



Full Governors Meeting

**Minutes of the Meeting held on  
Wednesday 19 June 2024**

**Present:**

Nicki Read (NR), Mick Poole (MP), Kate Higham (HT), Bryony Hallows (BH), Sofia Khwaja (SKH), Gail Baker (GB), Tracey Casey (TC) (Via TEAMS), Emily Hibbard (EH)

**Absent:** Sachin Kotalwar (SK), Sofia Khwaja (SKH)

**Also in attendance:** Jason Goff (JG) – prospective new co-opted governor

**Clerk:** Not available – meeting recorded and transcribed on TEAMS

**Quorum required:** 5

Governors present: 8 + 1 via TEAMS

<b>Key</b>
<b>Blue – Governor comment/challenge</b>
<b>Green – School response</b>
<b>Purple - Actions</b>

No	Item	Who?	By When ?
1	Governors were introduced to Jason Goff, prospective governor, who gave a brief update of his relevant governing board experience		
2	MP is standing down as Chair from today and Governors from 31 August 2024 Nicki Read was nominated as Acting Chair, there being no other nominations, Governors approved the appointment Nominated: EH, Seconded GB. Approved unanimously Bryony Hallows was nominated as Vice Chair, there being no other nominations Governors approved: Nominated: HT, Seconded NR – Approved unanimously		
3	No pecuniary interests to report		

4.	<p><b>Matters Arising</b></p>	<table border="1"> <thead> <tr> <th data-bbox="560 98 837 253">Action</th> <th data-bbox="837 98 1342 253">Result</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 253 837 685"> <p><b>Academisation:</b> a) Governors were tasked to research the various academies and bring results to next meeting (01.05.24) b) Governors to present their findings to staff c). A Working Party will be set up to include representatives from Governors and Staff.</p> </td> <td data-bbox="837 253 1342 685"> <p><i>Postponed due to OFSTED- additions to INSET day- Team Teach training</i></p> <p>NR proposed that this subject be put on hold to concentrate on the other items on the agenda. It will remain an agenda standing item; NR's presentation and notes are ready to roll out as soon a more convenient time is agreed.</p> <p><b>Governors agreed – roll over this action.</b></p> </td> </tr> <tr> <td data-bbox="560 685 837 960"> <p><b>Curriculum: Maths and English Autumn Data</b> a) HT will provide Governors with more information/crib sheets to help their monitoring b) Subject Leads produce reports</p> </td> <td data-bbox="837 685 1342 960"> <p>Emailed to Governors</p> <p>Governors will be sent these in future. Terms end of 2/4/6</p> <p><b>Action to be closed</b></p> </td> </tr> <tr> <td data-bbox="560 960 837 1178"> <p><b>Primary Proposal</b> a)HT's consultation with staff resulted in the majority supporting the proposal.</p> </td> <td data-bbox="837 960 1342 1178"> <p>Governors were informed of the result and subsequently agreed (email responses from governors) that she can inform the Primary parents of the proposals.</p> <p><b>Action to be closed</b></p> </td> </tr> <tr> <td data-bbox="560 1178 837 1648"> <p><b>Lockdown Training</b> Staff to receive training – See item 17 below</p> </td> <td data-bbox="837 1178 1342 1648"> <p>Documentation attached</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             letter to parents about lockdown dri         </div> <div style="text-align: center;">             lockdown procedure.doc         </div> </div> <div style="text-align: center; margin-top: 20px;">             Lockdown dfe.docx         </div> <p><b>Action to be closed</b></p> </td> </tr> </tbody> </table>	Action	Result	<p><b>Academisation:</b> a) Governors were tasked to research the various academies and bring results to next meeting (01.05.24) b) Governors to present their findings to staff c). A Working Party will be set up to include representatives from Governors and Staff.</p>	<p><i>Postponed due to OFSTED- additions to INSET day- Team Teach training</i></p> <p>NR proposed that this subject be put on hold to concentrate on the other items on the agenda. It will remain an agenda standing item; NR's presentation and notes are ready to roll out as soon a more convenient time is agreed.</p> <p><b>Governors agreed – roll over this action.</b></p>	<p><b>Curriculum: Maths and English Autumn Data</b> a) HT will provide Governors with more information/crib sheets to help their monitoring b) Subject Leads produce reports</p>	<p>Emailed to Governors</p> <p>Governors will be sent these in future. Terms end of 2/4/6</p> <p><b>Action to be closed</b></p>	<p><b>Primary Proposal</b> a)HT's consultation with staff resulted in the majority supporting the proposal.</p>	<p>Governors were informed of the result and subsequently agreed (email responses from governors) that she can inform the Primary parents of the proposals.</p> <p><b>Action to be closed</b></p>	<p><b>Lockdown Training</b> Staff to receive training – See item 17 below</p>	<p>Documentation attached</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">             letter to parents about lockdown dri         </div> <div style="text-align: center;">             lockdown procedure.doc         </div> </div> <div style="text-align: center; margin-top: 20px;">             Lockdown dfe.docx         </div> <p><b>Action to be closed</b></p>		
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5	<p><b>OFSTED Actions</b></p> <p><b>Summary</b></p> <p>NR attended a meeting with the LA (Steve Bogg) who expressed a desire to support us with the Ofsted findings, but it was unclear how this would materialise.</p> <p>NR previously sent out a note of actions arising from that meeting, and governors later discussed those actions. Minutes of these meetings have been put on SharePoint. Action log will continue to be updated and reviewed in HT meetings and Governor meetings as progress continues.</p> <p><b>Action – add this to action log / matters arising</b></p> <p><b><u>NGA</u></b></p> <p>The primary recommendation was to do a review of the governing board by the NGA. NR had an initial scoping meeting with Rosemary Lovatt (NGA) who then referred us to an NGA consultant</p>													

