



GOVERNING BODY TO VERNHAM DEAN GILLUMS CHURCH OF ENGLAND PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting held on 21st November 2024 at 4:30pm

Present

Mrs Kate Taylor (KT)
Mrs Holly Bulpitt (HB)
Mrs Rachel Miller (RM)

Rev Julie Howell
Mrs Anna Hall (AH)
Mr Matthew Leavesley (ML)

In Attendance

Mr Ian Hickman (IH) - Executive Headteacher
Miss Nikki Pauk (NP) - Clerk

Apologies

Mr Paul Nicoll (PN)

Red font denotes - Ensuring the clarity of vision, ethos and strategic direction

Green font denotes - Holding the Headteacher to account for the educational performance of the school and its pupils

Blue font denotes - overseeing the financial performance of the school and making sure its money is well spent

Ref	Agenda Item
1.	Welcome, Apologies and Prayer KT welcomed all to the meeting. A prayer was said for PN.
2.	Declaration of Pecuniary Interest Bulpitt Print are printing the school Christmas cards.
3.	Review and sign off the minutes from the meeting 19th September 2024 School Library Service has been into school and have sorted out the school library getting rid of many books. Governor asked if the excess books been disposed of? HB confirmed that we had a lot outdated books we had to dispose of but we and clawed back £68 from a company who buy used books. We are now using the Library fortnightly as a whole school.
4.	Budget Revision Last year the school spent a lot on leadership (6 days per week). We now have 1.5 days of leadership which is a significant saving. The budget going forward is looking healthy.

	<p>Managing pupil numbers is a challenge. IH informed Governors that a local school have reduced their PAN from 60 to 32. He wanted to reassure Governors that it is not just our school that is struggling with pupil numbers. As a school we need to do as much as we can to make school the best it can be. Staffing and leadership structure to be kept under review. A strategic goal for school is needed.</p> <p>We have had an uptake in numbers this term which has been positive. If numbers become unmanageable at what point do we require another teacher and what this will look like. We have a stable structure going forward and the budget is in a stable place for now.</p> <p>IH attended an Affordable Schools Network meeting last week run by EFS and HIAS colleagues. This meeting was focused around the contextual picture in Hampshire of budget levels in schools. IH to share slides with Governors (A8).</p> <p>A Governor asked if there is an upper limit of pupil numbers for Y2. IH confirmed that it is 30 but when pupils enter KS2 there is no limit. Currently lower KS2 is pupil heavy. HB regularly updates Instagram with photos and it is lovely to see photographs of upper KS2 working alongside lower KS2.</p> <p>The budget was put to Governors for approval and they all agreed budget revision (D1).</p>
5.	<p>HT Report</p> <p>Had uptake in pupil numbers which has been a real positive. We have had parents come and look round the school for places now and for next September.</p> <p>The school has had a couple of visits from HIAS which add further context and information to what has been put together. Managing learning has been the main concern ensuring it is meaningful for children and manageable for HB. Support has been given from HIAS around these challenges. Julia Roberts is our new SIP Manager and Lindsey Macarthy is our new LLP.</p> <p>Curriculum work; wanting to ensure that the learning cycles are carefully planned out for Y3,4,5,6. HB has engaged with the English Leader at Skylark to share ideas which is ongoing.</p> <p>YR have settled into school really well. Pupil behaviour and attitude is really positive.</p> <p>Staffing; we have recruited an additional LSA to support a YR in the afternoon who has an EHCP. We have an advert out for a HLTA to cover maternity leave. To date we have had no applicants and are going to extend the closing date.</p> <p>The collaboration has been really positive. Challenges what is the purpose and what will it look like? Find meaningful ways. NP working with Business Manager at Skylark, English colleague meeting with HB, HS liaising with the SENCO. We are undertaking school to school peer to peer work, Forest School is up and running. Vernam Dean has supported with collective worship practice which is now being used at the other schools. Staff at all schools been very open with this. IH meets with Chair of Governors and Peter Christy every half tern.</p>

The school is having big clear out. We are currently on skip 3! This is an ongoing task.

The Strategy meetings attended by IH and PN used to be called accountability meetings. It has been agreed that these meetings are no longer necessary.

This term in school has been a really positive one.

What was the basis of the meeting being accountability – initial intention? OFSTED related, insecurity around leadership, finance and budget.

Governor asked if there was now more ownership of the curriculum? Main concern is always about ownership. This is definitely true with part of the curriculum but we want to make sure it is what we have decided and it is the right thing for the children.

Governor commented how wonderful the children's behaviour is. They are always happy to see and speak to visitors. IH said there is a consistency across the school of how adults talk to children. Settled and consistent approach.

Governor asked who will be reviewing the actions on the LA report? Next month there is an LLPR day where actions will be looked at. They do an annual visit to review as much as they can about the school and prepare a report. Governors are invited to come in and hear the feedback.

We have had concerns expressed about the supervision of children after school relating to two different incidents. Both incidents happened after responsibility was handed over to parents. The first incident involved children getting into the pond area through a hole in the fencing where a child was then pushed into the pond. This fence has now been secured by our Caretaker. We were informed of the second incident by the Chair of Parish Council who came into school to inform us that there are manholes on the mound wanted to raise awareness as children were trying to put their heads in the manholes which contained water.

