

Local Governing Body Meeting

HELD ON TEAMS

Wednesday 9th March 2022 at 4.30pm

PRESENT		ATTENDING	
Constance Tyce – Chair	CT	Sarah Rankin – Clerk	SR
Sam Petchey- Headteacher	SP	Miles Elcock	ME
Jack Branford	JB		
Robin Gainher	RG		
Gill Pegg	GP		
Sia Vare	SV		
Neil Rowe	NR		

ACTIONS challenges **DECISIONS**

1. WELCOME AND APOLOGIES

	ACTIONS
The Chair welcomed governors and incoming Head ME to the meeting.	
Introductions were made. There were apologies from LT. JC was absent.	

2. DECLARATIONS OF PECUNIARY INTEREST

	ACTIONS
None.	

3. MINUTES OF THE MEETING OF 19th JANUARY- ACCURACY

	ACTIONS
The minutes of the meeting of 19 th January were checked for accuracy and	
approved.	

JB joined the meeting at 16:44

4. HEADTEACHER'S REPORT

	ACTIONS
SP presented governors with a verbal report:	
Pupils on roll: 61	
Three children have left the school to attend Suffield Park, and two children	
have joined the school. Governors asked why the children left. SP advised that	
the children are all from the same family, and that the mother had secured a	



job at Suffield Park. The logistics of getting the children to school were too	
challenging.	
Pupil premium: Numbers remain the same – 3 children in Year 3 and 10	
children in Year 5.	
SEND: There are 3 children currently with EHCPs. Two further applications are	
in process. Should these new applications complete, the school's SEND picture	
will change considerably. The Head discussed the importance of supporting	
the SENDCo when she will be interviewed by Ofsted. SP suggested that she	
prepares a paragraph to give the full profile of the school in readiness for the	
meeting. SV is due to visit her this term.	
Exclusions and behaviour: SP reported that an internal exclusion for 1 day has	
been issued. It was noted that this is the first exclusion issued during SP's	
tenure at the school.	
Mental health needs: four children are presenting concerns. The school has	
been proactive and purchased a package of mental health support which will	
provide six half days of support. In addition, Emma will be providing 3 hours a	
week of art therapy which will be beneficial to these children.	
Governors asked if the support package can provide training for staff on how	
to deal with the issues on a daily basis and ensure consistency of approach.	
SP reported that conversations had been held with the LA Inclusion team who	
will be able to put some relevant training together.	
Staffing: Current challenges due to staff illness were discussed. Governors	
acknowledged the continued stresses put on all staff by the current situation.	
The forthcoming staffing uncertainties in nursery were raised. It was	
confirmed that RM's post has been readvertised, but the Head acknowledged	
that this may not be filled until May half term or even September.	
Covid: currently 6 cases in school. Open Doors has been postponed to the	
summer term.	
SATS: Adrian is running sessions a couple of times a week for Year 6s.	
Outdoor areas: SP advised that staff are keen to get parents into school to	
help maintain the outdoor areas. The flowerbeds in front of the school were	
flagged as an area which could be worked on immediately.	
Primary Lead's visit: the note of visit was circulated to governors prior to the	
meeting. The Chair congratulated the Head on the extremely positive report	
which reflected the considerable progress achieved since the last visit in June.	
The Head noted that, given the pressures everybody is under currently, she	
has not been pushing the subject leads, rather adopting a nurturing 'drip drip'	
approach. Governors agreed that it is crucial to look after staff in order to get	
the best out of them.	

5. SIDP UPDATE

	ACTIONS
No change.	
Governors will arrange to meet with subject leads as time allows and when	
pressure eases. SP highlighted Adrian's History subject lead presentation to RL	



as an excellent model for all subjects. SP will encourage Adrian to follow the same format for Geography and RE.

