



**Minutes of the meeting of Pulford Lower School Full Governing Board held
on Wednesday 19 October 2022 6pm, School Hall**

1.	Registration, Apologies and Prayer	ACTION
	<p>Present: Mr D Heather (DH), Mr Edward Price (EP - Chair), Mrs T Rees (TR), Mrs Rosie Horsfield (RH), Mrs Beci Morley (BM – Vice Chair), Mrs Nikki Barnett (NB), Mrs Emma Birtles (EB), Mr Geoff Huskisson (GH) Mrs Lisa Jacobs (LJ), Mabel Akin-Esho (MA-E), Mr Alan Perrott (AP)</p> <p>Apologies received from Rev Cate Irvine (CI).</p> <p>EP welcomed NB to her first Board meeting.</p> <p>Mr Heather opened in prayer.</p>	
	PRESENTATION FROM MR LUKE DUNSTAN	
	<p>Mr Dunstan presented an update to the Board on the considerable progress made with PE at the school, including the regular provision and the sports clubs. He also updated the Board with developments with Little Saints (wrap around care provision). This was a highly positive start to the meeting and the Board thanked Mr Dunstan for all he and the school have achieved this year.</p>	
	2. Declaration of Pecuniary Interests	
	No new pecuniary interests were declared. Copy of interests held on website.	
	3 & 4. Previous Full Governors Meeting Minutes	
	<p>The minutes of the meeting held on 7 May 2022 were circulated to all governors in their pack prior to the meeting.</p> <p>It was agreed to remove section in red in paragraph 10 regarding discussion of SLT structure change to provide an accurate reflection of actual discussions at committee level on this matter.</p> <p>EP noted offer for audit from other teachers following on from deep dive visit (paragraph 9). This action is not yet undertaken. EP and DH to follow-up especially with relation to SIP.</p> <p>School Uniform. DH reported that the prospectus has been updated. Furthermore, there is a review being undertaken with the diversity committee to ensure school uniform does not unintentionally give bias to other cultural groups.</p> <p>The committee were in agreement that all other actions had been undertaken and that the minutes were a true reflection of the previous meeting. EP (Chair) signed the hard copy of the minutes. This will be recorded and DH will file accordingly.</p>	<p align="center">DH</p> <p align="center">DH/EP</p> <p align="center">DH</p> <p align="center">DH</p>
	5. Amend Terms of Reference to reflect agreed committee members	
	<p>Resources Committee</p> <p>EP (Chair), AP (Vice Chair & Responsible Officer), MA-E, BW (Associate Member), DH. Committee currently self clerked. It was noted this committee is a bit thin on the ground. It is hoped that the current Governor vacancies can help with this when filled. AP suggested parent vacancy advert to express desire for someone who might contribute expertise to this committee.</p>	<p align="center">DH</p>

