Minutes of the T3 meeting of the Full Governing Board of CHRIST CHURCH C OF E PRIMARY SCHOOL

Held on 30th January 2025 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	✓	✓	**A**			
Chris Brown	CB	Foundation	✓					
Vikki Richardson (Deputy Headteacher)	VR	Staff	✓	✓	✓			
Rachel Keenan	RK	Parent	✓	✓	✓			
Elizabeth Quinn	EQ	Community	✓	✓	✓			
Ruth Thrasher (Vice Chair)	RT	Community	✓	**A**	✓			
Jayne Coller	JC	Community	**X**	✓	✓			
John Culley	JCu	Parent	✓	✓	✓			
Vacant		Community						
Vacant		Community						
Jenny		Parent						
Rhys		Parent						
Vacant		LA						
Vacant		Staff						

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

Also in attendance :

Chris Hills	CH	Clerk to the governing board

Meeting documents folder : FGB Term 3 - 30 January 2025

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:** None
4.	**Minutes:** It was noted that the minutes had been amended to reflect the comments made by the SBM regarding approval of the finance policies. The Minutes of the previous meeting on held on 5th December 2024 were agreed as an accurate record and were approved. To be signed by the Chair.
5.	**Matters Arising from the Minutes:** **Actions arising from the meeting held on 5th December 2024 :**

Agenda Item	Action	Who	When
11	Policy spreadsheet to be provided to clerk. Complete.	MO/clerk	Next meeting
11	Cyber Security training to be completed in January by all governors. Ongoing. Certificates to be provided.	All governors	Next meeting

Outstanding items from previous meetings :

Meeting date	Action	Who	When
10.10.24	RK to find out if Hargreaves Lansdown will match fun run amount. Paused due to company takeover.	RK	T2 meeting
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.	CW	Before end of term
14.03.24	Parent survey summary prepared by RK to be shared on GovernorHub. To be tabled for the next parent meeting.	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. Tbd	Clerk	T6 meeting

6. **Correspondence**

The Chair noted that she had dealt with 2 emails from members of staff relating to CST.

One of the staff members also expressed an interest in becoming a staff governor. As that position was currently filled it was proposed that senior members of staff be invited to TLA meetings on a rolling rota basis. The board APPROVED the proposal unanimously.

Introductions were made a this point for the benefit of the new governors.

7. **HT Report including SDP update.**

The report had been made available for governors to review and prepare questions in advance of the meeting, and the HT confirmed that the content had already been discussed in detail at committee level.

Before inviting questions from governors, the HT highlighted the following updates on attendance :

- The DHT is leading on attendance with the focus now on data analysis and understanding the changing political landscape and the impact of the government directive on improving attendance. Data now compares current year to previous year to enable benchmarking.
- The impact on children's education of holidays taken in term time is also a focus area. Schools are now being encouraged to support fining parents so there is a

	need to ensure parents are fully aware of the school policy. Families are generally very honest if they do take children out of school. • The Bristol-wide initiative on attendance involves regular meetings with the LA attendance officer and access to a toolkit, cases studies and training. • Attendance for this term stands at 96.02% compared to 94.2% last year. The figure for the previous term was lower. Statistically the school is above national. • Attendance is stable with an improving trend. • Authorised absence is normally for illness only, with a number of genuine cases recently. • Unauthorised absence has increased due to holidays taken in term time **Q** – What other reason could there be? **A** – Parents may not have communicated why their child has been absent or it may have been recorded incorrectly. There have been recent cases of children moving schools but parents only informing the school retrospectively. **Q** – What can ultimately be done to improve attendance? **A** – Fining is the ultimate sanction, but the school will take all reasonable steps to ensure children attend, including knocking on doors, assisting families to get children in, having sensitive conversations with parents and being empathetic about family situations. The attendance toolkit pulls all these together. Resilience is a key issue at the moment.
8.	**TLA Update.** The committee chair summarised the main highlights from the last meeting, noting the following : • Student placements are working very well. • Recent INSET day was dedicated to improving the learning environment. • Upgraded Number Sense has been deployed. • Multiplication test outcomes are a focus area, including engagement with parents, one of whom has offered to pay for an additional online learning tool for time-tables. **Action – JC to compose letter of thanks to parent for purchase of times-table learning tool.** • 6 reading volunteers and 6th formers from QEH are supporting children with reading. • 58 first preferences have been registered for next year, with more expected from NS. • Staff attendance is good. • Staff changes are working well.
9.	**F&R Update including Health and Safety.** The committee chair summarised the main highlights from the last meeting, noting the following: • A deficit of £90k forecast, as expected. • Agency costs are a challenge.

	• 58 first preferences have been registered for next year, with more expected from NS. A governor noted that research done by UWE suggested that an outstanding Ofsted rating could lead to an increase in applications of between 10% and 13% which may explain that number. The chair also noted that the outreach work done by the school may also be a reason. • 3 members of staff are currently on maternity leave. • Still recruiting for LSAs. • The SBM has agreed to stay on through T4. The role will be re-advertised with a slightly different offer to attract more candidates. • H&S walkaround was completed last week with no significant issues identified. • Quotes for a more substantial external class canopy are being sought, with the intention of creating a more usable outdoor space. The PTA happy to help with fundraising. • SEN room is now ready for use. • Following an incident with the phone/network line being disconnected by Shine staff this was identified as a major risk, and actions have been taken to prevent a recurrence. • The annual accounts for 21023/24 have been submitted. • 3 internal audit visits are planned during the year. Following a short discussion about outside play activities to keep older children occupied it was suggested that a more direct approach be adopted with parents to source specific materials, either by requests for specific items or by providing links to online market places such as Amazon.
10.	**MAT Update.** Recorded under confidential minutes.
11.	**Policies.** It was agreed to carry forward the Disciplinary Policy to next F&R meeting. The clerk will review the policy schedule spreadsheet and update where necessary. **Action – clerk to update policy spreadsheet**
12.	**Safeguarding Update.** The safeguarding governor noted the following updates : • Activities were mostly covered in the HT report. • EQ and RT both completed safer recruitment training. Questions raised on the DBS update service, and whether all panel members involved need to have completed safer recruitment training.
13.	**Governor activities and training attended.** Activities and training completed as follows : • Cyber security training.

	• Safer recruitment - RT, EQ and GH • H&S accident reporting and investigation - CW
14.	**Any Other Urgent Business (AOB):** None.
15.	**To identify Items for Confidential PART II Minutes.** MAT and PEX updates.
16.	**Future FGB Meeting Dates** T4 – Thursday 20th March 2025 T5 – Thursday 15th May 2025 T6 – Thursday 10th July 2025 All meetings begin at 6pm.
	The meeting closed at 19:40

Minutes are signed digitally by the Chair on GovernorHub

Actions arising from this meeting :

Agenda Item	Action	Who	When
8	Compose letter of thanks to parent for purchase of times-table learning tool.	JC	Before next meeting
11	Update policy spreadsheet		Before next meeting

Outstanding items from previous meetings :

Meeting date	Action	Who	When
05.12.24	Cyber Security training to be completed in January by all governors. Ongoing. Certificates to be provided	All governors	Next meeting
10.10.24	RK to find out if Hargreaves Lansdown will matching fun run amount. In progress.	RK	T2 meeting
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.	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.	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