



Minutes – Full Governing Board

Tuesday 8th October 2024 - 5.30pm

Initials	Eligible to Attend	Governor Type	Attending	Declaration of Pecuniary Interest	Term of Office
LR	Lizzie Rowlands – Chair				
MJ	Rhys Jones – Vice Chair				
JM	Jenna McCaffery (HT)				
ZC	Zoe Crockett				
RG	Rob Gibson				
JE	Jenny Eagles				
LL	Leti Littlewood				
RA	Rendy Anz Abraham (Clerk)				
SH	Susan Herridge				
OM	Olivia Mellor				

At Seaton Primary School

ITEM

ACTION

2024/25 - 17	Welcome and Apologies for absence	
	Governors were welcomed to the meeting. There were no apologies received.	

<p>2024/25 - 18</p>	<p>New Governing Year – Procedures</p> <ul style="list-style-type: none"> • Agree election procedure & term of office for the chair & vice-chair- Completed. • Update & agree Code of Conduct - All read and agreed the code of conduct. • Ensure all board members have read KCSiE & signed to confirm – New Governors agreed to read KCSiE and sign to confirm. Most governors have attended Safeguarding training. • Agree membership, terms of reference & levels of delegation for committees/lead roles. All agreed. There were no changes to be heard. • Agree if meetings will be open- Governors were reminded that the Staff governor will not be able to attend the part 2 confidential items part of the meeting. • Agree attendance at training – Governors noted that there is appropriate training available for any lead role undertaken. • Reminder of confidential business (Part 2) - All agreed. • Agreement to share contact information – All agreed. • Agree if virtual attendance at meetings is permissible & protocol – All agreed. • Update & sign Register of Business Interests - Governors completed the documentation. Governors who have not completed the documentation to forward to the clerk before the next meeting. • Review the procedure for dealing with apologies and sanctioning of absence, reminder the governors attendance register appears on school website - Procedure was reviewed and governors were reminded that attendance is published on the school website. Clerk to ensure the attendance register is up to date on the website. • Set board objectives for the year – Governors were reminded that their role should primarily be to retain the Strategic position of supporting school with the School Development Plan priorities and to complete the monitoring areas within their lead roles. 	
<p>2024/25 - 19</p>	<p>Elect Chair and Vice-Chair LR agreed to continue in post. RJ agreed to continue in post. Governors agreed to the above positions for a term of office of 4 years.</p>	
<p>2024/25 - 20</p>	<p>Elect new Governors Leti Littlewood, Susan Herridge and Olivia Mellor were appointed to the governing board for a term of office of four years.</p>	

<p>2024/25 – 21</p>	<p>Register of Business Interests & Declarations of Interest: There were no declarations to be received. As previously stated, governors will complete the register of business interests and forward to the clerk.</p>	
<p>2024/25 – 22</p> <p>2024/25 – 23</p>	<p>Minutes from last FGB meeting: 25th April 2024 Part I & Part II The part one and part two minutes of last meeting held on the 25th of April 2024 were that the school are currently updating the school website. Governors were all reminded to complete their photograph and bio to be published on the school website.</p> <p>Business arising from the last meeting:</p> <ul style="list-style-type: none"> • Resources meeting – Add agenda item review lettings pricing and energy recharge. – Item to be carried forward to the next FGB meeting. • School Business Manager to complete a cost analysis of the School Kitchen. – Item to be carried forward. The new operations manager will be required to complete the cost analysis once in post. 	<p>All governors to complete their bio and have their photograph taken for the school website. Clerk to add agenda item for charging and lettings policy to the next FGB meeting. New operations manager (when appointed) to complete a cost analysis of the school kitchen.</p>
<p>2024/25 – 24</p>	<p>Headteacher report including Ofsted report, pupil achievement data and school priorities The Headteacher report and Ofsted report was received in advance of the meeting. Governors received an overview of pupil numbers along with an early analysis of data and exam results. The governors heard that a full review had been undertaken by the Teaching and Learning committee. Governors discussed school absence, and it was heard that the LA attendance improvement officer is in role to support on attendance issues when the school attendance % drops below the target and when children’s attendance is showing as persistently absent. Attendance letters and strategy review required imminently to ensure fines are included and that the school are aligned with expectations. Discussion around implementation - School to think carefully around how to inform families of changes and fines taking into account the learning from parental response to when letters were introduced. JM stated that school have one pastoral worker, but she would like to have two pastoral workers in school with the purpose of ensuring earlier intervention. An overview of the role was provided with the 2nd pastoral worker focusing on SEN/EHCPs. Budget does not currently allow for this - budget is being reviewed on a monthly basis.</p>	

