

**To be the best we can be** ..

**BOUGHTON & DUNKIRK METHODIST PRIMARY SCHOOL**

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**

**HELD ON MONDAY, 23rd SEPTEMBER 2024 AT 1.00 p.m.**

**PRESENT: Reverend R Bending Mr J Bennett**

**Mrs C Clayson Mrs B Feast**

 **Mrs H Gardner Dr. K Gee**

 **Mrs C Goatham Mrs J Mayer (Chair)**

 **Mrs T North Mrs K Petts**

**Mr G Sample Mr S Way (Headteacher)**

**IN ATTENDANCE: Miss A Jordan (Staff Governor Designate)**

**Mrs D Stryzyk (Governance Professional)**

|  |  |  |
| --- | --- | --- |
| **Item** | **Purpose** | **Action** |
| **PROCEDURAL** |
| **1.** | **Welcome and Prayers**1. **Chair’s Welcome**

The Chair extend a warm welcome to the first meeting of the academic year to everyone. Miss A Jordan, the new Staff Governor designate was welcomed to her first meeting. 1. **Praye**r

The opening prayer was led by Reverend Rosemary Bending. |  |
| **2.** | **Quorum**The meeting was established quorate. |  |
| **3.** | **Apologies for Absence**None, all Governors were present at this meeting except Mr D Warner (Staff Governor) as his term of office was due to expire on the 27th September, the new Staff Governor designate, Miss A Jordan, was in attendance. |  |
| **4.** | **Declaration of Business Interests** 1. **Annual Update to Business & Pecuniary Interests and Familial Associations**

Governors were asked to renew the annual declaration of business, familial and pecuniary interests within their Governor Hub profiles.**Action: ALL Governors must update their business and pecuniary interests and familial associations within their Governor Hub profiles before the end of term.**1. **Business Interests Against Agenda Items**

Governors were invited to declare business interests against any of the agenda items for the meeting. None were received.  | ALL |
| **5.** | **Governing Board Membership**1. **One Co-opted Governors**

Mr J Bennett’s current term of office was due to expire on the 14th November 2024. Mr Bennett had confirmed his wish to continue to serve on the Governing Board. He was invited to excuse himself from the meeting to allow Governors to vote. Governors voted by a majority decision to reappoint Mr Bennett as a Co-opted Governor. His new term of office was effective from the 15th November 2024 for a period of three years, i.e. 14th November 2027.Mrs K Petts’ current term of office was due to expire on the 23rd January 2025. Governors will vote to reappoint her at the term 2 meeting. **Action: Governors to vote to reappoint Mrs K Petts at the term 2 meeting.**1. **Staff Governor**

Governors were advised that following a staff governor election, Miss A Jordan had been elected as the new staff governor representative. Her term of office would commence on the 28th September 2024 once Mr Warner’s term of office ends on the 27th September.**Action: Governance Professional to update Governor Membership list on Governor Hub and provide the school with the membership updates to enable governor information on the school’s website and GIAS to be updated.** | Gov. Prof./ALLGov. Prof. (Done 30/9/24) |
| **6.** | **Minutes of the Previous Meeting** The minutes of the previous meeting held on the 1st July 2024 were approved as a true record and signed on behalf of the governors by the Chair.  |  |
| **7.** | **Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda)**1. **Governor Information on the School’s Website**

The Chair advised that she had checked the school’s website, the approved, non-confidential minutes have been uploaded to the platform. She added, some governor information needed to be updated. The Governance Professional will provide the school office with updated governor information. Governors were advised that, if they so wish, they may liaise with the Headteacher for their profiles to be refreshed or updated.**Action: Governance Professional to provide the school office with updated Governor information. (Done, 30/9/2024).****Action: Governors to liaise with the Headteacher if they wish to refresh their profile statements or images.**1. **Sports Premium Grant Impact & Funding Statement**

Governors were advised that the school’s Sports Premium Grant Statement, detailing how the school’s SPG had been allocated last year and the school’s funding and plans for the current academic year, had needed to be published on the school’s website by the end of term 6. The Headteacher advised that he had now received the Statement from the PE Specialist. He undertook to ensure the information was published on the school’s website (as required by the DfE) and he will also upload a copy within the term 2 meeting folder on Governor Hub to enable Governors to ask any questions that they may have.**Action: HT to arrange for a copy of the SPG Impact and Funding Statement to be published on the school’s website and also upload a copy to Governor Hub for Governors to view.**1. **Greener Governance**

