

## Held on Monday 25<sup>th</sup> March 2024 1830 hours In School

<b>Governors:</b>	Richard Wielechowski (RW) Chair, Rachel Snape (RS) Matt Butler (MB), Barney Cox (BC), Tom Dowdall (TD), Bayan Parvizi (BP, Collette Harrison (CH), Mary Williams (MW), Sophie Hare (SH) (arrived at 18:37)
<b>In attendance:</b>	
<b>Clerk:</b>	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
<b>1.</b>	<b>Welcome</b>  The GB was quorate based on the number of governors in post.  Collette Harrison was unanimously accepted as the link governor for Staff Wellbeing.  The meeting started at 18:33.	
<b>2.</b> 2i. 2ii	<b>Apologies for Absence</b> Receive apologies for absence: Non Attendance – Rosie Humphreys, Priscilla Canizares-Martinez Consent/Non-consent to absence: Priscilla Canizares-Martinez(apologies received)(accepted) Rosie Humphreys (no apologies received)	
<b>3.</b>	<b>Declaration of direct or indirect pecuniary interest in any of the following items</b> nil	No declarations for items on this agenda were made.
<b>4.</b>  4i	<b>Review of previous minutes 5<sup>th</sup> February 2024</b>  The FGB duly approved and ratified the minutes from the meeting on 5 <sup>th</sup> February 2024. The minutes will be electronically signed and issued to the school office for upload onto the school website.	
<b>5.</b>	<b>Agreed Actions Update</b>  Action numbers 034, 039 and 040 completed. Action list updated – 041 - 047	
<b>6.</b>  6i	<b>School Improvement</b>  <b>Headteacher's Report</b>	

6ii	<p>The report was made available to the governors on Governor Hub prior to the meeting.</p> <p>The governors were given the opportunity to ask questions.</p> <p>A governor commented that during a website check some of policies have a few formatting issues. It is thought that these formatting issues have been caused when the word document has been formatted into a PDF document. A governor advised that in future documents should first be saved as a PDF (rather than via the print to PDF option) which may help the formatting issue.</p> <p><b><i>Q./ A governor asked - What has the interest been in the current teaching vacancies?</i></b></p> <p>A./ The Head responded that there had been a lot of interest in the vacancies from ECT's but the current business model does not allow for the employment of ECT's, due to constraints around release time, subject leadership requirements and the complexities of the posts. There have been a number of other candidates (with experience) that have shown interest.</p> <p>The governors discussed the change in the marketplace for the recruitment of teaching staff – with a view that there was now move availability post Covid. It was also mentioned that there was an increase in the number of agencies trying to place permanent teaching staff (not a preferred route due to the costs that are incurred to the school i.e. finders fees).</p> <p>In light of the up and coming interviews for the teaching posts governors should take advantage of the training available through CGS. It was noted that there was a wealth of training available to governors regarding safer recruitment. This training was available on a rolling basis and easily accessible.</p> <p>A governor commented that the Crew values on display in the hall looked extremely good.</p> <p>The Head advised the GB that there were 139 applications (1<sup>st</sup> and 2<sup>nd</sup> choices) for the 60 places available in September.</p> <p><b><i>Q./ A governor asked – are these all from children in catchment?</i></b></p> <p>A./ The Head responded that these details were not currently available. However, the intake into EYFS for the next academic year indicates that all available spaces will be taken.</p> <p><b>Safeguarding</b></p> <p>The safeguarding document had been uploaded onto Gov Hub prior to the meeting. The governors were given the opportunity to ask questions.</p> <p>The PSHE link governor meeting had taken place – it was noted that NB had run an open session on online safety and mobile telephone use and this had been extremely informative.</p> <p><b><i>Q./ A governor asked – is MRPS being held up as a example of good practice for online safety and mobile telephone use to other schools in</i></b></p>	041 SI to let the Head know if there any policies that have minor issues.
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	<p><b>the area?</b></p> <p>A./ The Head responded – the way that MRPS runs its policies is particular to MRPS and would not necessarily work for all settings.</p> <p><b>Q./ A governor asked – could the session that had been run by NB be re-run again as it was very valuable and insightful? Possibly in December?</b></p> <p>A./ The Head responded – this would be a very good idea and she would speak with NB.</p> <p><b>Q./ A governor asked – with the level of staff turnover in the front office is the Single Central Record being maintained?</b></p> <p>A./ The safeguarding lead responded – this will be picked up at the next scheduled link governor meeting.</p>	
6iii	<p><b>Q./ A governor questioned – is there a clear call sign/noise for the invac of children and has been it practiced?</b></p> <p>A./ The Head responded – this is something that the school has in place but can review and conduct the necessary practice drills.</p>	042 Head to arrange for NB to rerun the session regarding online safety.
6iv	<p><b>SFVS</b></p> <p>The SFVS document had been made available to the governors prior to the meeting. Some of the governors had read through the document (but not all) and it had been read through by the Chair. The governors were reminded that the SFVS needed to be read and agreed.</p>	043 All governors to read through and acknowledge the SFVS by 28 <sup>th</sup> March 2024.
6v	<p><b>Governor Wellbeing</b></p> <p>The Head gave a presentation to the FGB on the topic of staff wellbeing and the systems in place to promote a wellbeing focused work and learning environment.</p> <p><b>Q./ A governor asked - are all the measures that are in place for maintaining wellbeing throughout the school able to be tracked quantitatively?</b></p> <p>A/ A governor responded – this is difficult to track across the school as the data can be subjective. There is a teacher survey that is conducted in July although there is a debate whether the results from surveys are a good source of data. The survey responses are affected by mood on the day and are not quantifiable.</p> <p>The Chair commented that when conducting a monitoring visit they always asked the staff member if there was anything that was needed or could be done to improve the subject leader's role.</p>	<p>044 Head to share wellbeing presentation on Governor Hub</p> <p>045 Governor wellbeing question to be added to the governor monitoring visit form.</p>

