

**Semley CE VA Primary School**  
**Full Governing Body (FGB) Meeting**  
**Monday 9<sup>th</sup> October 2023**  
**6pm**  
**Semley School Hall**

**Present:** Briony Brickell **Chair** (BB)  
 Abi Carlyle-Clarke **(HT)** (AC-C)  
 Chloe Cardozo (CC)  
 Sue Dawson (SD)  
 Rosie Miles (RM)  
 Rev Kate McFarlane (KM)  
 Antony Pinsent (AP)  
 Molly Swann (MS)  
 Shonagh Symington (SS)  
 James Watson (JW)

**Clerk:** Theresa Merefield (TM)

**Apologies:** Harriet Egerton (HE)

<b>1.</b>	<b>Welcome and prayer</b>
	The Chair extended a warm welcome to all and Rev Kate opened the meeting with a prayer.
<b>2.</b>	<b>Apologies and Declaration of Interests</b> (for specific FGB item(s))
	Apologies were received from HE.
<b>3.</b>	<b>Agreement of Minutes of the last FGB on 6<sup>h</sup> July 2023</b>
	<ul style="list-style-type: none"> <li>Governors received the minutes in advance of the meeting. The minutes were agreed by all present.</li> </ul>
<b>4.</b>	<b>Matters Arising/Review of actions from last FGB</b>
	<ul style="list-style-type: none"> <li>Action outstanding - BB and ACC to meet to discuss the best approach to Governor Monitoring was completed.</li> <li>Pupil Premium &amp; Disadvantaged Learners report to follow. HE met with ACC today and will complete report and circulate. <b>Action: HE - Outstanding</b></li> </ul>
<b>5.</b>	<b>Governor Appointments</b>
	<ul style="list-style-type: none"> <li>Briony Brickell and Molly Swann confirmed their willingness to stand as Chair and Vice Chair for the following year. Their election was agreed by all Governors present, and their appointments were confirmed.</li> <li>Rosie Miles has been appointed as Staff Governor.</li> </ul>
<b>6.</b>	<b>Scheme of Delegation</b>
	<ul style="list-style-type: none"> <li>The Scheme of Delegation had been circulated to Governors prior to the meeting and was approved by all. Governors were reminded to take note of the responsibilities documented, especially for the Committees each Governor sits on.</li> </ul>
<b>7.</b>	<b>Eligibility to be a Governor</b>
	<ul style="list-style-type: none"> <li>The Code of Conduct for School Governors had been circulated prior to the meeting for all Governors to read and adopt.</li> <li>Annual Registration of Business Interests were received from those present. HE to pass a copy to the Clerk at the earliest opportunity. <b>Action: HE</b></li> </ul>
<b>8.</b>	<b>Committees/Link Governors/Pay Panel</b>
	Confirmation of <ul style="list-style-type: none"> <li>Committees and their Chairs:</li> </ul>

	<p><b>Premises</b>  Antony (Chair)  Abi  Shonagh  Chloe  James</p> <p><b>Finance</b>  Briony (Chair)  Molly  Abi  Sue  James</p> <p><b>CSA</b>  Molly (Chair)  Briony  Abi  James  Harriet</p> <ul style="list-style-type: none"> <li>Confirmation of Link Governors:</li> </ul> <table data-bbox="183 981 638 1400"> <tr><td>H&amp;S</td><td>AP</td></tr> <tr><td>Safeguarding</td><td>BB</td></tr> <tr><td>GDPR</td><td>MS</td></tr> <tr><td>SEN / Disadvantaged Learners</td><td>HE</td></tr> <tr><td>English</td><td>MS</td></tr> <tr><td>Maths</td><td>BB</td></tr> <tr><td>Wrens</td><td>HE/AP</td></tr> <tr><td>Robins</td><td>CC</td></tr> <tr><td>Doves</td><td>BB</td></tr> <tr><td>Owls</td><td>SD/SS</td></tr> <tr><td>Kites</td><td>MS/JW</td></tr> </table> <ul style="list-style-type: none"> <li>Headteacher &amp; Teacher Pay Panel: BB/MS/SD or HE</li> </ul>	H&S	AP	Safeguarding	BB	GDPR	MS	SEN / Disadvantaged Learners	HE	English	MS	Maths	BB	Wrens	HE/AP	Robins	CC	Doves	BB	Owls	SD/SS	Kites	MS/JW
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<b>9.</b>	<b>Headteacher's Report</b>																						
	<ul style="list-style-type: none"> <li>The HT Report had been circulated prior to the meeting and AC-C was thanked for the clear and concise format and the level of detail shared with the Governors.</li> <li>Further clarification was sought on the role of the LA Behaviour Support team. HT provided information as to what this very helpful team do to support us in school. Parents have to give permission to work with this team regarding any specific children and they do have a right to refuse.</li> <li>Explanation provided of what 'Five to Thrive' training is. This is a program to inform more school practitioners in Wiltshire to understand and learn more about '<i>Trauma informed practice</i>'.</li> <li>Q. Was there anything that could have been done to mitigate the child breaking his arm on the climbing frame?  A. No, Coach Luke was there at the time and it was a just a child who unfortunately slipped.  Q. Is supply same for the whole time that the staff sickness needs to be covered?  A. Yes, we are using someone that has been in for supply previously and will be the same lady for the whole two weeks.</li> </ul>																						
<b>10.</b>	<b>Safeguarding</b>																						

