Meeting of the St Osmund's CE Middle School
Local Governing Body on
Thursday 20th October at 16.30,
on school site

**Present:** Emily White EW (Chair), Louise Balaam LBAL, Lesley Bainbridge LB, Nicola Fowler NF, Pieter Mostert PM, Ali Mitchell AM, Lesley Richardson LR, Saira Sawtell SS, Juliet Viney JV, Moira Farley MF, Rev Cora Yarrien CY

**In attendance:** Rebecca Golledge RG (Business Manager)

**Clerk:** Pilar Colomer C

**Apologies (Item 1):** Emma Gould EG – accepted, Ali Mitchell AM – accepted

**Late arrivals / Early leavers:** Rev Cora Yarrien CY – arrived at 16.51, Rebecca Golledge RG (Business Manager) – arrived at 16.38 and left at 17.45, Saira Sawtell SS – arrived at 16.38 and left at 17.45, Lesley Richardson LR – arrived at 17.25

| No. | Item | Action |
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| **22/18** | **Finance and Operations Update (Item 2)**<br>The Business Manager mentioned that they are in the middle of an audit season.<br>**Q: A governor asked when the auditors are due to come in.**<br>The Business Manager answered that they are due on the 7th November with the MAT as the auditors have not been in schools since 2020.<br>The Business Manager added she has not committed to carry any forward figure to the end of the year since she never knows what the total amount of money STO is going to receive from, for example, Pupil Premium students, PE grants and so on.<br>**Q: A governor asked why they ended up agreeing to spend 86% when the original plan was to spend 85% of the budget on staff.**<br>The Business Manager mentioned the school needed more teacher supply cover than anticipated due to Covid absenteeism.<br>**Q: A governor queried if the school has got a Covid situation at present.**<br>The Headteacher responded that they do, with some three staff away as present.<br>**Q: A governor requested if staff have to get a sick note.**<br>The Headteacher said only after seven days, and that the guidance to be away with Covid is, although it is not a legal requirement anymore, five days for schools, depending on whether they have been testing or not.<br>**The chair asked if anybody had any questions about the budget.**<br>**Q: A governor queried if they have seen the draft budget.**<br>Another governor answered that it was sent on via email back in July. | |



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| | Business Manager reported that she is hopeful to send the P1 report out over the holidays as she cannot do the analysis until she receives the new code from the MAT.<br>**Business Manager to send P1 report out to governors before Christmas 22.**<br>**Q: A governor questioned what the school is going to do about staff costs this year given the pay awards to both support staff and teachers.**<br>The Business Manager disclosed that the teaching staff costs have already been budgeted for, including the increment to teaching payment additions, as they were sent before STO wrote the budget. Therefore, they were able to factor in the £28000 starting salary for ECTs. However, what they were not sure about is what is going to happen to the Leadership scale. She added that what was not funded or predicted was the support staff pay rise, about £2000 per member of staff per point, which will be around £16000, depending on how far it is rolled back and how many extra hours the staff do in the qualifying period, as this is not budgeted in the same way as salary is. Unison have approved it but they are waiting for the final approval of the other union and then it will roll down to the school staff pay increment.<br>The Headteacher also mentioned that even with the teachers' pay rise, although, the new pay and conditions have now been released as from 14th Oct and due to the rise of inflation now up 10.8%, the teacher's union are balloting members about their satisfaction with the below-inflationary increases that have been offered and it could get worse.<br>Business Manager explained all teaching staff have gone through their performance management cycle and they have all met the criteria to go through into their next payroll. Subsequently, she asked governors if they were comfortable with the payment ordinance to roll as per calendar year.<br>**The governors approved it.**<br>The Headteacher added that STO have not received applications from all M6 teachers to go over to UP1, which is a positive thing, since she would not expect all of them to apply. She mentioned that of the ones they have received, one has applied to go from UP1 to UP2 and the others have met their targets. Therefore, they have been approved.<br>Business Manager clarified that when she looks at the budget, she looks at where everybody is on their salary scale and assumes they are going to reach M6 after two years, request to go onto UP1, two years later to UP2 and so on. Therefore, all of these issues are budgeted for already, but because they have only had three applying to go up, all of the other predicted assumptions will be pulled out and, in effect, the school is saving some money.<br>**Q: A governor enquired that, even though governors have already discussed the Headteachers' performance management, what about the other leadership staff.** | RG |



