

**Minutes of a meeting of the Governing Board of Gillamoor School  
held at the school on Tuesday 19<sup>th</sup> November at 6:30pm.**

<b>Present:</b>	
Christopher Vowles (CV)	(Chair) Parent Governor
Tamsin Elsey (HT)	Headteacher
Stuart Patterson (SP)	Co-opted Governor
Aniko Sheppard (AS)	Foundation Governor
Paul Normandale (PN)	Co-opted Governor
Emma Smith (ES)	Parent Governor
Charlotte Pope (CP)	Staff Governor
Paul Sunderland (PS)	Foundation Governor
<b>In attendance:</b>	
Lydia Waites (LW)	NYC Clerk [attended via Teams]
<b>Apologies:</b>	
<b>Vacancies:</b>	

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

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

No.	Item	Lead
1.1124	Welcome and Introductions CV welcomed governors and opened the meeting with a prayer.	
2.1124	Apologies (with and without acceptance) No apologies.	
3.1124	Consideration of which items should be confidential Any confidential matters will be minuted as such as they arise. <i>Discussions under item 7.1124 were minuted separately and confidentially. Minute 7.1124c refers.</i>	
4.1124	Approval of minutes from the last meeting <b>Governors addressed the minutes of 17.09.24 FGB and agreed they are a correct record.</b>	
5.1124	Matters arising from the previous meeting/update on action points CV reviewed the actions arising from the previous meeting and provided updates on these. No actions to carry over.	
6.1124	Any other urgent business No other urgent business.	
7.1124	Report from the Headteacher <ul style="list-style-type: none"> <li>• Pupil outcome update</li> </ul> HT gave a brief verbal update on pupil outcomes. Q: Are you happy with the standard of work in class at the moment? A: We are always working on improving, but at present we are happy with the standard of work. Q: How is writing performance? A: It's going well. We've been looking at other topics alongside writing which are helping pupils engage. We have had some successful pieces of writing. The quality of writing on the	

	<p>long writes – when they have time to plan – is good, but automatic writing skills can be developed.</p> <p>Q: What positive benefits are you seeing from formalising spelling tests?  A: The weekly homework aspect is a benefit for children in terms of soft skills and responsibility. In terms of impact, it is too early to see what the impact of the tests is.</p> <p>Q: Are pupils all putting in time to work on spellings?  A: We have been keeping on top of those who don't hand in homework.</p> <p>Q: How do the tests help teachers direct their teaching?  A: It is quite early to say, but we will be addressing any gaps that need filling and having individual interventions were pupils may be struggling.</p> <ul style="list-style-type: none"> <li>• Pupil premium  Governors discussed pupil premium. HT explained how the school helps pupil premium students and parents where possible.</li> <li>• Sports premium  HT explained that the school spends all of the available sports premium. Children get a good deal in terms of access to PE facilities.</li> <li>• Attendance update and action plan  Attendance is slightly above the national average. Ofsted were happy that the school is doing everything to monitor attendance.</li> <li>• Curriculum update/review  HT noted that embedding work is ongoing.</li> </ul>	
8.1124	<p>Health and safety and premises update  There was a health and safety visit last week. The inspector noted the high quality of Lorraine's paperwork.</p> <p>Q: Is the railing still loose?  A: Yes. The work was scheduled but not carried out despite us having paid for the work. It would cost 1k to remove the railing as they suggested, so we removed the railing ourselves.</p>	
9.1124	<p>Governing Board Update  CV noted that a Vice Chair still needs electing and a Chair will need to be elected in January when he will have stepped down. Governors shared the names of potential governor candidates which were noted down for him to approach about joining the board. SP shared that he is willing to take on the Chair role from January if necessary.  Governors discussed areas for development in terms of governance and governor skills which can be considered when recruiting new members.</p>	
10.1124	<p>Governor Training and development  No update.</p>	
11.1124	<p>Policy Review  No policies for review during this meeting. A behaviour policy will need to be reviewed soon.</p>	
12.1124	<p>Revised Budget and SFVS for approval  SP visited school to look at the financial forecast today, and gave a brief overview of the school's finances. The budget forecasts a carry-over for next year. There is nothing outstanding in the budget that is cause for any worry. The only potential issue is PAN, which will need to be taken into consideration – HT gave a brief overview of how this will be considered on a practical level. Governors discussed this. Overall, the school is in a good financial position. <a href="#">Governors approved the revised budget.</a></p>	
13.1124	<p>Any other business</p>	

	Governors discussed community engagement. CV noted that some former governors are not listed on the school website. Governors thanked CV for his work and time as Chair.	
14.1124	How has this meeting impacted on the welfare and progress of our pupils? Governors addressed Ofsted feedback and actions; discussed governing board recruitment and succession planning; addressed SEND provision and support within the school.	
15.1124	Date of next meeting/s <ul style="list-style-type: none"> <li>• Tuesday 11<sup>th</sup> February 2025</li> <li>• Tuesday 6<sup>th</sup> May 2025</li> <li>• Tuesday 8<sup>th</sup> July 2025</li> </ul>	

*Meeting closed 8PM.*

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