

Balfour Primary School
Full Governing Body Meeting
Thursday 14th September 2023, 6pm

Present: Kirstin Baker (KB), HT: Alan Gunn (AG), Erin Moore (ER), Shelley Baker (SB), Marcus Odair (MO) and Carolyn Bristow (CB), Alun Price (AP), Ray Leeke (RL),

Virtual attendance: Katie Wood (KW)

In Attendance: Rachel Clark (RC) – SEND lead, Jessica Sullivan-Wrenn (JSW)– Clerk

Apologies: Stuart Bayliss (SDB)

Quorum: 9 out of 10 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. Apologies are noted above. KW joined remotely at 18:13 KB informed governors that AH is stepping down as a governor at Balfour due to a change in circumstance. JSW has informed Governor Support.	
2.	Election Kirstin Baker – Chair Carolyn Bristow – Vice chair	
3.	Declaration of Business Interest forms Governors were asked to email JSW any business declarations – this has been done. Outstanding KW/MO/KB No additional business interests in the meeting agenda were raised.	ALL
4.	Confirm standing orders, code of conduct Confirmed 'read' by governors	ALL
5	Approval of last minuets The minutes from 5 th July 2023 were circulated prior to the meeting and were approved.	
6.	Presentation on SEND from Rachel Clark Full SEND report 2022 – 2023 is available on OneDrive. Overall SEND 11%, lower than national and BHCC average. Slightly lower in Key Stage 1 but expected to rise throughout the year. Governors query: is this similar to the previous year? Yes, though there are more EHCP this year. Governors asked: are SEND pupils spread out across classes? RC stated that classes are arranged to allow for maximum support. Places can be shifted if needs of the children change and considerations are made around challenges like budget and capacity. Bespoke 1-1 SEND support is available. Example given; when mixing year 4 up-to year 5 we look at the distribution of SEND across the year group and have a mixture of needs across classes to enable full support.	

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	<u>EHCP</u> (Educational health care plan) 1 pupil waiting, 2 awaiting advise, 5 awaiting application. 7 pupils in year 6 on EHCP. Annual review in October half term to look at secondary transition. <u>Attendance</u> SEND support slightly lower than whole school but not significantly. EHCP attendance is low as 3 pupils not attending with unauthorised absences. 2 of 3 now on alternative provision model, school is working closely with families. 1 Yr.6 pupil on a managed move to Balfour, due October half-term. <u>Data</u> School information report SEND support ks1 & 2 reading/writing/maths are higher than national average. Pupils that didn't reach expected results have made excellent progress and monitoring shows improvements. RC stated there will be a focus on EHCP pupils, to ensure they reach their potential and if they don't reach expected have made the best progress they can. Governors asked: Is this data better than the last two years? KC stated, yes, we can look back over the school information packs and make comparisons. The teachers have done a lot of work around the quality of provisions. <u>Support staff</u> in school includes: learning mentors, SEND assistant, literacy support, HTC, individual needs assistances and school councillor providing social/emotional/mental health support. Balfour uses B&H inclusion support service, working alongside services successfully. <u>Monitoring</u> • July 2022 Balfour received Inclusion Equality mark. • Monitoring from Dave Cole, talking to parents, staff, and governors. Main focus is on quality first teaching and learning, adaptive teaching, personal provision. • Subject leads creating focus and good quality provision in all subjects across the school. • SEL met to ensure continuity of practices is embedded and consistent from all staff. <u>Priorities 2022-23</u> • Continue focus on quality first teaching. • Focus on EHCP's. • SEND assistant key role, working with INAs. • Evidenced based impact interventions. • Pupil voice, parent involvement. • Continued awareness of budget challenges. Governors asked: how do we keep momentum going? AG said SEND is a high priority of the school and will continue to be a focus area in SIP, despite positive outcomes. Data is great and progress is great. Strong systems and interventions in school, recording impact and using time and funds effectively. Governors asked: what is parent voice like? RC stated, Inclusion quality mark, parent voice was strong. Issue with diagnostic processes, can be complex, time is restricted, and these are lengthy processes, this can cause tensions. Capacity for support is limited so	

