


<h1>The Governing Body</h1> <h2>Sefton Park School</h2> <h3>Infants and Juniors</h3> <p>Chair of Governors: Corrie Bell Headteacher: Dan Simson Clerk to Governors: Jessica Wewer</p>	
<p>Full Governing Body Meeting Minutes Date: Wednesday 23 October 2024, 6pm</p>	<p>Sefton Park School Ashley Down Road Bristol BS7 9BJ</p>

ITEM	AGENDA ITEM AND NOTES	PAPERS CONSIDERED
1.0	Welcome and apologies	
	<p><i>Present: Corrie Bell (CB), Dan Simson (DS), Jane Wheelock (JW), Rachel Wills (RW), Carrie Spittlehouse (CS), Emily Shuker (ES), Amy Lewis (ALS), , Andy Lillie (AL), Ben Crowley (BC), Ben Seal (BS) [arrived at 18:20]</i></p> <p><i>Apologies: Sally Dore, Claire Kearney, Helen Martin</i> <i>Absent: Amy Campbell</i> <i>Attending: Jessica Wewer (JWR)</i></p> <p>Meeting commenced 18:05</p>	
	<p><i>Quorum: 7</i></p>	<p><i>Quorum met: Yes</i></p>
2.0	Previous minutes/matters arising	
	<p>The recent Extraordinary FGB was acknowledged. The Chair thanked the Headteacher for early notice of his resignation. It was noted that consideration should be given over the next few months to the fact that the Governing Body and school staff are in a transition phase.</p> <p>Outstanding actions from last meeting</p> <p><i>Governors to contact DS to be part of WG to discuss flexi schooling policy - Claire has met with headteacher. A decision needs to be made about whether to proceed with the policy before the next academic year. Some consideration will be given to it next term.</i></p> <p><i>Governors to contact DS to be part of Educational Landscape WG - carry forward for December. Consider the national landscape in addition.</i></p> <p>Governors reviewed the timing of this in relation to HT recruitment in terms of information for applicants and capacity of Governing Body. It was decided that it's important for the Governing body to understand the landscape and changes that are happening now. A clear steer of our position before appointing a new Headteacher is not possible but there is a benefit to showing the new headteacher that we are taking this into account. It is valuable to get input from the current Headteacher.</p> <p><i>CB to update the strategy document - carry over (CB)</i></p>	<p><i>Previous minutes</i></p>

	The minutes from the last meeting were approved	
3.0	Clerk's Report	
	<ul style="list-style-type: none"> Action Tracker suggested - sent ahead of papers for next meeting - Governors agreed Governor Appointments - Carrie Spittlehouse was reappointed as LA Governor, Governors voted unanimously Shabaana Mitha has resigned from the Governing Board Confirmation of named governors: SEND - Amy Lewis, Children in Care and Safeguarding - Amy Campbell. Health and Safety, Pupil Premium and Attendance Governor- Jane Wheelock The board is likely to appoint a Wellbeing Governor - TBC Vacancies / Current parent/non parent balance There are 4 vacancies for co-opted Governors and 1 vacancy for an LA Governor Declarations of Interest - Governors were reminded to update their declarations of interest and declare any interest in agenda items before a meeting. KCSIE - Governors were reminded to update GovHub to confirm they have read the new version. Available Training /Safeguarding - clerk described current training available on GovHub and at Bristol Governor Services Governor Code of Conduct - Clerk to add to GovHub for Governors to confirm 	
4.0	Governing Body	
	<p>Governor Code of Conduct was adopted</p> <p>ToRs for CCS & F&R were reviewed and it was decided that Wellbeing will move to CCS ACTION - Clerk to update ToFR</p> <p>Review of Governor expenses policy was carried over to the next meeting</p>	<p><i>Code of Conduct</i></p> <p><i>ToFR CCS</i></p> <p><i>ToFR F&R</i></p>
5.0	About the Children	
	<p>Governors were shown a clip of 2 year 6 pupils filmed talking about Sefton in the Spotlight and how they have been taking part in productions throughout their school career. They described how their confidence has grown through these experiences.</p> <p>Governors were invited to the production which is taking place in the last week of term.</p>	
6.0	Policy Review	
	<p><u>Attendance Policy</u> - adopted by the Governing Body</p> <p>Q: Highlighted text - model policy so what change has been made</p> <p>A: Highlighted text reflected the updated guidance from Department of Education</p> <p><u>Financial Principles</u> - No changes, adopted by the Governing Board</p> <p>The policies listed below and recommended by CCS were adopted by the Governing Board</p>	<p><u>Policies:</u></p> <p><i>Attendance</i></p> <p><i>Financial Principles</i></p> <p><i>Safeguarding</i></p>

