



<p><b>3.</b></p>	<p><b>Committee reports</b></p> <p><b>3.1 Environment:</b> A meeting had taken place and through minutes had been produced</p> <ul style="list-style-type: none"> <li>• JP is to catch up with Daryl to ascertain what works are required.</li> <li>• A tree survey is to be arranged.</li> <li>• <b>JP asked how the review is going with the use of the IT suite.</b> TC confirmed that he was in touch with a parent who works for Dell about providing some laptops for use. He hopes to sign off on this in the New Year. A company called Turn it On have carried out an audit on the internet to check it works with new systems. They will hopefully dispose of the old kit when appropriate.</li> <li>• TC reported in his report that the leak in the new roof is still being investigated with the company saying it isn't their issue.</li> </ul> <p><b>3.2 Leadership &amp; Management:</b></p> <p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>• A budget meeting was held to make any amendments. RF reported that that no real changes to the overall budget and it will still be in line with budget. The Bursar will review in the coming week.</li> <li>• TC confirmed that the budget had to be resubmitted due to lower intake numbers for the year and this was the same across all schools in the area. Everything must be done to help the school thrive in the demanding environment.</li> </ul> <p><b>3.3 School</b></p> <ul style="list-style-type: none"> <li>• All though a meeting wasn't held the school committee report is posted on Gov hub.</li> <li>• The EYFS/KS1 report was on the hub and the KS2 will be sent in the coming week.</li> <li>• There was a discussion about the lack of parental help for some pupils and this was evident in the child's progress. TC reported that the latest reading support evening was not well attended despite it being available on TEAMS. Hopefully the ones for writing and maths would be better supported. It is vital that the home/school relationship is improved to help support the children. This will allow TA's to concentrate on this children who are in more need for assistance.</li> <li>• <b>CR asked whether this support could be held at different times to cater for working parents.</b> TC said they had tried running the events at different times during the day and it was the same each time. He also stated that he is aware that some parents make not be confident in supporting the child and that the school are there to support in this situation.</li> <li>• <b>LG asked about whether taking children out of school for holidays had an impact on the learning.</b> TC said it had and that the attendance policy should help to curtail this.</li> </ul>	<p><b>JP</b> <b>JP</b></p> <p><b>RF</b></p> <p><b>LG</b></p>
<p><b>4</b></p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• CR confirmed she will be meeting C Lock in the New Year.</li> <li>• CR confirmed that the audit on safeguarding had been carried out and signed off.</li> </ul>	

5	<b>Attendance</b> <ul style="list-style-type: none"> <li>TC reported that attendance was 97.3% with the national being 93.7%</li> </ul>	
6	<b>Policies –</b> <ul style="list-style-type: none"> <li>TC confirmed that the various policies identified in his report had been reviewed and published.</li> <li>ZB reported that any statutory policies were due in Spring 24. TC confirmed that most were due for review every 3 years and some were only 1 year. He believed they were all up to date and ZB asked for them to be filed with all other policies so they were in the same place. TC to let ZB know if any needed to be put on rotation as per other policies.</li> <li>TC confirmed that the new Attendance policy had been agreed over email and that the letter informing parents is on the hub . Parents will be informed of this in the first week after the break.</li> <li>MS advised that some policies ie the Charging and Remissions policy needs the date changing. MS to send information to TC to update</li> </ul>	TC/ZB  TC MS/TC
7	<b>Heads Report – See main report on Gov Hub</b> <ul style="list-style-type: none"> <li>The pay increase for teachers would be going through in December.</li> <li>The teacher supply was better than was anticipated.</li> <li>The lease with Cygnets was ready but they wanted £1.5k towards the creation of it. ZB volunteered to look at this with TC.</li> <li>TC asked all governors to undertake the prevent training and the link was within his report.</li> <li>TC also requested someone undertake the safer recruitment training and suggested it would be better suited to the chair or deputy chair as they would be involved in recruitment.. Needs to be an agenda item at the next meeting,</li> <li>Turn it On had given some good advise around GDPR and this will be looked at in the New Year.</li> </ul>	TC/ZB  TE
8	<b>Governing Body:</b> <ul style="list-style-type: none"> <li>ZB/TE/ZB had compiled a report showing governors skills sand terms etc. There was a number of terms coming to the end over the next year. DH suggested a request for governors goes out to the school community in the New Year.</li> <li>JP suggested we invite Annabel Garbett to join the FGB as a member of the environment committee. JP to send details to TE to invite.</li> </ul>	TC JP
9	<b>AOB</b> <ul style="list-style-type: none"> <li><b>RF asked when the next open day would be held for potential new parents.</b> TC confirmed it would be in the summer term.</li> <li>A discussion about availability of the after-school club for pupils as this could be a factor to schools not coming to the school. TC confirmed this wasn't an issue now but would speak to Tanya.</li> <li><b>SB reported that he had seen a news article recently about a meeting for the local school education partnership and as this something we should be involved in.</b> TC confirmed that we were but he just hadn't been at that particular meeting.</li> </ul>	TC
Meeting closed at 8.23pm.		

**FGB 11 December 23, agreed actions:**

Minute	Action	Who	Completion/reporting by:
2	Arrange governor visit specifically for lunchtime and playground activity.	MS	17 Jan 24
2	H&S policy – check it had been published	DH/ZB	ASAP
2	Produce suitability and sufficiency report when update from OCC	JP/SB	Spring term
2	Produce governor comments for the school improvement plan	DH/ZB	ASAP
2	Compile a personal profile for consideration for publication to school community	ZB/ALL	ASAP
2	Carry out prevent training and inform TE and TC when done	All	ASAP
2	Update governors skills and terms	TE/ZB/DH	Spring term
3.1	Liase with caretaker regarding any actions required and tree survey	JP	Spring term
3.2	Review updated budget with Bursar	JF	ASAP
3.3	Send link to KS2 report	LG	ASAP
6	Ensure all signed off policies are in the correct place	TC/ZB	ASAP
6	Publish new attendance policy and inform parents	TC	Early 2024
6	Update any policies with correct date	MS/TC	COMPLETED
7	Look at the Cygnet lease and review charge	TC/ZB	ASAP
7	Put Safer recruitment training on next meeting agenda	TE	Next meeting
8	Send out request for new governors	TC	Spring term
9	Send details of Annabel Garbett to invite to next meeting	JP/TE	ASAP
9	Contact Cygnets to ask about possible waiting list	TC	ASAP

Signed .....

Date .....