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	communication with parents is key to show adaptive teaching and learning progress. Next Parent survey to target SEND more specifically. Develop consistency from parents about their concerns and clear communication both ways. Governors suggested: creating live documents, that can be accessed by parents and updated by teachers to keep families up to date and well informed, via teams. This will be considered. Governors suggested: Could we prepare a FAQ sheet regarding diagnosis and intervention? AG replied, Yes, good idea. Governors Thanked Rachel for making such a difference to SEND pupils and their families, and positively impacting the school. RC leaves at 18:38	
7.	Matters Arising - Update Phonics on a page with lines for Disadvantaged & SEND (SG) – this is still to be done. - Arrange for Presentations on Reading and Writing to be added to FGB agendas in 2023/24 - Complete Skills Audit. it was agreed to arrange a new Skills Audit when the new governor is in place. To be done for next FGB November - Arrange for a 'Writing on a page' sheet to be completed for governors (AG) – this is still to be done. - Revisit subject crib sheets on Ofsted 365 (All) - All crib sheets to be updated and complete by November - Update parents following the Parent Voice questionnaire (AG) – AG confirmed a further questionnaire will be sent out at the start of the new academic year. - Governors to arrange dates for monitoring visits in November. ALL - Arrange for a Premises update to be circulated to governors (AG) Nov FGB - Check on which Staff / governors have done the Safer Recruitment training (AG) - Inform Governor Support that in Oct that SB will be continuing as Co-opted Governor (JSW) – this has been done. - Complete the necessary forms to reapply for the role of LA governor (CB) - Contact the new co-opted governor to confirm appointment (KB) – this has been done. - Inform Governor Support of Stuart Bayliss's appointment as co-opted governor (KM) – this has been done. - Action, parent recruitment KB - Data for forest school to be shared in November AG - Updated Improvement plan and SEF shared with governors AG - Add governor impact to agendas JSW - Continue discussion and decisions around 'deep dive' speed dating with subject leads. Next FGB	SG JSW/AG JSW AG All All all AG AG CB

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8.	Head teacher's Report This was a verbal report. AG highlighted several points for governors since the last meeting, including: • Positive start to the beginning of the school year, having ample time on INSET's to inform and update staff. AG thanked governors for attending. • Whole school, 681 pupils due to reduction of classes in year 4. Reception did their first full day yesterday, all in attendance. Still spaces in reception. • Changes to school-houses from 4-3 and pupils received colour t shirts to represent their houses. • All ground works completed during summer holidays. More insulation and waterproofing of roof still outstanding. • School Streets started on first day of term, currently monitored by AG, 3 volunteer martials have been enlisted. Balfour road is clearer and calmer, can see a positive benefit to no cars scheme. Positive feedback from parents and community. • Converting package for assessments, target tracker / communications with parents etc to ARBA from SIMS, change over in October half term. <u>DATA</u> • Disadvantaged pupils in KS1&2 under national average, pupil case studies and specifics to be looked into. GLD was above national for disadvantaged, 100% disadvantaged pupils passed phonics group. <u>EYFS</u> • GLD above national, improvement from last year. 93% pass rate in phonics, up from 74% from last year. Strong data and reflection of last 2 years of intervention. <u>Ks1</u> • Data in-line with national. Improvement, aiming for 10% above. • SATS are now optional, and no progress data is required nationally. Balfour will be monitoring baseline for progression in EYFS. <u>Ks2</u> • Overall, 10% above national data. Reading 11% higher than national, writing 6% above national, big improvement in writing from last year. maths cohort 8% above national. No surprises from data. <u>Teaching & Learning</u> • Start of the year focus is around routines, expectations and key focus on getting everyone settled. Staff are speaking to children to address any issues early on. Refresher training, if required for WRI for staff. • Teachers will receive longer visits from SLT, for coaching and support. Using the Working together model. This half term and next. <u>Staffing</u> • support staff changes over summer holidays – 3 resignations. 2 filled and 1 advert for INA. • All teaching posts are filled; early indications are that new teachers are really good and happy with all new staff. • 1 staff maternity at Christmas (yr1).	