6. **IT Update**

IT at school is due an upgrade. Currently running windows environment. The server needs replacing and most of the hardware needs updating. Like for like is going to be a large cost. Governor asked what the cost was? Around £20,000. Governor asked if the current arrangement of collaboration will continue? IH said that it will definitely continue this year and next year. IH said that his other schools do not use windows they use google. This is a much cheaper way of running IT in school. The schools use chromebooks which are reliable, robust and easy to use. If Vernham Dean is looking to collaborate on a permanent basis it would be wise to run a similar IT system. The costs involved for a google set up are in the region of £12,000. Governor commented that whether we go ahead or not with the collaboration this should not make any difference to whether we go to google. This is much cheaper and we won't have to update a server every 2 years. Conholt have said they would help school in some way. This could be a route to approach. We have £18,000 of capital money and need to spend one third to avoid it being clawed back. It is important for Governors have awareness of this issue.

	<p>We need to put together a plan of what we would want to spend the capital money on and present this to Governors who can look at the pros and cons and decide what the best longer term option for the school is. IT is something that does need doing. Harrap will produce a RAG Report which can be sent to Governors. The report indicates the urgency of replacement.</p> <p>We need to agree on what project to put forward to Conholt. There are three projects that we are looking to do which are the bandstand, IT and toilets. All of these projects need to be costed and then a decision made.</p>
7.	<p>Safeguarding Update Volunteers safeguarding information leaflet has been created. This gives a summary of things to look out for and what to do if you have any concerns. Governor asked if a DBS check is carried out for volunteers. All volunteers require a DBS check and we are currently beefing up our information providing for volunteers. Felt training for volunteers could be improved hence leaflet.</p> <p>Time has been spent going through website. We have deleted old pages and outdated links. Website to be kept as current as possible.</p> <p>Looking at pastoral support. Our ELSA has children she undertakes a 6 week programme with and will check in with them regularly. HT office has now been changed into a pastoral ELSA room.</p> <p>Friends of VD terms of reference document.</p> <p>Charity annual commissioning report.</p>
8.	<p>Staffing / Personnel Covered in HT Report.</p>
9.	<p>Health & Safety NP and IH met with Caretaker. Our Caretaker undertakes all of our compliance checks. IH to work with NP to ensure clear lines of reporting. NP to get more involved with H&S. Online system for reporting. Termly H&S report to be completed.</p> <p>Good practices in school. Issues are reported quickly. A maintenance log is kept in the school office and any issues are recorded in this for our Caretaker to deal with.</p> <p>SB volunteered to undertake the role of H&S Governor.</p> <p>CPOMS continuing to be well used.</p>
10.	<p>School Improvement Plan Activities for Governors. Monitoring but don't want to write long reports want guidance of what to do when undertaking a visit.</p> <p>Governors to be curious (open eyes and open minds).</p>

	<p>Create Governor platform in school.</p> <p>Governor asked what the purpose of Governor reports are? OFSTED look for examples of how Governors are supporting and challenging against school.</p> <p>Add section to FGB agenda "Cross reference against SIP". Making visit to school supportive, interest, challenge through questions.</p> <p>At other schools there is an electronic form to complete with the headings; name, date of visit, who seen, free text. Could set up this here.</p> <p>Specific things governors need to do – H&S.</p> <p>Suggestions, useful, add value, support current state of school.</p>
11.	Governor Self-Evaluation / Governor ~Training / WGB Training
12.	<p>Governor Visits</p> <p>Gordon Duff wants self evaluation. Did but got lost. Kate to put out proforma for skills training. Skills audit to take place before April as this may help to see what training is required.</p> <p>No Governor training has been completed for a while. There are quite a few Governors who have not undertaken safeguarding training.</p> <p>Before we leave Governor Services hard copy of training record to be printed.</p>
13.	<p>AOB</p> <p>When transferring to NGA Governors will have their own log in and training will be recorded.</p> <p>School Carol Service will take place on Thursday 19th December - all welcome. Christmas Nativity will be held on 17th at the Village Hall at 4pm. School will be taking donations for food bank on Thursday 19^h December</p>

The meeting closed at 17:51

Date of next meeting:

Signed (confirmed): _____

Chair of Governors

Date: _____

	Action	Who by	Deadline
--	--------	--------	----------

1.	School Development plan to be drafted	IH/PN	25/10/24
2.	School Article to be published in village magazine	AH	
3.	Information to be sent to AH in order for her to prepare something for Focus Magazine	HB	
4.	New Governor monitoring form to be devised	PN	On hold
5.	KCSIE 2024 updates to be read	ALL	
6.	Email to be sent to IH with details of what Governor believes is not being done.	AH	Completed
7.	KCSIE update document to be sent to Governors	IH/NP	Completed
8.	Slides from Affordable Schools Network meeting to be shared with Governors	IH	

	Action	Who by	Date
1.	Budget Revision Agreed	ALL	21/11/24