	<p>Curriculum & Standards Committee BM (Chair), MA-B (Vice Chair), LJ, TR, DH, GH, CI, RH, NB, EP</p> <p>Pay Review Committee EB (Chair), BM, AP. This committee only meets for pay disputes. AP questioned whether this committee should meet annually to review pay and check for any anomalies. This job is currently undertaken by the responsible officer alone as it allows more access to data. AP to discuss this further with Bill Webb and EP to check statutory compliance of this arrangement.</p> <p>Admission and Appeals DH, TR, EP</p> <p>Disciplinary Committee EP, BM, LJ, AP</p> <p>Written terms of reference are held in the finance manual. To be uploaded to Google Drive</p>	<p>AP EP</p> <p>DH</p>
6.	<p>Chair Report</p>	
	<p>Competency Framework EP had shared the 16 point competency framework illustration to allow the Board to reflect on how well we are meeting those points. EP felt that, overall, we do well. EB suggested doing a Board health check. Available via NGA. EP to follow up via NGA website.</p> <p>Strategic Vision EP explained why he had undertaken an exercise to come up with a form of words to encapsulate our strategic vision for the school “Preserve and nurture the school’s Christian vision, ethos and values and ensure a dynamic approach to learning, proactively reflecting best practice in all areas of the curriculum”. While there is no need for this to be a ‘mantra’ we all repeat , it was agreed that it was helpful to give it thought in this way.</p> <p>Training We will continue to adopt a Pay as you go approach to training for the rest of the academic, but will assess if this is good value for next year. NB asked if there were other provider of training as CBeds sessions are generally not at convenient. DH mentioned the training from the Diocese of St Albans. EB asked if we can access other authority training – DH confirmed we can. EB to look at Bedford. AP is close to finishing the skills audit and will produce a report when done, however we do not have any ‘red’ areas of concern. EP thanked AP for undertaking the audit.</p> <p>Visits EP encouraged this term’s subject link visits as an important baseline for the academic year.</p> <p>Clerk We are still lacking a Clerk as a good candidate pulled out at the last minute. EP to redo advert on NGA website and look to advertise locally too. We will seek a Clerk to undertake the broader procedural and advisory role of clerking (as well as minute taking) and training would be available for this.</p> <p>Complaints Complaints procedure to be reviewed, but EP emphasised importance of follow the current procedure should any complaint be raised.</p>	<p>EP</p> <p>EP</p> <p>EB</p> <p>EP</p>
7.	<p>Headmaster’s Report</p>	
	<p>Details of attainment data and SIP to follow in C&S committee report Statutory Data: ADMISSIONS/No on Roll - 258 PUPIL ATTENDANCE – 96/08%</p>	

STAFF ABSENCE			
2021-22	No. of Days	No. Working Days	% Absence
September 2021	20.5	22	1.9%
October 2021	10.5	16	1.3%
November 2021	25	22	2.3%
December 2021	2	13	0.3%
January 2022	29	20	2.9%
February 2022	37	15	4.9%
March 2022	38	24	3.2%
April 2022		10	0.0%
May 2022	6	19	0.6%
June 2022	10	19	1.1%
July 2022	5	16	0.6%
	183	196	1.9%

SCHOOL MEALS: These are currently between 170-200 per day. 95% take up of UFSM

EXCLUSION: None

PSED
DH highlighted how the children at school are in an unsettled time – feeding down from national and international news. Anxiety levels are high and people getting cross more quickly than they would before. Love and support needed. Lots of rhetoric about the need to ‘catch-up’. DH emphasised there is no quick fix to this and that PSED very much a part of this owing to the impact of the pandemic.

8. Safeguarding Report	<p>EB highlighted that current guidelines emphasise the need for Governors to have safeguarding training and encouraged Governors to attend, where possible, the Safeguarding training at school on 3 January 2023. This session will also be recorded and possibility available via online means, although personal attendance preferable.</p> <p>EB also to circulate Key Changes to Safeguarding document.</p> <p>EP to undertake safer recruitment training in order to have two trained governors.</p> <p>EB had shared in advance her safeguarding visit checklist. EP clarified some extraneous material which is to be removed from the bottom of the document before official filing and thanked EB for undertaking this important role.</p>	<p>EB</p> <p>EP</p> <p>EB</p>
9. Committee and Subject Link Update	<p>Appeals and Admissions committee – not met</p> <p>Discipline committee - not met</p> <p>Resources Committee</p> <p>1. Budget Update</p> <p>The forecast at the end of period 5 (August) was for an in-year deficit of £58k against the original budgeted deficit of £7k. The reasons for this are:</p> <ul style="list-style-type: none"> • A reduced Early Years budget as a result of the May 2022 census • The non-teaching staff pay award of £1,925 per person which represents an average of 10% against the budgeted 2% increase 	

- The 5% increase for teaching staff agreed by Government, but for which additional budget has not been provided.

