

**Charlton Kings Junior School**  
**Full Governing Body Meeting Minutes via Microsoft Teams**  
**Monday 13<sup>th</sup> September at 7pm**



“Ensuring excellent outcomes for children”

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

<b>1</b>	<b>Apologies and welcome</b>	<b>Action</b>
	New Governors MaS and AH welcomed to the Governing Board.  All Governors spoke briefly to introduce themselves.	
<b>Promoting Outstanding Governance</b>		
<b>2</b>	<b>Register of pecuniary interest/conflict of interest</b>	<b>Action</b>
	> <b>Declarations of interest – <a href="#">Log on to Governor Hub to confirm this.</a></b>  None declared at the meeting.	
<b>3</b>	<b>Governing Board updates and Succession Planning</b>	
	> <b>Elect Chair/Vice Chair</b>  <b><u>The Governing Board voted unanimously for PW to become CoG 7.15pm.</u></b> <ul style="list-style-type: none"> <li>- The process of nominations before the meeting, a discussion about suitability and a secret ballot were carried out. PW will complete suitability checks over the next few weeks in accordance with the EFSA.</li> <li>- No nominations were received before the meeting for the role of Vice Chair, and no nominations at this meeting. Therefore, the role</li> </ul>	

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	<p>of Vice Chair still needs to be filled. This item will be moved to the agenda of the next FGB meeting.</p> <p>➤ <b>Vacancies, expiring terms of office and recruitment drive for new intake Sept 2021 (PW/SS/RR)</b></p> <ul style="list-style-type: none"> <li>- There will be three Parent Governor vacancies this term, as CH, MH and AL will all be moving on after their terms of office expire. A letter has been drafted ready to be sent to the Parents of the school. It was agreed this letter should be sent out as soon as possible and to ensure the letter aids recruitment of the skills identified in previous meetings.</li> <li>- There is one Member Appointed vacancy, however following on from the discussions around the Parent Governor recruitment drive this term, it was decided that the Governors would like to see what skills the new Parent Governors may bring this term and then re-evaluate any potential Member appointed places.</li> </ul> <p>➤ <b>Review committees, committee memberships and link governors' roles as applicable</b></p> <ul style="list-style-type: none"> <li>- PW shared a document which he has developed with SS, which outlines the Governors statement of intent, the purpose of the Governing Board, the critical tasks the Governors can take on to be actively involved in the “critical friend” role of Governance. The document organises the Governors roles and committee attendance, aimed at supporting Governors with sharing skills and expertise. PW encouraged Governors to consider what they would like to become involved in, what skills they are able to offer to the Governing Board/School community.</li> <li>- PW emphasised the importance of documenting the work the Governors are doing. This could be in the form of posting an update on the Governor Hub noticeboard to let the Governing Body know that a monitoring visit has been carried out, it could be a verbal report at a committee meeting or it could be a written report submitted to a committee.</li> <li>- PW encouraged Governors to think about what the focus might be for visiting the school and to discuss this with himself, SS, or senior leaders. This could be tied in with the SDP.</li> <li>- PW recommended Governors consider how the pupil voice can be heard during monitoring visits.</li> <li>- A guidance document and written report proforma will be available for Governors who would like support in planning a visit to school, this will be made available on Governor Hub.</li> <li>- Governors were encouraged to take a relevant policy with them during a monitoring visit and ask themselves the question, “is the policy fit for purpose?”</li> <li>- RR/SS will meet termly to check through policies which need updating, checking for changes in advice/legislation and notifying Governors of policies which need to be approved or discussed at Full</li> </ul>	<p><b>Agenda item</b></p> <p><b>RR/SS</b></p> <p><b>RR</b></p> <p><b>All Governors</b></p> <p><b>All Governors</b></p> <p><b>All Governors</b></p> <p><b>RR</b></p> <p><b>All Governors</b></p> <p><b>RR/SS</b></p>
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	<p>Governing Board meetings.</p> <p><b>GQ: If I become involved across a number of areas, does that mean I need to attend every committee meeting, as some areas fall into Curriculum and Learning, and some come under Operations?</b></p> <p><b>GA: It is hoped that Governors will work in small groups on related tasks. A report could be submitted to a committee, or a member of the group could attend that a particular committee, rather than needing one person to attend every meeting.</b></p> <p>➤ <b>Confirm adherence and acceptance of the code of conduct</b> – Log on to Governor Hub to do this.</p>	
<b>4</b>	<b>Minutes of the previous meeting to be approved</b>	<b>Action</b>
	<p>➤ <b>Confirm whether minutes are true and accurate record of previous meetings</b></p> <ul style="list-style-type: none"> <li>- The minutes need one amendment (Item 21 date needs changing in the policies section, to reflect the correct Admission Policy).</li> </ul>	<b>RR</b>
<b>5</b>	<b>Operations Committee and Financial Management; matters arising</b>	
	<p>➤ <b>Quotes for potential auditors being sought during the summer.</b></p> <ul style="list-style-type: none"> <li>- This has not yet been actioned due to the CIF bid works taking place, AF will be seeking quotes in the next few weeks.</li> <li>- Governors will consider value for money and expect the current contractor Hazelwood's to bid again.</li> </ul> <p>➤ <b>CIF Bid building improvements over the summer.</b></p> <ul style="list-style-type: none"> <li>- The work is currently ahead of schedule, the heating and lighting are now good quality.</li> <li>- The boiler is coming out in the next few days.</li> <li>- The Year 4 end of the school has been completed.</li> <li>- It is hoped all the work will be finished by the end of September, followed by a period for snagging.</li> <li>- The school has agreed to finish painting the areas where pipes have been boxed in, which has enabled the Year 4 corridor to have LED lighting installed.</li> <li>- The classrooms now have modern temperature control panels and the heating system in general is much cleaner than the previous one.</li> <li>- There has been a delay in the Government money becoming available for this project, however the school has been able to use the reserves for the time being until this money is passed to the school.</li> </ul> <p>➤ <b>Projects prioritised for the autumn term for spending smaller amounts of the building capital after the expansion plan ceased.</b></p>	<b>AF</b>

