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Headteacher: Mrs R Chessell

Minutes for the Meeting of the Full Governing Board of Binstead Primary School
to be held **at School** on 6th Feb 2024 at 6pm.

Governor	Role	
<i>Kate Redrup (KR)</i>	<i>Co-opted Governor/Chair</i>	<i>Finance & FGB</i>
<i>Gemma Cook (GC)</i>	<i>Co-opted Governor/Vice Chair</i>	<i>Finance & FGB</i>
<i>Heidi Bruin (HB)</i>	<i>Staff Governor</i>	<i>FGB</i>
<i>Rebecca Chessell (RC)</i>	<i>Headteacher</i>	<i>Finance & FGB</i>
<i>Charlotte Bowerman (CB)</i>	<i>Parent Governor</i>	<i>FGB</i>
<i>Edward Marsden (EM)</i>	<i>Co-opted Governor</i>	<i>FGB</i>
<i>Sarah Rye (SR)</i>	<i>Co-opted Governor</i>	<i>Finance & FGB</i>

Decisions **Actions** **Challenge** **Support**

Angela Dexter (AD) – SBM & Acting Clerk

Subject Lead Presentations:

History - Mrs Spall (SS) – Is a 2nd year ECT (Early Careers Teacher) and this is her first lead subject.

Long Term Plan & Skills progression shared – LTP on website and Skills on hub

Action plan -

1. History curriculum - need to make a link between Britain and other civilisations i.e: what was happening in Britain at the same time as Greece!
2. SP wants to Increase her own knowledge of history curriculum.

KR - Do they cover previous times?

SS - More about the skills, enquire and look at different sources. Can link to geography.

SR – What are the links to British Values?

SS will look into more, example would be Greeks (study of democracy)

CB – How do you bring it to life for the children?

SS - Workshops available to support curriculum and try to link to the local area, Island and Hampshire. Victorian Toys, Buster Farm, Roman Villa etc

Next year - look at impact of action plan

English – Mrs Nordbruch (KN)

Action plan shared – On hub

Took over in September, spoke to SLT about strengths and baseline data.

1. Writing. (Teachers look at lower achievers)
2. Spelling KS2 (Phonics KS1) Take a more phonics-based approach in KS2.

New spelling scheme in place, consistency for teaching. Little and often and times to review gaps.

Children talking more about spelling and referring to KS1 phonics charts (accessible for KS2)
Make activities hands on and active, play dough chalk, letter tiles. More importance on spelling.

Some learning journeys not shown in the end piece (story, report)

Teachers needed to strip back and focus on only a couple of skills.

Staff meeting held to review and encourage less but more in depth.

Learning journeys now more focused on objectives: ie Yr2 poetry, contractions and verbs - using correctly in final piece.

New text - focus on old learning journeys to revisit before moving on.

Reading Framework - Summer 2023 release

Revisiting expectations, class timetables have time to read for pleasure and for teachers to read to children.

Reviewed text to ensure balanced over the year. Time for teaching fluency from KS1 phonics onto Fluency for KS2. Particularly for those who do not read at home.

Reviewed techniques - paired reading etc

Heritage/Classic texts need to be looked at.

KR - Are they enjoying reading more?

KN - Pupil voice from years 3-6 - all positive. They could talk about reading in school and what a good reader is. More positive about being read to.

CB - Son has gone home and talked about reading and who paired with.

Book Event / Reading cafes / Displays / Weekly assembly to share story on values

More exposure the better.

SR - Is it too early to see impact in terms of data?

Spelling - March Data

Immediate - care over spelling

CB - Weekly spelling tests?

KN - Yes, cover it over the week. Friday is the test. Practice in school. Test in context. End of half term would be a test covering those learnt over the half-term.

CB- Is it incentivised?

KN - Yes - Stars awarded as per of scheme.

1	Chair	No apologies received, EM not present. Approval of the minutes of the last meeting: Approved
2	Chair	Matters Arising from the minutes of the Previous Meeting / Action log Updated
3	Finance Chair	Finance Update Everything on track and on budget for the end of the year. SFVS to be reviewed and signed off in March. Benchmarking reviewed. CB - Friends income? AD advised input as donations received, will usually cover an expense.
4	RC	Headteachers Report Dec 2023 SEF Development Plan Milestone Data Apologies for not sharing at Dec meeting (broken ankle last term) Updated in Jan as well. SR -Is SEN data for Yr. 1 correct? RC - yes correct. Phonics prediction 90% Lots of impact from strategies, especially phonics. Yr 3 extra Teacher impacting, more teacher attention. CB - Is that sustainable? RC - Not long term. Might not be Yr 3 next year, depending on the needs of children. GC - Seen progress in her own child, especially reading. Phonics fluency books helping older years groups who need extra engagement. CB - Can we have a school development folder in the hub with important documents? AD - one can be created - also a paper folder with AD RC advised new guidance again on 32.5hrs - Huge impact, still waiting for local guidelines before implementation. Govs and schools to decide what 32.5 hours might look at and parents consulted. 1265 Teacher hours - directed time impacted along with support staff. Caretaker starting half term.
5	GC	Safeguarding Updates - nothing new FLO is a DSL, future main DSL so RC can then monitor. Taken over Early Help already. Child in Need/Protection - joint CPOMS Audit completed - looking at logs since Sept to ensure staff are aware of expectations and trained.