A Governor stated that she had spoken with KCC’s Lead on Greener Governance to discuss the possibility of securing grant funding as there were grants available both nationally and locally to make schools more energy efficient. The DfE had published details of the Greener Schools Programme; Kent also had a Greener Schools Programme. She added, all schools should have a three to five year Greener Governance Plan in place. The Governor suggested that it should be built into the school’s strategic vision. It was requested that Greener Governance be included upon the agenda for discussion at a future meeting. The Governance Professional referred to the article in the July 2024 Governor Bulletin, page 5.**Action: Greener Governance to be included upon the agenda for a future meeting.** | Gov. Prof.ALL/HTHTGov. Prof./ALL |
| **8.** | **Governors’ Code of Conduct 2024-25** 1. **Governors’ Code of Conduct**

Governors reviewed and agreed the Governors’ Code of Conduct 2024-25. Governors were asked to confirm that they agree to abide by the principles of the Code of Conduct and confirm they are not disqualified from serving as a school governor as set out in the Qualifications and Disqualifications (Regulation 17 and Schedule 4 to the Regulations) via their personal profiles on Governor Hub. Governors were asked to retain a copy of the Code of Conduct for their records.**Action: Governors to confirm on Governor Hub that they will abide by the Governors’ Code of Conduct 2024-25 and confirm they are not disqualified from continuing to serve as a governor for the school.** | ALL |
| **9.** | **Annual Review of the Governing Board’s Organisation, Structure, Effectiveness and Impact**1. **Review of Governance to Assess Effectiveness and Impact**

The Chair advised that she had conducted a survey around how the Board was operating and an action plan was written for the start of the previous academic year. There were now a number of new Governors. She suggested and Governors agreed to continue with the current circle model of governance for the 2024-25 academic year. The Chair proposed to re-survey Governors and present and discuss the outcomes at the term 4 meeting.1. **Skills Audit Analysis**

The Governance Professional asked that all Governors complete the skills audit template and return to her before the end of term. She undertook to pin the template to the Governor Hub noticeboard.**Action: ALL Governors to complete the skills audit template and return to the Governance Professional on email debbie.stryzyk@theeducationpeople.org before the end of term 1.**1. **Annual Statement of Governance for the 2023-24 Academic Year**

The Chair had prepared the Annual Statement of Governance for the 2023-24 academic year. Governors agreed the Statement. The Statement was a reflection, an assessment of how the Board had performed over the past year and the impact of Governance on the school and its community.**Action: HT to arrange for Annual Statement of Governance 2023-24 to be uploaded to the school’s website to replace the previous year’s.**1. **Governors’ 2023-24 Attendance Record**

The Governing Board’s attendance record for the 2023-24 academic year had been uploaded to Governor Hub. The Governance Professional advised the Governors’ attendance also needed to be published on the school’s website – either in the table format or within each governor’s profile.**Action: HT to arrange for Governors’ 2023-24 attendance record to be published on the school’s website.**1. **2024-25 Year Planner**

The Governance Professional had prepared the 2024-25 Year Planner detailing when key tasks need to be performed.1. **Agree the Terms of Reference and Standing Orders for the Procedural Working of the Governing Board for the 2024-25 Academic Year**

The Governance Professional had updated the Terms of Reference and Standing Orders for the Procedural Working of the Governing Board for the 2024-25 academic year.The Chair had asked for Governors’ input relating to their preferred areas of focus for the 2024-25 academic year. Everyone had been assigned an area of the School Improvement Plan to monitor plus one other specific role or area of focus. Governors’ roles and responsibilities were delegated and agreed as follows:

|  |  |  |
| --- | --- | --- |
| **Key Role or Area of Responsibility** | **Required/****Recommended** | **Governor(s)** |
| Safeguarding/Child Protection and Online Safety | DfE Required | Mr G SampleMr J Bennett |
| SEND | DfE Required | Dr. K GeeMrs T North |
| Health & Safety | LA Required | Mrs K Petts |
| Finance | LA Required | Mrs J MayerMrs C Clayson |
| Well-being | DfE/LA Recommended | Mrs K Petts |
| Pupil Premium | DfE/LA Recommended | Mrs J MayerMrs C Clayson |
| General Data Protection/Cyber Security | DfE/LA Recommended | Miss A Jordan |
| Early Years Foundation Stage | DfE/LA Recommended | Mrs B FeastMrs C Goatham |
| SIAMS/Christian Distinctiveness | Required as a faith school  | Reverend R BendingMrs C Goatham |
| Training & Development | DfE/LA Recommended | Mrs H Gardner |
| Headteacher’s Performance Appraisal | Required – must complete HT PA training | Mrs B Feast (Foundation)Mrs J Mayer (CoG)Mr G SampleMrs K Petts (VCoG Appeals) |
| External Advisor to Panel | Mrs H Evans |
| Pay Panel | Required – Headteacher to conduct teaching staff’s performance reviews and make recommendations to the Pay Panel | Mrs K Petts (VCoG)Mr J BennettMrs C ClaysonMrs J Mayer (CoG, Appeals) |
| **School Improvement Plan – Monitoring Pairs** |
| Quality of Education | Mrs B FeastMr G Sample |
| Behaviour & Attitudes including Attendance\* | Dr K GeeMrs K Petts |
| Personal Development | Mrs C ClaysonMrs H Gardner |
| Leadership & Management | Mr J BennettMrs T North |

Subject to detailing Governors’ roles and responsibilities within the document; Governors unanimously agreed the Terms of Reference and Standing Orders 2024-25 in respect of the procedural working of the Governing Board. | ALL →Gov. Prof.HTHT |
| **10.** | **Governor Monitoring** 1. **Governor Visits Monitoring Policy for Circle Model 2024-25**

Governors unanimously agreed the Governor Visits Monitoring Policy for the Circle Model 2023-24. 1. **Governor Monitoring Schedule**

Governors were reminded to conduct three monitoring visits over the year in terms 2, 4 and 6 and reports shared at that term’s meeting. The first visit would be a fact finding visit; to look at the School Improvement Plan to discover what the school’s objectives are for the year, the second visit would focus on how much progress was being made and the final visit would be an evaluation of what has been achieved and the impact. Governors were encouraged to co-ordinate their diaries with the monitoring partner and arrange to visit the school during the second week after the half term break.1. **Governors’ Monitoring Visit Reports**

No reports, other than the Finance Governor’s report, were shared at this meeting. |  |
| **SCHOOL IMPROVEMENT** |
| **11.** | **Headteacher’s Report** The Headteacher’s Report had been shared prior to the meeting. The Headteacher reported the Inset day had been productive. The focus had been on aspects of Methodism, courageous advocacy and the vision. Also, preparing for Ofsted. 1. **School Roll, Organisation and Staffing Updates**

**Staffing Updates**The Headteacher explained last year the decision had been made to reduce staffing because of the financial constraints the school was facing. That has had a big impact particularly when colleagues are absent. The reduction in staff levels had impacted upon everyone. A class teacher on maternity leave will return in term 6.The Headteacher advised that he had included within the report about staff meetings and staff’s continuing professional development; training was often delivered during staff meetings or Inset days. The Headteacher explained the following day’s staff meeting will focus on SEND and RE.The Year 4 class teacher, who was part of the Senior Leadership Team, she was in class four days a week. The Senior Leadership team now meets Wednesdays rather than Mondays so that she may attend. This provided the Headteacher more time to consider and delegate tasks to staff. **School Roll**There was a total of 203 pupils on roll at the school. The school had gone over its PAN (published admissions number) in Year 1 but had since reverted to PAN and there were now 30 pupils in the Year 1 class. There were 30 children in all year groups except Year 6 which had 23 pupils. The Headteacher reported that he will be showing new Year R parents around the school in the coming weeks.1. **Quality & Standards of Education**

