ago – minutes still to be circulated.</li> </ul> The remaining actions have been or are being actioned.	
6.0224	<b>Any other urgent business</b> No other urgent business.	
7.0224	<b>Report from the Headteacher</b> Q: Using your crystal ball, what are the judgements for the summer term? And as we are in the Ofsted window; what are the judgements in all areas? A: It's possible that Ofsted will visit this year. If they visited now, I believe behaviour and attitudes are good, if not better. As the report states, there is one behaviour issue in reception which we are doing everything we can to address. Depending on the	

inspector, we may be in the 'good' area for the curriculum. We're early in the implementation phase, so it depends if the inspector will want to see this embedded or will be happy that the journey and intention are there. Leadership is tightly stretched in terms of governance. I'm not certain where that judgement would fall as the GB is small and there isn't a large amount of experience, though everybody is upskilling. I'm happy that we're going in the right direction within the school in those areas, particularly with safeguarding.

Q: If the governance was 'requires improvement' would the whole of leadership and management require improvement?

A: Yes. Admittedly, for me, the understanding of governance as a Headteacher is also weak, though it's something I'm learning.

A: Regarding the crystal ball, some of those areas I do feel like we've got the intention but need to see the impact, though the implementation is starting. I would like to say that by summer term we will be sitting comfortably within the 'good' bracket. Personal development is a strong area within the school.

Q: Has there been any feedback from parents regarding the new curriculum?

A: Just some very casual comments at the school gate like 'oh, it sounds great' or repeating what children have said about classes. We haven't had any formal feedback. Our current theme for the school day is culture. Hopefully parents will attend and give some feedback then.

PN noted that the report was well-structured and shows what the school is doing and where it is going.

Q: Regarding SEN – the report stated that an application is being prepared. Is that the reception student you mentioned earlier?

A: Yes. And we also had an application for an interim measure of funding which was declined this week as the pupil came from another school. We are close to submitting the next cycle of evidence for the child in reception.

Q: You commented in the report that you've introduced a new way of getting parents to sign in – is that providing an opportunity for a conversation?

A: Yes, it isn't popular though we do stress that there is a big national push on attendance.

LH added that 10 attendance letters were sent out last week. (These were largely due to traffic. Lateness was a factor for the 2 repeat cases, one of which gave reasons such as 'Late' and, when pressed, amended to 'Traffic'. However, this is on a route where there are not traffic issues.)

Q: Does the LA have someone you can send round to talk to parents about attendance?

A: You can get in touch with the LA about persistent absentees. A scenario on this topic was shared in the school newsletter.

Governors discussed this.

HT shared that she has had an LA visit since the report to look at maths and English. There were a lot of agreements on the visit that we needed to get expectations on working walls to be clear to teachers and to look at how we are using them in lessons, so we have some focused things to work on with staff. The visitor could see a common thread throughout all three sessions she saw, so it was good to see that consistency.

One child had left the school after leaving the area. We have contacted the children missing in education system about one child with daily updates over three weeks and managed to get them active in the new school the child had moved to, but then the child moved back to this school. This has been quite a resource drain.

	<p><b>Q: Are they permanently with Langton now?</b>  <b>A: They had never quite come off our role, hence the chasing. There is a protocol for children missing in education, and we followed every part of it we were meant to and then some.</b>  Governors discussed this.</p> <p>We are experiencing behaviour challenges with one particular child. There is a feeling that our behaviour policy does not apply to its extreme levels to this child due to their particular SEN needs. HT has sought advice from the SEN hub regarding putting a restorative behaviour plan in place that can still be used, but at this moment we are still waiting for a response.</p>	
8.0224	<p><b>Health and safety and premises update</b>  A gate is being increased in height – a date has not yet been arranged. A health and safety and premises inspection and walk around is happening after half term. The works upstairs have been approved and will happen during the Easter holidays. A revamp of the outdoor for the early years has started. The railing may need painting in the future.</p>	
9.0224	<p><b>Governing Board Update</b>  CV noted that there are still some vacancies on the board. Since the previous meeting, he attended a NYC training session on chairing governing boards which stated that while not required, it is good practice to have a SEND link governor and Vice Chair. CV asked governors to consider whether they wish to take on these roles and shared that he will be leaving the board at the end of the year due to additional commitments. Therefore, the board needs to think about a SEND link governor and Vice Chair (and succession planning in general). Governors discussed this and potential candidates to recruit to the board.</p> <p><b>Q: Do we need another Parent Governor?</b>  <b>A: We certainly will do as CV is. Governors will need to consider any parents who may wish to join the board.</b></p>	
10.0224	<p><b>Governor Training and development</b>  PN attended a safeguarding course last Wednesday and has shared his feedback from this with LH. There was an emphasis on mental health and on keeping records. SP undertook the introduction to governance training and some finance training which gave a guide as to what is required and an insight into budgeting. He is also undertaking the school complaints training for governors in March. CV reminded governors that the online Ofsted training available online is tomorrow evening at 6pm.</p>	
11.0224	<p><b>Policy Review</b>  None to review during this meeting. HT discussed performance management.</p>	
12.0224	<p><b>Revised Budget and SFVS</b>  LH shared that she ran a financial monitoring report a week ago and gave a brief update on this for governors. The school has received 2k from the DofE for the home to Ukraine scheme. The start budget from April 24 will be more expensive than we budgeted for – some teaching changes will need to be factored in. Our crystal ball numbers budgeted for 57 pupils, but we think we will have 53. This will make a difference of about 23k to our budget for next year, which will affect our carry-forward. This could mean that the carry-forward for next year is only 4k, meaning that the following year could have a deficit of 25k. Hopefully some of the second choices become first choices. We need to get more children in the school.</p> <p>Regarding parent pay, we are owed £420 for school lunches, alongside other additional outstanding charges. We have met with these families regarding their outstanding payments. Pupil premium can cover some of this, but the school is taking a hit.</p> <p><b>Q: Could any of the sports premium pay for swimming, for example?</b></p>	

	<p>A: We do use so much of the sports premium for some elements of it, e.g. teachers and coaches, but not for swimming itself.</p> <p>HT added that the school has set up childcare aid, meaning that working parents can register with the government for this childcare. LH and HT explained how this works.</p>	
13.0224	<p><b>Any other business</b></p> <p>HT shared that she is still enjoying working at the school and it feels like it is going in a good direction. There has been a lot of change, and the next challenge will be ensuring that these changes remain embedded.</p> <p>Q: Are there any negatives that need to be addressed?  A: There are the budget pulls and behaviour challenge in reception, but overall there is nothing pulling us down; no significant issues.  Q: How is the NPQH helping with this work?  A: It has been very useful – I've been able to pull directly from it.  Q: What about the rest of the staff going through training? How are they managing?  A: [HT explained what training staff are undertaking and noted they are managing well].  Q: How are staff feeling about workload?  A: They're managing, though there is some strain to meet demands in reception.</p>	
14.0224	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <p>Governors have challenged and supported the Headteacher where they can. The curriculum was discussed at length, along with the school's readiness for an Ofsted visit. The school's budget and GB constitution were also discussed.</p>	
15.0224	<p><b>Date of next meeting/s</b></p> <p>FGB 14.05.24, at 6.30pm.</p>	

Meeting closed 8:30pm.

**Minutes produced by Lydia Waites – Clerk**  
**Signed ..... (Chair) Date .....**