

Review of business of Full Governing Body, 2023-24

1. Overview

This document provides a summary of the activity of the Full Governing Body during 2023-24. As detailed in section 2, all aspects of the terms of reference were considered through the year.

The main business transacted at the five Full Governing Body meetings are outlined in section 3.

A positive SIAMS inspection took place in May 2024 during which a number of governors were interviewed. The inspector found that:

‘The school’s Christian vision is deeply embedded in the daily life of this vibrant and supportive community.’

It was also noted that:

‘School improvement is intrinsically linked to the vision at every level ... There is a palpable passion and energy within school, and the governing body, to continue to develop this priority.’

The school’s SATS results showed improvement year-on-year which governors were pleased to note, though it must be acknowledged that there remains work to be done to optimise results. Particular attention is being paid to improving pupil’s attendance levels, which is part of a national campaign. Work in this area will continue to be emphasised both to children and their parents and carers throughout 2024-25.

The governing body paid particular attention to the implementation and embedding of a revised school-wide curriculum, monitoring its impact upon the children’s learning through the year. The impact of this substantial development upon learning has been promising to date. The Head and Deputy Head have reported regularly to the governing body upon this matter through the year.

Like many schools, finances remain a challenge and the school is working with the local authority on this matter. Particularly through the work of the Business Committee, the governors work with the school management to explore ways of seeking to increase pupil numbers, and ensuring that expenditure is rigorously controlled, ensuring good value for money is achieved in all areas.

The governing body, in line with the recommendations of the Education White Paper of 2022, is considering whether, in the long term, to join an academy and, if so, which one would best suit the needs of the school community. Full consultation with parents will take place before any decisions on this matter are taken.

During 2023-24, several pupils from Ukraine have continued to be members of the school community and contribute greatly to the school-wide educational and cultural experience.

The levels of attendance of governors at the Full Governing Body are detailed in section 4. Overall, attendance has been good (84.3%), though slightly below the attendance rate achieved in 2023 (88.9%). During the year, Alex Longhi (parent governor) has stood down. We thank them him for his contributions to the Board and for serving latterly as chair of the Business Committee, a role now taken on by Amy Wearing

We were pleased to welcome Jarrod Christian (parent governor) and Helen Main (co-opted governor) as new members of the Board. One vacancy remains – for a foundation governor. Some challenges have been faced in filling this vacancy. However, plans are now in place to do so.

Andrew Walker

Chair of Governors, September 2024

2. Adherence to Board of Governors' terms of reference

Terms of Reference	Comment and meeting at which relevant term of reference was considered
To agree constitutional matters*, including procedures where the governing body has discretion	Terms of reference of committees were considered and agreed during the year.
To recruit new members as vacancies arise and to appoint new governors* where appropriate	During the year, a new parent governor was appointed, following an election, Jarrod Christian A new co-opted governor, Helen Main, has been appointed.
To hold at least three governing body meetings a year*	FGB meetings were held five times during the year – on 12 September 2023, 18 December 2023, 29 February 2024, 25 April 2024, and 11 July 2024.
To appoint or remove the chair and vice chair*	Andrew Walker reappointed as chair, on 12 September 2023; Jessica Wood agreed to continue as vice chair, on 12 September 2023.
To appoint or remove a clerk to the governing body*	Sue Headley, clerk to the Governors, resigned in July 2023. A new governance professional, Claire Finch took up the role in February 2024.
To establish the committees of the governing body and their terms of reference*	Terms of reference of FGB and School Improvement Committee were approved at FGB on 12 September 2023.

To appoint the chair of any committee (if not delegated to the committee itself)	Appointment of chairs delegated to Business and School Improvement Committees. Susan Jarvis continued in post as as Chair of Pay Committee and Headteacher's Performance Committee; following Alex Longhi's resignation, Amy Wearing took up the post of chair of the business Committee.
To appoint or remove a clerk to each committee*	Claire Finch was appointed as governance professional, undertaking clerking responsibilities for FGB and Business Committee from February 2024.
To suspend a governor*	Not applicable
To decide which functions of the governing body will be delegated to committees, groups and individuals*	Terms of reference of committees were considered and agreed during the year.
To receive reports from any individual or committee to whom a decision has been delegated and to consider whether further action by the governing body is necessary*	Regular reports were received by FGB throughout the year by chairs of Business, School Improvement and Pay Committees. These met as follows: Business: 27 Sept. 2023, 22 Nov. 2023, 10 Jan. 2024 21 Feb. 2024, 17 Apr. 2024, and 3 July 2024. School Improvement: 17 Nov. 2023, 24 Jan. 2024, 21 Mar. 2024 and 27 June 2024. Pay: 11 Dec. 2023. Minutes of these committees were received by FGB.
To approve the first formal budget plan of the financial year	Governors approved the budget for 2024-25 budget and agreed it can be submitted to county, providing the three-year recovery plan is reviewed by the Business committee. It was noted that this was a deficit budget. Approved at FGB on 25 April 2024, and

	Business Committee on 17 April 2024.
To keep the Health & Safety Policy and its practice under review and to make revisions where appropriate	Health and safety issues are considered within Headteacher's written report. (See for instance FGB, 29 Feb. 2024).
To review the delegation arrangements annually*	Terms of reference of committees were considered during the year.

these matters **cannot be delegated to either a committee or an individual*

3. Summary of main business transacted at meetings of Full Governing Body during 2023-24

Date of meeting	Main business transacted
12 September 2023	• Oral report received from Headteacher. • Reappointment of chair, Andrew Walker and vice chair, Jessica Wood. • Committee membership was confirmed. • Instrument of government and terms of reference of Full Governing Body (FGB) were confirmed. • Governors' code of conduct was approved. • Schedule of annual business of the FGB was agreed. • The annual report on performance of FGB was considered. • The Head and Deputy Head presented details relating to the implementation of the revised school-wide curriculum, and were questioned by governors. The FGB requested regular detailed reports relating to implementation and impact of the initiative. • The deficit recovery plan was scrutinised. • Governor visits – governor subject links were identified and arrangements made for governor visits to take place.
18 December 2023	• Appointment of new parent governor, Jarrod Christian, was ratified. • Written report from Headteacher received; questions raised and addressed specifically relating to Key Stage 1 and 2 performance data. Decision taken to include executive summary in future Headteacher's written reports. • School Development Plan – latest iteration presented and governors' comments invited • The draft SIAMS self-evaluation report was considered and some further suggestions were made.