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	• LR returning at end of the year. • LC due back to work October.	
9.	Update on School Development Plan 2022/23 • SEF updates and shared with DC (Dave Cole) attending Balfour 25.09.23 <u>School development plan,</u> finalising SIP priorities (A achievement B belonging C curriculum) • Achievement: - Add Math, to continue to drive improvement. - Embed writing. - Focusing on groups with disadvantaged data and keep SEND high profile. - Quality of teaching. • Belonging, split into two sections: - Culture; developing behaviours, value, ethos and engagement on every level of community. - Community; participation, communication, FAB involvement AG met with FAB on Tuesday to involve them in strategic plan and gain support for the environment of the school, working toward SIP focus and plan. Nature school has started, children are receiving 1hour ever other half term of outdoor education.	
10.	Update on Safeguarding Staff and governors have read the update for Keeping children safe in education. This year there are 4 key changes: • filtering and monitoring systems within school and online access. Paul Plaits will be running safeguarding training for staff, regarding online safety. • Vocabulary around attendance has been altered and an update on safeguarding risks of pupils missing education. • Safeguarding leads must have an oversight of the safeguarding procedures of the organisations and individuals that use the school premises and ensure policies are in-line with the school. KCSiE focuses on how the school responds to allegations and follows up on safeguarding, despite it being an outside provider. • In 2022 KCSiE states, schools can do online searches with pre recruitment checks – update, ensure that potential hires are informed that checks may be done as part of safer recruitment. Balfour has updated the advertising for any vacancies. Governors asked: do providers create their own documents for safeguarding? YES; we do give guidelines and do checks. Staff training all up to date. AG checked single central record and there is up-to-date safer recruiting training.	AG
11.	Governor roles and responsibilities • Safeguarding -SB • SEN / Inclusion -CB • Health & Safety - AP • Finance - KB	

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	- Disadvantaged Pupils -KW - Wellbeing - SB - Equalities and Diversity - - Climate Control (OCOW) -MO - OPAL – MO - Pupil Parliament / Pupil Voice - EM - Training & Development - - Belonging -RL	
12.	Agree Governor Links to Curriculum - Maths -KB - English -RL - Science - - Humanities - - Arts - MO - PE - - Phonics - AP SDB has not yet been assigned/chosen a role or link subject.	KB
13.	Agree HT Appraisal Performance Panel and Pay Committee This will take place on 25th.09.2023 and be carried out by KB/KW. Both have done the appraisal training.	KB/KW
14.	Governor activities - KB nominated herself Chair of Governors for the coming year and CB nominated herself as Vice Chair. These nominations were approved by governors and JSW will advise Governor Support accordingly. - Terms of Office – SB's term of office as co-opted governor finishes Oct 2023. CB's term of office as LA governor finishes Dec 2023. Both governors confirmed that are happy to continue in their roles. CB will complete the relevant application for LA governor. JSW will inform governor support. - Vacancies – parent governor vacancy as AH is stepping down. LC will conduct a parent election. Two co-opted governor vacancies, adverts on BEEM and school website?? - Monitoring / visits – Agreed to take place over the month of November, individual dates to be confirmed with AG and Governors. - It was decided to change the format of 'speed dating' - one governor to 2 SEL, 1-1 session of 30minuets. Helping SEL to reflect and review progress and embedding in their subject. Date to be arranged in early spring term. AG - Training – information on courses continue to be circulated by Governor Support.	JSW JSW ? AG
	Documents for Review / Approval No additional documents were circulated for approval. Discussions took place over the school's subscription to the School Bus and how policies on this resource require approval from all governors. Contact LC	
15.	AOB	

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	Governors gave a brief update on school closures. LA administration is speaking with schools to formulate plan of action. Currently, plans are unclear and schools need to wait. It was stated, this is a difficult process and takes time. Concerns from schools and governors about budget setting. Governors asked: Will there be any news in upcoming HT meeting? No Governor action plan to be discuss and evaluate effectiveness of governors to be added to school improvement plan. Could use audits and impact statement. Governors asked: How can we as governors best support the SIP. Governor impact requested to be included in agendas.	JSW

Date of next meeting:	FGB – Thurs 30 th . 11. 2023 6pm
Time closed:	19.40 pm

Agreed as a true record and approved for circulation:



Signed: _____ (Chair of Governors)

Date: _____ 11.10.2023 _____