

# The Governing Body Sefton Park School

## Infants and Juniors

Chair of Governors: Corrie Bell

Headteacher: Dan Simson

Clerk to Governors: Jessica Wewer

### Full Governing Body Meeting Minutes

**Date: Wednesday 5 February 2025**

Sefton Park



Infant and Junior Schools

**Sefton Park School**

**Ashley Down Road**

**Bristol**

**BS7 9BJ**

ITEM	AGENDA ITEM AND NOTES		PAPERS CONSIDERED
<b>1.0</b>	<b>Welcome and apologies</b>		
	<p><i>Present: Sally Dore, Dan Simson, Emily Shuker, Helen Martin, Rachel Wills, Carrie Spittlehouse, Andy Lillie, Amy Campbell, Jane Wheelock, Amy Lewis, Ben Crowley,</i></p> <p><i>Apologies: Corrie Bell, Claire Kearney, Ben Seal</i></p> <p><i>Absent: None</i></p> <p><i>Attending: Jessica Wewer (JWR), Alex Powell</i></p> <p>Sally Dore chaired the meeting in the absence of the Chair.</p> <p>Meeting commenced at 19:04</p>		
	<i>Present: 11</i>	<i>Quorum met (7): Yes, throughout</i>	
<b>2.0</b>	<b>Previous minutes/matters arising</b>		
	<ul style="list-style-type: none"> <li>Minutes of the last meeting were approved as accurate</li> <li>No matters arising</li> </ul>		
<b>3.0</b>	<b>Clerk's Report</b>		
	<ul style="list-style-type: none"> <li>No new Declarations of Interest</li> <li>Vacancies / Current parent/non parent balance</li> </ul> <p>The constitution was reviewed. Although it contains only 2 official parent governors, there are 5 who are parents or grandparents within the co-opted Governors. This informed the discussion on recruitment in item 4.0 (below)</p> <ul style="list-style-type: none"> <li>Governor Hub's new Board Effectiveness Tool was explained to Governors, it was thought this would be useful to complete</li> </ul> <p>ACTION - Clerk to discuss with Chair.</p> <ul style="list-style-type: none"> <li>Compliance - all declarations and confirmations are up to date.</li> </ul>		<a href="#">Previous minutes</a>

	<ul style="list-style-type: none"> <li>Safeguarding is not completed for all Governors. Safeguarding for Staff members was discussed. ACTION - Staff will do the strategic version of the training. Clerk to prompt</li> </ul> <p>Recommended that <b>at least 1 board member completes cyber security training</b>. ACTION - Clerk to send link to the Governor who volunteered to do this training</p>	
<b>4.0</b>	<b>Governing Body</b>	
	<p>It was agreed to focus recruitment on people outside of the parent body.</p> <p>Governors discussed ideas for Recruitment to the Governing Body:</p> <ul style="list-style-type: none"> <li>Governors to ask within their networks.</li> <li>Local businesses may be interested in being involved in the school.</li> <li>Advertise in Bishopston Matters.</li> <li>Business or surveyorship skills would be desirable.</li> </ul> <p><b>Q:</b> Is the set of named roles comprehensive?</p> <p><b>A:</b> There are lots of different ways of creating roles of specific responsibility. Currently all the statutory roles are filled and the only addition is Wellbeing Governor.</p> <p>It was suggested that the Governing Body reviews Governor Visits in the next meeting.</p> <p>ACTION - Governors will give consideration to recruitment and identify any potential candidates to approach.</p>	<a href="#"><i>Constitution</i></a>
<b>5.0</b>	<b>Pupil Voice</b>	
	<p>Governors were shown a video clip of reception children doing one of their daily curriculum activities, called 'builder/copier' in which one child builds a structure, another copies the layout and a third adjudicates.</p> <p>An LSA appears on the video to explain the relevance of this activity in terms of language, collaboration and maths (symmetry).</p>	
<b>6.0</b>	<b>Policy Review</b>	
	<p><u>GDPR</u> was added recently and there are no changes. <b>Governors approved the policy</b></p> <p><b>Q:</b> This policy is currently used because Bristol council is our DPO, as a Maintained School can you go to another DPO?</p> <p><b>A:</b> Yes we can, this could be considered for next year.</p> <p>Reviewed and recommended by the CCS Committee: <u>SEND policy</u>- <b>Governors approved the policy</b> <u>Collective Worship</u> - <b>Governors approved the policy</b></p> <p>Reviewed and recommended by the F&amp;R Committee: <u>Pay Policy</u> - new version, <b>Governors approved the policy</b> pending the following changes to Appendix 2:</p> <ol style="list-style-type: none"> <li>Change the wording in the Terms of Reference to the Pay Committee of "any 3" to "a minimum of 3"</li> </ol>	<i>Policies Folder</i>

