

Semley CE VA Primary School
Full Governing Body (FGB) Meeting
Thursday 17th November 2022
6pm
Semley School

Present: Briony Brickell **Chair** (BB)
 Abi Carlyle-Clarke (**HT**) (AC-C)
 Tessa Chalwin (TC)
 Sue Dawson (SD)
 Harriet Egerton (HE)
 Sam Heavingham (SHv)
 Rev Kate McFarlane (KM)
 Antony Pinsent (AP)
 Shonagh Symington (SS)

Clerk: Theresa Merefild (TM)

Apologies: None

1.	Welcome and prayer
	The Chair extended a warm welcome to all and Rev Kate opened the meeting with a prayer.
2.	Apologies and Declaration of Interests (for specific FGB item(s))
	Apologies were received from CC and MS.
3.	Agreement of Minutes of the last FGB on 29th September 2023
	<ul style="list-style-type: none"> Governors received the minutes in advance of the meeting. The minutes were agreed by all present.
4.	Matters Arising/Review of actions from last FGB
	<ul style="list-style-type: none"> The results of the Parent Questionnaire that had been sent out before the summer holidays had been reviewed and a summary of the results now published on the school website. The Annual Business Interests forms had been returned to the Clerk. Action outstanding – Signed Confirmation that Governors had read the KCSIE 22 Update. Action: HT
5.	Headteacher's Report
	<ul style="list-style-type: none"> The HT Report had been circulated prior to the meeting and it was agreed the level of detail provided was really helpful to Governor's. The HT thanked Governor's for the time they had spent coming into school as well as being present at Parents Evenings as this has a really positive impact for both parents and the children. A useful document to help prepare Governors for Ofsted was shared with all. Current school information is now all stored in a folder that Governors have access to in order to help keep up to date. The HT has written a SEF and this will be shared with Governors later in the academic year. The HT aims to have the 2023/2024 SDP and SEF written by the end of July as the priorities will be clearly identified by this point for the formation of the plan. <p>Q. Can you explain more as to what is meant about transparency with attendance? A. We do have a high number of unauthorised absences for family holidays. As a results the Attendance Policy is to be rewritten and shared with parents as well as regular meetings held with the Education Welfare Officer to ensure we are tracking all absence. By sharing the policy, parents will hopefully be more informed as to the impact of children missing school. Of course, we will still apply an empathetic approach where required as this is the foundation of our ethos.</p>
7.	Safeguarding

	<ul style="list-style-type: none"> The LA Safeguarding Team came to do a Safeguarding Audit and advised of a few minor action points to improve the record keeping on both the Safeguarding records and SCR. All of these have already been actioned. Overall, they gave a positive report and were comfortable that robust procedures were in place and being followed. The HT had given an assembly this week to the children to help them understand in an appropriate way what 'Safeguarding' is and who are 'Trusted Adults'. All Governors to ensure they are comfortable with how to raise a Safeguarding concern. Action: ALL The Clerk is to check that all Governors have completed the LA Governor Safeguarding training and to book for any that have not. Action: TM
8.	School Vision & Values
	<ul style="list-style-type: none"> Rev Kate and the HT have been working together on this. Following Diocese advice, all stakeholders have been consulted as to what they 'value' about Semley School. Rev Kate has now started work on proposing a vision that best matches the input provided and then seek an appropriate Bible passage to reflect this. Action: HT/KM They will present back at the next FGB the Vision and Bible references. All the children understand clearly what the school values are, but not the vision, this can be said for staff and Governors too. Therefore, this is an excellent opportunity to create a vision that all areas of the school community understand and believe in.
9.	Committee Q&A's
	<p>The Committee meeting minutes had been circulated prior to the meeting to all Governors.</p> <p>Q. Are the meeting minutes published as they contain confidential matters regarding staff? A. Only the FGB minutes are published on the website and this information does not contain anything person specific.</p> <p>Q. Have the school receive any large utility bills yet? A. The quarterly bill has not yet been received but can be shared with the Finance committee at their next meeting. We are using the LA Collaborative West Mercia contract for our electricity which gets us the cheapest price possible, which in the current climate is still high.</p>
10.	School Website Audit
	<ul style="list-style-type: none"> CC and BB to complete the school website audit this year and report back at the next meeting. Action: CC/BB
11.	Policies for Adoption
	<ul style="list-style-type: none"> The model Pay Policy 2022/2023 was adopted, using the same options selected as in previous years.
12.	Annual SEND Report Review
	<ul style="list-style-type: none"> The report had been received and updated. Good support has been received from the LA with various visits into school supporting both the HT and individual staff.
13.	Governor Monitoring
	<ul style="list-style-type: none"> BB and ACC to meet to discuss the best approach to Governor Monitoring. Action: BB/HT
14.	Governor Training
	<ul style="list-style-type: none"> The Clerk has booked all Governors onto all relevant training to their role.
15.	Any Other Business
	<ul style="list-style-type: none"> Please let the Clerk know if you are able to attend the whole school Christmas Lunch on Wednesday 14th December.
19.	Date of next meeting
	Thursday 18 th May @ 6pm

Signed:.....

Dated:.....