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

Held on 5th December 2024 at 18:30 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	✓	**A**				
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 2 - 5 December 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. 2.1 2.2 2.3 2.4	**Procedural items:** **Apologies for absence** The apologies for absence noted above were accepted. **Confirmation of Quorum** The meeting was quorate. **Declarations of interest for this meeting** No pecuniary or personal interests were advised for any agenda item for this meeting. **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.*
3.	**Any Other Business:** A note of thanks for the SBM.
4.	**Minutes:**

The Minutes of the previous meeting on held on 10th October 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 10th October 2024 :

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

Outstanding items from previous meetings :

Meeting date	Action	Who	When
11.07.24	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. Two parent candidates to attend meetings in NY as observers, then address staff.	CW	Before end of term
14.03.24	Parent survey summary prepared by RK to be shared on GovernorHub. To be arranged for next parents evening in November. Deemed not necessary until March.	CW	After meeting
14.03.24	Circulate skills audit forms to governors for completion over the summer. Form uploaded to GH (will also be emailed out) – governors to complete for next term. Summary for Term 2.	Clerk	T6 meeting

6. **Correspondence**

The Chair noted that the school was currently dealing with 2 emails from parents, but there were no escalations.

7. **HT Report including SIP update.**

The report had been made available for review in advance of the meeting.

The HT summarised the main highlights from the report :

- The SIP was aspirational and may need to be adapted for a different approach once the school is part of a MAT but will continue to sustain the school.

	• Hannah Woodhouse addressed the recent NW24 meeting, covering outcomes and pupil place planning. She also confirmed that a new Ofsted framework and approach could be expected for September. • Curriculum enrichment activities are continuing and remain a strength of the school. • No major changes in behaviour have been evident. A new school council is in place. • The DHT will be leading on attendance, actively targeting the small number of pupils who continue to be a concern. Support for parents will be part of this. It was noted a couple of children who have left the school are still on roll. • There has been a lot of very positive interaction with Christ Church. • A new SBM has been appointed to start in January, following a robust recruitment process which identified a very strong candidate. • A new teacher has started, and 2 part-time teachers are now full-time. • A TA has resigned to further her career elsewhere. The Chair commented that staff retention and making better use of existing staff provided a very stable environment for the children and helped with continuity. • External CPD will be used very carefully due to budget constraints. • A lockdown drill will be held before the end of term. • The PTA planned and ran the Christmas Fayre, raising £7k in the process.
8.	**TLA Update.** The committee chair summarised the main highlights from the last meeting, noting the following : • Implementation of the curriculum within the MAT was discussed at length following a meeting CST to discuss the subject. It is expected that the implementation would take 2 years. • ECT resignation.
9.	**F&R Update including Health and Safety.** The SBM summarised the main highlights from the 2023/24 audit, noting the following : • The final version of the audited accounts has just been released. • The audit took place at the end of September. • A one-page summary of key figures was presented • There was an in-year deficit of £123k with reserves of £308k. • The multi-year budget projects a return to a balanced budget. • The deficit was lower than expected, and the reserves higher, and this was challenged with the auditors. The director subsequently gave his assurance that the figures are correct. • Reserves remain buoyant going forwards. **Q** – Could the query over the deficit amount be a problem for the school in the future? **A** – If the deficit is managed properly, it will not be problem.

	• Categorisation of funds/expenditure was a key theme of the audit. • Compliance and regularity checks also featured but no significant risks were identified. • It was a 'clean' audit with one only management point in summary, which is green. • 3 key documents were presented for sign-off – the financial statement, the letter of representation, and the internal assurance document. Governors were then invited to ask questions : **Q** – Is it normal that the bulk of income is restricted, yet all reserves are unrestricted? **A** – The auditors were happy to move reserves to unrestricted as all GAG has been used. Some can be restricted. The audit documents had been made available for review in advance of the meeting and governors were asked to approve the audited accounts, which were duly **APPROVED**. The committee chair then summarised the main highlights from the F&R meeting, noting the following : • Budget update. • H&S walkaround – nothing significant reported. • The storage area in the kitchen has been re-arranged for safety and better use. • SEN room is being commissioned. • Delegated Services check will happen in Spring. • H&S governor handover was completed with RK. • The Y3 classroom canopy will be made into a more permanent structure before summer. • A new boiler has been installed at a cost of £8k. • Other subjects discussed included pupil numbers and staff recruitment. The SBM noted that SIMS will be moving to a cloud-based platform in early Spring and will not be supporting the system on other platforms after that point. The school has therefore been evaluating other options, specifically Arbor and Bromcom, and has selected Arbor to replace SIMS. Some work will be needed to migrate data and train staff.
10.	**MAT Update.** The SBM noted the following : • Due diligence tasks have been undertaken as agreed at the last meeting. • Visited another school in the trust which had recently joined for their input on the realities of the transition experience. • Another visit will be arranged with a school which has been in the trust for a number of years. **Q** – Are the timescales the same? **A** – More time needed. **Q** – Are more meetings planned with CST? **A** – Yes, in early January. • JC reflections from the last meeting with CST will be used to steer conversations in next meeting.

11.	**Policies for Review** The following policies were presented at the meeting for approval : • Behaviour – minor changes noted. **APPROVED**. • SEN - minor changes noted. **APPROVED**. • Safeguarding – minor changes noted, with direct references to the Low-Level Concerns policy added. **APPROVED**. • Finance Policy - updated in accordance with the Academies Handbook issued in September. **APPROVED.** The SBM noted that cyber security is now a focus area with governors now required to complete cyber security training – to be completed in January. The HT also noted the following : • the Pay and Remuneration and Whole School Pay policies were not due until June. (Policy spreadsheet to be provided to clerk). • The Attendance policy will be presented once the school has assessed the fines toolkit. • A Probationary policy will be drawn up.
12.	**Governor activities and training attended.** Activities and training completed as follows : • Safeguarding for Governors - GH
13.	**Any Other Urgent Business (AOB):** **Tamara Jordan.** In recognition for her dedicated service to the school there was a presentation for Tamara Jordan. The school and governors thanked TJ for all her hard work
14.	**Future FGB Meeting Dates** 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
11	Policy spreadsheet to be provided to clerk.	MO/clerk	Next meeting
11	Cyber Security training to be completed in January by all governors.	All governors	Next meeting

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