The Headteacher reported on the school’s end of year data, as follows:In the Early Years Foundation Stage 73% of Year R pupils achieved the Good Level of Development which was above this year’s Kent and National. 73% of children exceeded the expected literacy goals and 77% exceeded the expected numeracy goals.In Year 1, 71% of children met the Phonics Screen threshold and 67% of Year 2 who had re-sat the Phonics Screening test had passed. The school continued to use its own adapted version of Letters and Sounds.Key Stage 1 pupils were no longer required to sit Standard Assessment Tests. For 2024, 83% of Year 2 achieved expected in Reading, 72% in Writing and 79% in Maths. 48% of Year 2 children achieved the Greater Depth Standard in Reading, 28% in Writing and 38% in Maths.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reading/****Writing/Maths****Combined** | **ALL %****2019** | **ALL%****2022** | **ALL%****2023** | **ALL%****2024** | **National Average** |
| Exp. | 58% | 70% | 71% | 71% | 61% |
| G Depth | 6% | 17% | 29% | 13% | 8% |
| **Reading** |
| Exp. | 71% | 87% | 83% | 77% | 74% |
| G Depth | 16% | 43% | 55% | 39% | 29% |
| **Writing** |
| Exp. | 68% | 77% | 81% | 74% | 72% |
| G Depth | 23% | 23% | 29% | 23% | 13% |
| **Grammar, Punctuation & Spelling** |
| Exp. | 68% | 80% | 87% | 80% | 72% |
| G Depth | 23% | 50% | 52% | 48% | 30% |
| **Maths** |
| Exp. | 77% | 77% | 74% | 74% | 73% |
| G Depth | 23% | 40% | 32% | 13% | 24% |

Teachers’ yearend assessment and summative assessment data was reported, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reading | Writing | Maths |
|  | Exp. | GD | Exp. | GD | Exp. | GD |
| Year 1 (now Year 2) | 77% | 42% | 74% | 26% | 84% | 35% |
| Year 2 (now Year 3) | 83% | 48% | 72% | 28% | 79% | 38% |
| Year 3 (now Year 4) | 93% | 30% | 87% | 27% | 90% | 37% |
| Year 4 (now Year 5) | 80% | 47% | 77% | 30% | 80% | 40% |
| Year 5 (now Year 6) | 87% | 35% | 87% | 22% | 83% | 48% |

A Governor asked if the school’s data included all children irrespective of need, including children with exceptional needs which will impact the school’s data. The Headteacher confirmed the Governor’s understanding. A lot of support was given to those children because of their needs. The children were unlikely to get to the same level as their peers. There were two or three children within current Year 6 cohort who will struggle to achieve the age expected level. (All children in that cohort were able to access the curriculum.)The Chair advised there will be specific Governor focus on the SEN and Pupil Premium Grant funded children during monitoring.* **Pupil Performance Targets for the 2023-24 Academic Year**

Assessments were being used to inform this year’s targets.**Action: Headteacher to provide Governors with this year’s pupil performance targets at the next meeting.**1. **Behaviour & Attitudes**
* **Attendance**

The attendance of pupils had started well this year. Total absence for 2023-24 was 5.2%, the percentage of persistent absence was 9.3%.* **Behaviour**

The Headteacher reported there had been no incidents of racism. Information shared at this juncture was regarded as confidential and has been recorded within part II, the confidential minutes for this meeting.In response to a governor’s question, the Headteacher explained the expectation was that mainstream school take in children with higher and higher levels of need. A Governor asked if the school had criteria for exclusions/suspensions. The Headteacher answered there was not because the decision to exclude/suspend a child had to be made on a case by case basis. The school was currently trying to work with families. The school needed to have a clear differentiation between what can and cannot be accepted. The Headteacher stated that was where courageous advocacy came in. it was the Headteacher’s job to protect both children and staff. It was a fine and complex line. Governors were advised one of the concerns of the staff was challenging behaviour for various reasons. Classes were always very calm; that was due to the work of the class teachers. The Staff Governor added, it was difficult dealing with a child who cannot effectively vocalise why they are upset. General speaking the children who exhibit dysregulated behaviour do not director their behaviour to other children. The Headteacher stated the impact of Covid was still evident in schools; as cohorts have not had socialisation. He added there were subtle difference in each of the classes. Speech and language was an issue. Governors were advised the current Year R class had settled into the school well.1. **Personal Development**