<p>(Adele Haysom) to perform the actual review. Adele is very experienced in this area and is highly recommended.</p> <p>NR and Adele will be in contact on Monday 24.06.24. Adele will explain what to expect from her. These meetings will mainly be done remotely, but she will try and visit the school. She wants to attend a Governor meeting; she will talk to HT and the governors to get some ideas on where we think we can add more value.</p> <p>There will be a comprehensive report from her, which will include recommendations and actions that need to be addressed. There will be a lot of examples of good practice and signposting to areas of the NGA website that will also support.</p> <p>NGA's website is comprehensive but they will also provide individualised training.</p> <p><b>GQ1: Do we have The Key/Governor Hub?</b></p> <p>Clerk can confirm that Governors do have a membership with GovernorHub – she has registered/re-registered governors and they should receive emails with signing in details.</p> <p>There was discussion around which Governor Support agency we should use. It was agreed that we should have access to as much support as possible, i.e., NGA, Key/GovernorHub/Wiltshire CC.</p> <p><b>Action – Clerk to find out the cost of the various support available</b></p>	Clerk	28/06/24
<p><b><u>Weekly Chair/HT Meetings</u></b></p> <p>These will happen every Friday at 09:30am</p> <p>There will also be meetings with the LA so they can confirm that we are moving forward with the action plan satisfactorily. Governors will be kept informed, and minutes will be put on SharePoint once they have been approved.</p>	HT	
<p><b><u>Safeguarding</u></b></p> <p>All points have been actioned, and TC is booked in to see Sam (DSL) and Attila (IT Manager) w/c 25.06.24 to monitor Filtering</p> <p><b>Action: TC to share her monitoring report when it is completed</b></p>	TC	
<p>Governor Safeguarding Training:</p> <ul style="list-style-type: none"> <li>Sarah Turner (Safeguarding Consultant) has been invited to present to Governors on the 18/09/24 (first Governors meeting of the new school year). Awaiting her confirmation.</li> </ul> <p><b>Action: Confirm presentation to Governors for Term 1</b></p> <ul style="list-style-type: none"> <li>Keeping Children Safe in Education Policy – Dept for Ed has already published the changes to this policy ready for September</li> <li>Governors are invited to attend the Staff Safeguarding training on the first TD Day of the term – 02.09.24</li> </ul> <p><b>Action: Governors to confirm attendance for 2<sup>nd</sup> September</b></p>		01/07/24
<p><b><u>Staff Wellbeing</u></b></p> <ul style="list-style-type: none"> <li>It was agreed that the wellbeing governor would be the Staff Governor (GB).</li> <li>There were discussions around a questionnaire and possibly Governor drop-in sessions for staff, so staff and governors get to know each other.</li> </ul> <p><b>Action: Drop-in session with Governors and staff to go into diary and report back at next governor meeting</b></p> <p><b><u>Governor presence around the school</u></b></p>	All	28/06/24