Schools Finance at Central Bedfordshire Council has advised that the impact of the pay awards will be significant for all schools and their expectation is that additional funding will have to be provided. The committee agreed that the situation should be monitored closely, but that no action was required at present.

The position at the end of period 6 has improved by £3k and the recent announcement that the National Insurance increase will be reversed is also still to be factored in.

DH noted that the improvement has been driven by vacancies at the school which are proving very difficult to fill owing to the comparatively low pay we are able to offer. DH believed this situation will get worse and, while it has a positive impact on the budget, has a negative impact on wellbeing so needs to be monitored.

If we don't implement the upgrades which are causing the deficit, we will continue to be even more uncompetitive in the workforce marketplace.

EB reported LGA are canvassing the Government on this issue.

2. Pulford Trust Applications

The Trust agreed to meet provide a grant to cover the cost of the phonics scheme and year books at a total cost of £14k. This was to meet the recommendation from the deep dive into reading undertaken by Michelle Geddes, which recommended that phonics teaching needed to be synchronised across the whole school and, therefore, the books and equipment needed to be aligned.

A second application has been submitted to the Trust to cover the cost of crowning trees on site.

3. Premises and Health and Safety

Due to a Schools Capital Allowance (SCA) grant from the Diocese, work has been completed that enables the playground to be accessed by wheelchair via 2 routes. The grant has also funded a canopy that provided cover between the blocks and also an additional learning space for KS1. Completion of the canopy has been delayed by the availability of timber and works will now be completed during half term.

Funding was also received for the provision of outdoor gym equipment on the all-weather pitch mainly for use by KS2.

EB completed a H&S visit earlier this term. No issues were identified. DH (& staff) are having to undertake regular H&S checks that would normally be joint responsibility of him and caretaker while we try to fill that vacancy.

4. Policy Review

The committee considered the following, which are recommended to the Board for approval:

- The Pay & Performance Policy
- Lettings Policy,
- Racist Incident Policy
- Teacher Performance Policy

5. Other Business

- a. Bill Webb was welcomed on to the Committee as an Associate Member.
- b. Alan Perrott has agreed to take on the Responsible Officer Role.
- c. The Committee would benefit from additional members. It was agreed that the results of the skills audit could be used to identify skills gaps and that the PCC could be asked to consider this information when selecting a new Foundation Governor to fill the current vacancy.

Curriculum and Standards

BM confirmed MA-E to be Vice Chair and LJ to take on SEND and PP role.

BM reported that SIP, SEF and SIAMS documents constituted the main focus of the committee discussion.

SIP

Objective 1 - Implement the phonics scheme- Unlocking letters and sounds

New phonics scheme has been introduced (with additional training on 31/10/22) following a thorough review of best practice.

Objective 2 - Improve resilience and accuracy of writing across the school

This has come from looking at data in the SEF

Objective 3 - Improve PSED across the whole school as we tackle the effect of the COVID lockdowns
As per the Head's report.

Objective 4 - Subject leads to identify and drive agreed improvements to the curriculum following analysis of the subject SEF.

Governors can support this through the link governor scheme. This is mainly to enhance what is being done and make small changes rather than larger interventions.

Objective 5 - To continue our journey in developing a comprehensive approach to diversity.

This will follow on from the work already done on ethnicity and evaluating how to address the challenges of other areas of diversity such as gender and sexuality.

Objective 6 - Develop a strategic plan for the future development of the school, given the impending changes in structures at a local and LA level.

This is currently quiet. Earliest this is likely to happen is 2026.

BM reported that C&S committee felt the SIP was a logical response to the SEF and therefore was happy to recommend it to FGB.

EP asked about where to access subject SEFs (Objective 4). DH noted that these are internal documents and can be accessed either via him or subject leads. DH felt the team are very good at being autonomous in this area, which can be tested by Governors in subject link visits. He further reported that Ofsted are asking the question "Why is your curriculum structured this way?", so this Objective should aid in this analysis.