As detailed within the Headteacher’s report.1. **Leadership & Management**

As detailed in the Headteacher’s report.**Premises**The Headteacher advised there had been a further site visit to discussion the replacement of the mobile classrooms and childcare building. The start date for the work will be the spring of 2025. There had been some work completed over the summer holidays. |  |
| **12.** | **School Improvement Plan & Self Evaluation Document 2024-25**1. **School Improvement Plan 2024-25/Self Evaluation**

The School Improvement Plan 2024-25 and Self-Evaluation document had been shared with Governors on Governor Hub in advance of the meeting. The Headteacher advised the School Plan had been formulated in consultation with teachers. It was a working document; therefore, new actions may be added from time to time.The Chair referred to pages 4 and 5 of the School Plan which detailed the Governors’ areas of required monitoring. Governors were urged to review their area of the school Plan and prepare initial questions in preparation for their monitoring visit which will take place early in term 2. Governors were asked to send in their questions to the Headteacher prior to the visit.A Governor referred to the Behaviour & Attitudes section of the School Plan. She asked the Headteacher to explain the identified objective ‘to develop and enhance a nurture informed approach to teaching and learning’. The Headteacher explained staff aim to nurture and understand individual children. The Deputy Headteacher had recently completed training.Governors unanimously agreed the 2024-25 School Improvement Plan.  |  |
| **13.** | **Health & Safety/Risk Assessment**1. **Issues or Concerns**

The Headteacher, staff and Governors were afforded an opportunity to raise any issues or concerns. None were raised.1. **Risk Assessments**

None at this meeting.Governors will receive a Health & Safety Site Inspection Report at the next meeting.**Action: H&S report to be shared with Governors at the next meeting.** | KP |
| **14.** | **Safeguarding**1. **Safeguarding Issues or Concerns**

The Headteacher, staff and governors were afforded an opportunity to raise any issues or concerns. None were raised.1. **Annual Safeguarding Report 2024**

The Headteacher advised the Deputy Headteacher and Family Liaison Officer will prepare the Annual Safeguarding Report for Governors. The Safeguarding Governors were asked to liaise with them once the report is available.**Action: Annual Safeguarding Report 2024 to be shared with Governors at the next meeting.**1. **Keeping Children Safe in Education Guidance (KCSIE) 2024 – Staff and Volunteers**

Governors received confirmationthat all staff and volunteers have been provided with the KCSIE 2024 Guidance and were required to read and confirm their understanding of the Guidance.1. **Keeping Children Safe in Education Guidance (KCSIE) 2024 – Governors**

All Governors, because they were required to have strategic oversight of Safeguarding within the school, were requested to read KCSIE Guidance 2024 in its entirety and confirm on Governor Hub that they have done so. All Governors were required to complete Safeguarding update training which was available via The Education People tab on Governor Hub. The Governance Professional had uploaded an information sheet detailing how to access free training.**Action: ALL Governors to read KCSIE 2014 Guidance in its entirety and confirm that they have done so in their Governor Hub profiles.****Action: ALL Governors to complete the update to their Safeguarding/Child Protection and Online Safety training.****Action: Safeguarding Governors (GS/JB) to also complete Safeguarding Governor Role training.** | HTALLALLGS/JB |
| **15.** | **Finance**1. **Finance Governors’ Monitoring Report (JM/CC)**

The Governors’ report dated the 20th September 2024 had been shared on Governor Hub in advance of the meeting.Teaching staff have been awarded a pay rise of 5.5%, which will be part-funded by Government funding. The school’s rollover was expected to increase.The Chair advised that she intended to look at upskilling Governors in terms of school finance. The Monitoring Governors’ next visit was scheduled to take place in October for the September (six month) budget monitoring.1. **Latest Budget Monitoring Report**

Governors received the first budget monitoring (dated July/August 2024) report of six per annum. (Finance Governors to receive monthly budget monitoring reports.) The report detailed an in-year expected outturn deficit figure of minus -£20,839 and an overall budget surplus of £12,460.Governors were advised the school had received funding to cover staff’s pay rises.**Action: Governors to receive and agree the six month budget monitoring report at the next meeting.**1. **School Teachers Pay & Conditions Document 2024**

