

GOVERNING BODY MEETING MINUTES

SPRING 2024

School Name	Sale & Davys Primary School		
Date:	1 st February 2024	Time:	7.00 pm
Clerk:	Victoria Lindsay		

Attendees: Mrs S Briggs, Mrs N Webster, Mr J Comasky, Mr L Bottrill, Mrs H Hogg, Mrs N Read, Mr A Pabla, Mr B Ward, Mrs L Hill, Mr T Longley, Mr D Stephens, Mrs H Fenlon

Apologies:

Opening prayer.

Declan McCaulay attended meeting to discussed preparing for Ofsted visit with governors. Declan informed governors that the school will be inspected before Easter.

Item	Item for discussion	Responsible member	Papers
1.	There were no apologies for absence or declarations of Pecuniary Interests	Clerk	
2.	All attendees reflected on DDAT aims	Clerk	
3.	Membership* see notes 3.1 All attendees agreed to speak to Jayne Hadfield before ratifying the removal of Georgia Newton. Action – NR to speak to Jayne. 3.2 HH stated she would like to leave the governing body. LH to shadow as Safeguarding governor before HH leaves. 3.3 Governor responsibilities were agreed.	Clerk	
4.	The minutes from the previous meeting were approved	Chair	
5.	There were no matters arising.	Chair	
6.	There were no DDAT updates or CEO updates to discuss.	Headteacher	
7.	Safeguarding	Sarah Briggs	

	<p>7.1 DDAT Safeguarding Audit</p> <p>Audit been sent to governors. SB asked at end of audit if school would be effective and they agreed it would. Few small actions which have already been addressed. Snacks supervised, logs of restraints, all cases closed on CPOMS. Folders categorised. No questions</p> <p>7.2 Pupil Accident Reports – Autumn 23/24. VL discuss the figures, actions and trends from the Pupil Accident Report.</p>	Victoria Lindsay	
8.	<p>The following School Policies were ratified:</p> <ul style="list-style-type: none"> 8.1 Business Continuity - New 8.2 Complaints Policy - New 8.3 Physical Intervention Policy - New 8.4 Risk Management Policy - New 8.5 Whistle Blowing Policy - New 8.6 Teachers Pay Policy - New 8.7 Community Cohesion Policy 8.8 Helpers in School Policy 8.9 IT Acceptable User Statement 8.10 Maternity, Paternity, Adoption and Parental Leave Schemes 8.11 Child on Child Abuse Policy 8.12 Play and Supervision Policy 8.13 Private Fostering Policy 8.14 Records Management Policy 8.15 Remote Education Policy 8.16 Visitors Code of Conduct 8.17 Work Experience Policy 8.18 Governors ratified VL amending the wording on the Safeguarding Policy to refer to Prevent 2023. <p>Safeguarding and Prevent training – check this who is outstanding</p>	Chair	
9.	<p>Finance</p> <p>9.1 VL reminded governors that the most recent Budget Monitoring Report is in the Ofsted file.</p>	School Business Officer	
10.	<p>Staffing</p> <p>10.1 Governors were informed prior to the meeting that Helen Mancini has handed it her notice. Governors ratified the notice period being less than contractually required.</p>	Headteacher	

	<p>10.2 SB informed governors that a Teaching vacancy had been advertised internally.</p> <p>NW asked SB is she was happy that there are enough staff. SB confirmed she was.</p> <p>NR asked if Hannah Yeo will have time for SEN whist covering for Helen Mancini. SB confirmed that time has been allocated.</p> <p>10.1 Salary Increments were approved for two members of staff (private minute)</p>		
11.	<p>School Improvement – Curriculum and achievement</p> <p>11.1 Writing – Helen Fenlon presented a Writing update.</p> <p>Currently writing a new progression grid. Transcription and dictation, it became apparent we did not include this in the previous progression grid which was a noticeable gap.</p> <p>Transcription – ability to become proficient writers Dictation – builds on skills learnt and over learnt in school and not think about technical skills</p> <p>Currently produced EYS. Year 1-6 will be finished by February half term. Helen Fenlon is hoping to share with staff on the INSET day. Helen is hoping to achieve better writers as a result.</p> <p>NR – How many in working party. HF confirmed this started at 20. HF confirmed it is much easier to monitor as a lead.</p> <p>11.2 Maths – Sarah</p> <p>SB discussed the maths update – SB signed up to maths hub at Walter Evans school. This is free professional development funded by the government. Fluency, variation, representation and structure and mathematical thinking. A really good lesson should demonstrate all of that.</p> <p>SB explained concrete material - equipment Pictorial – drawings Abstract – written number</p> <p>Representation and structure.</p>	Headteacher	

