

STOCKS GREEN PRIMARY SCHOOL (SG)
Draft minutes for Full Governing Body Meeting (FGB)
Held on Monday 17th October 2022 at 7.00 pm in Year 6

Item	Minute		Actionee
	Procedural		
1.	<p>Attendance: Di Ayling (DA), Yvonne Buckley (YB), Rob Chewter (RC) (Chair), June Cooke (JC) (vice-chair), Ruth Dixon (RD), Joe Endersby (JE), Peter Hipkiss (PH) (Headteacher), Alan McLean (AM), Becky Mackay (BM), William Moore (WM), Bridget Salmon (BS), Dave Wallace (DW), Andrea Woollett (AW) (clerk).</p> <p>Apologies for absence: There were none.</p>		
2.	RC welcomed everyone and particularly PH to his first FGB meeting.		
3.	<p>Declaration of Business Interests</p> <p>i. Business Declaration Forms for 2022/23. All governors have completed their declarations on Governorhub.</p> <p>ii. There were no declarations of interest against an agenda item.</p>		
4.	<p>Membership Issues</p> <p>i. Code of Conduct: All Governors confirmed that they have read and signed the Governor Code of Conduct.</p> <p>ii. New Governor – RD looked at Inspiring Governance and found 5 candidates who fitted the present SG requirement for SEN experience. RD contacted them all and heard back from 2 and is awaiting a reply from the second one. Julie Carson (JC) has had a meeting with RD, RC and PH and been shown round the school. RD apologised for the late circulation of her application form but it was not received until the weekend.</p> <p>Positives: JC is very experienced. She expresses a passion for education in her application and this and her knowledge and understanding of data and own personal experience of SEN was apparent on her school tour. Governors agreed that a different educational perspective would be useful.</p> <p>Concerns: Governors had looked at Woodland Academy, where she is Director of Education. The school profile is different to SG, where the school is looking at Greater Depth pupils, and Woodlands pupils are around the National Average. The Ed Tech PH has brought to the table is different from Woodlands which is driven by Apple. She has also applied to be a trustee at Weald and is already very busy.</p> <p>Comments: Will it be challenging for our new head to have a governor who is so experienced and a current head? Academies are run very differently from a maintained school and will there be pressure to join an academy trust? Would she be able to cover SEN responsibility with workload and distance from present employment?</p> <p>Decision: PH said he has no reservations over having a governor with her experience. He would welcome the different perspective and felt confident that he and the present FGB are strong enough to ensure the best decisions</p>		

	<p>are made for SG. On acceptance a governor takes on the responsibility to attend meetings and fulfil the required duties. There are proper processes to deal with any governor who is unable to achieve this.</p> <p>A vote was taken. 7 governors were in favour, 3 abstained, 2 against.</p> <p>Action: RC will contact JC to discuss with her the offer of a place on SG governing body.</p>	RC
5.	<p>Committee Formation</p> <p>i. Sub Committee chairs and vice-chairs were agreed as follows: Finance and Premises (F and P) Chair - RC. Vice-chair AM Pay and Performance (P and P) Chair – RC. Vice-chairman DW Standards and Curriculum (S and C) Chair – JC. Vice-chair RD.</p> <p>ii. Terms of reference (TOR) for Headteacher; Full Governing Body; Finance and Premises; Pay and Performance, Standards and Curriculum; Headteacher Performance Management; Pay Committee. Clerk; Panel Hearings and Delegated Governor and the</p> <p>iii. Standing Orders for election of Chair and Vice-chair to FGB; Associate Members; Co-opted governors and Governing Body meetings had all been discussed within committees and amendments circulated.</p> <p>The above were all agreed by the FGB and signed by RC. PH signed the Headteacher TOR.</p>	
6.	<p>Minutes of the meeting of 11th July 2022 These were agreed as correct and signed by RC, Chair.</p>	
7.	<p>Action Points See Appendix 1</p>	
8.	<p>Matters Arising There were no matters arising not covered by the Agenda. A.O.B. Educational Visits Policy</p>	
School Improvement		
9.	<p>Headteacher Written Report RC thanked PH for a very detailed report and reminded governors that the expectation is that all governors will have read the circulated paperwork prior to the meeting.</p> <p>PH explained that he has used the same format as previously with a few small changes including the addition of successes and challenges.</p> <p>Successes</p> <ul style="list-style-type: none"> • The development of curriculum teams, • Much improved wellbeing of staff and communication • strengthened safeguarding • parental feedback has been positive • teachers report that they feel empowered to develop subject areas. 	