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| | The Headteacher responded all SLT appraisals have been completed and everybody has met all their targets and, she believes, all SLT are at the top of their scale with no further movement predicted.<br>For the benefit of new governors, a governor added that they send a thank you letter and card to any member of staff that leaves, whether they are a meal staff assistant or Headteacher, as a form of appreciation for their work at St Osmund's.<br>**Q: A governor asked the Business Manager, regarding safeguarding, whether people running external clubs in the sports hall have to undergo a DBS check.**<br>The Business Manager clarified that the form asks for DBS evidence for external staff, if they do block bookings and hire out the hall. The Business Manager sometimes asks when they last did their safeguarding training. The chair insisted on the school always checking out whether external staff have got a DBS.<br>**Q: A governor enquired if the Business Manager is the only person able to do DBS.**<br>The Business Management replied that at the moment she is; however, an Assistant Headteacher is currently undergoing training and he will be the second person at the school that will be able to do it.<br>**Q: A governor probed if it would not make more sense for somebody else, rather than an Assistant Headteacher, to be able to do the DBS, as he is already very busy.**<br>The Headteacher confirmed it is fairly admin based, still, due to the importance of this function, safeguarding, this role normally sits in with the DSL.<br>**Q: A governor asked whether the school should teach about Female Genital Mutilation (FGM), even though it is not very relevant due to the area the students live in, Dorset. However, the governor added that, as the school becomes more diverse and this becomes more of an issue, would it need to be taught in PSHE.**<br>The Headteacher said that this affects very few students, nevertheless, this does not necessarily mean that the school should not educate about it. She articulated that it has become a recent issue as the school has received an enquiry from social services about where a young student was going on holiday, due to the family background. Consequently, STO cannot say this is an issue that it is not affected by anymore. The Headteacher declared that because of the age of the students, this could be taught from Year 8, as someone would not really see this happening, culturally, in children younger than 12.<br>The Headteacher declared that radicalisation is also being taught in an age-appropriate way. She added that not many of STO students would be involved in these sorts of issues. However, there are some concerns regarding a couple of students due to their family background. | |



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| 22/18.1 | The Headteacher mentioned she would like to talk to the PSHE Lead about what is taught and where, and check that the judgement of how radicalization is going to be taught is sound. The Headteacher added her concerns around the right age to teach radicalization and keeping safe since this topic can be terrifying for young students.<br>**Q: A governor queried the safeguarding governor about how often the governors need to do their Safeguarding Prevent training course.**<br>The link governor responded that she is not sure about this.<br>**Clerk to ask the Governance Manager how often the governors need to do their Prevent training.**<br>**Clerk to ask the MAT from which year should FGM, Radicalisation and other similar topics should be taught.**<br>A governor declared her concern that students sometimes find out about these topics through the Internet, not just because of relationships (family and/or friends).<br>**Risk Register**<br>The Business Manager gave copies of the Risk Register action plan to the governors.<br>**The chair announced that the governors need to decide which is the number one risk.**<br>Business Manager clarified that governors need to rate how important these risks are: the likelihood or severity, consider what the risks would be and then have a mitigation. She then asked the governors, since this can be a lot work, would the governors like to meet after half term to go through them in depth or would they prefer to go through them at the meeting.<br>A governor responded that some of the risks need further discussion.<br>**Governors to meet after half term to discuss the relevance of the risks highlighted in the Risk Register.**<br>The Business Manager mentioned some of the risks: staff exposure to stress, industrial action, rising energy costs, long power outage.<br>The Headteacher would like to add as a risk that some fire extinguishers at the school are out of date and that the school does not have a maintenance contractor (even though the school advertised twice about this job – property maintenance manager, they employed somebody but unfortunately this person withdrew two days before they were due to start).<br>The Headteacher added that the school found out that the MAT wants all affiliated schools to follow the protocol of renewal of fire extinguishers – all schools Churches to use the same contractors; STO has been trying to sort out the annual summer holiday service since July and have not yet managed it: there is some uncertainty about what the problem is around the account for payment. This is now a matter of urgency and has been escalated with the school trying to secure a service before the children | C<br>C<br>Governors |