Governors were asked to refer to the September monthly bulletin which included links to information around the teachers’ pay settlement. | ALL |
| **16.** | **Policies** The Chair thanked Governors for reviewing their allocated policies and making suggested revisions. (All governors have a responsibility to read policy, particular if it is linked to their area of responsibility. Policies, governor training and areas of monitoring should all link together.) Policies are marked ‘as signed’ by governors who had read them. A Governor asked if there was a shared area for all approved policies. The Chair advised that was something that she will look at.The Headteacher advised the Safeguarding Policy had been revised following feedback from the Policy reviewers. The revised policy will be uploaded to Governor Hub.Governors agreed the following Policies upon the recommendation of the lead reviewers, as follows:1. **Acceptable use Policy (KG/CG)**
2. **Admissions Policy (RP/JB)**
3. **Attendance Policy (CC/TN)**
4. **Online safety Policy (KP/HG)**
5. **Relationship & Sex Education Policy (BF/KP) –** Reviewing Governors wished for the minutes to record that they were really impressed with the Policy. They asked that their thanks be passed on to the Operational in school lead.
6. **Safeguarding Policy (JM/GS)**
 |  |
| **OTHER** |
| **17.** | **Governor Training & Development*****Governors were reminded that they have committed to completing at least one training module each academic year in addition to the required governor training (safeguarding, Prevent).***1. **Impact of Governor Training 2023-24**

The Governors’ training record for the 2023-24 academic year had been shared in advance of the meeting.1. **Training Expectations 2024-25**

The Chair issued an urgent request for all Governors to complete Safeguarding training. Governors have been assigned to specific roles and areas of monitoring; it was suggested that they complete training specific to those. Ofsted will wish to understand what is being done to get governors upskilled. The Board will need to decide what training will look like for Board Members. Some training may be arranged and delivered locally around specific topics. Governors indicated that they would welcome training around Governor Monitoring Visits, Governor Hub, Data, Finance and Preparing for Ofsted. It was agreed that training would be scheduled preferably on a Wednesday for one hour from 5 p.m. to 6 to 6.30 p.m. The first training would be on Ofsted Preparation which would take place on Tuesday, 5th November from 5 p.m. to 7 p.m. Materials will be shared during. The aim of the training will be on how governors may respond to any potential questions that may be raised.Governors may book training via Governor Hub. All governors must have registered and signed into Governor Hub to enable them to book their own training.The Chair had participated in the first of two District Governor briefings. She will write a report of what information had been shared.1. **Identify Future Training Needs**
* Annually and upon induction: Safeguarding, Child Protection including Online Safety
* PREVENT
* FGM
* Cyber Security
* New Governor Induction – for all governors new to the Governing Board

**Action: ALL Governors to complete an update to the Safeguarding Training or full Training if a new Governor.****Action: Governors to attend training on the 5th November from 5 p.m. to 7 p.m. on the topic of Ofsted Preparation.** | ALLALL |
| **18.** | **Chair’s Correspondence/Guidance**The following had been shared with Governors in advance of the meeting.1. Chair to advise on any actions and any correspondence received.

The Chair advised that she had received a concern from a parent.The following had been uploaded to the meeting folder on Governor Hub:1. The Education People Monthly Bulletin (September 2024)
2. DfE document: Keeping Children Safe in Education 2024
3. Working Together to Improve School Attendance 2024
 |  |
| **19.** | **Any Other Urgent Business/Critical Matters**The Chair extended an invitation to Governors to attend the school for the following upcoming school events:* Fruit Run and MacMillan Coffee Morning – 27th September
* Boughton under Blean Quiz – 18th October
 |  |
| **20.**  | **Confidentiality**A matter discussed at minute 11, was regarded as confidential. The item would remain confidential in perpetuity. |  |
| **21.** | **Dates and Times for 2024-25 Academic Year Governing Board Meetings** Governors were reminded of future dates and times of meeting:* Monday, 25th November 2024
* Monday, 3rd February 2025
* Monday, 17th March 2025
* Monday, 12th May 2025
* Monday, 7th July 2025
 |  |
| **22.** | **Impact of Meeting**Governors reflected on how their input was making a difference. Governors were encouraged to reflect on this within their monitoring visit reports. |  |

The meeting concluded at 3.05 p.m.

