

Charlton Kings Junior School
Full Governing Body Meeting Minutes via Microsoft Teams
Wednesday 7th July at 6 pm



“Ensuring excellent outcomes for children”

Present		Also present	
Caroline Parker	CP	Rebecca Ragg	RR (Clerk)
Peter Williams	PW	Anna Ferchow	AF
Sue Selwood	SS	Adrian Hunt	AH
Nick Jukes	NJ		
Mark Hawkins	MH	Apologies	
Chris Hunter	CH	Gavin Roberts	GR
Ian Davidson	ID	Lesley Crompton	LC
Hannah Young	HY		
Susannah Morgan	SM	Absent	
Nicola Edwards	NE	Andrew Lackey	AL
Mike Spink	MS	Cheryl Crowley	CC

1	Apologies and welcome	Action
	<p>AH was welcomed as a guest who is a prospective Staff Governor. AF was welcomed and thanked for her work toward finalizing the budget.</p> <p>CP informed the Governors ahead of the meeting of a late arrival, PW stood in as CoG for the duration of the meeting.</p> <p>MH informed the Governor ahead of the meeting of the need to leave early.</p>	
Promoting Outstanding Governance		
2	Register of pecuniary interest/conflict of interest	Action
	None	
3	Minutes of the previous meeting to be approved	
	<p>> Confirm the minutes of 10th May 2021 are a true and accurate record of the meeting</p> <p>The minutes of 10th May FGB meeting were verbally approved as an accurate record of the meeting.</p>	
4	Operations Committee and Financial Management; matters arising	Action
	<p>> Agree to proposed budget and staffing structure for new financial year – approved by Operations Committee on 27th May 2021</p>	

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	<p>AF – updated the Governors with two minor updates to the budget ahead of the Governors considering the approval of this budget.</p> <ul style="list-style-type: none"> - The first update is that income is slightly higher due to pupil premium fund being higher than anticipated. The second update is that a PPA teacher that had been budgeted for has now been replaced with a Full Time equivalent, which has meant more money coming out of the budget. However, the budget was materially in line with that proposed and accepted at the Operations Meeting 27 May 2021. - AF reassured that the budget is always prepared conservatively. - AF further confirmed that there is a surplus at the end of this year. - AF explained that three-year budgeting is always difficult as we cannot assume funding levels will increase whereas we know costs will increase. In previous years the third year of the three-year plan showed a deficit but that had never been the case. AF has predicted a deficit for the year 2022/2023. <p>18.13pm the Governing Board approved the proposed budget ahead of the submission this month.</p> <p>> Potential auditors’ suggestions</p> <p>It was agreed that the school will notify the current auditors (Hazelwood’s) that the school will go out to tender potential future auditors, however the school has been very happy with the current auditors.</p> <ul style="list-style-type: none"> - AF confirmed that the school is in the process of gathering quotes from other auditor providers. <p>> Building improvements subcommittee</p> <p>AF shared the good news of the confirmation of a successful Capital Improvement Fund (CIF) bid. The grant has been awarded from the ESFA. This means that the heating system can be replaced in the school ready for this winter.</p> <ul style="list-style-type: none"> - The work will be carried out fairly swiftly to make best the opportunity of the children being off site over the summer holidays. - AF outlined three main stages of the work. (1) Heating and Pipes installation – this will take place as early as 21st July. The asbestos will also be removed. (2) The boiler will be installed during term time, the part of the school this is located in means that school operation will not be affected. (3) Installation of smaller heaters for water heating in the children’s toilets and connecting the Year 4 	<p>AF</p>
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	<p>classroom to the system, this work will take place during half term.</p> <ul style="list-style-type: none"> - On Governor Hub there are terms and conditions for this work taking place to approve. - ID confirmed that the terms and conditions are standard and unchanged from those the school has previously agreed. <p>GQ: Does the CIF bid money come with a contractor?</p> <p>GA: The project manager who has helped with the bid, submitted the bid ready with a contractor aligned to the project.</p> <ul style="list-style-type: none"> - ID confirmed the terms and conditions are standard ones and proposed to accept them. <p>GQ: Will there need to be redecoration with this project?</p> <p>GA: Yes, and possibly replacement lighting throughout the school.</p> <p>The school has committed to pay 15% of the costs of the project.</p> <p>GQ: Is it possible that we may not need to pay this if the work comes under budget?</p> <p>GA: Yes.</p> <p>The Governors agreed to the Terms and Conditions for the CIF bid works to go ahead this summer.</p> <p>The Governors briefly discussed the focus of the subcommittee looking at small projects to improve the overall effectiveness of the buildings. A list of potential ideas will be shared and a strategy pulled together to get some of the less expensive projects underway from September. The less expensive projects will typically cost less than £5000. Projects over this amount will be shared with the Governing Board.</p> <p>> Governors’ allowances policy</p> <p>This policy will be shared during the recruitment process to encourage volunteers to join the school.</p> <p>AF left the meeting at 18.30pm</p>	RR
5	Matters carried forward which are not covered elsewhere	
	None	
6	Governing Board updates and Succession Planning	
	> Receive and evaluate reports from governors who have carried out monitoring visits	