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| | return to site after half term. She mentioned that she emailed the CEO about this issue on Thursday 20th Oct.<br>A governor mentioned that if the school needs some work done the MAT said they need to go though some tenders.<br>The Headteacher declared she has no issue with the school itself renewing and testing the fire extinguishers, however, STO needs permission from the MAT to do this. She would like the contractors to be restored onto the council list in order to be able to access who used to do this type of job.<br>**Q: A governor asked if STO is breaking the law if STO has got fire extinguishers out of date.**<br>The Headteacher confirmed that they are. The Headteacher emphasized she would like a reply about this issue from the MAT before the end of half term so that the school can do something about it as soon as possible.<br>**Q: A governor asked whether the CEO should do something urgent about it before the end of half term.**<br>**Governors agreed on this**.<br>**Headteacher/The Chair to find out what the MAT can do about STO having fire extinguishers out of date.**<br>**Q: A governor asked what industrial action entails.**<br>The Headteacher responded that the school will close.<br>**Q: Another governor questioned if the school is expected to cover for those who strike.**<br>The Headteacher mentioned she is not allowed to ask directly if teachers will strike, therefore, she has to rely on the teachers telling her if they going to do it, otherwise, she will find out on the day. The Headteacher pointed out that she hoped most striking teachers would tell her in person; also, she added that the school has had two union reps appointed recently due to the unrest in the profession in recent months.<br>Similarly, the Headteacher added that if the school has more than circa 20% of teaching staff absent, it is not safe to open the school, whether it is Covid or due to strike, and if those staff members are striking, the school cannot legally cover for those taking industrial action. | SS/EW |
| 22/18.2 | **Budget**<br>**The Chair and governors agreed to meet on Friday 11th November from 9.30-11am at school to discuss the Risk Register.** | Governors |
| **22/19** | **School Development Plan (SDP) (Item 3)**<br>The Chair asked Governors if they have read the SDP, which they have. The Chair mentioned the SDP is in the same format as last year and if they had any questions about it or if there is something missing on the document.<br>**Q: A governor asked if STO is going to get a SIAMS inspection this academic year.**<br>The Headteacher answered that they were not to have one since there is a list that STO is not currently on, and, in addition, SIAMS is between 12 to 18 months behind on their inspections due to Covid. | |



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| | **Q: A governor mentioned she had looked at the SIAMS SEF (Self-Evaluation Form) and requested if the items the governors need to work on are the highlighted ones as it was not very clear.**<br>The Headteacher responded that some of them were, as in some cases STO is working on these items and in some others not yet.<br>**Q: A governor queried about the seven sections and where does STO get the capacity to do all this work without extra funding from the government.**<br>The Headteacher replied STO has to see it, not as work, but work that they choose to do and not spend time and effort on other issues.<br>**Q: A governor probed whether this was because STO wants to do it or whether it is a way to justify doing it since this is a huge amount of work.**<br>The Headteacher answered it is because they want to do it.<br>**Q: A governor questioned why other schools do not have a SIAMS inspection.**<br>Another governor responded that they do not because those schools do not belong to the Church of England since SIAMS is a school inspection for schools that belong to CofE.<br>The Headteacher added that some of the issues on the SDP are choices that STO make because they believe that it is the best way to educate children that attend this school as well as doing it according to the school's Christian values, and it is her belief that non CofE schools perhaps might be making parallel decisions to the ones made following a STO SIAMS inspection.<br>**Q: A governor asked if there is funding available that the school can bid for.**<br>The Headteacher explained not really. Though, now and again, the school has donations from the church. However, the big expenditure would be staff salaries, amongst other things.<br>**Q: A governor requested whether they could pose this question to the Diocese.**<br>A governor suggested they could ask the MAT for some money, the governor added that the school does get some support from the Diocese.<br>**Q: A governor queried if STO could get an inadequate grade SIAMS inspection**<br>Another governor confirmed that they could.<br>**The chair asked if the governors can now approve the SDP, whether they had any comments or declare any changes anybody would like to make, since once they agree to approve it, they cannot make any changes.**<br>**The governors unanimously approved the SPD.** | |
| **22/20** | **Self-Evaluation Form (SEF) – Outcomes for pupils (Item 4)** | |