	• Report received relating to implementation and impact of the revised curriculum, with governors' questions addressed by Headteacher and Deputy Head. • Safeguarding – an update was received from safeguarding lead, and safeguarding governor visit report was received, with governors' questions raised. • Committee chairs' reports were received from Business Committee and School Improvement Committee; and Pay Committee. • Amy Wearing was appointed to chair Business Committee, following resignation of Alex Longhi, the previous chair; Jarrod Christian also appointed to Business Committee. • Susan Jarvis was appointed the Data Protection Officer following resignation of Alex Longhi. • The following policies were ratified: • ECT Induction policy • Exclusion policy • Early Years Foundation Stage policy • Fairness and Dignity policy • Health and Safety policy • Grievance Resolution policy • Premises Management policy • Privacy Notice for Parents and Carers • Sickness Absence Management policy • Travel policy • Well-being policy. • Preliminary discussion took place regarding the possibility of the school joining an academy trust.
29 February 2024	• Written report from Headteacher received and discussed, with governors focussing particularly upon the impact of the revised curriculum, low prospective pupil numbers and pupil attendance (currently marginally above national average); and health and safety issues – relating to affixing of whiteboards (a county-wide issue), and the chain across the Riverboats car park entrance. • The School Development Plan was considered and questions raised relating to whether Autumn milestones had been met. • Reports were received and discussed from chairs of Business and School Improvement committees. • Policies – the following policies were ratified: behaviour, child protection, SEND, and PHSE. • The Pupil Premium strategy statement was shared with governors. • The Schools Financial Value Standard (SFVS) approval was obtained.

	• Governor visits had taken place relating to safeguarding and school development with a focus on leadership impact. • An update regarding academisation was received: arrangements were being put in place to receive presentations from potential academy trusts.
25 April 2024	• Oral report received from Headteacher, including a report on safeguarding. • With regard to safeguarding, governors were informed that the Single Central Record (SCR) is up to date. • Governors approved the budget for 2024-25 budget and agreed it can be submitted to county, providing the three-year recovery plan is reviewed by the Business committee. It was noted that this was a deficit budget. • Minutes were received and chairs' reports given and discussed regarding Business, and School Improvement committees. • A local authority review report relating to the school was considered and the next steps arising from this were outlined by the Headteacher. • Governor visit reports were received and discussed regarding school development and leadership impact, and mathematics, religious provision and English provision including literacy. • A report was received of the actions implemented following the external review of governance. • A draft governing strategic plan was received and discussed. • A presentation was made to governors prior to the meeting by a prospective academy trust.
11 July 2024	• Helen Main was welcomed; she joined the FGB as a co-opted governor. • The positive SIAMS report was received and discussed. It was noted that an action plan would be developed and considered by FGB in due course. • Written report was received from the Headteacher and discussed, with particular reference paid to the recent KS1 and KS2 results. These were interrogated and Headteacher outlined actions to be implemented. • Reports were received and discussed of recent committee meetings by chairs of Business and School Improvement committees. • Governor reports were received and discussed regarding governance and management. It was noted that governor visit reports were still outstanding for safeguarding and SEND (visits complete; reports outstanding) EYFS, and Pupil Premium. Reports should follow at next meeting.

	• The governors' strategic plan was signed off by FGB. • The following policies were ratified: accessibility and exclusion.
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4. Attendance at Full Governing Body meetings, 2023-24

Governor name and type of governor	Meeting dates					Attendance
	12 Sept. 2023	18 Dec. 2023	29 Feb. 2024	25 April 2024	11 July 2024	
Jarrold Christian (Parent)		X	X	X	X	4/4
Emma Diamond (Staff)	X	X	X	X	X	5/5
Tonwen Empson (LEA)	X	X	Aps	X	X	4/5
Glyn Olden (Co-opt)	X	X	Aps	Aps	X	3/5
Susan Jarvis (Co-opt)	X	X	X	X	X	5/5
Alex Longhi (Parent)	Aps					0/1
Helen Main (Co-opted)					X	1/1
Barry Unwin (Foundation)	X	Aps	X	X	Aps	3/5
Andrew Walker (Co-opt)	X	X	X	X	X	5/5
Amy Wearing (Co-opt)	X	X	X	X	Aps	4/5
Julie Wills (Head)	X	X	X	X	X	5/5
Jessica Wood (Parent)	X	X	X	X	Aps	4/5
Attendance	9/10	9/10	8/10	9/10	8/11	43/51
	90.0%	90.0%	80.0%	90.0%	72.7%	84.3% (88.9% in 2023)

Notes:

Jo Vizor, Deputy Head, attended four Full Governor Body meetings on 12 September 2023, 18 December 2023, 29 February 2024, March 2023 and 11 July 2024.

As at 25 September 2024, there is one vacant governor post – a Foundation Governor.