



# St Kenelm's School



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## AGENDA FOR THE FULL GOVERNING BODY MEETING TO BE HELD AT THE SCHOOL ON TUESDAY 04.10.22 at 6.30pm

1.	<p><b>APOLOGIES FOR ABSENCE AND DECLARATION OF PEC INT. GOVERNORS PRESENT:</b></p> <p>Kelly Way (KW) (Vice Chair, Parent Governor), Catherine Souch (CS) (Head Teacher), Daniel Pullin (DP) (Co-opted governor), Kurt Baldwin, (KB), (Parent Governor) Anthony Bates (AB) Parent Governor, Rev'd Dr Hugh White (HW) (Foundation Governor), Claire McConville (CM) (Staff Governor), Jane Clapham (JC) (School Business Manager, Co-opted Governor), Robert Alder (RA) Associate gov</p> <p><b>APOLOGIES FOR ABSENCE :</b> Kurt Baldwin</p> <p><b>PECUNIARY INTEREST:</b> Annual form completed. There were no conflicts of interest reported</p> <p><b>QUORATE:</b> The meeting was quorate.</p>	CHAIR
2.	<p><b>MATTERS OF URGENCY:</b> Governors agreed that in the absence of an official clerk that Bob Alder take the minutes.</p>	
3.	<p><b>ELECTION OF CHAIR AND VICE CHAIR FOR 22/23:</b></p> <p>Dan Pullin volunteered to be Chairman. Kelly Way offered to continue as Vice Chair. A vote was not needed and the Governing Body was unanimous in agreeing these appointments.</p> <p>Claire McConville was re-elected as staff governor by the staff.</p>	CLERK
4.	<p><b>ANNUAL GOVERNANCE RATIFICATIONS</b></p> <p><b>Committees are as follows:-</b></p> <p>Finance Safeguarding Performance and Learning Premises and Health and Safety Staffing and Appraisal Headteacher Appraisal Siams.</p>	CLERK

	<p>Chairs of these committees are to check, approve and sign their committee's Terms of Reference at their first committee meeting.</p> <p>Individual governors are assigned responsibilities for Special Needs; Early Years; Attendance; Training and Audit, including website compliance and GDPR</p> <p>For full details of committee membership, see the 22.23 folder FGB 4.10 meeting in Gov Hub.</p> <p>The Finance Committee will add a proviso to their terms of reference to ensure that should there be a split between staff governors and non-staff governors it will be resolved by the FGB.</p> <p><b>All Governors to undertake Safeguarding Training.</b> CS to liaise with Governors to set date and times for those needing refresher training.</p> <p>Governors to ensure they have read the Standing Orders and The Code of Conduct with particular reference to confidentiality. Gobs to email school that they have read both, by 10.10.22</p>	
<p>5.</p>	<p><b>MINUTES OF FGB MEETING HELD 12.7.22.</b></p> <p><b>Accuracy:</b></p> <p><b>Matters arising:</b></p> <p style="padding-left: 40px;"><b>Building work progress</b> – The work is completed and CS reports satisfaction with the result.</p> <p style="padding-left: 40px;"><b>Quotes for toilets</b> – This is on hold until January due to the current climate of financial uncertainty.</p>	<p><b>CHAIR</b></p>
<p>6.</p>	<p><b>HT's REPORT</b></p> <p>The report gave the school roll as 136 children split between 6 classes. The school has 25% Pupil Premium children. Attendance to date averages 96.42% with Pupil Premium children as a group at 95.3%. CS was asked what measures were in place to deal with absenteeism. CS assured the Governors the school has measures in place to monitor attendance and to promptly contact parents of children whose attendance record is below the average. The school is working closely with some families.</p> <p>Topic webs are on the website for the Autumn term. Children are showing a positive attitude to learning and behaviour.</p> <p><b>School Evaluation Form &amp; School Development Plan:</b> (See GovHub) Staff training - all staff have undertaken Safeguarding Refresher Training at the start of this term, First Aid training has been refreshed</p>	

	<p>and a recent development for the school is the training of an Emotional Literacy Support Assistant undertaken by a member of staff.</p> <p>CS listed various enrichment activities taking place this term and in September mentioned the children attending the celebration at St Mary's Church in Witney (coach funded by St. Kenelm's School Charity) for the start of the Witney Feast and the Partnership Cross Country Competition in which children from Years 3 to 6 took part.</p> <p>CS took the Governors through the SEF summary prepared for OFSTED and the Governors</p> <p>The statement describes the quality of education as Good; Behaviour and Attitudes to be Outstanding, Personal Development to be Good and Leadership and Management to be Good and Early Years to be Good. Reasons were given for these judgements. Governors asked where the school felt improvements could be made to achieve Outstanding and were pleased that areas for focus and improvement were identified to move the school to being Outstanding. The school is striving to achieve this.</p> <p>Governors asked whether or not areas for development in each of the main OFSTED headings could or should be prioritised.</p> <p>Looking at Leadership and management CS mentioned the strengths in Governing Body which enable the committees to function effectively.</p>	
<p><b>8.</b></p>	<p><b>BRIEFC REPORTS FROM COMS AND LEAD GOVS (If available):</b></p> <ul style="list-style-type: none"> <li>(a) Finance</li> <li>(b) Performance and learning</li> <li>(c) Safeguarding</li> <li>(d) SEND</li> <li>(e) Health and Safety</li> </ul> <p>Committee meeting dates to be agreed and set by chairs of committees with their committee members and to meet before half term.</p>	
<p><b>9.</b></p>	<p><b>VISITS AND TRAINING:</b></p> <p>Governor Safeguarding training- date to be arranged and possibly to be done on Teams.</p> <p>Training undertaken by staff this term includes: Safeguarding Refresher, Emotional Literacy Support, Paediatric First Aid and CPOMS refresher.</p>	<p><b>CHAIR</b></p>

	<p><b>Governor Visit</b>  CS went through visitor form. Form will be in Gov Hub under visit. The intention is that Governors aim to visit three times each year.</p>	
10.	<p><b>POLICIES FOR RATIFICATION:</b>  <b>Governors to read these:-</b></p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>•</li> <li>• Safeguarding</li> <li>•</li> <li>• Visitor</li> <li>•</li> <li>• Whistle Blowing</li> <li>•</li> <li>• SEND</li> <li>•</li> <li>• SEND information report 2021-2022</li> <li>•</li> <li>• Equality Policy and Plan</li> </ul> <p><b>Governors will email their ratification by 10<sup>th</sup> October to enable the policies to be placed on the website</b></p>	
11.	<p><b>TIMES OF THE SCHOOL DAY</b>  Governors agreed that the school will finish at 3.15 to meet Government Requirements.</p>	
12.	<p>Meeting closed at 8pm and thanks given to Kelly Way for chairing the meeting.</p> <p><b>DATE OF NEXT MEETING: 6.12.22 at 6.30pm.</b></p>	