AP raised question of how to track and monitor SIP objectives – are the smart goals? DH noted such questions and actions form part of C&S meetings. He also noted the link between these objectives and his own performance management targets, the report of which will be available. Staff are also then set targets from the SIP which form part of their performance management review. DH also

	<p>noted that the emphasis on attainment data tracking has changed. Ofsted more interested on how many children are making expected progress. Such an approach also allows staff to monitor and make interventions more effectively for the few not making expected progress.</p> <p>AP further emphasised how important it is that we can articulate, as Governors, progress and monitoring of the SIP objectives. Can we have a 'cheat sheet' with up-to-date data?</p> <p>BM & LJ suggested that all visits could have the SIP objectives as a point of reference in order to give Governors the most up to date progress analysis.</p> <p>EP agreed to make visit reports readily available so that Governors as they can inform the above and, at NB's suggestion to make a spreadsheet with quick reference to comments on SIP.</p> <p>EP also agreed to circulate the crib sheet of questions and answers from Michelle Geddes and Paul Whittington.</p> <p>AP asked why the SEF has us mostly graded as Good and not Outstanding. DH that this was done on external advice and represents the reality of how OFSTED have changed their goalposts for inspections.</p> <p>NB asked about the historic evidence used on the SEF (e.g. 2010 Ofsted report) and whether there was any other more up to date to be used. DH responded that this was hard as we had not been inspected for such a long time.</p> <p>NB also wondered if there was more information that could be personal development section of the SEF as this was perceived as a key strength of the school and this section felt a bit light. DH invited suggestions for what could be added and EP suggested adding the update from Luke Dunstan.</p> <p>EP raised the question of staff performance reporting to the Board (as per the SEF). The mechanism for this was discussed and the Board agreed to ensure this was done in way in which we can accurately say that we have had such reporting done as per our strategic role. EP to follow up.</p>	<p>EP</p> <p>EP</p> <p>DH</p> <p>EP</p>
10.	Policy Updates	
	<p>Child Protection and Safeguarding</p> <p>The updates to this policy were agreed.</p> <p>Fire Risk Assessment</p> <p>Following a question from GH, DH confirmed procedures for fire alarm tests and fire drills.</p> <p>RH spotted the need to change strap line on the document.</p> <p>EP raised the question of the date of the assessment being before the new building and updated (including numbers on site) accordingly. DH to investigate before approval in consultation with EB.</p> <p>Peer on peer abuse</p> <p>NB asked to check if it should be Child on Child. TR to action</p> <p>GH raised the point of reference to schools and colleges and we should be just school.</p> <p>Other than the above this policy was agreed.</p>	<p>TR</p> <p>DH</p> <p>TR</p>
11.	Board Constitution Update	
	<p>EP outlined the proposal that DH and TR now share the Ex Officio role as Head Teacher to reflect their shared role. This would leave a space for a co-opted Governor. EP therefore proposed that Bill Webb be co-opted onto the Board in recognition of his significant and important role to the Resources committee in particular. This was unanimously agreed.</p>	
12.	AOB	
	<p>Website</p> <p>LJ has undertaken a review of the school's website to ensure statutory compliance. She is to confirm a few issues with Alison Quick in due course.</p> <p>Dates of Meetings</p> <p>RH raised the question of Governor's meetings clashing with parents evening weeks, which had been discussed previously as something to avoid if possible. DH responded that he has considered this but that, unfortunately, it had not been possible this term to make it work.</p>	

13	Dates of Meetings for the next academic year	
	<p>Resources Tuesday 17th January 2023 Tuesday 25th April 2023</p> <p>Curriculum Wednesday 24th January 2023 Tuesday 2nd May 2023</p> <p>FGB Wednesday 8th February 2023 Wednesday 24th May 2023</p> <p><u>These are now the confirmed dates for next year.</u></p> <p><u>All meetings now start at 6pm.</u></p>	
	Grace - Mr Heather led in the Grace to conclude the meeting	