	<u>Safeguarding</u> <u>Equalities & Objectives</u> <u>Written statement of behaviour principles</u> <u>Anti harassment</u> <u>Supporting children in care</u>	<i>Equalities & Objectives</i> <i>Written statement of behaviour principles</i> <i>Anti harassment</i> <i>Supporting children in care</i>
7.0	SLT report	
	<p>Governors had read the Senior Leadership Report (SLT) and commented that it was really positive and reflected that it sounds like a great start to the year.</p> <p>Q: Using supply staff for SEND support - are these fairly long term contracts?</p> <p>A: The strategic choice of using supply was discussed at F&R. It's a demanding job and historically a lot of absence has been in these roles. When this role is filled with a supply contract the agency will always cover so that the pupils with needs always have support. The cost is roughly equitable and this move has been well received by staff who appreciate the consistency of cover. LSA absences have been reduced. In addition there is increasing research about the disadvantages of a 'velcro' model where a pupil relies on a particular person being with them all the time.</p> <p>Q: Encouraging to see attendance figures - is there a link between the parking issues and attendance, for example people who may find it difficult to park might find it harder to get into school?</p> <p>A: The link is not with attendance but whether they arrive on time (and late arrival is also disruptive). There are not a huge number of families who drive from further away. Sefton Park is not a priority for a pedestrianised zone as it's not seen as being on a main road.</p> <p>An issue not mentioned in the report was discussed; the breakfast club run at the school is going to close. Some parents have shown concern to this and requested the school to run a breakfast club, or for parents to run one at the school. Staffing it is difficult. Governors commented that there is funding available from LA for breakfast clubs.</p> <p>ACTION - CB to send details to Headteacher.</p> <p>In addition Governors suggested that the Government is looking for schools to trial breakfast clubs from April.</p> <p>In relation to SEN numbers increasing - the school will need to develop its own criteria for categorising different needs. Proportion of pupils with SEN is 40% in juniors. There's a strategic approach to SEN because the top up has shifted to EHCPs. This will come to CCS in November.</p>	<i>SLT Report</i>