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	<b>the day or chat to the subject lead.</b>	
<b>7</b>	<b>Chair's Business</b>	<b>Action</b>
	<p><b>&gt; Proposed focus and direction for the upcoming year (as per agenda item 2)</b></p> <ul style="list-style-type: none"> <li>- PW attended a future Chair of Governors course with GCC last term, which focused the Governing Boards role as working on the gaps identified in the SEF and SDP.</li> <li>- SS is in the process of obtaining a SIP, which is an independent critique to help the school drive forward.</li> <li>- The SIP could potentially audit the schools Governance as could Governor Services with GCC.</li> <li>- Governor self-evaluation will be important once the Governors are more established.</li> <li>- PW/SS/RR are currently looking at ways in which the Governing Board can drive forward how we look at policies. Governors are encouraged to take a policy into school on monitoring visits and consider whether it is valuable to the school. RR will keep on top of legislation changes and there will be some that will need further discussion from the Governors as a whole board.</li> <li>- This year there will be a focus on how Governors can engage with the school community, exploring several different ways.</li> <li>- The supporting documents for meetings held on Governor Hub have been reorganized to make clearer which documents are related to agenda items.</li> </ul> <p><b>&gt; School website update (SS/AF)</b></p> <ul style="list-style-type: none"> <li>- There are a few options to go forward with the website update. MaS will be supporting the school in finding a suitable solution.</li> <li>- The current website is difficult to maintain due to how it had originally been set up. It is hoped a new website will be in place by Christmas</li> </ul> <p><b>GQ: Could children from Balcarras be utilized to develop their website skills? Perhaps they could create a presentation of their solutions?</b></p> <p><b>GA: We have used children in CKJS to support some areas of maintenance of the current website, working with Balcarras children could be explored.</b></p> <p><b>&gt; Academy Trust Handbook 2021 – File to read on Governor Hub of the main changes to the previous Academies Financial Handbook, as well as a copy of this document for reference.</b></p> <p><b>&gt; School Governance Update July 2021 - link to update from Baroness Berridge on Governor Hub, please read.</b></p>	PW/RR/SS
<b>8</b>	<b>Governor Training</b>	<b>Action</b>