6	Chair	Health & Safety & Wellbeing Updates Audit due 21st February. Need to get advice regarding non-mobile pupil's new class from Sep 2024.
7	Chair	Governor Matters, Reports & Training SR & KR - Ofsted training completed. SR - Website Compliance - CB checked recently. KR - Staff and Pupil surveys? RC expressed concerns over misunderstanding of questions if paper based and asked Gov to come in and talk to pupils. Subject Leaders do own pupil voice as well. KR - Feels they know from evidence provided in meetings and visits. HB – Can we add pupil voice to governor monitors? AD – will update monitoring form. Safeguarding Gov - higher level training than rest. All Governors that attended June 2022 training (CB) have Level 2
	CB	I have also attended "understanding the primary curriculum" training this week - this provided a good reminder of linking the curriculum to the school's vision and values. Reinforced how important knowledge building/ sequencing is and reiterated the importance of the entire school experience (not just the core/foundation subjects) It also served as a reminder of ensuring application of intention, implementation and impact to ensure that the desired outcomes are being met through evidenced based assessment. I reviewed our website and was pleased to easily be able to locate all the curriculum data with a robust framework in place, reinforced by the subject leads to continuous engagement in governor meetings.
8	Clerk	Clerk (Updates, if any) None Feedback from Official Complaints – none
9	Chair	Policies for review – these are on the Governor Hub LA Policies – Complaints – No changes, needs signing off again - approved School written policies – Exclusion Policy – should we remove the exclusion from the Behaviour Policy now and just input refer to Exclusion Policy? SR - Some wording to change Keep in Behaviour as well.
10	Clerk/ Chair	Correspondence Governor Services - £1465 p/year (includes Gov Hub) Need to book training, use NGA as well.
11	Chair	Impact of the meeting - Positive feel, productive. Triangulation on monitoring.
12	Clerk	Dates of the next meetings: Tue 19.03 – Finance only SFVS Sign off 5.30pm

		Tue 26.03.24 - FGB 6pm
13	Chair/ Clerk CB	<p>Any Other Business Clerk Position (Possible interest) would need to advertise and apply. AD to advertise again.</p> <p>Please can I check if we will be receiving the analysed data by subject lead which is referenced in the Dec HT report to support the milestone headlines? RC to update.</p> <p>In the School development plan Yr 3 reading assessment Summer 23 to Aut 23 is listed as only a +9% inc - data suggests this should be a +26% which is fantastic testament to the strategies implemented to support the children (unless there is an error?)</p> <p>In the SDP can you confirm what the green highlighting indicates pls? RC advised - cannot remove highlight.</p> <p>Have we seen any early indications of attendance improving based on the consolidation of development days? if not do we have any other initiatives to support improving this? Would double house point Fridays help for example? (although its likely at this age more parent led than child led absences)</p> <p>RC - Attendance is below expectations, 1-week development days agreed too late. Take 2 years to embed. Teachers would like it next year, 24/25 summer term 2 would be 8 weeks.</p> <p>KR & CB - Not sure if it will work for all. Difficult for childcare if unable to not work. SR - Are many taking below a week. Mixed levels SR - Can Governors get attendance data please. AD to provide report.</p> <p>CB - With the behaviour policy up for review what is the current level of engagement for the children in the rewards system currently as it has been in place for a little while (ie decline/ steady/ consistently improved?) Engage well with star charts and prizes. Reward good behaviour.</p> <p>HB - Could there be higher incentives? RC - Not cost effective to school.</p>

Meeting finished at 7.30pm

2023 Action Log

Item	Action:	Assigned to:	Status:
1	Policies to be reviewed – checklist, ensure front cover with date amended.	AD/RC/SH	Ongoing
2	Declaration of Pecuniary Interest – Gov to update via Hub & AD to check	All	Done
3	Development Plan – update due Dec 2023	RC	Done
4	Monitoring visit pro-forma – put blank copy on Gov hub	AD	Done
5	Acronym list for Governor induction	AD	Started
6	Governor Advert to be created to share -	AD	Need to share
7	Clerk to contact Iain Dore (Councillor) for a Local Authority Governor	AD	Started
8	What CPD is available – shared on Head Report every time	RC	Head Report
9	Another Governor to complete Safer Recruitment	SR	The National College
10	Attendance Report asked for	AD	On hub
11	Gov Hub folder	AD	Documents are split