Challenges

Safeguarding Record keeping systems throughout the school required an overhaul to be compliant.

PH has given the system a thorough review. At present SG is using an updated paper based recording system but has bought Child Protection Online Management System (CPOMS) for digital recording. JE and PH have been building the database and SG will be moving to this system shortly. Training will be given to all staff in Term 2.

Safeguarding concerns: 7 have been reported. There has been one referral and advice has been sought from the Local Authority (LA) regarding 2 incidents. One was a reportable concern about a pupil who was moving from SG but had not been seen since the end of the July term.

Safeguarding training: Completed by all but 2 staff and they will have completed it by Term 2. All Designated Safeguarding Leads have attended training in Term 1 or will be attending in Term 2.

Site Security: PH inspected the school site with JC and RC and observed that the school site is not secure. There are issues with the boundary fencing and the pre-school gate which mean a pupil could leave the site unaccompanied. Quotes are being sought by Ken Till (KT) for additional fencing and an electronic gate on the playground with two-way communication for Preschool and After School Club use. This is being funded from the £7500 budgeted for the playground repair which is now being fully funded by Kent. See F & P minutes for detail.

Phonics scheme: The school should have an approved Department for Education (DFE) phonics scheme with send home material linked to the scheme. The school does have a compliant scheme in Monster Phonics but no school books that match. As a temporary measure the school has put notes on the books to alert parents that the books do not match the phonics the children learn and they may need help with their reading.

PH held an emergency meeting with the English team to remedy this. The school could buy in on-line books to match Monster Phonics but would have to ensure all children have a suitable system to access this. The feedback from staff on Monster Phonics is that they are not enthusiastic about the scheme and would prefer to have paper based books. Jo Wiltshire (JW) has been researching schemes and Chloe Adams (CA) has been to Bidborough school to observe a scheme called Sounds Write. They have also considered a scheme called Little Wandle.

After rigorous consideration SG have decided to invest in the Sounds Write Scheme. It is the most recommended by educational experts, goes right through from Early Years Foundation Stage (EYFS) to Year 6 and has a spelling element that progresses right through. SG have concerns about the progression of spelling throughout the school and this will correct this.

The scheme is very prescriptive and costly as all staff have to have correct training at a cost of £450 for 4 days of training per teacher over 2 weeks. To help reduce the cost PH would use a 2 TA team for one day of cover and would cover a day himself which means there would only be one supply day cost per week. The school will buy £4000 of books to support the scheme and the overall cost will be £10,000, half of which the PTA have agreed to fund.

Will there be any workshops for Parents? Yes absolutely. How confident is the school that the scheme will not be changed? Very confident. The scheme has

