



GOVERNING BODY MEETING MINUTES

SPRING 2024

School Name	Sale & Davys Primary School		
Date:	21 st March 2024	Time:	7.00 pm
Clerk:	Victoria Lindsay		

Attendees: Mrs S Briggs, Mr J Comasky, Mr L Bottrill, Mrs H Hogg, Mrs N Read, Mr B Ward, Mrs L Hill, Mr T Longley, Mr D Stephens, Mrs C Hetherington

Apologies: Mrs N Webster, Mr A Pabla,

Opening prayer.

Item	Item for discussion	Responsible member	Papers
1.	<u>Apologies for Absence and Declaration of Pecuniary Interests</u> There were two apologies for absence and one declaration of Pecuniary Interests under staffing.	Clerk	
2.	All attendees reflected on DDAT aims	Clerk	
3.	<u>Membership</u> 3.1 All attendees agreed to ratify the removal of Georgia Newton following confirmation from Jayne Hadfield that the correct process had been followed.	Clerk	
4.	<u>Minutes of the Previous Meeting</u> The minutes from the previous meeting were approved	Chair	
5.	<u>Correspondence and Communication</u> 5.1 The recent DDAT newsletter was made available to governors.	Chair	
6.	<u>School Improvement Plan and Self Evaluation Form</u> 6.1 SB explained there have been no further updates except the inclusion of more outstanding	Headteacher	

	<p>language. LB asked if this version is in the latest in Ofsted file? SB will upload this. LB asked if it is still 'Good' SB, confirmed we have had visitors from the trust, there are no new actions, just to keep embedding previous ones. SB discussed the independent learning actions. LB asked what SB is going to say if she gets the Ofsted notification call? SB confirmed she would need the academy to support the rating so will put this in the SEF at the time. NR asked SB to explain why we its more difficult to be Outstanding. SB explained that as a small school, all teachers are subject leads in various areas, there are two years of progression grids and double amount of knowledge mats as teaching two year groups. NR said the framework is not fit for small schools. SB said there is knowledge mats, key vocab and progression grids and it is working. LH asked how much notice do you get from Ofsted? SB confirmed it is half a day.</p>		
<p>7.</p>	<p><u>Headteacher's Report</u></p> <p>7.1 Reports been sent on Governor Hub.</p> <p>7.2 VL explained the Attendance Report. Action – look at attendance on FFT.</p> <p>7.3 DS asked about expenditure, SB explained the planned expenditure for the outdoor canopy and atrium learning space. VL explained the glazing survey.</p>	<p>Sarah Briggs</p>	
<p>8.</p>	<p><u>Curriculum and Achievement</u></p> <p>8.1 Personal Development</p> <p>SB explained that Personal Development is one of the areas Ofsted inspects and plans to go for outstanding in this area. PHSCE, Wider Ops, spiritual development. SB showed governors the Personal Development page on the website and explained the content. Each class. HH asked if SB could put extracurricular doc and one class plan in the Ofsted file.</p>	<p>Headteacher/CH/JC</p>	

	<p>8.2 EYFS</p> <p>CH explained there is a separate judgement for EYFS from Ofsted. An audit report from DDAT is on Governor Hub. CH explained this is very detailed but overall positive. Phonics, maths, guided groups, and continuous provision - indoor and outdoor activities were observed.</p> <p>Development of curriculum, wanted in particular way, lots of detail. Progression grids. Elements in learning journey wall. Once taken down, these are put in books and used to recap on previous weeks. The children input into this remembering what has been learnt. Snack time in class is utilised to discuss what the children can remember. There is an emphasis on love of reading, there is a resource box on text and the aim is to tell story the without reference to book. NR asked how many core text boxes? CH confirmed its all in the document, NR asked for a copy in Governor Hub Action CH confirmed that progression grids start at EYFS.</p> <p>HH – Safeguarding policies referencing needs of youngest children, do DDAT incorporate that? SB confirmed the Early Years policy has section on Safeguarding. LB discussed a webinar on supporting parents at home, will send the link to CH.</p> <p>8.3 Maths</p> <p>JC discussed White Rose Maths and concrete, pictorial, abstract. SB explained the school had a learning walk from DDAT, the report showed wave teaching was evident, TA’s used, concrete for all ability children. Recaps, evidence of challenge of greater depth children, children enjoy Maths. SB carried out lesson observations for development, introduced working walls, these are used to recap the next day. Work it out Wednesday to be consistent. Keep moving round, teachers not to sit at table. Use learning partners, excellent behaviour was evidenced during transitions. NR asked if purple pens are still used. SB confirmed they are.</p>		
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9.	<p><u>Governor Communication</u></p> <p>9.1 EYFS Visit</p> <p>JC discussed Early Years report in the absence of NW. NW spent a morning in class and observed the class set up, CH walked NW through the class and displays, there was evidence of considerable work and training. CH was enthusiastic about the work and feels supported. Successes, compliance with EYFS framework, recap box, excellent behaviour, able to recap. Follow up action – Monitor implementation of EYFS framework, investigate canopy for outdoor learning</p> <p>9.2 BW attended the governors conference and explained this was mainly focused on Ofsted. Slides from the conference have been uploaded to Governor Hub.</p> <p>9.3 NR will send a Staff Questionnaire.</p>	Governors	
10.	<p><u>SEN</u></p> <p>10.1 SB discussed the club attendance for SEN pupils</p> <p>10.2 SB explained an early review had been held for child with EHCP.</p>	Headteacher	
11.	<p><u>Pupil Premium</u></p> <p>11.1 SB discussed the club attendance for Pupil Premium pupils</p>	Headteacher	
12.	<p><u>Safeguarding</u></p> <p>12.1 All staff completed prevent training. Leads have done referral training.</p> <p>12.2 SB and HH have reviewed the Single Central Record.</p>	Head teacher	
13.	<p><u>Staffing</u></p> <p>13.1 HH and AP permanent roles and hours were ratified by governors</p>	Headteacher	

	13.2 Governors approved VL salary increment.		
14.	<u>Finance</u> 14.1 Governors approved the expenditure for the new learning space to be built in the atrium. Following the meeting two further expenses were ratified by Governor hub for: 14.2 Outdoor canopy. 14.3 Move to new cleaning provider.	Business Officer	
15.	<u>DDAT CEO Updates</u> No Update	Headteacher	
16.	<u>School Policies and Documents</u> The following policies wereratified: 16.1 Charging & Remissions 16.2 Governor Expenses 16.3 Low Level Safeguarding Concerns Policy 16.4 Physical Activity 16.5 RE Policy 16.6 School Meals 16.7 Separated Parents Policy 16.8 Stress Management 16.9 Extremism and Radicalisation 16.10 Staff Disciplinary Procedure 16.11 Educational Visits	Chair/Business Officer	
17.	<u>Any Other business</u> None	Clerk	
18.	<u>All achieved alongside Nolan principles</u> All agreed	Chair	
19.	<u>Confidential Business</u> None	All	

Interrogation/critical evaluation by Governors is highlighted in red



Action Points			
What	Minute	When	Who
Bring FFT data to next meeting	7.2	May	SB
Upload Early Years document to Governor Hub	8.2	May	CH
Next meeting Thursday 16th May 7.00 pm in School			