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| | **The Chair pointed out that the MAT wants the governors to have a look at each section of the SEF on certain months of the academic calendar.**<br>**Q: A governor asked the Headteacher what the school use the SEF for.**<br>The Headteacher explained that it helps the SLT to focus on certain issues that need attention.<br>**Q: Another governor queried whether the SEF is a public document.**<br>The Headteacher responded that it is not. She added that STO does not yet follow a SEF MAT proforma and perhaps the MAT will move towards one soon.<br>**Q: A governor mentioned that some aspects of the SEF are not relevant any more.**<br>The Headteacher disclosed that that is the case since she has not updated it all yet. Likewise, she added that they have only looked at the Outcome section as this is what the Chair asked the Headteacher to do for the moment.<br>The Chair articulated governors did not need to look at KS2 since they already looked at it in their last meeting as well as back in July. However, she added there were some attainment KS3 records that need to be looked at in some more detail, most probably towards this end of the academic year.<br>**Governors to look at KS3 SEF – Outcome for pupils towards the end of the academic year.**<br>A governor pointed out that, according to the SEF, some 30% students achieved Greater Depth Writing, which it is a massive achievement. | Governors |
| **22/21** | **Parental Questionnaire Feedback (PQF) (Item 5)**<br>The Chair indicated that all PQF has already been looked at, at different points during last academic year, however, she added what the governors needed to do now was to collect this information and look at this information as and when the MAT indicated it on the Standards Monitoring document.<br>**A governor suggested that they would prefer to look at the different sections as soon as possible, in case something needs more analysis, rather than later on during the year.**<br>**The Chair to check with the Governance Management whether the governors can look at all the sections of the PQF as soon as possible, rather than doing it at different points of the academic year.**<br>The Headteacher indicated that their current module relies on the fact the school asks parents for their feedback by year group in the week after they have had their parental consultation, for example, for Year 6, it is in November. She added STO does this because they get the best response since the parents have just talked to their child's teachers/tutor. The | EW |



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| | Headteacher suggested that another method would be asking parents about their feedback at the end of the year but this way they would not expect much participation.<br>**Q: A governor queried if they could ask parents' feedback at the end the academic year.**<br>The Headteacher declared that STO gets around 60% of parents answering this questionnaire and they might not get the same success if they asked parents to do it at a different time of the year.<br>**Q: A governor questioned whether the school would go back to face to face parents evening rather than having virtual meetings.**<br>The Headteacher mentioned that parents do like using School Cloud since 86% of parents responded they much preferred having virtual meetings, in view of the fact that in this way you do not get over dominant parents taking up precious time from another parents' scheduled appointment.<br>The Headteacher declared her concern in which there is a certain power in getting parents into school, in making them feel welcomed.<br>**Q: A governor enquired whether the Headteacher mentioned to parents that if they want to meet or have extra time with a teacher at school they can do so.**<br>The Headteacher confirmed that they always do. She added STO has considered moving to the hybrid model, virtual and physical parent meetings; however, there are two problems with this: all teaching staff would have to be in school and/or all teachers would have be on the internet at the same time. The latter, she continued, would not be feasible since the internet would crash because STO's broadband does not have the width, as it was the case when they have to teach online during Covid lockdowns. As well as having the issue of parents needing to find the room where their child's teacher/s are, the added inconvenience would be having to stop the meeting abruptly after five minutes since the teacher would need to start their following scheduled virtual meeting.<br>**Q: A governor asked if the teacher could do the in-person meeting and the virtual meeting on two separate occasions.**<br>The Headteacher declared that this is most tiresome for teachers for they already do two evenings per academic year per year group; though, if they were to decide to have one evening in-person and another one virtually, that would work, except that they do not have 50% of parents wanting to do it in-person. Therefore, STO has decided to carry on with virtual meetings, and if parents want to come in to school, they are always welcome to arrange this.<br>A governor mentioned that having in-person meetings would mean teachers would be working more than 12 hours in that day, which it is not fair.<br>The Headteachers pointed out that other schools in the Dorchester area have stuck with having virtual meetings; consequently, STO is not the only school carrying on doing this type of meetings. | |