	2. "In the case of a new headteacher appointment, the Pay committee reviews salary range of the new headteacher which is approved by the Full Governing Body prior to the advert"	
7.0	SLT Report	
	<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• First preferences for admissions are currently lower than the school's admission number. While this is an improvement compared to the previous year (which was the first time this occurred), it remains a point of attention.</li> <li>• A local school is reducing its form intake, and another local school is closing.</li> <li>• All 4-form entry schools in the area are transitioning to 3-form entry. The overarching strategy is to reduce numbers in larger schools while maintaining school viability.</li> </ul> <p><b>Year 2 challenges</b></p> <p><b>Q:</b> Positives within the report include the applications and CPD but it does appear to have been a tough period. One of the issues is Y2 and the challenges they are facing. How is this impacting learning? What is happening relating to this, and what is the support for leadership dealing with this?</p> <p><b>A:</b> One staff member is on a phased return to work. An LSA has been assigned to support the class teacher, with the school prioritising consistency for the children. Leadership has met with the Year 2 team to review curriculum focus areas. They acknowledge the additional workload for remaining staff. Additional PPA time has been provided, but its impact on staff wellbeing is uncertain. Several children in Year 2 have additional needs, but none currently meet the threshold for funded support (EHCP). The school is exploring how to best support these children within existing resources. Future staffing needs for this cohort will be considered, acknowledging the budgetary implications of additional staff.</p> <p><b>Q:</b> Are these children not eligible for funding because they don't meet the threshold? <b>A:</b> They don't meet the EHCP threshold. They may in the future.</p> <p><b>Q:</b> Is there anything in particular about Y2 - last year there were also challenges in Y2. <b>A:</b> The previous cohort did have additional adults and it was an issue relating to specific staff capacity.</p> <p><b>Q:</b> What are the overarching themes of the needs of the children? <b>A:</b> Attachment, social emotional needs, learning needs, dyslexia tendencies, language needs (EAL). It's hard to plan for needs when they come without support. The school is constantly balancing priorities against limited capacity. Parent queries are frequent. The strategy with Ofsted would be to be transparent. There are positive areas especially when you look at the school as a whole.</p> <p>Governors considered the option to use the surplus from previous years to fund additional support, the caution in funding support is due to the in-year deficit. This</p>	<a href="#">Report</a>

cohort of pupils will continue up the school and it was suggested surplus should be spent on children currently in the school.

A review of gaps in this cohort is taking place and that will lead to discussion about whether an additional member of support staff is needed.

An additional complication is that the parents have not had a parent consultation as the person who could do that is not in a position to do it.

**Q:** Would it be helpful for someone from the SLT to meet with parents as a group or accompany the parent consultations? Giving parent's the sense they have been heard?

**A:** The concern is that you are talking about the staff member's personal health with parents and this may not be appropriate.

**Q:** Could they happen in another format?

**A:** A written report would be more time and could create more stress

**Q:** Is there any other alternative to a phased return to work?

**A:** The deputy head is meeting to review with this member of staff regularly to ascertain what is appropriate and the school is led by the staff member.

**Q:** Has the support from the council been useful?

**A:** Yes - this has been accessed

Governors recognised this was a challenging situation and also enquired whether the CPD training is helpful, or disheartening in this context? I.e. if you are shown a best practice method but do not have the resources to implement it.

Staff representatives responded that this can be the case but it is a change to routine, a chance to meet other people and give hope for change. Staff are good at cherry picking an idea or two to take forward.

#### **Resource Base**

**Q:** The SLT report mentioned there have been 22 consults for the resource base; how are decisions made about which children to accept?

**A:** The school has been in discussion with the SEN team at Bristol City Council (BCC) - the first 6 children who will commence have been identified. It's first come first served. The SLA is very specific about the criteria.