Signature: ………………………………. (Chair)

25th November 2024



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| **FULL GOVERNING BOARD MEETING****MONDAY, 23rd SEPTEMBER 2024****SUMMARY OF AGREED ACTIONS** |
| **Item** | **Action** | **For Whom** |
| 4, a) | **ALL Governors must update their business and pecuniary interests and familial associations within their Governor Hub profiles before the end of term.** | ALL |
| 5, b) | **Governors to vote to reappoint Mrs K Petts at the term 2 meeting.** | ALL |
| 5, b) | **Governance Professional to update Governor Membership list on Governor Hub and provide the school with the membership updates to enable governor information on the school’s website and GIAS to be updated.** | Gov. Prof.(Done) |
| 7, a) | * **Governance Professional to provide the school office with updated Governor information. (Done, 30/9/2024).**
* **Governors to liaise with the Headteacher if they wish to refresh their profile statements or images.**
 | Gov. Prof.(Done) |
| 7, b) | **HT to arrange for a copy of the SPG Impact and Funding Statement to be published on the school’s website and also upload a copy to Governor Hub for Governors to view.** | HT |
| 7, c) | **Greener Governance to be included upon the agenda for the next meeting.** | Gov. Prof. |
| 8, a) | **Governors to confirm on Governor Hub that they will abide by the Governors’ Code of Conduct 2024-25 and confirm they are not disqualified from continuing to serve as a governor for the school.** | ALL |
| 9, b) | **URGENT - ALL Governors to complete the skills audit template and return to the Governance Professional on email debbie.stryzyk@theeducationpeople.org before the end of term 1.** | ALL |
| 9, c) | **HT to arrange for Annual Statement of Governance 2023-24 to be uploaded to the school’s website to replace the previous year’s.** | HT |
| 9, d) | **HT to arrange for Governors’ 2023-24 attendance record to be published on the school’s website.** | HT |
| 11 c) | **Headteacher to provide Governors with this year’s pupil performance targets at the next meeting.** | HT |
| 13, b) | **H&S report to be shared with Governors at the next meeting.** | KP |
| 14, b) | **Annual Safeguarding Report 2024 to be shared with Governors at the next meeting.** | HT |
| 14, d) | * **ALL Governors to read KCSIE 2014 Guidance in its entirety and confirm that they have done so in their Governor Hub profiles.**
* **ALL Governors to complete the update to their Safeguarding/Child Protection and Online Safety training.**
* **Safeguarding Governors (GS/JB) to also complete Safeguarding Governor Role training.**
 | ALLALLGS/JB |
| 15, b) | **Governors to receive and agree the six month budget monitoring report at the next meeting.** | ALL |
| 17, | * **ALL Governors to complete an update to the Safeguarding Training or full Training if a new Governor.**
* **Governors to attend training on the 5th November from 5 p.m. to 7 p.m. on the topic of Ofsted Preparation.**
 | ALLALL |



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 **Mrs T North Mrs K Petts**

**Mr G Sample Mr S Way (Headteacher)**

**IN ATTENDANCE: Miss A Jordan (Staff Governor Designate)**

**Mrs D Stryzyk (Governance Professional)**

|  |  |  |
| --- | --- | --- |
| **Item** | **Purpose** | **Action** |
| **PROCEDURAL** |
| **11.** | **Headteacher’s Report – Behaviour & Attitudes**There had been one suspension for continued aggression towards staff members. The Headteacher advised the school was in discussions with the child’s parents who supported the school’s decision. A Governor asked if the Headteacher was satisfied that there were strategies in place to provide support to the child. The Headteacher responded the child had been placed on a part-time timetable. The child had experienced a change in carer. There had been some aggressive outbursts and the class had to removed from the situation. A Governor asked if the Headteacher felt that he had received support from the Local Authority, because the situation was clearly around the child’s care situation. The Governor wished to be satisfied that there was support for the child as well as the school. The Headteacher answered the communication between the school and the LA had been poor, the school was unsure if the child was going to return to the school. There were no questions from the suspension forum. The school worked closely with the child’s carers and Social Services. The school’s main concern was for the child. |  |

Signature: ……………………………. (Chair)