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| | A governor commented that having online meetings is a very eco-friendly way of doing it, as well as keeping parents engaged in their children's education. Also, parents have other opportunities to engage with teachers, such as the Christmas fair and other events. | |
| **22/22** | **Headteacher Report (Verbal) (Item 6)**<br>The Chair apologized to governors in the sense that the Headteacher Report was only sent the same day as this meeting (20th October) even though the Headteacher had finished and sent this report a week prior to the LGB meeting.<br>The Chair added that if governors had not read the report yet, they could raise any questions about it at the next LGB meeting. Nevertheless, if they had any queries, they could ask them now.<br>**Q: A governor requested why unauthorized absences have risen from 0.1% to 0.5%, perhaps due to, sometimes, the excuse that their child might have Covid when they do not.**<br>The Headteacher indicated that this might be case, as some students had already started their half term holiday, in some cases, a week earlier than when October half term officially starts.<br>**Q: A governor probed whether the Council fine the families who take their child out of school when it has not been approved.**<br>The Headteacher confirmed a student has to be absent for five days in a 12-month period before they can be fined. She added that families considered their child would only miss four days in the last week prior to October half term, therefore, the school will not be fining them.<br>The Headteacher declared that, even if STO fine them, these same families do not mind, as taking their child during the school term time is still cheaper than starting the holiday when the school holiday starts.<br>The Headteacher added that STO has been part of an attendance thinktank across Dorset, indicating that the current thinking of economically penalizing these families has little effect on reducing unauthorized absences, it does not really change people's behavior and it only creates resentment between the families and the school.<br>She mentioned that STO does not really have a problem with these absences; yet, she pointed out, even though schools across Dorset have already agreed to have the same term dates together, a couple of schools have decided otherwise.<br>The Headteacher commented on how attendance has not yet returned to pre-pandemic levels and it is worse in older students (Years 9 to 11).<br>**Q: A governor indicated that at STO, unauthorized absences, are worse in Year 5.**<br>The Headteacher clarified Year 5 is the first cohort year coming from the Covid two-year period, with some students suffering from such extreme anxiety that they have lost their self-esteem and confidence and, therefore being able to even socialize. | |