	<p>The school needs to consider how it decides on which pupils to include in this category.</p> <p>Q: Does the category of 'SEN' include all those pupils who are monitored, or only those with an official diagnosis?</p> <p>A: There's a range of needs but a diagnosis is not required.</p> <p>The school's SENDco is concerned about accessing the funding for Early Intervention. This is significant funding but it's unknown now what the process will be to apply.</p> <p>Q: "Judicious use of resources" is mentioned in the report, and more support needed for teachers - what support is in place for teachers?</p> <p>A: SLT creates themes for learning and will have ongoing learning walks, book looks and triangulation. There is a plan to review pedagogy in Term 3. Both Key Stages will look at questioning, structure of lessons, how to begin a lesson, how to chunk up a lesson. Staff are signposted to ideas gleaned from training</p> <p>The school will be evaluating how long pupils have been sitting and listening in the context of pupils presenting unsettled behaviour.</p> <p>Q: The Strand 6 EYFS section of the report mentions " RAP programme" - what is this?</p> <p>A: Reading Assessment Programme</p> <p>Governors' requested acronyms are written out in reports.</p>	
8.0	F&R Committee	
	<ul style="list-style-type: none"> • Minutes and verbal update <p>Budget at Q2 shows an in-year deficit of £46,893 and a surplus brought forward balance from 23/24 of £118,745 = Uncommitted Revenue Surplus Balance of £76,852. This is a £8K increase in deficit.</p> <p>It does look as though expenditure is high, however some quantities of money spent will be claimed back on insurance.</p> <p>Discussion points from the meeting:</p> <ul style="list-style-type: none"> • The commentary provided was very clear but it's not one area in particular affecting the budget. • The deficit and the fact that the school does have reserves and these should be used, while keeping a little bit of surplus. • There are a lots of things at risk in the budget. There will be a risk register created with top 5 risks to show big pressures on the budget. • Premises update which described multiple leaks. Contractors have done a full walk around and works will be priced up for repairs. • Lack of caretaker was discussed and how this is putting pressure on other staff and the long term plan around this. • Staff absence report - the format was discussed • Pupil numbers were reviewed • SEN funding was discussed - this is changing - the update is that Top Up funding (not a legal requirement) is ceasing. Following a transition there will be Early Intervention funding of £2500 per pupil per Key stage, or funding for those who have an EHCP. Top up funding is running out for some children during the transition before EHCPs can be obtained. There will be a dip in funding. • The risk as explained above was presented and examples given of 2 pupils whose funding will expire this year. 1 will get an EHCP and 1 wont get it. No other pupil's funding will run out this year. The LA will be processing EHCPs across Bristol. 	<p><i>Minutes</i></p> <p><i>Q2 Outturn</i></p>

	<p>Governors commented that there are gaps for children while applying for EHCP. Q: How will this change benefit the school in the long run (as mentioned in the minutes)? A: The school will receive more funding and it's more specific.</p> <p>Governors discussed how SEN should be discussed across the board. It was agreed that the F&R committee looks at financial implication, and the CCS committee focuses on SEN provision. There was an acceptance that there will be overlaps. SEN will also be a standing item on FGB, to include the SEN Resource Base</p> <p>Q: Regarding the staff absence report; Is 30 instances of staff absences low or high? A: It's not high, it's been a good term. The number of instances is 11. Over time it will be useful to compare highs and lows.</p> <p>Governors Approved the Q2 outturn</p>	
9.0	CCS Committee	
	<p>Discussion points from the meeting:</p> <ul style="list-style-type: none"> ● Attainment has been positive ● EAL and Y4 language will be looked at these over the next meetings ● Staff have agreed to do some cohort tracking to present to CCS ● The meeting included lots of detailed questions on attendance. It's clear the school has a detailed understanding of each family. One interesting point was whether repeating absentees could be referred to the school nurse, if they haven't already. ● Parent survey - lots of lovely feedback and improvements in SEN feedback, Y6 are well prepared for transition. Communication was not an issue. Some parents were not sure how bullying was dealt with so it was discussed that the school will consider additional communication to parents about how they do deal with bullying. ● Staff survey - only a third of staff responded. There are ways to increase responses in terms of timing and method of sending. A Staff Governor fed back that the responses were more positive than expected. ● SDP priorities for CCS <p>It was pointed out that the minutes had a typo in reference to EAL " what other languages are 'written' at home" should be 'spoken' - ACTION, clerk to amend</p> <p>Q: Survey responses mentioned staff paying for their own resources - is there a policy regarding this? A: This is related to online resource providers to support classroom practices. It is unknown why teachers are buying these resources. Perception from the staff room is that over half of teachers are spending money on online resources.</p> <p>Q: Are subscriptions typically covered in schools? A: School pays for the subscriptions it feels are needed. It's a pedagogical debate - whether online subscriptions are required for teachers. This ties into the judicious use of resources. Governors will hear more relating to this in Term 3.</p>	<p><i>Minutes</i></p> <p>Attendance report Attainment report P&C Survey June 2024</p>
10.0	SEND Resource Unit Report	
	<p>Building work is currently due to complete on 22 November, 2 weeks later than planned. Work is coming along well.</p>	