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	<ul style="list-style-type: none"> - LC has met with NJ and Georgina to discuss Pupil Premium - NE has looked at the Safeguarding information to help her learn about this role for next year. - The finance committee have been in twice (PW/CH), the notes from the visits can be found on Governor Hub. - PW raised that the Governing Board are looking for someone to take over from CH on the finance committee when he leaves next term. CH is happy to mentor someone into this role. - CP raised that a Governor will need to step into the role of SEN Governor when CP leaves in September. - NE expressed interest in the SEN Governor role – the geography subject will need to be reallocated in the next term. (RR to amend the files with this information on and Governor Hub roles page) <p>➤ Review the skills needed for the current recruitment drive and the roles needed for the next academic year (Governing Board Roles file)</p> <p>It was agreed that the skills identified in this document should be reflected in the coming Parent recruitment drive next term.</p> <p>➤ Review vacancies available and expiring terms of service</p> <p>Currently there are vacancies for three member appointed Governors and during the next term three Parent Governor vacancies will become available.</p> <p>➤ Recruitment Panel updates</p> <ul style="list-style-type: none"> - Mark Sutcliffe (hereafter MaS) will be joining the Governing Board as a Member Appointed Governor, following a successful interview on 2/7/21. He is currently the parent of a child in CKIS and works with IT systems. - The Members are currently considering an application which has come through the Governors for Schools service. - The Members will also consider Adrian Hunt to become a Staff Governor. 	RR RR RR
7	Chair's Business	Action
	<p>➤ Proposed calendar for the next academic year 2021-2022</p> <p>The calendar for the next academic year has not yet been approved. SS/PW agreed to look at this tomorrow. Once the calendar has been approved it will be circulated.</p> <p>➤ Website audit</p> <p>SS/AF are not yet in agreement as to how a new website should look. Both feel it would be good to have a new website to start the new academic year</p>	SS/PW

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	with. Currently costs and timescales to implement are being looked at, with a huge variation in both across different providers. SS welcomes any advice in this area. RR suggested that perhaps MaS would be able to provide some advice and will connect SS with the new Governor.	SS/AF/MaS
8	Governor Training	Action
	<p>➤ Identify training needs still to be addressed for the Autumn Term</p> <ul style="list-style-type: none"> - TBA Chair/Head/Clerk training course – GCC have not yet released the training courses information for next term. - PW informed Governors that he attended The Role of the Chair – Part 1 & Part 2 on 17 June 2021. Lead by Ruth Kessell, this was extremely professional and informative. He will share some of the handouts as they were very useful. - HY also attended three courses run by GCC, An introduction to external performance data, SEN and Pupil Premium which was again very good quality. - Governors were encouraged to take up training with GCC as the quality of the training has been very good. - NE supplied that the Safeguarding course she attended was very helpful in conjunction with a visit to school and a chat with SS. 	RR
Promoting Outstanding Teaching and Learning		
9	Curriculum Development	
	<p>➤ Link Governors to report on any subject leader meetings that have been held.</p> <ul style="list-style-type: none"> - CC has contacted Rachel and Helena about Sports, but as it is close to the end of term SS was not sure how far the conversations went. - SM supplied that she has talked with Lauren about Computing and is planning to talk more with her in September. - MS checked who the contact is for MFL. SS clarified that a new teacher took this on during the summer term this year and will provide MS with the contact details. - NE will contact the RE subject lead – Cavan Norton. <p>➤ Broad summary of the work the Governors have been doing over the last year and what the focus is going forward</p> <ul style="list-style-type: none"> - The focus in September will be to clarify the roles and responsibilities of the Governors, setting out what needs to happen and when. Small working parties will be organized allowing 2-3 Governors to work together to support those who have recently joined along with capturing the experience of those 	SS