	<ul style="list-style-type: none"> <li>EH will put posters up around the school showing who the governors are and what roles they have</li> </ul> <p><b>Action: Governors to send profiles of themselves to EH</b></p> <ul style="list-style-type: none"> <li>Clerk has taken photos of Governors for Governor Lanyards – EH will follow this up</li> </ul> <p><b>Action: Follow up lanyards for Governors</b></p> <p><b><u>LA Governor</u></b></p> <p>LA asked why we didn't have an LA governor. <i>(note from Clerk – Mick is/was our LA Governor).</i></p> <p>Both NY and JG confirmed that because there is no Governor Support from Swindon BC, finding someone to do it is hard.</p> <p>It was unclear who should provide an LA governor, and what the specific role should be vs. other governor roles.</p> <p><b>Action: HT to investigate the legalities and more specifics of an LA Governor – more information on NGA website?</b></p> <p><b><u>Documentation/File Access</u></b></p> <p>SharePoint is already set up. NR will contact Clerk to facilitate putting historical documentation on.</p> <p>SharePoint will be used to document all Governors correspondence, minutes, notes, monitoring reports etc. It will provide evidence that Governors are monitoring/training/access to all documentation governors need. It will be a one stop shop for all governor documentation</p> <p><b>Action: NR contact Clerk for historical documentation and how to manage going forward</b></p> <p><b><u>SEF / SDP</u></b></p> <p>Very important that governors are aware of the ownership of these documents and are encouraged to re-read them to remind themselves of the schools' strengths &amp; weaknesses, the vision, the development plan etc.</p> <p><b>Action: Governors to re-read SEF and SDP and confirm at next meeting</b></p>	<p>HT</p> <p>NR/Clerk</p>	<p>End of term</p> <p>18/09/24</p> <p>ASAP</p>
6	<p><b>Policies</b></p> <p>Behaviour for Learning and Code of Conduct policies – Will be brought to the next meeting.</p> <p><b>Action: Carry forward this policy to next meeting</b></p>		
7.	<p><b>Headteacher's report</b></p> <p><b>Q2 – the report includes plans for Safeguarding/ Behaviour and Teaching and Learning, but does not include anything on outcomes – can these please be added?</b></p> <p><b>HT – This will be added in future.</b></p> <p>There were no further comments on the HT's report.</p>		
8.	<p><b>Staffing Update</b></p> <p>HT – Still 10 TAs down for September – we have 6 TAs on Supply.</p> <p>1 Teacher short for September, we can cover that shortage but would prefer a teacher to start in September.</p> <p>Deputy Head – 2 applicants for interview.</p> <p><b>Q3 – is there a reason why the DSL role has been removed from the jobspec?</b></p>		

	<p>HT – because it is a big role and Sam will be DSL. She will be joining the Senior Leadership Team (the DSL role must be undertaken by a member of SLT), but as DSL and Attendance Lead.</p> <p>A DDSL hasn't been appointed yet. It might be the new Deputy, but it will depend on the qualities of that person.</p> <p><b>Action: Confirm who will be DDSL going forward</b></p> <p><b><u>Deputy Head Interview</u></b></p> <p>TC, NR, BH will be on the interview panel, plus Bill Jerman (SIP)</p> <p>MP will be on standby in case of any non-attendance.</p>	HT	18/09/24
9	<p><b>Finance</b></p> <p>NR reported on the finance meeting held prior to full governors:</p> <p>There was a very robust budget monitoring report (on SharePoint)</p> <ul style="list-style-type: none"> <li>• Ended the year in surplus primarily due to higher grants than expected</li> <li>• CoG just signed off on the budget for the next 3 years: Year 1 looks good; the surplus will reduce during years 2 and 3 and at the moment we are looking at a deficit in year 3</li> <li>• The key component in the budget is resource costs, everything else is broadly flat year on year.</li> <li>• The key call out is is that Year 1 is looking good, and the outer years will continue to develop as we go through next year.</li> </ul>		
10	<p><b>Health &amp; Safety</b></p> <p>HT – There is a leak in the TLC area of the new build – it is being investigated but it looks like everything will have to be dug up.</p> <p><b>Action: re-visit at next meeting</b></p>	HT	18/09/24
11	<p><b>Governor Training</b></p> <p>Governor Training will be signposted on SharePoint and also via the NGA review</p> <p>There is a spreadsheet for governors to fill in when they have undertaken training</p> <p><b>Action: Governors to complete training template when training is done</b></p>		