	<p>been in place for over 10 years. The impact is well researched, it is widely used. How soon will the scheme be running? The YR, Y1 and 2 teachers will be trained immediately and then there will be a programme to train the rest of the teachers from January. PH will begin the scheme in Term 2 with the intention of all of KS1 using it by January. Is it good for boys? Yes good for all pupils.</p> <p>Governors agreed that the evidence demonstrates that it is the best scheme for SG, particularly because of the spelling element and progression from YR to 6. PH covering classes while staff are being trained reduces the cost and will also give him an ideal opportunity to spend time in class and get to know the children. Governors thanked PH and staff for all the hard work they have put into finding the best way forward for a phonic and reading scheme that will best equip SG pupils for the future.</p> <p>Policies: these were in need of a thorough review as some details were not accurate and cross referencing was inaccurate. PH has looked and amended policies for review during the present round of meetings. It has been agreed that he, RC, RD, JC and AW will organise a date to thoroughly review the rest of the policies to ensure robust, accurate and relevant policies are in place and correctly posted on the website.</p> <p>The Behaviour Policy will be reviewed in January as it has lots of elements to consider and stakeholders to consult. Who will be consulted? Staff, parents and children.</p> <p>The Uniform Policy and list also need work to ensure it is compliant with new Government legislation and will be reviewed by P & P in January.</p> <p>Staffing: the staffing structure remains the same as in July. There has been one big challenge to recruit a 1:1 Teaching Assistant (TA) for a pupil in Y6. Following 3 unsuccessful rounds of advertising the school is looking at an apprenticeship model. The Training Company do all the training and HR for a student who is full time-employed. This means they are available to work for 32 hours a week in school time with study time during the holidays. There is no obligation to employ the TA at the end of their training. The cost is £1300 per month which is approximately in line with the cost of a full time TA. What happens if they are not suitable? There is an exit option at no cost. Would the apprentice be with that 1:1 child or can you change TAs around to cover need? A decision on the placing of the apprentice would be made once it is known who they are. As the child is in Y6 the school are working on greater independence for them ready for secondary school. Does the apprenticeship scheme start in September? The programme is available at any time. The company advertise and interview and the school can choose who they wish to try. They have a 2 hours trial in school before engagement. What age range would they be? From 16 upwards.</p> <p>Governors considered this could be a good solution and thanked PH and staff for all the effort they have made to solve the difficulty.</p> <p>Attendance: This is 94.5% at the moment and PH is working towards making this 97%.</p> <p>Staff Absence: Mid-day Supervisor (MDS) absence has been 8 but only 3 from teaching staff and TAs.</p>	<p>PH/RC/JC/ RD/AW</p>
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	<p>Professional Development: Emily Smith (ES) will be undertaking National Professional Qualification for Leadership Training (NPQLT) this year.</p> <p>Subject leader development: teams have been organised for subject leadership where more experienced staff can extend subject area knowledge and support and grow those returning from maternity leave and others new to it.</p> <p>JE and PH are discussing how to grow and develop middle leaders at all levels.</p> <p>The focus for this term had been on curriculum development amongst staff ensuring they have a solid understanding of composite and cultural knowledge and of how progression is tracked from EYFS to Y6.</p> <p>Headteacher and Deputy Headteacher Awards: The school has moved away from end of term awards as staff reported impact of these was minimal in improving pupil well-being and performance. There will be in the moment awards for outstanding learning, good attitude towards work or going above and beyond. These give a wider range of children the chance to win an award and are more relevant.</p> <p>Computing: this is being reviewed. See Agenda item 13.</p> <p>PH is networking with local heads and discussing opportunities for collaborative work.</p> <p>The School Improvement Advisor (SIA) Anthony Cosans is coming in on 18th October for a tour of the school and to talk about progress. This will be fed back to governors at the next meeting.</p> <p>What does the National Tutoring Programme involve? It provides Government money for tutoring of Pupil Premium (PP) pupils. It can be used in different ways. One is to train in house tutors. PH has offered this to staff and 1 teacher and 2 TAs have agreed to undertake this. PH has given them one free day on site towards the training and the rest of the training will be in their own time.</p>	PH
10.	<p>School Improvement Plan 2022 to 2023</p> <ul style="list-style-type: none"> i. All committees have looked at the new SIP and agreed their priorities. See Committee minutes for detail. ii. SEF: PH has looked at the SEF. It reflects past practice. PH will create a new one to be reviewed by governors in January. iii. All Governor monitoring was agreed in Committees and will be reported in Term 3. 	PH
11.	<p>IDSR PH has looked on the site. It still has 2019 information. Agenda item for January.</p>	AW
12.	<p>Governor Training for 2022/23 in line with SIP. RD shared an email with suggestions for governors. A main focus for this year is to see every one a governor of SEND. It was agreed that this will be the focus for training, along with training for Ofsted, at the all day meeting on 20th March 2023. RD and DW to liaise to arrange this.</p> <p>RD encouraged governors to look at the training available and undertake any that they think would enhance their governor practice.</p>	RD/DW