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	<p>who have been on the Governing Board for a while.</p> <p>> Cultural Capital</p> <ul style="list-style-type: none"> - As there has already been a parent and pupil survey this term, SS feels the Cultural Capital survey would be better placed to run alongside the focus on vision and values in September. 	<p>SS</p>
<p>10</p>	<p>Headteacher Report/School Development Plan</p>	<p>Action</p>
	<p>> Headteacher to present report and review progress against self-evaluation form</p> <ul style="list-style-type: none"> - SS would like to evaluate some of the priorities detailed as some progress has been made toward those. - SS suggested a Governance priority would also be useful. - SS would like to align the SDP more to the SIP. <p>GQ: The parent and pupil surveys were mostly really good; however, one or two themes were consistently disagreed with. Is there anything we should be aware of?</p> <p>GA: Not all families take part, we can also assume the ones that do not take part are happy, and they form an opportunity for parents/pupils to raise any issues they may have.</p> <p>GQ: Are the surveys anonymous to you?</p> <p>GA: Yes, they are, although this could be a concern should a child raise a bullying issue. The survey is useful in bringing up discussions about these kinds of issues in class, the school council does a lot of work to support the children with this.</p> <p>GQ: Quite a few children felt anxiety, do you feel they understand what this is well enough?</p> <p>GA: Each question is gone through as a class, to ensure the children understand what the questions mean. The point of the surveys is to raise any issues we can work on together. Whole school assemblies would approach a lot of these topics. Next term SS will share the results of the survey as an assembly to reassure pupils that we are listening to them.</p> <p>GQ: How often are the surveys carried out?</p> <p>GA: Annually.</p>	

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	<p>The Governors discussed the possibility of carrying out a period of work in supporting items such as anxiety and then conducting another survey to see if the work has had an impact. This led onto the Immersion coaching training which has been dealing with different emotions. A snapshot of 5-6 children per class are monitored each term to show how the children’s emotions are developing. All staff will be trained in this in September so it will be embedded in all classrooms.</p> <p>GQ: The SEND numbers look higher in Year 3, is there a reason for this?</p> <p>GA: Often this is due to children coming up from the infant school on the SEN register, who then receive interventions and some will then come off the SEN register as an outcome of the interventions taking place. This shows progress made during their time in the school. The current Year 5 children have quite a high number of SEN, although there are no general trends.</p> <p>SS informed the Governors that the staff and children are very excited about the upcoming residential trip to the Lake District.</p> <p>Arrangements for September were discussed in light of the probable easing of restrictions on 19th July 2021. The children will no longer be required to be in bubbles and facemasks are not compulsory. Track and Trace will take over telling children to self-isolate and initiate PCR testing. If there is a sharp increase in cases, bubbles may have to be reformed. Assemblies can continue. Hygiene and ventilation measures will continue. This could be the last virtual Governors meeting.</p> <p>> Staffing update</p> <p>There will be a new teacher joining the school to cover PPA and curriculum release time, as outlined in the budget update. HY was involved in the interview process, this support was very much appreciated.</p>	
11	Quality of teaching and learning	Action
	<p>> Outcomes of monitoring activities (part of the HT report)</p> <p>The Year 6 team has carried out SATs papers with the children. Other year groups have carried out assessments too, however the results have not been collated as yet, they will be ready for sharing at the September meeting. Early indications of the Year 6 assessments show that Reading and Math’s results are really heartening. It is expected that the younger children will show more impact of the disruption to school life due to the pandemic.</p>	
12	SEND	
	<p>Harriet Jackson will become the SENDco across both CKIS and CKJS. CKJS will solely employ Harriet and invoice CKIS initially. There will be a review once a term to check if the relationship is effective. Harriet has visited the infant’s</p>	