12	<p><b>SEF &amp; Development Plan</b></p> <p><b>GQ4 There is an SDP summary on SharePoint – will Governors have sight of the more detailed version?</b> Yes, but we were focused on the Rapid Action Plan. As soon as it is completed it will be put on SharePoint. The SEF informs the Development Plan, which is on SharePoint.</p> <p><b>Action: Governors to be told when available to review</b></p> <p><b>GQ5: Of the 5 priorities listed one of them is to be a more sustainable school. Is this important with everything else going on?</b> Those 5 items are not in order of importance, they are based on findings from the school trends educationally and nationally.</p> <p>Governors agree that the school becoming more sustainable, although admirable, should be taken off the summary so that the focus can be on other areas, i.e. wellbeing, staff, attendance, curriculum. Governors felt they wouldn't want to detract from those areas.</p> <p><b>Action: Remove this from summary</b></p> <p><b>GQ6: do we want to put anything about the MAT in?</b></p> <p>It was agreed that it would be put in but not as a priority.</p> <p><b>Action: Include MAT in detail</b></p> <p><b>GQ7: In the summary of the Development Plan should the outcomes be clearer so they are linked with the priorities – perhaps in a table style – so it is easier to read.</b></p> <p><b>Action: HT will update/change the format for the next meeting</b></p> <p><b>GQ8: On the MAT section of the SEF, governors would like to change the wording to reflect that governors have not agreed that they do not want to join a MAT, they are still in the discussion stage.</b></p> <p>HT agreed that this can be updated</p> <p><b>Action: NR will go in a tweak the wording (in a different colour!)</b></p> <p>There was discussion regarding presentations to governors from subject/staff leaders. EH enquired if governors would like the presentations by phase/subject?</p> <p>English a priority, then PE, Science, the Arts, Careers near the end of the year.</p> <p>In term1 Governors would like to know the curriculum overview from each phase, followed by Maths and Science and then English and the Arts.</p> <p>There was robust discussion on how governors would like the information, and what information they would like.</p> <p><b>Action: Senior Leaders to present briefly at the first meeting of the year, introducing themselves and summary of their area of responsibilities.</b></p> <p><b>Action: Staff presentations to be a standing item on the Agenda.</b></p> <p>Discussion started on exactly what Governors want – it was agreed that another meeting before the end of term – a Governors Admin Meeting would be convened to discuss this rather have it on the agenda for the first meeting in September as it will be a full one.</p> <p>It will be on Thursday 18 July 2024 at 3:00 pm.</p> <p>The meeting in September will start half an hour earlier (5:30) to give time for the staff presentations.</p> <p><b>Action: A reminder to be set out to governors before this meeting to ensure good representation</b></p>	HT	18/09/24
13	<p><b>Monitoring Visits</b></p> <p>There was discussion on the form to be filled out. Proformas will be available for Governors to look at.</p> <p><b>Action – JG to forward proforma he uses.</b></p>		

		JG	asap
14	<p><b>Safeguarding</b></p> <p>HT – the focus has been on recording and monitoring, particularly the Bound Book. That was looked at by the LA last week, they are happy with it, and it is already in place and started.</p> <p>CPOMS – HMI reported that the reporting was correct. It has to be along the lines of :”I, [name] spoke to this child at [time] in [this place], etc. Staff are now doing this.</p> <p>The Senior Team have been monitoring this tightening it up, i.e. what the concern was, what the action is, has it been correctly recorded etc</p> <p>The LA thought what we were doing previously was fine, but we will go with HMI.</p> <p><b>Action: Agenda for next meeting, Safeguarding – update on the use of CPOMS by staff.</b></p>	HT	18/09/24
15	<p><b>Data Protection</b></p> <p>We had a subject access request. It was from a parent who wants their child to attend Crowdys. We received a consult from the LA, we replied, and LA said their child is not coming to Crowdys.</p> <p>No further action required – for noting only</p>		
16	<p><b>Academisation</b> – See Actions from last meeting above.</p> <p>Also: HT has a meeting with the other headteachers of the Compass Group and lined up, with more CEOs presenting. She will feedback to Governors</p> <p><b>Action: HT to feed back results at next meeting</b></p>		
17	<p><b>AOB</b></p> <p><u>Lockdown training</u> –</p> <p>See actions above.</p> <p>Staff will be consulted/discussed with staff at the staff meeting next week and a final draft presented to Governors.</p>		
	<p><b>Jason Goff</b> was voted onto the Governing Board of Crowdys Hill School.</p> <p>Nominated: BH, Seconded GB – Approved unanimously</p>		