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| | **Q: A governor asked what the previous school did about it, in terms of helping the student/s to get back to normal attendance.**<br>The Headteacher articulated the previous school did try; however, when a small child suffers from emotional school avoidance, it is very hard to improve on that situation.<br>**Q: A governor commented if the child could have received some assistance.**<br>The Headteacher said that the traditional route is early intervention; then again, with the county wellbeing services already stretched as they are, the council can only take on the most severe cases of absenteeism.<br>**Q: A governor commented on how affected a parent must be in this situation.**<br>The Headteacher confirmed that parents are in a very difficult position; however, the last thing that the school want to do is be heavy and close the door on any kind of school dialogue about school attendance<br>**Q: A governor mentioned how some parent must not be able to go work.**<br>The Headteacher responded that some parents do not mind, they work from home or are not even that worried about it.<br>**Q: A governor enquired as to whether these parents are not worried that their child is not integrating into society.**<br>Another governor answered that some parents are, and even though they are trying their hardest, if they are not getting any or enough help, they feel powerless.<br>A governor wanted to share the news that when she went to the PP breakfast club that same morning, a parent commented on the fact that, since the Headteacher has taken over the role of Headteacher at St Osmund's, the school relationships with parents has improved enormously. When this parent phones the school with some sort issue with their child, they know that the school will act upon this problem, consequently, their children love coming to school, they feel nurtured. Similarly, another parent deliberately wanted to have the meeting at school because they wanted to feel supported and be able to know what kind of things are being said about their child, as the child has a strong desire to attend this school as their older sibling feels very safe.<br>The Headteacher was grateful for this feedback since, she added, the moment you lose a family, you lose any kind of successful schooling that the child might have in the future.<br>A governor wanted to express their gratitude towards the Headteacher for the incredible work and effort that she has been implementing. | |
| **22/23** | **Declaration of Business Interests (Item 7)**<br>No new Governor interests declared.<br>**The clerk to chase any outstanding Declaration of Business Interest forms** | C, SS, EG |
| **22/24** | **Minutes of Last Meeting – 21/9/22 (Item 8)** | |



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| **22/24.1**<br><br><br>**22/24.2** | **Approval as accurate record (Item 8.1)**<br>**Governors unanimously approved the minutes as an accurate record.**<br>**Matters arising not on the agenda (Item 8.2)**<br>The Chair wanted to inform the governors that the Headteacher Performance Management Panel met recently, reviewed the HT objectives, which have all been met, and therefore agreed that The Headteacher will be put through to the next pay scale.<br>The Chair asked the governors present if they agreed to the Headteacher going up onto the next pay scale.<br>**The governors unanimously approved the Headteacher going onto the next pay scale.** | |
| **22/25** | **Outstanding actions from last meeting (Item 9)**<br>**22/5 Declaration of Business Interests (Item 2):** Clerk to email form to school in order that hard copies are left in reception for those Governors that are not able to print and have not completed the form.<br>Complete<br>**22/8 Outstanding actions from last meeting (Item 7):**<br>**21/114 - Produce Governor Training plans:** Governors to complete Safeguarding training on mentor<br>**Clerk to chase those outstanding governors who have not yet completed the Safeguarding training mentor course.**<br>**21/114 - Produce Governor Training plans:** Chair to send an individual pack to all governors once produced by the Governance Manager.<br>**Clerk to check with Governance Manager which courses governors have to complete.**<br>**21/128 – Safer Recruitment training – My Concern:** Governance Manager to update the Chair respecting Safer Recruitment Training – still waiting for answer.<br>A governor commented on the importance of at least one governor to have completed this course when doing an interview to recruit a new member of staff.<br>**The Chair to chase up the Governance Manager about the Safer Recruitment training course and ask if all governors need to do this course.**<br>**22/9 Governor Code of Conduct and 22/10 Keeping Children Safe in Education (Item 5 & 6):** Louise Balaam, Emma Gould, Ali Mitchell, Saira Sawtell, Juliet Viney, Emily White to sign and return the back sheet. Clerk to arrange for photocopies to be left in the office. Chase up these documents **-** Complete<br>**22/11 Relationship Policy (Item 9):** Governors to familiarize themselves with and sign into the School Bus system. Email Rebecca Golledge if School Bus link not yet received. | <br><br><br><br><br><br>C<br><br><br><br>C<br><br><br><br><br><br>EW |



