

Balfour Primary School
Full Governing Body Meeting
Wednesday 18th Jan 2023, 6pm

Present: Kirstin Baker (KB), Alan Gunn (AG) - Head, Jessica Sullivan-Wrenn (JS), Erin Moore (ER), Carolyn Bristow (CKB), Anna Hudson-Young (AH), Shelley Baker (SB), Ray Leeke (RL) and Marcus Odair (MO)

Apologies: Katie Wood (KW) and Alun Price (AP)

In Attendance: Kris McCulloch (KM) – Clerk

Quorum: 9 out of 11 governors were present so the meeting was quorate (at least 50% of governors present)

Item	Discussion and decisions	Action
1.	Welcome, Introductions and Apologies KB welcomed all governors to the meeting and introductions were made. SB was not present at the start of the meeting. Apologies are noted above. KB informed governors that KM is stepping down as Clerk to the Governors at the end of this academic year.	
2.	Declaration of Business Interest forms No additional business interests on the meeting agenda were raised.	
3.	Presentation on Equalities / Anti-racist strategy This will be moved to the next FGB as DL was unable to attend this meeting.	KM
4.	Approval of last minutes The minutes from 30 th Nov 2022 were circulated prior to the meeting and were approved.	
5.	Matters Arising <ul style="list-style-type: none"> Update Governor Support on FD's resignation (KM) – this has been done. Place an advert on BEEM for co-opted governor (KM) – this has been done. Discussions took place over filling this vacancy and it was agreed to action an updated Skills Audit to identify gaps in the board. Email KM with any Business interests (All) – confirmation is still required for CKB. Check whether comparison information on pupil suspension in the LA is available (CKB) – it was agreed this information is no longer required at this time. Contact the SPA to arrange training on the monitoring of the SDP and Ofsted Preparation (KB) – this is still to be arranged. Other training options were considered. (SB joined the meeting 6.10pm) <ul style="list-style-type: none"> Review options for offering hybrid meetings (AG) – it was agreed that AG will arrange a Teams link for future FGB meetings to be used only in specific circumstances. Review the options for capping pupil numbers in an individual year group (CKB) – this is still to be done. Check responses received from governors concerning reading KCSiE (KM) – this has been done. KM will email the SBM and Exec INCo to confirm. 	KM CKB KB AG CKB KM
6.	Head teacher's Verbal Report AG gave an update on what has been happening since the last FGB, including: <ul style="list-style-type: none"> There are currently 711 pupils on role with most year groups close to full. The meetings for 	

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	<p>potential new starters Sept 2023 have been well attended and AG has been showing parents around as well.</p> <ul style="list-style-type: none"> - Persistent absence continues to be high, mostly through holidays in term time. AG confirmed he is not authorising any holiday requests and information is sent to the LA when the threshold for absence has been reached. - Attendance is currently 95.23% which is better than average across primary schools but work continues to improve this. - Teaching & Learning is generally Good across the school and where there are areas and particular staff requiring support this is being provided. All staff are working hard. <p>Governors asked what percentage of teaching is Good or better across the school – AG confirmed that Teaching & Learning is effective more than 80% of time in all subjects.</p> <ul style="list-style-type: none"> - Curriculum – it was noted that the governor ‘speed dating’ monitoring session last week was worthwhile and appreciated by staff. Work is ongoing to reduce the amount of content there is in the curriculum, especially in KS1, making sure that what is in place works for Balfour children and that implementation is consistent across the school in all subjects. <p>Governors asked whether there are big challenges in any subject area in KS1– AG stated it is difficult to pick out one that is more challenging. It is merely the number of subjects and the depth of learning that is challenging.</p> <ul style="list-style-type: none"> - Attainment – writing continues to remain low in all year groups and this is a focus on SDP. Two members of staff have done the LA moderation training which brings additional expertise into the school. AG added that all the skills for the writing are there but spelling is the biggest barrier. It was noted that with the introduction of the new phonics scheme, this should improve moving forward. EM talked through the work being done in Yr6 to support with spelling. <p>Governors queried whether support is provided for teachers who need help teaching phonics. AG stated that there is support for all staff teaching phonics and with spelling it is not about the actual teaching of spelling but about ensuring the teachers are planning in time to teach for the needs of the class.</p> <p>Governors asked is Spelling will be added to the SEF – AG confirmed the SEF is being reformatted and updated by the SLT and Spelling will be added to this. Disadvantaged attainment is still lower than non-disadvantaged pupils. Barriers to learning are closely identified and Sandra Mulholland is key to ensuring individual needs are met.</p> <p>Governors questioned whether the gap between the two groups is closing – AG confirmed that 10% of pupils in school are disadvantaged and the gap for some of those children is closing. Support is provided wherever possible. Yr6 are still on track to achieve 70% for Combined RWM – after the next assessment staff will assess what additional support needs to be provided.</p> <p>Governors queried how last year’s Yr6 were doing at this stage – AG stated it is difficult to make comparisons as they are different cohorts but academically last year’s group were further ahead and had higher attainment at KS1.</p> <p>Governors asked is a scheme is being used for Writing – AG confirmed there is no particular scheme being followed currently but it is something that is under review. AG added the whole school approach to teaching writing has three prongs – immersing, rehearsal and composition. AG informed governors that Pupil voice sessions have been carried out about Writing and Marking in Writing and the responses tied in with what is being done.</p> <p>Governors questioned whether the end of year outcomes will show progress in Writing in KS2 – AG stated this will be better than last year and there is evidence of the reflective work the school has done and the effectiveness of this. AG added that Progress measures will be negatively</p>	