	<ul style="list-style-type: none"> <li>Annexe A of the Keeping Children Safe in Education (KCSIE) 2022 update had been circulated to Governors prior to the meeting and all Governors required to read. Please ensure that you have read and also understand the Online Safety changes.</li> <li>Online safety is now taught termly to all children during their computing lessons.</li> <li>All Governors to ensure any Safeguarding training sent to them by Clerk on Right Choice is completed in a timely manner.</li> <li>A signing sheet to confirm that Governors have read this will be made and kept by the DSL. <b>Action: ACC/TM</b></li> </ul>
<b>11.</b>	<b>Policies for Adoption</b>
	<ul style="list-style-type: none"> <li>The Safeguarding &amp; Child Protection Policy and Health &amp; Safety Policy were circulated prior to the meeting so all governors could read these new policies. All Governors approved these and they will now be uploaded to the school website. <b>Action: TM</b></li> </ul>
<b>12.</b>	<b>School Development Plan</b>
	<ul style="list-style-type: none"> <li>The HT shared the School Development plan for the coming year. This is currently in draft form as it has not yet been approved by Paula Parks (SIA).</li> <li>Updates as the year progresses will be provided and the document updated further. The headings are based on the Ofsted focus strands that are a national focus. Further clarity was provided to Governors on the strands.</li> <li>Q. How is the SENCO Support working and is she providing training to staff? A. Laura Gullen has already added a great deal of value in the short time she has been working with us and using her expertise to help with the cases that we have ongoing. Yes, she is providing training and contact with staff directly as required.</li> <li>Q. Embedding schemes for the foundation subjects, has this begun? A. All of these have been purchased and already being used. The new Science scheme in particular is much more experiment science based which is being very much enjoyed by the children. Very much a development and work in progress as the schemes are being used and then a review will happen.</li> <li>Q. Do the history/geography topics allow fluidity across mixed age classes? A. Not as much as we would like but looking to adapt and monitor all the skill progression through the key stages.</li> <li>Q. Is a new Deputy Head being appointed? A. No, not at this time because of the size of the school, it is not usual to have that. Also, financially not currently viable. This is why working with the Cluster Heads is invaluable as all can support each other.</li> </ul>
<b>13.</b>	<b>School Vision &amp; Values</b>
	<ul style="list-style-type: none"> <li>The new vision has been launched now to the children. Starting to embed into the school through assemblies. The tree is a strong visual in the hall and all classes bring their class bird in for Collective Worship.</li> </ul>
<b>14.</b>	<b>Governor's Objectives for the Year</b>
	<p><b>1. All governors should familiarise themselves with the day-to-day life of the school through engagement and participation, so that they are able to speak confidently as to the vision and values of the school. Governors should also be aware of communications from the school to its parent and carer community.</b></p> <p><i>Success Criteria: Governors will be able to confidently speak to the vision and values of the school.</i></p> <p><b>2. Governors with specific nominated responsibilities (SEND, Safeguarding, H&amp;S, Curriculum subjects links) will refer to the governor monitoring schedule to arrange visits that are organised well in advance, have clear objectives and are fed back to the relevant committees in a standard report.</b></p> <p><i>Success Criteria: Governors will have engaged in a regular programme of monitoring that is evidenced in written reports submitted to committees and FGB.</i></p> <p><b>3. All governors will consider our individual and collective needs for training and development, in particular with regard to SIAMS inspections, and will undertake relevant training.</b></p>

	<i>Success Criteria: Governors will have taken part in training sessions and courses; governors will have completed a skills audit to identify and develop specific skill sets; governors will have engaged with the governor e-newsletters.</i>
<b>15.</b>	<b>Governor Recruitment</b>
	<ul style="list-style-type: none"> <li>• There is a Foundation Governor vacancy and need to also look at succession planning for BB who is now in eighth year of being a Governor. Need to think about potential candidates to ensure there is a robust board of Governors to take the school forward. There could be an opportunity to move one of our parent governors over to become a Foundation Governor which would free up a Parent Governor vacancy.</li> </ul>
<b>16.</b>	<b>Governor Training</b>
	<ul style="list-style-type: none"> <li>• Clerk to send any appropriate courses to Governors as they are published on Right Choice .</li> </ul>
<b>17.</b>	<b>Key Dates for the Year</b>
	<ul style="list-style-type: none"> <li>• Dates for all governors to have in their diaries for which they are invited to attend whole school events had been documented and circulated prior to the meeting. This will be a working document and will be updated throughout the year.</li> </ul>
<b>18.</b>	<b>Any Other Business</b>
	<ul style="list-style-type: none"> <li>• Website redesign is being investigated, however the cost means that this would need to be budgeted for the 2024/2025 financial year.</li> <li>• Affordable Schools Conference has highlighted maybe there could be some consideration within our School Uniform Policy to allow trainers as an option. Further discussion around this is required before anything is implemented.</li> </ul>
<b>19.</b>	<b>Date of next meeting</b>
	27 <sup>th</sup> November 2023 @ 6pm

Signed:.....

Dated:.....