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| | Not all governors have received the link.<br>The Chair clarified that when a school policy is up for renewal, the governor in charge of reviewing and renewing it, will receive an email for them to act upon it.<br>**Governors who have not yet received the link to sign in to the School Bus system to email the Business Manager.**<br>**22/14 Review Admissions Policy incl PAN (Published Admissions Number) (Item 11):** Headteacher to report on numbers on roll at next meeting<br>**Clerk to move the reviewing of the Admissions Policy (incl PAN) onto the next agenda.**<br>**22/17 SIAMs Planning (Item 14):**<br>Chair and Clerk to help develop new ideas and create an action plan in a new format, e.g. visiting groups.<br>The Chair informed the governors she has made a new folder in TEAMS called SIAMs resources. The governors can then use these resources throughout the year to increase their knowledge on SIAMS ready for inspection.<br>There is also a folder called GOM which has visit ideas for whoever is Gov of the Month.<br>**Governors to read and inform themselves about the resources the Chair has put in place in the called SIAMs resources, so that they are ready when a SIAMs inspection is due.**<br>**Q: A governor asked if the Chair put the Governors' visits schedule in this folder.**<br>The Chair responded that she has not, since Governors visits have their own folder. She added that a few governors have visited two schools this term that have had a SIAMs inspection in the last 12 months, in order to see how talk to the pupils about their schools' vision values, have a look around, their school displays, and governor involvement in inspections.<br>**Q: A governor queried what grade these schools got after the SIAMs inspection.**<br>The Chair answered that both schools got a Good grade. | Governors<br><br>C<br><br>Governors |
| **22/26** | **Receive Trust aims and priorities for 22/23 (Item 10)**<br>The Governors have received and read this document. | |
| **22/27** | **Governor Action Plan & Agree link governors / GOM (Item 11)**<br>The Governors agreed on which subject each Governor of the Month (GOM) would focus on.<br>**Q: A governor enquired what being GOM implies.**<br>The Chair clarified which tasks the GOM has to do in the month they are responsible; for example, a learning walk with HT, collective worship, reading and reflection time, attend extra-curricular club. | |
| **22/28** | **Agree programme of Governor Visits (Item 12)**<br>The Governors agreed on the final version of the visits. | |



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Ms Bainbridge informed the governors about the things that the governors can do when they do their visits; these suggestions will be useful, especially for younger staff, to understand the role of governors' visits, so governors can see how the school is developing, support the work of the school without any judgement whatsoever and raise any questions with the Leadership team, with the quality of education and the outcomes of the students remaining as the governors' top priority.

| Governor | GOM | Subject | Action |
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| Moira Farley | Feb | H&S | Termly walk round |
| Lesley Bainbridge | March | English | Subject lead meet, new Y5 pupils |
| Louise Balaam | Jan | Maths & PTA | Subject lead meet, new Y5 pupils |
| Pieter Mostert | June | Broad and Bal Curriculum | 2x subject lead meetings PE & MUSIC |
| Ali Mitchell | | Pupil Voice, ECO | Attend Eco club, Y5/6 voice, odd sock day talk to pupils about what it means to them |
| Cora Yarrien | May | SIAMS and Worship &RE | Attend SIAMS group, |
| Emily White | Sept | SEND / SIAMS | Termly SEND meeting with JV. School visits (All Saints/Beechcroft) |
| Juliet Viney | Oct | New | SEND meeting with EW, learning walk with SS. SEND parent event? |
| Emma Gould | | SEND | Termly SEND meeting with EW/JV. SEND parent event |
| Nikki Fowler | Nov | Safeguarding and Behaviour | Meet with DSL, check CCR, LLB strategy meeting |
| Lesley Richardson | Dec | Pupil Premium & LAC | Termly PP lead and PP mentor meeting, PP parent event |
| GOM Nov | | | Children in need, Remembrance Day |
| GOM Dec | | Monday 12th December 3.30pm Coffee and mince pies from Govs if possible | Xmas fair, Y4 open morning 6th, Xmas lunch 14th, Carol service 16th |

**Ms Bainbridge to upload the Governors visits guidance document on Teams.** LB



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| **22/29** | **Safeguarding Update (Item 13)**<br>A governor commented that the link governor indicated in the report that some staff do not have a DBS, these staff are not to be left alone and always to be accompanied by another person who has one.<br>**Q: A governor asked what system there is in place to make sure a person without a DBS is not left unsupervised when in charge of some students, if, for example, they are moving around school and are not always in the same room.**<br>The link governor responded she is not sure.<br>**Link Governor to ask the DSL, what system there is in place to ensure that a person without a DBS is never left unsupervised whilst being in charge of students.** | NF |
| | **Date of next meeting: Wednesday 30/11/22 4.30pm** | |