	<p>Next steps – Regular lesson that includes all four key areas. Concrete for all ability including greater depth Consistent using White Rose Maths</p> <p>HH – Requested for the Maths Update to be put this document in Ofsted file. Action</p> <p>SB Said it is really good to see children ration and proportions. They are very articulate in explanations.</p> <p>SB will bring White Rose Maths slide example to the next meeting - Action</p> <p>11.3 SEND/Bottom 20% - DDAT Report</p> <p>SB discussed the SEND audit. This was a positive report and currently working on actions. Paul Lowther FROM School Improvement made recommendations for SEN training on autism and work on dyslexia i.e. use dyslexia friendly font, teachers to use of different colours on wipe board. Book trawls based on a range of children across the school. SEN involved. From Paul Lowther's visit the key area is the word differentiation – make lessons different for groups of children, this is not always evidenced as we adapt. Use word adapted teaching. Differentiate for children with complex needs. Provision maps to be fully implemented, this has been actioned.</p>		
12.	<p>Special educational needs and disabilities (SEND) arrangements</p> <p>12.1 HH came in to school and met with SB and some SEN children. Shared report with Paul Lowther. HH felt assured that children know who to ask for help.</p> <p>12.2 39 weeks – Same and safeguarding. DDAT introduced one for SEN. HH asked for highlights to be shared in future meetings. SB said we're working our way through and can share what has been covered so far. Action</p>	Head teacher - see report 39 weeks	
13.	<p>Communication</p> <p>No communication</p>	Headteacher	
14.	<p>Self-Evaluation Update – DDAT visit</p> <p>SB asked DDAT to come in and look at quality of teaching, early years, leadership and management</p>	Headteacher	

	<p>and asked them to look how close we are to Outstanding. Paul Lowther visited and did not pick up on anything significant. Four areas were highlighted:</p> <p>Recapping – SB has introduced prompt cards,</p> <p>Children know key knowledge on knowledge mats, knowledge mat quizzes have been introduced.</p> <p>What would children do if they got stuck, put hand up, need to say they use equipment, ask a friend. Some have demonstrated this knowledge. Reminder posters are up in class.</p> <p>Three minute register recap has been introduced.</p>		
15.	<p>Governor training and business</p> <p>Aneel – Will be attending the H&S webinar</p> <p>Action - VL to look at self-evaluation form as governors were not able to edit this.</p>	All	
16.	<p>Any other School business</p> <p>No</p>	Headteacher or member of staff	
17.	<p>Other business</p> <p>HH Working Together to Safeguard Children has been revised, has any staff training or briefing been communicated from DDAT. Action - SB will talk to DDAT.</p> <p>LB – Asked about the Pupil Premium progress report – SB will update this on Governor Hub</p> <p>LB – Asked how often do we get report on LGB, SB confirmed three times a year</p> <p>LB – Is aware of young children gaming online, could this be addressed with safer internet day. SB confirmed it would.</p>	Clerk	
18.	<p>Determination of confidentiality of business</p> <p>None</p>	Chair	
19.	<p>What have we achieved at this meeting that will impact on the pupils and young people in the school?</p> <p>All achieved alongside Nolan principles</p>	All	



Interrogation/critical evaluation by Governors is highlighted in red

Action Points			
What	Minute	When	Who
Speak to Jayne Hadfield to confirm correct process for governor removal.	3.1	March	NR
February Maths Update to be put in Ofsted file.	11.2	March	SB
Bring example of White Rose Maths slide to next meeting	11.2	March	SB
Share 38 Weeks of SEN with Governors	12.2	March	SB
Look at self-evaluation form as governors not able to edit this.	13.7	March	VL
Check with DDAT regarding updated to Working Together to Safeguard Children	17.1	March	SB
Next meeting Thursday 21st March 7.00 pm in School			