	CH informed the governors that she had undertaken training and there is a MRPS Well Being Charter in place. The MRPS Well Being Charter had been made available to all staff.	
7.	<b>Committee Reports</b>	
7i	<p><b>Teaching and Learning</b> – SI gave an overview of the meeting. The minutes will be made available to governors on Governor Hub in due course.</p> <p>No questions were raised by the FGB.</p> <p>It was noted that the governors thanked J Smith for their work on Century.</p> <p>A governor requested that information around attendance be added to the T &amp; L report.</p> <p><b><i>Q./ A governor asked - is there a designated person in the office for attendance?</i></b>  A./ The Head responded – there is now a member of the office staff taking over this action and it would be a few weeks until they are fully embedded in the process.</p>	046 New date to be sorted out for committee meetings. (moved from 6 <sup>th</sup> May 2024)
7ii	<p><b>Resources</b> – MBI gave an overview of the meeting minutes to the GB.</p> <p>The head informed the GB that the heating system for the hot water had failed. Three quotes will be obtained and sent to the Resources for approval so that the work can be scheduled in as a priority. The aim is to get a quote approved and the work to be organised to take place during the Easter holiday.</p> <p><b><i>Q./ A governor asked – does the hot water heating failure mean that the school will need to close?</i></b>  A./ The Head responded – this is not the case at the moment and the school would be closed in 3 days for the Easter break (when it is hoped that the repair work can be undertaken).</p> <p>It was noted that the hall floor had been repaired and was now flat. There is no guarantee on the repair work although the Head has had confirmation that if there were any further problems Mr Clayton as the CCC will support any further claims if the floor failed again the future.</p> <p>No further questions were raised by the FGB.</p>	047 Head to share the 3 quotes to the Resource Committee as soon as they are available.
8.	<b>Governor Business</b>	
8i	<b>Governor Training Update/Feedback</b> – training undertaken by CH on wellbeing. (as above)	
8ii	<p><b>Governor Visits</b> – SI met with A Hall around the SEN data/requirements in the school.</p> <p>RW – Visit to Forest School – report available on Governor Hub.</p>	

8iii	<b>Governor Day</b> new date set for 22 <sup>nd</sup> May 2024	
9.	<b>Policies</b>  <b>Policies – MRPS specific policies -</b>  <b>Standard LA policies –</b> <ul style="list-style-type: none"> <li>Relationships and Sex Education (via T &amp; L Committee)</li> <li>Data Protection Policy (via Resources Committee)</li> <li>Complaints Policy (via Resources Committee)</li> <li>Statement of Procedures for Dealing With Allegations of Abuse Against Staff (via Resources Committee)</li> <li>Freedom of Information Policy (via Resources Committee)</li> <li>Security Policy and Procedures – including Traffic Management (via Resources Committee)</li> </ul> <p>The governing body duly adopted the above listed policies.</p>	
10.	<b>Any other business</b>  nil	
11.	The meeting closed at 8:33pm. Future meetings - 22 <sup>nd</sup> April 2024 (virtual) Budget ratification 20 <sup>th</sup> May 2024 8 <sup>th</sup> July 2024	

## ACTIONS

<b>FGB Actions from 5<sup>th</sup> February 2024</b>			
037	Resources Committee to discuss first aid incidents at each meeting. Next Committee Meeting	Resources	7 <sup>th</sup> May 2024
038	Monitoring visit on SEN and EHCP provision/requirements to be uploaded onto Governor Hub.	SI	31 <sup>st</sup> March 2024
<b>FGB Actions from 25<sup>th</sup> March 2024</b>			
041	Any minor formatting issues or errors on school policies to be corrected.	SI to inform Head	24 <sup>th</sup> April 2024
042	Re-run of online safety session in December.	Head to speak with NB	30 <sup>th</sup> April 2024
043	SFVS to be read through and acknowledge/accepted.	All Governors.	By end of 27 <sup>th</sup> March 2024
044	Full wellbeing presentation to be shared with	Head	28 <sup>th</sup> March

Accepted by the FGB and duly approved by the Chair  
Signed *Richard Wielechowski* Date 20/05/2024

	governors via Governor Hub.		2024
045	Governor wellbeing question to be added to the governor monitoring visit form.	Chair	30 <sup>th</sup> April 2024
046	New dates for committee meetings to be set on Gov Hub calendar (to be changed from 6 <sup>th</sup> May 2024)	Committee Chairs	By 31 <sup>st</sup> March 2024
047	3 Quotes to be obtained for the repair of the gas hot water heating system.	Head to share with Resources	By 28 <sup>th</sup> March 2024.