13.	<p>Finance and Premises</p> <p>A meeting was held on 11th October 2022 and detailed minutes circulated.</p> <ul style="list-style-type: none"> i. Statutory 6 months budget monitoring (April to Sept 2022) The correct Revenue rollover is £59483. A little lower than forecast mainly due to higher costs on energy and printing. The Capital Budget is a negative rollover of -£5046 due to the LED lighting loan. This was approved by the FGB. ii. Implications to 3 year budget of higher pupil numbers than projected. Based on a rough calculation of the projected pupil role the school should receive an additional £40000 of funding over the 3 year budget cycle but as the Government is not funding higher pay awards most of it will be absorbed back into the system. What was the census count? 216. iii. Update on recent expenditure or projects Infant playground tarmac replacement. Kent is seeking quotes at present and will be funding the project. £7500 budgeted by SG will go towards Site Security Project. Trimtrail Repair - this is in process of being completed. Pupil Asset/MIS platform/lpads. The system is outdated and difficult to use. PH and staff are investigating a different system. The F & P agreed PH and staff could decide on the best way forward for the school as long as they ensure best value. Phonics – See Agenda item 9. Computing – F & P are keen to fund PH's vision for computing going forward but agreed that the full FGB should approve. PH explained that JE has worked hard to ensure the school has good, up to date provision of iPads and working laptops. The school is using a scheme from 2014 which needs to be updated to develop an exciting computer curriculum to work alongside. Every child who attends SG will be exposed to computing in the future and many will have a career in that discipline. The aim is to provide transferable knowledge and skills in a whole range of computer programmes such as science, publishing, coding, image manipulation. A key strand is to have a robotic programme from EYFS to Y6. PH led this programme at his previous school and knows that he can deliver a programme that will make SG a beacon of computing within a short space of time. Ofsted look for a developing area and this will fit into that category. PH has spoken to Purple Mash – Too Simple regarding the purchase of a programme covering Y1 to Y6. The contract runs for 5 years and there is a joining fee. He has negotiated a 5 year contract at full cost price for the KS2 package, plus 5 years of Python at the cost of a 3 year package, no joining fee, plus 3 free days of CPD. The cost is £8300 and the PTA are willing to fund half of the computing project and half of the phonics. How will this impact the rest of the curriculum? There will be a strict timetable for each class who will have a dedicated week to teach computing. They will have priority over all the resources. It will not compromise time on other subjects which can be linked into the computing through for instance publication or DT. How do the staff feel about the programme? Will there be overload? Will TAs be trained and how will staff be upskilled. JE reported that although 	
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	<p>staff are a little nervous about the scheme they are also excited by the possibilities. PH explained the plan is to begin the rollout in January. The January INSET day will be set aside for initial training and the staff meetings in Term 3 will be dedicated to the training. Staff will be able to automatically request support from the computing team. TAs will also receive training. It will sit alongside the rest of the curriculum and not be an additional task.</p> <p>Will the programme include design, excel and transfer through other areas of the curriculum? Yes it is a comprehensive programme. Progress can be tracked and built on. To reach outstanding PH looked at what is expected in Y6 and will aim higher. Y6 will learn how to do funded projects and track spending.</p> <p>Governors agreed that this is an exciting opportunity for curriculum development which sits with the vision and ethos of the school. The impact of the new computing and phonics scheme on the budget will be about £10000. This will mean a lower rollover but governors agreed that the budget is healthy at present and pupils should be given the best learning opportunities possible within funding constraints.</p> <p>Forest School – there was some discussion of delaying the improvements to forest school and using the budgeted money to help fund the computing initiative. The F & P committee considered forest school to be another important area of the curriculum and that the budget is healthy enough to go ahead with both initiatives. The FGB agreed that forest school improvements should stay in the budget.</p> <p>iv. Finance Year Planner was agreed.</p> <p>v. Policies – The Security and Sponsorship Corporate Statement were reviewed and agreed by the F & P. The FGB reviewed and agreed the Business Continuity Plan, Health and Safety and Finance Policies</p> <p>vi. Benchmarking comparison to be reviewed by F & P in January.</p> <p>vii. Financial Committee Competencies Matrix were circulated to F & P committee members for completion</p> <p>viii. SIP monitoring. The committee agreed monitoring of Priority 6.</p>	
14.	<p>Standards and Curriculum Committee A meeting was held on 5th October 2022 and detailed minutes circulated.</p> <p>i. The committee looked at assessment of KS1 and KS2 based around the KCC Schools Summary Sheet Autumn 2022, for last year. They are happy that observations have been fed into this year's SIP for development and monitoring.</p> <p>ii. School Improvement Plan Priorities were agreed.</p> <p>iii. PE Premium – it was agreed to look at this in the November meeting as recent SPRINT meeting provided new ideas and initiatives to be put into the action plan.</p> <p>iv. Monitoring. The committee will have a focus on Greater Depth (GD). Terms 1 and 2 monitoring will be safeguarding and progress tracking through Pupil Progress Meetings (PPMs) and EYFS meetings. Term 3 subject leadership with English team and Term 5 GD monitoring.</p> <p>v. Restructuring of Subject Leadership: the committee considered the new structure and approved.</p> <p>vi. Policies: Several policies were reviewed and amendments agreed. The policies will be ratified in the November S & C meeting.</p>	