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	<p>➤ <b>Governors to consider training needs over the next academic year (GCC training course document on Governor Hub)</b></p> <ul style="list-style-type: none"> <li>- Feedback from Governors has been very positive regarding the quality of courses run by GCC.</li> <li>- Contact RR with the course you would like to attend.</li> </ul> <p>➤ <b>Meeting with SS/RR and new Chair</b></p> <ul style="list-style-type: none"> <li>- A provisional meeting was held 8.9.21</li> </ul> <p>➤ <b>RR <a href="http://www.governorscorner.co.uk">Clerks' corner - Schoolsnet (gloucestershire.gov.uk)</a></b></p> <ul style="list-style-type: none"> <li>- RR will share Governance updates from GCC</li> </ul>	All Governors
		RR
<b>Promoting Outstanding Teaching and Learning</b>		
<b>9</b>	<b>Curriculum Development</b>	
	<p>➤ <b>Verbal update on latest curriculum developments (SS)</b></p> <ul style="list-style-type: none"> <li>- The Foundation subjects have been through change in recent years. The DfE has a greater focus on the knowledge children can retain and use. The school's curriculum is quite close to the National Curriculum and has been planned in lots of details. On the website you can find curriculum overviews and progression paths over the years.</li> <li>- Teachers can now tweak and polish the plans which were put in place before the pandemic.</li> <li>- Staff will be monitoring the implementation of these subjects.</li> <li>- Several threads are being woven through the curriculum areas, both subject specific (silver threads) and generic (golden threads) – SGN is working on this with subject leads.</li> </ul>	
<b>10</b>	<b>Headteacher Report/School Development Plan update</b>	<b>Action</b>
	<p>➤ <b>Set up governors' monitoring schedule</b></p> <ul style="list-style-type: none"> <li>- See agenda item 6.</li> </ul> <p>➤ <b>Update on schedule for reviewing school development plan and self-evaluation</b></p> <ul style="list-style-type: none"> <li>- SS is currently reviewing the SEF and SDP ready for the committee meetings.</li> </ul>	SS
<b>11</b>	<b>Quality of teaching and learning</b>	<b>Action</b>
	<p>➤ <b>Verbal update on internal data (AH)</b></p> <ul style="list-style-type: none"> <li>- AH discussed the assessment data during the pandemic. The data is pleasing. The area most affected has been Writing, although the levels are not particularly low, just noticeably lower</li> </ul>	

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	<p>than Maths and Reading for example. Writing will now become a priority; children have lacked the immediacy of feedback in writing during the schools' closures.</p> <ul style="list-style-type: none"> <li>- A discussion was held around the type of assessments that have been carried out, which has enabled the school to not only identify the priorities but to also see where the school is nationally.</li> <li>- League tables have not been updated since 2019.</li> </ul> <p><b>GQ: How are the children doing regarding well-being?</b></p> <p><b>GA: The children have been appreciative of coming back to school. The children have loved being able to mix with other year groups and seeing siblings again. Assemblies have been taking place. The Year 3 children have settled very well so far. The Year 3 baseline assessments are due to be carried out soon, which can then be compared with last years cohort.</b></p>	
12	<b>SEND</b>	
	<p>➤ <b>Arrange for SEND governors to visit and monitor provision</b></p> <ul style="list-style-type: none"> <li>- NE has contacted the SENDco at CKJS and will arrange an informal visit too.</li> <li>- A discussion was held around the roles and responsibilities of the SENDco and the links with CKIS.</li> </ul>	
13	<b>Pupil Premium</b>	
	<p>➤ <b>Verbal update (NJ)</b></p> <ul style="list-style-type: none"> <li>- NJ explained what the pupil premium funding is and how the Dfe would like this money spent (50% on whole school strategies, 25% on academic interventions and 25% social and emotional interventions.</li> <li>- CKJS is now adapting the template strategy following the most recent guidance from the Dfe.</li> <li>- NJ outlined GD role in supporting the children in receipt of pupil premium funding.</li> <li>- NJ/LC are to arrange a meeting soon.</li> </ul>	NJ/LC
14	<b>Partnership</b>	
	<p>A discussion was held around the various partnerships CKJS is involved in.</p> <ul style="list-style-type: none"> <li>- Cheltenham Learning Partnership – regular zoom meetings with Head Teachers.</li> <li>- CKIS and Balcarras – staff development and training, SEND, hot lunches, Balcarras Teaching Partnership School</li> <li>- Glow Maths Hub</li> </ul>	
15	<b>Consider any items to be recorded as confidential minutes</b>	

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	<ul style="list-style-type: none"> <li>- Agenda and minutes to all meetings (including committees) are now to be made publicly available in line with the updates to the Academy Trust Handbook 2021</li> <li>- Clarification needed on which associated documents can be made available and which documents need to be held in paper format.</li> </ul>	RR
<b>Compliance</b>		
<b>16</b>	<b>Health and Safety</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>&gt; <b>Consider the schools risk assessment and procedures around the lifting of all restrictions regarding Covid-19.</b> <ul style="list-style-type: none"> <li>- PW explained the routines of checking the school's compliance with Healthy and Safety requirements.</li> <li>- PW confirmed there are no current concerning items which need to be raised.</li> </ul> </li> </ul>	
<b>17</b>	<b>Risk Register</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>&gt; <b>New governor to take this on with support from AL</b> <ul style="list-style-type: none"> <li>- PW outlined the expectations of this role and encouraged Governors to consider if they would like to support the school with this role.</li> <li>- PW outlined the main areas which could potentially cause harm to the school e.g., Safeguarding, Health and Safety, Finance.</li> </ul> </li> </ul>	All Governors
<b>18</b>	<b>Child Protection / Safeguarding</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>&gt; <b>Schedule safeguarding governor visits</b> <ul style="list-style-type: none"> <li>- This will be arranged in conjunction with SS/RR with a sign-up sheet being made available.</li> </ul> </li> <li>&gt; <b>Annual Child protection update (governors to confirm reading on Governor Hub)</b> <ul style="list-style-type: none"> <li>- SS will provide Governors with a PowerPoint that was shared with school staff at the beginning of the year, to ensure all staff/Governors are aware of Child Protection and Safeguarding issues and policy.</li> <li>- SS invited Governors to attend the Child Protection Training which will be offered to Staff and Governors in the new year.</li> </ul> </li> </ul>	SS/RR  SS  SS
<b>19</b>	<b>Complaints</b>	<b>Action</b>
	None	
<b>20</b>	<b>Ofsted Preparations</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>&gt; <b>File on Governor Hub to read – “Up to speed on Ofsted Inspections in 2021”.</b></li> </ul> <p><b>GQ: What is expected of us as a Governor in relation to Ofsted</b></p>	

