

GOVERNING BODY MEETING MINUTES

Autumn 1 2024

School Name	Sale & Davys Primary School		
Date:	26 September 2024	Time:	7.00 pm
Clerk:	Victoria Lindsay		
Attendees:	S. Briggs (Headteacher), N. Webster, A.Pabla, T. Longley, B.Ward, D.Stephens, J.Comasky, H.Hogg, L.Bottrill		
Apologies:	N.Read (Chair) L.Hill,		

Opening prayer: Bruce Ward

Item	Item for discussion
1.	WELCOME, OPENING PRAYER (for Church Schools), APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE None/Confirmed
2.	DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory) Action – VL to add declarations to Governor Hub
3.	MEMBERSHIP MATTERS 3.1 Succession Planning Discussion about interest in the Chair role. LB, as Vice Chair, cannot take on a shadow role for Chair. Governors were asked to reflect and express interest if willing. 3.2 Ratification of Vice Chair: Lee expressed willingness to continue unless someone else was interested. All agreed to reappoint LB.
4.	MINUTES OF PREVIOUS MEETING The minutes from July's meeting were approved
5.	REVIEW OUTSTANDING ACTIONS None
6.	TRUST CEO UPDATE SB provided an update on the growth of the Trust, including the addition of new schools and central teams. LB highlighted the importance of the recent recruitment of School Improvement Officers

7.	<p>VISION AND STRATEGY</p> <p>School Improvement Plan (SIP)</p> <p>SB outlined the four objectives of the SIP, including writing and promoting the school.</p> <p>LB requested an update for the LAC on Ofsted grading. SB explained changes to Ofsted grading, now evaluating five separate areas without an overall grade. Notification: Ofsted will call on Monday and inspect on Tuesday/Wednesday. This approach is expected to reduce stress.</p> <p>SB attended a DDAT meeting for support in writing the SEF during the summer term.</p> <p>Following SATs results, SB suggested identifying secure areas as "Outstanding" and leaving borderline areas for Ofsted's final decision.</p> <p>NW enquired about Ofsted's hesitations regarding small schools. SB explained challenges posed by the framework for small primary schools, which require expertise in all areas.</p>
8.	<p>EDUCATIONAL PERFORMANCE</p> <p>8.1 Statutory Outcomes - SB shared SATs, EYFS, and phonics results with the LAC.</p> <p>8.2 Internal Outcomes - LB enquired about SB's experience with FFT. SB: Effective for general tracking but less useful for SEN, which is tracked separately.</p> <p>8.3 - SEN arrangements were reviewed, and the SEN Provision Map was approved by all.</p> <p>8.4 Student Presentation LB shared that he has seen some of the previous Year 6 neat handwriting, emphasising the importance of foundational education. SB appreciated the feedback and suggested sharing presentation examples at the next in-person meeting.</p>
9.	<p>FINANCIAL PERFORMANCE AND HR MATTERS</p> <p>Pupil Numbers</p> <p>- Current figures: - Reception: 11 students - Year 6: 1 student</p>

	<p>Staffing</p> <ul style="list-style-type: none"> - TA pay increment was approved
10.	<p>SAFEGUARDING AND COMPLIANCE</p> <p>10.1 Prevent Training</p> <ul style="list-style-type: none"> - HH reported charges to Prevent coming. SB confirmed Prevent training is available on The National College platform. <p>10.2 Attendance is above the national average; the document is available on Governor Hub.</p> <p>10.3 DDAT provided template slides for safeguarding presentations, which SB will share with governors. Action</p> <p>19.4 Link Governors - DDAT guidance: No subject governors, except short-term for SIP priorities.</p> <p>Link governor roles were discussed:</p> <ul style="list-style-type: none"> - SEN: NW - Health & Safety and Sustainability: AP
11.	<p>GOVERNANCE</p> <p>The following were read and understood/approved:</p> <ul style="list-style-type: none"> Code of Conduct Trustees and Governors Cyber Response and Recovery Plan Cyber Security Policy DBS & SCR Policy DDAT Attendance Policy 2024-25 NEW DDAT Equal opportunities policy (and statement) September 2024 NEW DDAT Flexible working request addendum April 2024 NEW DDAT Maternity, Paternity rights - Addendum April 2024 NEW DDAT Stress Management Policy September 2024 NEW DDAT Substance misuse policy September 2024 NEW DDAT-Gifts-and-Hospitality-Policy-September-2024 NEW DDAT-Trustee-and-Local-Academy-Committee-Members-Expenses-Policy-September-2024 NEW Grievance Procedure Positive Behaviour Record Retention 2024 NEW Recruitment and Selection Policy Sale and Davys CE Primary_Admissions Policy 2026.27 NEW Staff and Visitors Code of Conduct Policy - New Teacher Appraisal Teachers-Pay-Policy-December



12.	DATE OF NEXT MEETING Thursday, 28 th November 2024 7pm in School
13.	CONFIDENTIAL MATTERS None

Actions:

- 10.3 SB to share DDAT safeguarding presentation slides with governors.
- 2.1 VL to add declarations to Governor Hub