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	<p>school to understand the workload.</p> <ul style="list-style-type: none"> - NE expressed an interest in becoming the SEN Governor. 	RR
13	Pupil Premium	
	<p>No major updates to this section. NJ reflected that in light of the parent's survey, the school will look at how it makes contact with parents in receipt of pupil premium money, so that parents know how this money is being spent.</p> <ul style="list-style-type: none"> - NJ also highlighted the change in reporting arrangements to the Government from the start of the next academic year. - NJ informed the Governors that the catchup premium from September will no longer be given to all pupils but will be focused on children in receipt of pupil premium funding. 	
14	Partnership	
	<p>➤ Feedback from HY attendance at CKIS FGB meeting 18th May 2021</p> <ul style="list-style-type: none"> - HY highlighted that the financial situation of CKIS is quite different to CKJS. - HY reported that CKIS have discussed the possibility of a future need to become a MAT and attended a presentation from a Head Teacher from a school in Malvern. - Partnership with both schools remains a priority, both schools see strength in working alongside each other. <p>Following a meeting between PW and the Chair of CKIS, Alan Waller on 30 June 2021, it was agreed that the Chair and a link Governor, which HY has agreed to take on for CKJS, will be meeting a couple of times a year to share information and promote working together. It may be appropriate for this group to understand and define ways the schools might work more closely in the future if that is deemed to be advantageous.</p> <p>GQ: Is the Government encouraging Stand Alone Trusts (SATs) like CKIS, to become a Multi-Academy Trust (MAT)?</p> <p>GA: It appears that the government is keen to encourage SATs to become a MAT, there is a concern that reducing the number of local authority schools would reduce the services that the LA can offer. Currently CKJS buys back many of the services the LA provide, and these are often high-quality provision Balcarras has become a MAT with the new High School in Leckhampton. SS and PW are keeping abreast of any new advice on this issue. As the Government fund the school, we have to do what is asked, however we are not sure what evidence exists to confirm the benefits of switching from our current SAT to a MAT. We note that LAs such as GC play a vital role in the services and training, they provide.</p>	

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15	Consider any items to be recorded as confidential minutes	
	None	
Compliance		
16	Health and Safety	Action
	No updates, all reports are up to date.	
17	Risk Register	Action
	No updates, the register will be checked in the new academic year.	
18	Child Protection / Safeguarding	Action
	Harriet Jackson has carried out DSL training and will carry out this role across both schools.	
19	Complaints	Action
	None	
20	Ofsted Preparations	Action
	All state schools will be inspected in the next five years. Ofsted have created many publications and reports during the pandemic, such as SEN and Curriculum. SS will be digesting these over the coming months to identify the main messages and check that the school is on track. A SIP practitioner will be appointed early in the new academic year with GCC invited to provide a suitable list of candidates	
21	Policy Review	
	Policies to ratify – <ul style="list-style-type: none"> - Accessibility – CP – this policy is not ready to be ratified but is in process. - Exclusion – included in Behaviour Policy – SS – There is not a separate exclusion part, it is all included in the Behaviour Policy. - There is a planned reorganization of Governors roles, responsibilities and alignment to policies in the new academic year. This is hoped to reduce the number of policies at meetings and where policies will just be ratified at FGB meetings. - Next term the admissions policy will need to be ratified ready for the academic year 2023/2024, this will need to then be consulted as per the LA requirements. 	CP/SS PW/SS/RR RR
22	AOB	Action
	This is CPs official last committee, although she will attend the September	


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	<p>meeting to handover with the next Chair. CP received a card and goodies today, she thanked everyone for their hard work and would like to learn about the work the Governors do in the future.</p> <ul style="list-style-type: none"> - SS commented that another gift will be presented to CP before the end of term also and that these are small gestures compared to the seven years CP has been supporting the school. - SS thanked CP for everything she has done, for the knowledge and expertise in Education that has benefitted the school. - SS acknowledged that it is great that CP will remain a Member. <p>PW thanked Governors for all of their commitment during this year. SS thanked the Governors for their support over the last year.</p>	
	<p>DONM: September 13th 2021 (potentially face to face)</p> <p>Meeting ended: 7.47pm</p>	

<p>Relevant papers attached:</p> <ul style="list-style-type: none"> • • 	<p>Signed by Chair of the committee:</p>  <p>Date: 22 September 2021</p>
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