	<p>The SLA is still outstanding - the Headteacher has received a holding email from a contact at the Local Authority (LA).</p> <p>The funding is required in order to recruit so the aim of opening in January is impossible.</p> <p>Governors suggested further contact with the LA to explain the implication of not receiving the funding details and when the response needs to be in order to open by February.</p> <p>Is there anything else that needs to happen to support the school in this?</p> <p>A: No, nothing else to be done.</p> <p>The school will use the building, but not for its main purpose until recruitment is possible.</p>	
11.0	Wellbeing WG update	
	<i>Deferred to next meeting when WG members are present.</i>	
12.0	HT Transition Update	
	<p>To be a standing item on FGB Agendas. Recruitment is just the first part of the transition.</p> <p>Chair described the 3 stages of recruitment:</p> <ol style="list-style-type: none"> 1. Advertisement pack 2. Design of activities 3. Shortlisting and selection days <p>A verbal update was given:</p> <ul style="list-style-type: none"> ● There are 4 Governors on the core panel (3 will be official for the decision). This core panel is supported by 3 Governors looking at risks and guidance. ● The Job Description has been drafted and updates will be made following feedback from LA. ● A survey was sent to staff (teaching, admin, support) and parents regarding the recruitment and there have been 126 respondents. ● School Improvement Officer from the LA is available to the school to advise on the recruitment. Her availability is limited, she will take part in shortlisting and 1 of the selection days. She has been involved in 9 headteacher recruitments and fed back that the Chair of Governors at Sefton Park Primary is the most experienced chair she has come across in terms of recruitment. ● Lawrence Pitt, is also supporting the shortlisting and selection days. ● Governors attended the staff meeting in which the announcement was made about the current Headteacher's resignation. ● The Chair of the Governing Body has spoken to each member of SLT personally. They have been asked 'what do you feel needs to be protected at Sefton Park?' ● We need to be aware of the possibility of an internal candidate. No one on the Governing Board is applying. ● Pupils will be involved in selection activities. ● A letter will go to parents communicating that the advertisement is live and re-iterating the timeline. Advertising will be via TES (Times Educational Supplement) and E-teach. ● Governors are a constant through this and need to reassure the school community. In order to raise their profile a photo and blurb will be added to the website <p>ACTION - Clerk to obtain photos & bio and publish on website</p> <p>Governors commented that there has been a lot of work done in a short space of time.</p>	

	<p>Work done during the 2021 recruitment process has really helped this time round.</p> <p>Job description has been updated with an emphasis added on wellbeing, safeguarding, early years, SEND and some of the language from the survey was used to reflect the ethos of Sefton.</p> <p>Governors approved the Job Description</p> <p>The Chair was thanked for their efforts.</p> <p>Q: Do we have a feel for what the job market is like?</p> <p>A: No - In consultation with the external/LA representatives the prediction is that people will come out of the woodwork for this job. It's a school with a unique reputation. There is optimism but will wait to see what applications come in.</p> <p>It was suggested that the Department of Education (DofE) has a page of adverts.</p> <p>ACTION - Chair to request School Business Manager lists the advert there too.</p> <p>Prospective parent meetings - Governors are attending and talking with an emphasis on how the school feels, adding reassurance that the recruitment of a new headteacher is not being used as an opportunity to change things.</p> <p>Current Headteacher will show potential candidates round and feedback to the recruitment panel any relevant information.</p> <p>Staff and senior leaders will be involved in helping with selection activities. Governors are invited to input into activities, particularly around finance. The dates for the section days are 28 and 29 November.</p> <p>Q: Do we put a call to action for parents to share the job description widely</p> <p>A: Yes, when it goes out they will be encouraged to do so.</p> <p>A Risk register has been created around the transition. This will be reviewed during the next panel meeting on 5th Nov</p> <p>ACTION ALL GOVERNORS - please review and send comments</p>	
13.0	Annual Plan	
	<p>The Annual Planner is a tool to clarify when things are happening in the year</p> <p>Chairs of committees and Clerk can review to check everything is covered.</p> <p>One of the main aims of the Planner is to assist Governor Monitoring and Visits. (See 14.0 below)</p>	
14.0	Governor M&E & Visits	
	<p>Governors spending time in school is beneficial to complement the triangulation that happens with teachers coming to Governors meetings.</p> <p>There was a discussion around barriers to governor visits to the school.</p> <p>Time was described as the main challenge; especially for Governors who work full time.</p> <p>Ideas:</p>	