6. BUDGET - RG

	ACTIONS
RG reported that the budget is being well-managed with no major issues.	
Upcoming concerns with supply teacher costs due to Covid absence and	
energy price increases were noted. RG reported that the Trust is revising the	
energy budget in line with national increases. Governors were circulated a	
summary of the accounts prior to the meeting. RG advised that, due to issues	
with the new Star accounts system, detailed accounts were unavailable. This	
will be remedied for next month's accounts.	
GP reminded Governors that the Trust agreed the school's deficit and asked	
how the school is working towards reducing it. RG advised that the CFO is not	
concerned about this at the moment. It was acknowledged that the LGB has a	
duty to ensure that the deficit is reduced.	
It was reported that the CFO advised that the incoming Head will have an	
increased teaching load of 3 days. Staff and Governors were not aware of this	
and raised concerns about the impact this would have on the running of the	
school. CT contact RL Primary Lead to discuss.	CT
It was agreed that Finance would be an agenda item for all meetings. The	
Chair thanked RG for all his hard work preparing his report.	

7. GOVERNANCE

	ACTIONS
Monitoring programme – Spring Term:	
 Meetings with subject leaders will take place at an appropriate time. 	
Governors to organise.	
 Governors will talk to children when they come in to meet with subject 	
leads	
 SEN meeting with SV and GL taking place this term 	
 Safeguarding visit took place on 11th Feb. 	
 Parent governors attending parents evening. Governors discussed 	
whether there is a confidentiality issue here. CT to investigate.	СТ
Attendance report – RG:	
Report circulated prior to the meeting.	
NR raised concerns about the disruption caused by the persistent lateness of	
certain children in the morning. SP is addressing this.	SP
RG was thanked for his input.	
Safeguarding:	
The Annual report was circulated prior to the meeting, along with a list of	
actions and the CPOMS report.	
The list of actions was reviewed. It was confirmed that these arose from the	
annual safeguarding report and the SCR audit, carried out with Lynne. GP will	
continue to work on the actions with ME.	



SP reported that the school has been selected to complete the LA	
safeguarding audit in May. A safeguarding SEF needs to be put together for	ME/GP
this exercise. GP was thanked for all the work carried out on safeguarding.	
Staff Workload and Wellbeing: The challenges of maintaining and managing	
staff wellbeing during this time were acknowledged. SP noted that staff were	
desperate for more time and consistently clear weeks without disruption.	
JC was due to discuss the wellbeing charter with RM. JC will report back at the	JC
next meeting.	
School Leaders' wellbeing was discussed. As a former Head, RG recognised	
what a lonely position it can be, particularly in such extraordinary times. The	
huge value of access to a mentor was agreed. SP noted that the termly Trust	
Heads meetings are extremely useful for networking, but supervision is not	
provided. It was agreed that GP and CT will discuss support for the incoming	CT/GP
Head at the next Directors' meeting.	

8. POLICIES

	ACTIONS
Health and Safety: policy review in progress and currently with Jane Storey at	
the Trust. Will be with Governors for the next meeting.	
Clerk to put together a school spreadsheet of policies and review dates.	SR

9. CORRESPONDENCE WITH THE TRUST

	ACTIONS
GP and CT will take the following back to the Trust:	
Mentor for ME	
Difficulty for a small school to release staff for Trust business eg back	
to back writing and maths moderation on 22 nd March.	
There was nothing from the Trust.	

10. MATTERS ARISING

	ACTIONS
Bios: Clerk to chase remaining bios for school noticeboard	SR
Subject Leads: In hand	
Website monitoring: SP confirmed Covid catch up is now on the website. SP	SP
will check remaining omissions from the website check.	
Governor safeguarding training list: completed	

11. A.O.B.

	ACTIONS
<u>Draft Prospectus</u> : ME has put this on GovHub to be discussed at the next	ALL
meeting	
Governor vacancies:	
	SP



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Staff governor vacancy. SP to speak to staff at an appropriate time.	CT and
Community governor vacancy. CT and ME to meet with a local lady who has	ME
expressed an interest in the role.	
Vice Chair – this role is also vacant following MM's departure. To be discussed	
at the next meeting.	
This being the last meeting for the outgoing Head, the Chair thanked SP for all	
her hard work and dedication to the school over the past two years.	

There being no further business, the meeting was closed by the Chair at 18:00

Date of next meeting: Wednesday 11th May 2022 at 4.30pm