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	<p>impacted as pupils judged as Greater Depth at the end of KS1 may not achieve Greater Depth at the end of KS2 largely due to the impact of the pandemic.</p> <p>Governors expressed concern how Ofsted will view the fact the school are still identifying areas for improvement following two RI judgements. AG stated that as a school we will always focus on improving and, although work is needed on Writing, we are achieving great things in other subjects and our Writing outcomes are still above National. The key thing with spelling is we are doing all we can to improve this whilst maintaining everything else.</p> <ul style="list-style-type: none"> - Self-Evaluation – the updated SEF will be ready to share with governors shortly. This is an evaluative document showing where we are good, the reasons why and the next steps. AG added that the crib sheet for Ofsted phone call has also been updated accordingly. - The SPA is visiting this week to follow up from his visit in Sept and this will be validation of where we see ourselves. - The English Hub have been in to review Early Reading and Phonics and their feedback was very positive as they saw definite progress from their last visit. - Phonics in Yr1 is still on track for a 95% pass rate. <p>Governors asked what the English Hub is – AG confirmed this is a DfE approved Centre of Excellence for teaching English and they work with schools and support them with their next steps. This is funded by the LA.</p> <ul style="list-style-type: none"> - This half term the SLT have been refreshing the Ofsted readiness of everyone in school. - Staffing – there have been some changes in support staff and recruitment has taken place. The new Yr1 teacher has settled well and maternity cover is being arranged for the summer term. AG talked through plans for ongoing cover in EYFS. - Safeguarding – online safety training was covered at the INSET day at the start of term and updates are given every week. There are currently no children on Child Protection plans. - Strike action – discussions took place over this and AG will be checking to see what other schools in the area are doing. CKB agreed to get clarification on what happens in a child is invited in, should some classes have to close, and then do not come in. Communication has been sent to parents pre-warning of potential closures. 	
7.	<p>Progress towards School Development Plan priorities</p> <ul style="list-style-type: none"> - Writing – this has already been discussed. - Further strengthening on teaching and learning – AG confirmed that top tips are included in the Weekly Bulletins and good practice fed back to everyone. - Improving the impact of Middle (Subject) leaders – AG stated the Intent of their curriculum is great but we now need to look at the impact and they need the opportunity through their monitoring to see that this is working. - Job descriptions for Year group leaders have been refreshed to reflect the work they are doing and identifying areas that will have impact. AG added that they are the link between the SLT and teachers and if they have positivity about where we are going as a school this will spread throughout. 	
8.	<p>Governor's Activities</p> <ul style="list-style-type: none"> • FGB Membership – no terms of office are finishing this term. • Monitoring – monitoring with subject leaders took place last week. It was agreed that all governors should arrange monitoring on their areas of responsibility before the next FGB meeting. AG will arrange a learning walk for MO who agreed to review Creativity / Music as his area of responsibility for this year. • Training – CKB will be attending the Governors forum and the meeting on reducing pupil numbers across the city and will feedback on these at the next meeting. 	<p style="text-align: center;">All AG</p> <p style="text-align: center;">CKB</p>

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9.	AOB There were no additional points of business raised. KM agreed to email instructions for accessing documents on Office 365 to all governors.	KM

Date of next meeting:	FGB – Wed 22 nd March 2023 6pm
Time closed:	7.30pm

Agreed as a true record and approved for circulation:

Signed:  (Chair of Governors)

Date: 29th March 2023