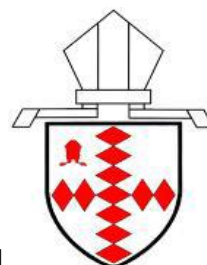




NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY OF NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL HELD ON WEDNESDAY, 20th September 2023 AT 6.00 PM MEETING HELD IN SCHOOL HALL

Vision

We fully embrace the vision stated in the Church of England's Vision for Education 'Deeply Christian Serving the Common Good' published in July 2016 of educating the whole person. We aim for our children and members of the wider school community to flourish in all they do and '**live life in all its fullness**'. (John 10:10)

Values

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

	ACTION
PRESENT: Sam Nicholls (SN) – Chairing, Imogen Woods (IW), Jane Vorster (JV), Michael Hill (MH), Simon Mould (SM), Diane Martin (DM), Kristy Armer (KA), Liz Townsend (LT), Lynn Hargreaves- McCallum (LHM), Laura Castleman (LC), Len Abrams (LJA), Paul Fitzpatrick (PF) IN ATTENDANCE: Serena Fowler (SF) - Clerk to the Governing Body	
1. OPENING PRAYER – said by LJA VISION AND VALUES – read by Sam Nicholls	
2. APOLOGIES Daniel Walker-Cheetham (DWC), Charlotte Cordey (CC)	
3. DECLARATION OF INTERESTS Register of Business Interests was signed by all Governors Governors to declare any interest in agenda items. No interest declared in agenda items	
4. STATUTORY APPOINTMENTS FOR THE ACADEMIC YEAR 2023/2024 CHAIR AND VICE-CHAIR SN handed the meeting over to IW for the election of Chair and Vice Chair roles IW advised that SN agreed to stand as Chair of the Governing Body This motion was proposed by SM, seconded by LC and unanimously agreed by all Governors	

IW advised that JV agreed to stand as Vice-Chair of the Governing Body This motion was proposed by LT, seconded by LHM, and unanimously agreed by all Governors It was agreed that the period of office will be one year. SN is elected as Chair of the Governing Body for the educational year 2023/24 JV is elected as Vice-Chair of the Governing Body for the educational year 2023/24 Congratulations and thanks were extended to SN and JV, for taking up these roles for another year. IW asked that Governors provide full support and pray for the elected governors.	
5. CONSTITUTION OF THE GOVERNING BODY. The Governing Body is at full complement and consists of 14 members. <u>Terms of office ending 2023/2024 academic year</u> Michael Hill – 17/12/2023 <u>Terms of Office ending 2024/2025</u> Jane Vorster – 17/11/2024 Charlotte Cordey – 04/09/2024 Diane Martin – 04/09/2024 Kristy Armer – 04/09/2024	
6. GOVERNORS' CODE OF CONDUCT/STAFF CODE OF CONDUCT All Governors present signed the Governors Code of Conduct confirmation of compliance SF to obtain signed confirmation of compliance from CC All governors present signed Staff Code of Conduct confirmation of compliance SF to obtain signed confirmation of compliance from CC It was noted that the Governor Code of Conduct 2023/24 would be updated as a result of elections at this meeting, to reflect the appointment of a Chair and Vice-Chair. SN pointed out a necessary amendment to the Staff Code of Conduct in the paragraph relating to the transport of children. This will be reviewed.	SF SF SF IW/SF
7. EMERGENCY CONTACT DETAILS All Governors present confirmed emergency contact details were correct and can be circulated to Diocese, Surrey County Council, Strictly Education 4S and between other Governors.	
8. OPEN OR CLOSED MEETINGS SN explained the protocol behind open and closed meetings. It was agreed to continue the current system, whereby Part 1 of any FGB meeting would be open but Part 2 is closed.	
9. CHAIR'S UPDATE SN recommended the SDBE and SaFe training programmes for 2023-24 to governors. SN thanked Governors for the time and support that they give to school. He reminded them that as Ofsted did not visit Nutfield Church in the Summer term 2022-23, a visit is likely in the near future. He asked Governors to keep themselves up to date with the latest documents and information, and monitor their email closely, in case they are required to attend a visit.	

10. STRATEGY

10.1 APPOINTMENTS FOR THE ACADEMIC YEAR 2023/2024

NOMINATED GOVERNOR RESPONSIBILITY (brackets show Governor responsible)

It was agreed that the following nominated responsibilities would be held in 2023/2024:

Inclusion Governor - to include SEN and Pupil Premium (Lynn Hargreaves-McCallum)
Child Protection & Safeguarding Governor (Diane Martin)
Looked After Children Governor (Diane Martin)
Governor responsible for Whistleblowing (Diane Martin)
Governor Training and Development (Diane Martin)
School Improvement Fund (Michael Hill and Kristy Armer)
Sports Premium Governor (Sam Nicholls)
Honorary Treasurer (Sam Nicholls)
Health & Safety Governor (Sam Nicholls)
EYFS Governor (Jane Vorster)
Quality of Education (Jane Vorster)
Quality of Education/Assessment (Michael Hill)
SIAMS (Len Abrams and Paul Fitzpatrick)
Behaviour and Attitudes to Learning Governor (Laura Castleman)
Personal Development Governor (Laura Castleman)
Admissions Governor (Kristy Armer)
Appeals Governor (Kristy Armer)

