Minutes of the T1 meeting of the Full Governing Board of CHRIST CHURCH C OF E PRIMARY SCHOOL

Held on 10th October 2024 at 18:00 in person at the school.

Governor Attendance :

			T1	T2	T3	T4	T5	T6
Charlotte Withers (Chair)	CW	Parent	✓					
Mark Oldfield (Headteacher)	CJ	Head Teacher	✓					
Georgina Harford	GH	Foundation	✓					
Chris Brown	CB	Foundation	✓					
Vikki Richardson (Deputy Headteacher)	VR	Staff	✓					
Rachel Keenan	RK	Parent	✓					
Elizabeth Quinn	EQ	Community	✓					
Ruth Thrasher	RT	Community	✓					
Jayne Coller	JC	Community	**X**					
John Culley	JCu	Parent	✓					
Vacant		Community						
Vacant		Community						
Vacant		Parent						
Vacant		Parent						
Vacant		LA						
Vacant		Staff						

✓ - in attendance **A** – apologies received **X** – not present

Also in attendance :

Tamara Jordan	TJ	School Business Manager
Chris Hills	CH	Clerk to the governing board

Meeting documents folder : FGB Term 1 - 10 October 2024

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

These minutes reflect the flow of the meeting and may not necessarily follow the order of the agenda.

For reference :

Question/Challenge from governors.
Action

Item	
1.	**Welcome and Introductions:** The Chair welcomed governors to the meeting.
2.	**Procedural items:**
2.1	**Apologies for absence** The apologies for absence noted above were accepted.
2.2	**Confirmation of Quorum** The meeting was quorate.
2.3	**Declarations of interest for this meeting** No pecuniary or personal interests were advised for any agenda item for this meeting.
2.4	**Confidentiality Statement** The Chair reminded governors that : *All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after they have been approved.*
2.5	**Further Procedural items for the first meeting of the Academic year** 1. Confirmation of members of all committees and of the Chair and Vice Chair of all committees – to be covered in T2. 2. Confirm the Terms of Reference for all committees – to be covered in T2. 3. Confirm approval of Scheme of Delegation – to be covered in T2.

4. Governors to note the Changes to the Academy Handbook - to be circulated by SBM.
5. Governors to Confirm knowledge of KCSIE 2024 – covered under general annual declarations.
6. Governors to complete and sign their Declarations of Interest. To confirm on GH - – covered under general annual declarations.
7. Governors to agree to the Governor Code of Conduct – covered under general annual declarations.
8. Governors to agree named roles - Health and Safety role to be covered by RK until governor with more suitable experience joins the board.
9. Prevent refresher training – clerk to circulate link for Prevent refresher training.

3. **Any Other Business:**

The resignation of Chris Brown as a foundation governor was raised for AOB.

4. **Minutes:**

The Minutes of the previous meeting held on 11th July 2024 were agreed as an accurate record and were approved, correction notwithstanding. To be signed by the Chair.

5. **Matters Arising from the Minutes:**

Actions arising from the meeting held on 11th July 2024 :

Agenda Item	Action	Who	When
13.	TJ to upload to Governor Hub final list of questions that were sent to CST. Superseded by responses - complete.	TJ	After meeting
15.	Governors involved in monitoring visits to share details at the next FGB meeting. Covered in TLA meeting - complete.	CW, JC	T1 FGB meeting
16.	CW to draft staff governor letter and share with other governors in advance of circulating before the end of term. VR to check details with MO before circulating.	CW	Before end of term
16.	Action – clerk to circulate updated list of meeting dates. Complete.	Clerk	After meeting

Outstanding items from previous meetings :

Meeting date	Action	Who	When
14.03.24	Parent survey summary prepared by RK to be shared on GovernorHub. To be arranged for next parents evening in November.	CW	After meeting
14.03.24	Circulate skills audit forms to governors for completion over the summer. Form uploaded to	Clerk	T6 meeting

		GH (will also be emailed out) – governors to complete for next term. Summary for Term 2.		

6. **Correspondence**

There was no correspondence to be reported.

7. **HT Report.**

The HT apologised for the delay in circulating his report and noted that in future it will be made available at least a week before the meeting.

Questions were then invited from governors :

Q – Has persistent absence increased ?
A – Less than five families are involved. It is too early in the term to determine any patterns, and there have been specific reasons behind some of this. Term 2 will give a better picture and will then define a strategy for those families. Robust systems are in place to track and manage absence.

Q – What is the situation with the SIOs ?
A – As a SAT this a bought-in service. SIOs have been recruited and will now be used for specific tasks. There was some concern raised at a recent Heads briefing over the LA's capacity to deliver on this but they are confident that they can.

Q – How will this dynamic change if we become part of a MAT ?
A – All schools are welcome.

Q – Why is there no Pupil Premium report for T1 ?
A – It is still under review and will be presented in T2.

Q – Have staff been congratulated for the SATs results ?
A – The headlines were shared and staff were commended in T6.

Q – How are the local discussions for pupil place planning progressing ?
A – This has been picked up by Hannah Woodhouse who now wants to widen the working group with the aim of making any decisions on key changes by the end of January.