2024/25 – 25	School Improvement Advisor visit report JM informed the governors that the report has not been received yet. The Advisor had stated that they were happy with the outcomes seen and he had been impressed with the areas that he had focussed upon. The report will be available and go to T & L committee meeting.	
2024/25 – 26	Resources Committee Update – 27th September 2024 An overview of the outcomes of the meeting were provided to the governors. JM informed governors that the minutes for the meeting had not yet been completed but would be forwarded asap.	
2024/25 – 27	The meeting had focussed on the budget and increasing pupil numbers to support the budget. A social media focus to attract more students had been discussed in detail along with the need to access grants for funding and fundraising. Safeguarding Report A Safeguarding update would be heard under confidential (part two) items.	
2024/25 – 28	Staff Survey/ Parental Survey feedback The governors discussed the recent Ofsted inspection and the feedback that had been received from the surveys that had been distributed. A discussion was held as to when to complete the next set of surveys and how the surveys will look differently to previous surveys to better reflect the position of the school. JM informed governors that she would plan for staff surveys to take place earlier to enable greater time to reflect and act on feedback and to inform school improvement. Parental & pupil voice survey will continue to be sent in Summer term.	
2024/25 – 29	Chairs Report The Chair discussed the flow of work of the governing board. The Chair provided an overview of a governor's role, and the governors discussed what they should be looking for when undertaking a visit to school. It was noted that any documentary evidence from a visit to school should be forwarded to the clerk to governors. It was heard that there are currently 9 governors currently serving on the governing board but ideally there would be 12 governors on the governing board.	
2024/25 – 30	Headteacher Performance Review The arrangements for the HT performance management process were confirmed. It was noted that an external school advisor will support the process. It was also confirmed that a member of the panel had received appropriate training.	

<p>2024/25 – 31 Policies for Approval</p> <p>The following policies had been forwarded for approval: Administration of Medicines Policy First Aid Policy Teaching & Learning Policy - incorporating Homework Policy, Assessment Policy Pay Policy - RC Staff Discipline Policy - RC Staff Grievance Policy - RC Staff Redundancy Policy - RC</p> <p>Governors heard that many of the policies received are Devon County policies requiring adoption by the school. There are some policies that require personalisation such as adding names or dates.</p> <p>GQ: With regard to the staff discipline policy, there is a gap on Page 19.</p> <p>GQ: On Page 3 of the First Aid Policy there is a need to state the job title, is it Business Manager or Operations Manager.</p>		
	<p>RESOLVED: That the governors accepted the policies with the above changes being made.</p>	
<p>2024/25 – 32 Governor Training</p>	<p>Governors to identify training needs and email clerk to book.</p>	
<p>2024/25 – 33 Clerks' Update</p>	<p>There were no clerks updates to be received.</p>	
<p>2024/25 – 34 AOB (notified to the Chair 24 hours in advance) - no AOB to be heard.</p>		

Next meetings: Teaching & Learning Committee – Wednesday 20th November 24 – 6pm - Teams
Resources Committee – Tuesday 22nd November 24 In- Person, Seaton Primary School
FGB – Tuesday 4th February 25 – 5.30pm - In- Person, Seaton Primary School

Item	Action	Who	Due by
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2024/25 - 18	New governors to confirm to clerk that they have read KCSIE.	All governors	ASAP
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2024/25 -18	All governors who have not completed their Declaration of Interest forms to complete and forward to the clerk before the next FGB meeting.	All governors	Before the next FGB meeting held February 2025.
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2024/25 - 18	Clerk to ensure governor attendance is uploaded onto the school website.	Clerk	ASAP.
2024/25 - 23	All governors to complete their bio and have their photograph taken for the school website.	All governors	Before the next FGB meeting held February 2025.
2024/25 - 23	Clerk to add agenda item for Charging and Lettings policy to the next FGB meeting.	Clerk	For the FGB meeting to be held February 2025.
2024/25 - 23	New operations manager (when appointed) to complete a cost analysis of the school kitchen.	Operations Manager	When appointed.