	<ul style="list-style-type: none"> ● Maximising time by walking around on the same day of existing meetings ● Some committee meetings in school during the day ● Link to School Development Plan (SDP) - to enhance conversations, for example around a push on writing improvement. ● Select a strand of the SDP and just look at that for the whole year. ● Governors could attend productions, christmas lunches, cultural events ● Flexible on methods of reporting on visits: A verbal report to a committee is another way of reporting. A written proforma is another option and there are some great examples from past visits. <p>Agreed:</p> <ul style="list-style-type: none"> ● 1 CCS meeting in school per year (morning). Avoid T4 as FGB is at school. ● Headteacher to liaise with clerk regarding events at school which Governors could attend and clerk to circulate to Governors <p>Governors agreed that being able to see physical evidence of what is discussed in meetings is valuable. For some subjects you need to see books to get the depth of understanding.</p> <p>Governors who are not/no longer a parent can be less connected with the school so being in school is especially useful.</p> <p>Governors ensured the essential visits and reports are taking place this year including:</p> <ul style="list-style-type: none"> ● Safeguarding visits (report to Governors in T3). ● SEND report (due T2). ● Health and Safety - Governors do walk around linked to the H&S meetings (T2 and T4). Report to F&R Committee. Full H&S report goes to FGB in T6. 	
15.0	Governor Recruitment & Succession Planning*	
	<p>There are 4 non parent Governors on the Full Governing Board. There is a requirement to recruit non parent Governors.</p> <p>Q: What experience do we need?</p> <p>A: More education expertise is desirable.</p> <p>Q: Can we ask parents to advertise for a Governor through their networks?</p> <p>A: Yes, we can ask parents and recent Governors.</p> <p>Governors were invited to volunteer for recruitment of Governors - ACTION all governors to consider - and encouraged to please give as much notice as possible should they wish to resign.</p> <p>A Chairs meeting has been set up between Committee Chairs, Chair and Vice Chairs of the Governing Body to discuss internal Governing Body workings and synergy between committees.</p>	
16.0	AOB	
	None	
	Meeting closed: 20:59	

Actions Agreed at Meeting		
Item	Action agreed	Responsible
2.0	Educational Landscape WG to feed back in T2	DS/CS
2.0	Update the strategy document (carry forward)	Chair
3.0	Add Code of Conduct to confirmations on Governor Hub	Clerk
3.0	Send Action Tracker to Governors	Clerk
4.0	Add 'Review Governor expenses policy' to next FGB	Clerk
4.0	Update Terms of Reference	Clerk
9.0	Amend wording in CCS minutes	Clerk
12.0	Obtain Governor photos & bio and publish on website	Clerk
12.0	Request School Business Manager lists the advert on DofE vacancies page	CB
12.0	Review Risk Register and send comments to recruitment panel (CB)	All Governors
14.0	Ask recent Governor about networks to approach for Governor recruitment	Chair
14.0	Contact Chair to volunteer for responsibility for Governor recruitment	All Governors

Summary of Documents and Policies Agreed / Ratified / Adopted		
Item	Policy/Document	Action
4.0	Code of Conduct	Adopted
6.0	Attendance Policy	Adopted
6.0	Financial Principles	Adopted
6.0	Safeguarding	Adopted
6.0	Equalities & Objectives	Adopted
6.0	Written statement of behaviour principles	Adopted
6.0	Anti harassment	Adopted
6.0	Supporting children in care	Adopted
8.0	Q2 Outturn	Approved