**Q:** Are there any children currently within the school who might meet the criteria?

**A:** There is 1, and possibly another, these would have priority.

**Q:** How does it work with start dates?

**A:** The date has not yet been agreed and will depend on recruitment, 3 children will start first. The first have been identified in terms of cohorts (KS1/KS2).

#### **Writing**

**Q:** The report says "writing remains stubborn to move" within the key performance indicator comments, a huge amount of work has been put into this, can you give any further detail?

**A:** Most primary schools will see writing below the other areas - cognitively children have to do so much when they are writing. The school wants the data to improve. It's likely to be a continual focus, it's to be expected. There are always changes and reflections to be made. It does take time. To assess the result in Y6 is compared, but it's valuable to continue with a strategy to see the results after the interventions have bedded in.

The headteacher has noticed teachers have higher expectations of pupil's writing. When you take a new approach, it will take 7 years to see the result of a pupil having benefited from an approach.

	Governors reflected that a great job is being done in not easy circumstances and a lot is going well. The headteacher was thanked for a very thorough report.	
<b>8.0</b>	<b>F&amp;R Committee</b>	
	<p>In addition to the draft minutes, the Chair of the committee gave a summary of the meeting:</p> <ul style="list-style-type: none"> <li>• A current in-year deficit of £56k was reported. This represents an increase from the previous deficit of £27k.</li> <li>• The increased deficit is largely due to staff cover costs and partly attributed to the need for additional SLA support.</li> <li>• Resource base funding has begun to be received. These funds will be held in reserve until sufficient reserves are built up. Spending and funding for the resource base will be kept separate.</li> <li>• The only permissible expenditure from the resource base funding at present is the salary of the SENDCo.</li> <li>• Discussion took place regarding the transition from Top Up funding to EHCP funding. The council has confirmed that they will continue to provide Top Up funding until the EHCP process is concluded (either approved or denied).</li> <li>• Nothing new related to premises, some of the previous issues are ongoing.</li> <li>• The Chair of committee met with the new Business Manager and suggested that she attends the next FGB meeting as it is within school time.</li> <li>• The SBM is meeting with the council representative who deals with building and planning.</li> </ul> <p><b>Q:</b> In the context of the previous conversation - would it be worth taking some of the funding for the resource base to fund the salary of the SENDCo retrospectively?</p> <p><b>A:</b> The resource base funding will show against the deficit from the council's point of view, but it's another way of showing the school's budget internally. This will be considered.</p>	<a href="#">F&amp;R minutes</a>
<b>9.0</b>	<b>CCS Committee</b>	
	<p>The committee chair reported that the meeting included an update from Louise on Early Years who talked about good outcomes in reading, phonics and speaking.</p> <p>Other points included:</p> <ul style="list-style-type: none"> <li>• The Attendance update was positive - almost 96%</li> <li>• In terms of attainment Y6 and PP were looking positive, a few outlier classes were discussed.</li> <li>• We looked at safeguarding data for the first time and it was interesting to see the types of incidents.</li> <li>• It was decided to pick a couple of Ofsted questions each meeting to fill any gaps, which provides continual review.</li> <li>• A governor has offered to visit and look at writing and attend a moderation</li> </ul> <p>The Designated Safeguarding Lead followed up this summary to explain that the Safeguarding Audit (discussed in the meeting) is a requirement for every 2 years and there is advice about Governors involvement in this.</p> <p><b>ACTION:</b> The Safeguarding Governor will review this training and decide whether all Governors need to do the training.</p> <p>Governors expressed willingness to do a learning walk and it was thought this will likely be part of the agenda for the next FGB which takes place during school time.</p>	