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	<p><b>Inspections?</b></p> <p><b>GA: Ofsted will likely hold a conversation with a group of Governors, it would be useful if some Governors could be available when they visit. Ofsted will also feedback to the Head and Governors at the end of the day with the outcome of the visit.</b></p> <ul style="list-style-type: none"> <li>- A discussion was held around a file of useful information Governors could take with them to an Ofsted meeting, which could be populated with documents such as the constitution of the Governing Board, a copy of the SDP and some details about recent Governors monitoring visits.</li> </ul>	<b>RR/SS/PW</b>
<b>21</b>	<b>Policy Review</b>	
	<p><b>&gt; Read and approve this year's admission policy (2023-2024) – accessed through Governor Hub declarations/confirmations tab.</b></p> <ul style="list-style-type: none"> <li>- A discussion was held around the recent mandatory changes to the Schools Admission code.</li> <li>- The details of the file attached for viewing on Governor Hub were shared and the date confirmed as 2023/2024.</li> <li>- The comments from the last discussion around the admissions policies (January 2021) were raised and discussed. These included whether the order of oversubscription criteria was clear enough, the Governors agreed this did not need changing, and potential rewording of the in-year admissions process. With the mandatory changes being made and the school's choice to opt in yearly to the LAs In-Year coordination scheme, it was felt this point did not need altering.</li> <li>- It was agreed that no changes were to be made to the arrangements, other than the mandatory changes in the Schools Admission Code 2021.</li> <li>- Consultation is every 7 years, regardless of whether the arrangements have changed, or sooner if there are any changes outside of mandatory changes or basic editing.</li> <li>- A discussion was held around the schools PAN (Pupil Admission Number), why it is set at 93 and how admissions appeals can impact on how many children are accepted into the school.</li> <li>- A brief discussion was held confirming that the school's office process the applications and ID joins the appeals panels, where a decision is made with all the members of the panel.</li> </ul> <p><b>&gt; Agree new system of policy review</b></p> <ul style="list-style-type: none"> <li>- Please see notes in agenda item 3 and 7.</li> </ul> <p><b>&gt; Policies allocation</b></p> <ul style="list-style-type: none"> <li>- Please see notes in agenda item 3 and 7, depending on roles Governors take on this year, relevant policies will be pertinent for</li> </ul>	

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	<p>monitoring of effectiveness.</p> <ul style="list-style-type: none"> <li>- SS/RR to meet termly to check, update and bring to Governor's awareness Policies which need attention.</li> </ul>	SS/RR
<b>22</b>	<b>AOB</b>	<b>Action</b>
	<p>A discussion was held around the changing capacity of the Paint Pots provision after Christmas. Currently up to 100 children attend on various days of the week. This provision will decrease to just 25 due to several reasons. CKJS recognise the demand from parents for the provision of a before and after school club.</p> <ul style="list-style-type: none"> <li>- SS has approached the school community with what provision they are looking for in the new year.</li> <li>- The school are considering several options from setting up a separate company to run this to outsourcing to an outside provider.</li> <li>- A suitable space will need to be sought.</li> </ul> <p><b>GQ: Has there been much response to the form sent out?</b>  <b>GA: About 45 families have responded to date, some of these have siblings.</b></p> <p><b>GQ: Will there be any links with the infant school with this?</b>  <b>GA: Space is also an issue for the infant's school, however SS is due to meet with the Head Teacher of CKIS soon, so this can be discussed.</b></p> <p><b>PW will contact Governors to support allocating membership at committees.</b></p>	PW
	<p><b>DONM: 13 December 2021 (with AGM)</b></p> <p><b>Meeting ended: 9pm</b></p>	

<p><b>Relevant papers attached:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p><b>Signed by Chair of the committee:</b></p> <p><b>Date:</b></p>
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**Yellow highlights: to be actioned prior to this FGB**

**Green highlights: to be actioned asap and before following FGB on 13 December**

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