COMMITTEES AND WORKING PARTIES

DISCIPLINE AND CAPABILITY COMMITTEE

First Committee (Sam Nicholls and Kristy Armer)
Appeal Committee (Rev. Len Abrams and Michael Hill and Diane Martin)

APPRAISAL AND PAY COMMITTEE

(Sam Nicholls and Jane Vorster – Imogen Woods in advisory capacity)

HEADTEACHER'S APPRAISAL PANEL

(Sam Nicholls, Jane Vorster and Simon Mould)

FINANCE WORKING PARTY

(Sam Nicholls, Michael Hill, Imogen Woods, Daniel Walker Cheetham, Liz Townsend)

KA will step back from nominated Quality of Education governor. This role will be taken solely by JV. IW mentioned that she is the only person available to conduct monitoring visits with Governors, as the Deputy Head Teacher is in class. Governors suggested the following measures to help with this situation:

- Monitoring visits could be shorter (KA)
- Supply cover could be employed to release teachers (JV)
- Governors could carry out the 'tour' part of their monitoring visits unaccompanied (LC)

IW will look at how monitoring visits can be more efficient.

SF will resend the monitoring visits schedule out for Governors to sign up to.

LHM questioned whether there is a need for a link governor for Ark. IW advised that there is a clear differentiation between the operational and strategic aspects of running Ark. Governors are responsible for the strategic side, including oversight of income and staffing, which is discussed at meetings of the Finance Working Party. The day to day running is operational, and the responsibility

IW
SF

of IW. IW gave an example of the operational staffing challenges of Ark. IW /FK/AT have had to step in already this week. IW thanked governors for their support with advertising to recruit Ark staff. Pay scales make it difficult to attract people and an increase in Ark pay scales would have a knock-on impact for other staff. Ratios of staff to children need to be one to ten. IW would like to look at extending Ark from 30 to 50 children. It is not possible due to the difficulty in recruiting staff. SN commented that IW should not be going in to Ark, to cover for staff absence, as it is not a cost-effective use of the Headteacher's time. IW noted that if SR (Ark Play Lead) were to resign, IW would have to discuss closure with SN. She also informed Governors that she and SN discuss the ongoing situation in Ark regularly.	
11. SAFEGUARDING AND GDPR DM reported on Safeguarding Audit conducted with Ian McGraw on 12th September 2023. She commented that both she and Ian were very impressed with the school. The children who were interviewed by Ian were a delight. He asked them what they would do for the school if they had all money in world. Responses included 'build more classrooms so that more children could come to the school and see how good it is' and 'build a secondary school in the grounds so that they didn't have to leave at the end of Year 6. They described the school as 'amazing, adventurous, and fantastic'. IW noted that Mr McGraw would be providing a report, which she would include in her next Headteacher's report.	
12. TERMS OF REFERENCE The terms of reference of the Full Governing Body and The Appraisal and Pay committee were unanimously adopted.	
13. GOVERNOR MONITORING SCHEDULE IW and SF to review and re-issue to Governors (see minute 10.1).	SF
14. CURRICULUM DAY REVIEW AND FEEDBACK SN asked Governors to give their feedback on the Curriculum day, held on 6th June 2023. LHM felt that the day was excellent. She learnt a lot and thoroughly enjoyed it. JV commented that the member of staff she spoke to was incredibly well prepared, and had everything that she needed to report condensed on to one page. DM monitored English. She felt she was provided with an amazing amount of information, including pupil voice and book checks. Everything is well documented. LC monitored Wellbeing and echoed Governors' thoughts. IW noted that it was an excellent day and she was very proud of the teachers. She heard some high-quality conversations between teachers and Governors. The teachers were slightly nervous, but the governors were warm, and able to create cohesive relationships. IW would like to do more similar sessions. IW noted that some subjects were better communicated than others, and she has been able to put structure around subjects, where needed e.g. Arts. SN asked for all Governor reports to be uploaded to the Governor microsite. SN thanked all Governors who took part in the Curriculum day.	SF
15. PART II ITEMS – No part 2 items	

DATES OF MEETINGS FOR 2023/2024

FGB MEETINGS 2023/2024

<u>Autumn 2023</u>	<u>Spring 2024</u>	<u>Summer 2024</u>
Autumn 2023 Meeting 1 Business Meeting Wed. 20 th September 2023 6.00 – 8.00 pm	Spring 2024 (In Summer) Meeting 3 FGB Thurs. 25 th April 2024 6.00 – 8.00 pm	Summer 2024 Meeting 4 FGB Wed. 3 rd July 2024 6.00 – 8.00 pm
Autumn 2023 Meeting 2 FGB Wed. 22 nd November 2023 6.00 – 8.00 pm		

FINANCE WORKING PARTY MEETINGS 2023/2024

Autumn 2023 Thurs. 16 th November 2023 5.00pm– 6.00pm	Spring 2024 (in Summer) Thurs. 18 th April 2024 5.00 – 6.00 pm	Summer 2022 Tues. 25 th June 2024 5.00pm– 6.00pm
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- Start of Year Eucharist - Thursday 19th October 2023 Southwark Cathedral at 7.00pm
- Governors' Strategic CPD Day – Thursday 25th January 2024