**Action Log**

| Person | Item | Action | Timing | Outcome /Update |
|---|---|---|---|---|
| Rebecca Golledge | 2 | **22/18 Finance and Operations Update:** Business Manager to send P1 report out to governors before Christmas 22. | Dec 22 | Completed |
| Pilar Colomer | 2 | **22/18 Finance and Operations Update:** Clerk to ask Vicky Smyth how often the governors need to do their Safeguarding Prevent training. | ASAP | Every 2 years. Completed |
| Pilar Colomer | 2 | **22/18 Finance and Operations Update:** Clerk to ask the MAT from which year should FGM, Radicalisation and other similar topics should be taught. | ASAP | Completed |
| Governors | 2.2 | **22/18.2 Budget:** Governors to meet after half term to discuss the relevance of the risks highlighted in the Risk Register. | Friday 11th Nov 9.30-11am | Completed |
| Saira Sawtell / Emily White | 2.2 | **22/18.2 Budget:** Headteacher/The chair to find out what the MAT can do about STO having fire extinguishers out of date. | ASAP | Completed |
| Governors | 4 | **22/20 SEF – Outcome for pupils:** Governors to look at KS3 SEF – Outcome for pupils towards the end of the academic year.<br>Clerk to move SEF – Outcome for pupils agenda item to the July LGB meeting. | End of academic year | Completed |
| Emily White | 5 | **22/21 Parental Questionnaire Feedback (PQF):** Chair to check with the Governance Manager whether the governors can look at all the sections of | ASAP | Ms Smyth confirmed LGB can |



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| | | the PQF as soon as possible, rather than doing it at different points of the academic year. | | look at the parental questionnaire feedback in January. |
| Pilar Colomer | 7 | **22/23 Declaration of Business Interests** The clerk to chase any outstanding Declaration of Business Interest forms | ASAP | Clerk to chase Emma Gould's Declaration of Business Interest form. |
| Saira Sawtell, Louise Balaam, Emma Gould, Ali Mitchell | 9 | **21/114 - Produce Governor Training plans:** Clerk to chase those outstanding governors who have not yet completed the Safeguarding training mentor course. | ASAP | Ongoing Clerk to ask Emma Gould to complete her Mentor Safeguarding course. |
| Pilar Colomer | 9 | **21/114 - Produce Governor Training plans:** Clerk to check with Governance Manager which courses do governors have to complete. | ASAP | Completed Individualised training plan sent to all governors via email |
| Emily White | 9 | **21/128 – Safer Recruitment training – My Concern:** Governance Manager to update the Chair respecting Safer Recruitment Training.<br>The Chair to chase up the Governance Manager about the Safer Recruitment training course and ask if all governors need to do this course. | ASAP | Completed |
| Governors | 9 | **22/11 Relationship Policy (Item 9):** Governors to familiarize themselves with and sign into the School Bus system.<br>Governors who have not yet received the link to sign in to the School Bus system to email Rebecca Golledge. | ASAP | Completed |



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| Pilar Colomer | 9 | **22/14 Review Admissions Policy incl PAN (Published Admissions Number) (Item 11):** Headteacher to report on numbers on roll at next meeting<br>Clerk to move the reviewing of the Admissions Policy (incl PAN) onto the next agenda. | ASAP | Completed |
| Governors | 9 | **22/17 SIAMs Planning (Item 14):** Governors to read and inform themselves about the resources the Chair has put in place in the called SIAMs resources, so that they are ready when a SIAMs inspection is due. | Ongoing | Completed |
| Nicola Fowler | 13 | **22/29 Safeguarding Update:** Link Governor to ask DSL what system there is in place to ensure that a person without a DBS is never left unsupervised whilst being in charge of some students. | ASAP | Completed |



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