	<p>The Child Protection Policy has been rewritten with the recommended template. It has been correctly cross referenced with other policies and, as allowed by the guidelines, with RC's permission put on the website.</p> <p>The FGB agreed the policy.</p> <p>SEND Information Report covering the academic year 2021 – 2022 has been reviewed and approved. This will be updated in January 2023. The FGB agreed the current version.</p> <p>Behaviour Policy needs a major overhaul. This gives a good opportunity to consider how the school wants behaviour to be and a chance to decide on rewards and sanctions. How will it be shared with stakeholders? PH will look at the statutory guidance and involve staff at the first level. There will be a working party of parents specific to that and the uniform policy. The child input will be through the School Council or classes. It will be brought to governors in January. How will the parent working party be chosen? PH considers parent partnerships are very useful as long as they are strictly focussed. There will be a strict remit for the party to look only at behaviour and uniform policy. A statement has been put on the website to inform people that the Behaviour Policy is under major review.</p>	
15.	<p>Pay & Performance</p> <p>A meeting was held on 10th October 2022 and detailed minutes circulated.</p> <p>i. Headteacher appraisal arrangements have been agreed and objectives shared.</p> <ul style="list-style-type: none"> • Ensure the curriculum continues to be effective and ambitious for all pupils and provides the cultural capital needed for our children to succeed now and in the future. • Maintain and improve attendance and punctuality for key groups so that it is in line with all pupils. • Further develop the cultural capital provision for pupils to ensure they have the knowledge required to be educated and successful citizens. • Further develop safeguarding processes and procedures to ensure best practice. <p>Monitoring is aligned with the above objectives. There are many exciting projects this year so next year will be looking at them being embedded.</p> <p>ii. SIP Priorities and monitoring programme were agreed.</p> <p>iii. Staffing structure – see Agenda item 9.</p> <p>iv. Policies: Governor Recruitment and Induction has been incorporated into one policy. This was agreed with the proviso of RD checking the Induction form.</p> <p>Appraisal; Complaints Procedure; Confidentiality; Safer Recruitment and Staff Code of Conduct were reviewed and approved for FGB. The FGB agreed all the above policies.</p> <p>Pay and Reward Policy - This is awaiting release of the Kent Model Policy once the teacher's pay rise is agreed by the Government. There will be a short extraordinary FGB meeting to ratify this when it is released.</p> <p>v. Y6 exit survey results. Most of the comments are very positive. Are the negative comments from the same child? The survey is anonymous but it is likely.</p> <p>vi. Teacher wellbeing – this has been a strong focus with it top of the agenda for staff and SLT meetings. PH held 1:1 meetings with all staff</p>	All