	<p><b>Q:</b> There was mention of issues within the Early Years which were more appropriate for F&amp;R in the CCS minutes. Has the maternity cover been sorted?</p> <p><b>A:</b> Yes, planning for this is underway.</p> <p>In addition the Meals contract has gone out to re-negotiation - the supplier may change. ACTION Clerk will add F&amp;R issues raised at CCS to next F&amp;R agenda</p> <p>[HM left the meeting at 20:25]</p>	
<b>10.0</b>	<b>SEND Resource Unit</b>	
	<p>The SLA (Service Level Agreement) has not been formally signed. The 3 amendments have been addressed and the Governing body has approved the SLA subject to those changes. (Ability to use space for after school, insurance cover and clarifying the council is the employer of the school staff. )</p> <p>The updated SLA was presented to Governors. There were no significant additions other than the changes requested.</p> <p>The school was informed by the council that the funding has been sent.</p> <p>The Governing body agreed that the SLA could be signed. The school is prepared to sign and check there are no changes in the details.</p> <p>Governors noticed that the most recent version contains numbers which don't refer to anything. This seems to be a formatting error so needs to be checked. ACTION DS</p> <p><b>Q:</b> Under 8.2 in the SLA there is an implication that Governors will conduct pupil's reviews?</p> <p><b>A:</b> This is delegated to school.</p> <p>Governors agreed that the Chair of Governors could sign the SLA subject to the above checks.</p> <p>Governors heard that recruitment for the Resource Base was underway and that there will be a phased start of pupils. The timing of this depends on recruitment.</p> <p><b>Q:</b> Has the SENDCo been allocated time to do the planning for the resource base?</p> <p><b>A:</b> Thought has gone into this for some time and the SENDCo will have time with the lead practitioner before the children start. This also depends on the timing of recruitment</p>	<a href="#">SLA</a>
<b>11.0</b>	<b>Wellbeing</b>	
	<p>Staff Wellbeing Governor's update was read:</p> <p><i>In regards to staff well-being, please note I haven't put anything in place since our previous FGB. Please note that in the last week of November, I was in Dan's office between 15.30 &amp; 16.00 in case any staff wanted to raise any points about the hiring of the new head or general staff well-being. Nobody came in. Tomorrow, could you ask (in my absence) whether anybody has any initiatives concerning staff well-being that they would like the governing body (or me individually) to embark upon in the coming weeks.</i></p> <p>Governors noted that they had heard about wellbeing via the leadership report. The staff wellbeing team have met and have decided that offering staff opportunities to connect is valuable. Some small events are planned and there will be more, perhaps larger ones in the future.</p>	

	<p>Suggestions for the Wellbeing Governor included:</p> <ul style="list-style-type: none"> <li>• Governors could support the staff connection events.</li> <li>• It's important for Governors to remain strategic and not operational. Using the Wellbeing role description, write a plan for how to support on a strategic level.</li> <li>• Staff Wellbeing policy review by the Wellbeing Governor.</li> </ul> <p>Other comments regarding staff wellbeing were:</p> <ul style="list-style-type: none"> <li>• It has been suggested in the past that there is a space for staff to go and receive support from colleagues. The new PPA room beneath the resource base is being used and gives this opportunity to engage in conversation in a different way.</li> <li>• Lack of heating has been normalised for staff and Governors were concerned that these conditions do affect wellbeing.</li> </ul>	
<b>12.0</b>	<b>HT Transition Update</b>	
	<p>The following activities are taking place to support the transition:</p> <ul style="list-style-type: none"> <li>• Meetings between outgoing and incoming headteacher</li> <li>• New headteacher involved in Shortlisting</li> <li>• Attendance at Away day</li> <li>• New Headteacher attending Primary Head Association Bristol (PHAB) meetings</li> <li>• A Finance meeting is planned with the Chair of F&amp;R</li> <li>• A meeting is planned with the Chair of Governors.</li> </ul>	
<b>15.0</b>	<b>AOB</b>	
	None	
<b>Meeting closed:</b>	20:48	

Actions Agreed at Meeting		
3.0	Speak to Chair about Effectiveness Tool	Clerk
3.0	Send Cyber security Training link	Clerk
3.0	Do Strategic Safeguarding training on GovHub - including staff	Govs
4.0	Give consideration to recruitment and identify any potential candidates to approach	All
9.0	Add to F&R agenda as per CCS minutes	Clerk
10.0	Check detail and formatting of SLA before signing	DS

Summary of Documents and Policies Agreed/ Ratified/ Adopted or if sub-committee – to be recommended for adoption by FGB

Agenda Item	Policy/Document	Action
6.0	GDPR Policy	Approved
6.0	SEND Policy	Approved
6.0	Collective Worship Policy	Approved
6.0	Pay Policy	Approved