Q – How is the new behaviour policy progressing ?
A – There are now two documents, with a separate outline of rewards. The aim is for clarity, fairness and consistency. It will be presented for approval in T2.

Action – Behaviour to be presented for approval in T2 meeting.

The HT and DHT noted the improvements in behaviour generally, particularly extreme behaviour. The Chair suggested that the current policy would be marked as 'under review' on the school website.

Action – mark current Behaviour policy on website as under review.
Following positive comments on leadership and management from the recent survey results the HT remarked that although CC was a strong school it would need to adapt in

	light of the reducing pupil numbers and subsequent financial challenges, and the increasing needs of children with SEND. This would involve a focus on efficiencies such as building different teams to respond to needs in a refined way, without placing undue pressures on staff. Children should feel part of their class and valued, the school is committed to inclusion. **Q** – How is staff recruitment going ? **A** – Two candidates were interviewed for the PPA/cover role and an offer has since been accepted by a very strong external candidate, who will be starting later this month. LSA interviews will be taking place later this week, and adverts for maternity cover will be posted shortly. The SBM noted the high cost of agency staff due to the planning model which has now been changed to reduce costs. **Q** – Are trips difficult to fund ? **A** – Yes. Parental contributions for enrichment activities are lower than in previous years. This may be because they are unaware of the need or have issues with the payment method. Activities cannot continue at the same level as in previous years unless contributions are secured. Better marketing and letting parents know what it costs the school to run these activities might help. Parent perception does not seem to tally with actual costs. **Q** - How much is the voluntary contribution and can parents contribute more ? **A** – It is £80 and the school has tried to enable further contributions but it is difficult to set up. RK noted that Hargreaves Lansdown has a fund to be used for matching monies raised from fundraising activities. It was suggested that they be approached to match the amount raised by the recent fun run. **Action – RK to find out if Hargreaves Lansdown will match fun run amount.**
8.	**Safeguarding and Attendance.** RT noted that a meeting had been set up for T2. The HT added that the safeguarding report did not raise any concerns with only positive comments regarding the one referral. Safeguarding training has been well received and systems are working well. More thorough testing of the systems in place is being considered, especially around CPOMS, where more training for staff is required. **Q –** Has there been any communication with the diocese safeguarding team ? **A** – Not so far this term but this would be done normally. Maintaining contact with other DSLs locally is also very important, as evidenced by recent communication with another school over a potential safeguarding threat. RT also noted that she would be checking the SCR each term before the TLA meeting.
9.	**TLA Update.** The draft minutes from the T6 meeting had been made available for review before the meeting.

	Governors questioned how the Ofsted verdict could be used more effectively to increase the pupil numbers. The SBM noted that the school did refer to this on their social media channels but was not able to use actual Ofsted branding any more. It was noted that parents visiting the school recently had mentioned the Ofsted outcome. The HT added that the only realistic way of significantly increasing pupil numbers significantly was via pupil place planning across Bristol .
10.	**F&R Update including Health and Safety.** **Health and Safety :** The SBM noted the following : • The report covered the health and safety issues that had been resolved over summer holidays – the new pirate ship, new carpets in 2 reception classes, and the allocation of the hygiene room as a SEN/sensory space. • A walkaround is planned for next week. • Parking and drop-off behaviour is becoming unsafe, despite reminders in newsletter and road signage. **Q** – Could the children do something to help with this ? **A** – Park and Stride is run each spring, but additional posters from children may help. • Reminders about dogs on site continue. • The kitchen area will need significant attention soon. • RK has taken on the health and safety governor role on an interim basis. Two parents have so far expressed an interest in joining the board. **Finance :** RK noted the following : • Larger in-year deficit last year due to agency spending. Policy with agency has now been changed to reduce costs. • Reserves are at £250k currently. Further updates were recorded separately under confidential items.
11.	**MAT Update.** This was recorded separately under confidential items.
12.	**Policies for Review** It was noted that the Behaviour Policy will be brought to T2.
13.	**Governor activities and training attended.**

	The monitoring visits were covered under the TLA meeting. The clerk noted that the training offer from Bristol GDS had been circulated.
14.	**Any Other Urgent Business (AOB):** **Chris Brown.** The board noted Chris Brown's decision to step down as foundation governor and thanked him for his years of service and support for the school. He confirmed that he would still be available for support during SIAMS.
15.	**Future FGB Meeting Dates** T2 – Thursday 5th December 2024 T3 – Thursday 30th January 2025 T4 – Thursday 13th March 2025 T5 – Thursday 15th May 2025 T6 – Thursday 10th July 2025 All meetings begin at 6pm.
	The meeting closed at 20:05

Minutes are signed digitally by GH/CW on GovernorHub

Actions arising from this meeting :

Agenda Item	Action	Who	When
7	Behaviour to be presented for approval in T2 meeting.	MO	T2 meeting
7	Mark current Behaviour policy on website as under review.	MO, TJ	After meeting
7	RK to find out if Hargreaves Lansdown will matching fun run amount.	RK	T2 meeting

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