	<p>to get to know them, their concerns and areas they would like improved. Communication was the most common thread. This has been improved with a whiteboard diary and weekly diary communication. Wellbeing at present is very good.</p> <p>vii. Website compliance – see Agenda Item 9.</p> <p>viii. School Uniform – see Agenda Item 9 and 14.</p>	
16.	<p>GDPR</p> <p>WM has arranged to meet with PH and Janet Scott (JS) on 9th November.</p>	
17.	<p>British Values - Social, Moral, Spiritual & Cultural (SMSC)</p> <p>Elections were held for house captains where the candidates presented their manifesto to the house teams prior to the vote.</p> <p>It is expected that next term, once YB is released from TA duties, the school council will be re-established, with voting for members. The children will also vote for charities for the school to support this year.</p> <p>There is a trip to Parliament planned for January.</p>	
18.	<p>Behaviour & Safety</p> <p>i. JC was agreed as safeguarding governor. She will meet with PH on 7th November for a safeguarding audit.</p> <p>ii. Update on safeguarding issues see Agenda Item 9</p> <p>iii. Keeping Children Safe in Education</p> <p>All governors have read Part 2 and confirmed this on GovernorHub.</p>	
19.	<p>NGA update</p> <ul style="list-style-type: none"> The latest version of statutory safeguarding guidance Keeping Children Safe in Education sets out new training requirements for governing boards. New Working together to improve school attendance guidance from the DfE. New DfE Behaviour in schools advice describes what effective behaviour management looks like and what must be included in a school behaviour policy. Updated DfE statutory suspension and exclusion guidance covers new requirements relating to who headteachers must notify when making the decision to suspend or permanently exclude a pupil. NGA has updated its guidance on Ofsted inspections To find out more about what to expect from Ofsted inspections this year, you can watch NGA's webinar ,updated guidance on the Knowledge Centre or listen to our podcast on our recent findings from Ofsted inspection. The Chair's Handbook: New edition available to order. Department for Education (DfE) school governance update September 2022 school governance update is now available. signposts government plans to help cut bills. Energy price cap announced for schools prices of gas and electricity will be capped for the public sector for six months from October. 	

	<p>Guidance setting out how the energy bill relief scheme will work for schools was published this week by the government.</p> <ul style="list-style-type: none"> • DfE funding announcements announced £200 million of funding to address the disadvantage gap. Will be used to fund evidence based programmes developed by the Education Endowment Foundation (EEF), increased access to literacy and numeracy programmes and early years interventions. • NGA's new procurement guidance will help boards, and in particular finance and resource committees, to ensure that every purchase secures good value for money and follows a fair process. 	
Other		
20.	<p>Chair's Actions/correspondence</p> <p>There have been no unscheduled actions. RC and JC have met with PH once a fortnight and will continue to have regular meetings for support.</p>	
21.	<p>A.O.B.</p> <ul style="list-style-type: none"> i. Educational visits Policy – it was agreed that this will be for FGB approval and will be on the January agenda. ii. Cyber security – this will be on the F & P agenda for January. 	<p>AW</p> <p>AW</p>
22.	<p>Next Meeting: Monday 23rd January 2023 at 7 pm</p> <p>Next year equivalent: Monday 16th October 2023</p>	
23.	<p>Confidentiality</p> <p>There were no confidential items.</p>	
24.	<p>Impact</p> <p>In 2020 and 2021 the Governing Body leadership focus has been on supporting staff and children through the very challenging and anxious period of the Covid pandemic with long school closures and interrupted education. Some procedures had to be put on hold to ensure staff were not overloaded and were able to concentrate on core educational standards and wellbeing of the pupils.</p> <p>2022 has again been a challenging year with much uncertainty still and staff and children's absence high due to the Covid pandemic. Governors however have gradually been reintroducing monitoring and policy review while keeping the main focus on catch-up interventions, staff wellbeing and workload.</p> <p>In January Governors held a very rigorous headteacher interview process and appointed Peter Hipkiss as the new headteacher. His first remit is to re-establish all the correct protocols and create an exciting and progressive programme to lead the school forward and provide the very best possible education for the children.</p> <p>PH has worked extremely hard to ensure all the systems are compliant and to create new learning opportunities in the curriculum and particularly computing. He has updated safeguarding recording, is reviewing the assessment system and improving site security. A full policy review and update will ensure good management is maintained. The exciting new initiatives in subject leadership, computing, phonics scheme and forest school improvements, will ensure SG</p>	

	continues to deliver a broad and balanced curriculum and great educational opportunities for our children to prepare them to be valuable members of our society. The Governing Body are very pleased with the start made for the 2022 to 2023 academic year and will continue to support Peter and his staff team in moving the school forward.	
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Signed

Questions/comments

Answers

Date

Impact

Appendix 1

Completed or ongoing actions from the meeting of 11th July 2022

Item	Action	Action by
1.	RC to send a reminder to the chair of Slade Primary School about the charge for mentoring PH. RC sent a reminder. Slade have said they will not charge as it is important for schools to support each other. PH said Ruth from Hildenborough Primary is keen to strengthen relations between the schools.	RC
2.	Y6 Exit Survey will be done after the school play is complete. JE to circulate for P & P meeting in October. Circulated and agenda item.	JE
3.	JE to prepare reading data to share with governors. Data was looked at in S & C and will be part of the monitoring.	JE
4.	WM and BM to return their completed induction check lists to RD. BM still to do.	WM/BM
5.	Update from RD on co-opted governor recruitment. Agenda item	RD
6.	Code of Conduct. All governors to print, read, sign and keep. All to confirm this has been completed on 17 th October FGB meeting. All governors confirmed completion.	All
7.	PC to ask PH to consider Mainstream Core Standard training for governors. YB will share at next S & C meeting.	PC/PH
8.	RC to agree proposed dates for headteacher appraisal with PH. RC to agree date with appraisal panel. Agreed and panel has had first meeting for PH's appraisal.	RC
9.	RC to discuss dedicated member of staff for policy review and website compliance. It was agreed that RD and PH will work together to make website compliant. A day meeting will be held with PH, JC. RD and AW to check through policies.	RC
10.	All governors to complete safeguarding training for 2022 to 2023. Completed.	All
11.	RD to send relevant training course to all governors for completion. Completed.	RD
12.	WM to arrange GDPR monitoring visit in the Autumn Term. Organised for 9th November.	WM
13.	AW to ask JS and Andy Holden to organise access to Office 365 and SP for PH. Completed.	AW
14.	Music curriculum NGA resources and information for S & C. This is not yet achieved because of staffing challenges. PH to liaise with JC and S & C committee when the music curriculum is being reviewed.	JC
15.	IDSr to be on the FGB agenda for October 2022. Still waiting to be updated. Agenda item in January 2023.	AW
16.	NGA's cyber security information for F & P agenda – October 2022. This will be reviewed in F & P in January 2023.	AW/JS
17.	Cost of school uniforms for P & P agenda. This was looked at in P & P. PH will be doing a comprehensive review of uniform list and policy for January 2023 meeting.	AW
18.	YB to complete mandatory school tutoring return by 16 th September 2022. Completed.	YB
19.	PC to arrange for the school entry and exit times to be posted on the website. Completed.	PC

Appendix 2

Actions from the meeting of 17th October 2022 to be completed asap or by January FGB meeting.

Item	Action	Action by
1.	RC to write to Chair and Head of Slade Primary School to thank them for the support they are giving PH and Stocks Green School.	RC
2.	YB will discuss Mainstream Core Standard training for governors at next S & C meeting.	YB
3.	RD and PH to meet to look through website and ensure compliant.	RD
4.	PH to meet with RC, RD, JC and AW to review and update policies.	PH/RD/JC/AW
5.	PH to liaise with JC and S & C over music curriculum and resources.	PH
6.	IDSR to be added to FGB agenda in January 2023.	AW
7.	Cyber Security (NGA resource) to be reviewed in January 2023 F & P.	AW
8.	PH to review Uniform list and Policy for P & P January 2023 meeting.	PH
9.	RC to contact Julie Carson regarding her application for governorship.	RC
10.	PH to report in January on SIA visit on 18 th October.	PH
11.	PH to create new SEF for January FGB.	PH
12.	AW to put IDSR on January agenda.	AW
13.	RD and DW to liaise to organise training for 'Every governor is a governor of SEND' and Ofsted training for 20 th March FGB all day meeting.	RD/DW
14.	AW to put Educational Visits Policy on January FGB agenda.	AW
15.	AW to put Cyber Security on F & P agenda.	AW