

REVIEW OF BUSINESS OF FULL GOVERNING BODY, 2022-23

1. Overview

This document provides a summary of the activity of the Full Governing Body during 2022-23. 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.

The year has been a challenging one, with post-Covid effects still evident, both in terms of pupils' learning and social experiences, and with regard to attendance. The school continues to be faced with financial challenges, in large part as a consequence of pupil numbers being lower than the pupil allocation number. Attempts to increase student numbers have included some more attention being paid to marketing and the development of a new website. The end-of-year KS1 SATS results have been a cause of concern and the Full Governing Body will be working to ensure that the school management team has effective action planning in place and that this is being implemented across the school's staff to enhance pupil learning in 2023-24.

The levels of attendance of governors at the Full Governing Body are detailed in section 4. Overall, attendance has been good. During the year, Emma Davies (staff governor) and Kevin Johns (LEA governor) have stood down. We thank them for their contributions to the Board. We are pleased to welcome Emma Diamond (staff governor), Tonwen Empson (LEA governor) and Glyn Oden (co-opted governor) as new members of the Board. Two vacancies remain – for a foundation governor and a co-opted Governor. Plans are in place to fill the foundation governor vacancy.

Andrew Walker

Chair of Governors

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 staff governor was appointed, Emma Diamond, replacing Emma Davies, who had served for four years. The LEA governor, Kevin Johns resigned and was replaced by Tonwen Empson. A new co-opted governor, Glyn Olden has been appointed.
To hold at least three governing body meetings a year*	FGB meetings were held five times during the year – on 26 September 2022, 6 December 2022, 8 March 2023, 26 April 2023, and 26 July 2023.
To appoint or remove the chair and vice chair*	Andrew Walker appointed as chair, on 26 September 2022; Jessica Wood agreed to continue as vice chair, on 26 September 2022.

To appoint or remove a clerk to the governing body*	Sue Headley, clerk to the Governors, resigned in July 2023. Appointment of clerk to take place in early 2023-24.
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 26 September 2022.
To appoint the chair of any committee (if not delegated to the committee itself)	Appointment of chairs delegated to Business and School Improvement Committees. FGB appointed Susan Jarvis as Chair of Pay Committee and Headteacher's Performance Committee at FGB meeting on 6 December 2022.
To appoint or remove a clerk to each committee*	Not applicable
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: 26 Sept. 2022, 6 Dec. 2022, 14 Feb. 2023, 21 Apr. 2023, and 11 July 2023. School Improvement: 11 Nov. 2022, 8 Mar. 2023, and 19 July 2023. Pay: 26 Apr. 2023. From FGB meeting on 26 April 2023 onwards, minutes of these committees were received by FGB.
To approve the first formal budget plan of the financial year	School Budget for 2023-24 was approved at FGB on 26 April 2023, following consideration at Business Committee.
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 especially meeting of 19 July 2023).
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 2022-23

Date of meeting	Main business transacted
26 September 2022	• Oral report received from Headteacher; • Appointment of chair, Andrew Walker and vice chair, Jessica Wood • Committee membership was confirmed; • Terms of reference of Full Governing Body and School Improvement Committee was approved; • Governors' code of conduct was approved; • Safeguarding – governors were alerted to need to undertake online training course.
6 December 2022	• Written report from Headteacher received and discussed; this related directly to School Development Plan; • Safeguarding – the safeguarding policy was received and approved; a safeguarding update was received from safeguarding lead; • Committee chairs' reports were received from Business Committee and School Improvement Committee; • Susan Jarvis was appointed to chair Pay Committee and Headteacher's Performance Committee; • Policies – teachers' pay, support staff pay and finance policies were ratified • An amended school visits policy was approved; • Governor visits – governor subject links were identified and arrangements made for governor visits to take place.
8 March 2023	• Written report from Headteacher received and discussed, informed by School Development Plan; • Reports were received and discussed from chairs of Business and School Improvement committees; • Policies – the following policies were ratified: behaviour, SEND, allegations and abuse against teachers and other staff, sex and relationship educational policy; • Teachers' strike action update was received – no school closure was necessitated.
26 April 2023	• Oral report received from Headteacher; • Safeguarding – all governors now completed safeguarding training; • Recruitment of governors – discussion took place; • The school budget for 2023-24 was presented and recommended for approval. 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 report received regarding recent Pay Committee meeting; • Governor visits – a protocol document relating to governor visits was discussed and approved; • Governor visit report – detailed governor visit report relating to English provision including literacy was received and discussed.
19 July 2023	• Written report was received from the Headteacher and discussed, with particular reference paid to the recent KS1 results. The overall scores were considerably lower than the national average. Results were interrogated and Headteacher outlined action plan to be implemented;

	• Safeguarding – report was received; • Minutes were received from Pay Committee; • Finance – it was reported that the local authority had granted school additional time in which to produce Draft Recovery Plan; • Reports were received and discussed of recent committee meetings by chairs of Business and School Improvement committees; • Governor reports were received and discussed regarding EYFS, religious provision and mathematics. It was noted that visits had also been completed regarding safeguarding, Pupil Premium, curriculum delivery, and organisation, management and governance. Reports would follow at next meeting; • External governance review was received and draft action plan considered and approved for implementation; • Report provided on recent governor training event relating to strategic planning.
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4. Attendance at Full Governing Body meetings, 2022-23

Governor name and type of governor	Meeting dates					Attendance
	26 Sept. 2022	6 Dec. 2022	8 March 2023	26 April 2023	19 July 2023	
Emma Davies (Staff)	X	Aps	X			2/3
Emma Diamond (Staff)				X	X	2/2
Tonwen Empson (LEA)					X	1/1
Kevin Johns (LEA)		X				1/3
Glyn Olden (Co-opt)					Aps	0/1
Susan Jarvis (Co-opt)	X	X	X	X	X	5/5
Alex Longhi (Parent)	X	X	X	X	Aps	4/5
Barry Unwin (Foundation)	X	X	X	X	X	5/5
Andrew Walker (Co-opt)	X	X	X	X	X	5/5
Amy Wearing (Co-opt)	X	X	X	X	X	5/5
Julie Wills (Head)	X	X	X	X	X	5/5
Jessica Wood (Parent)	X	X	X	X	X	5/5
Attendance	8/9	8/9	8/9	8/8	8/10	40/45
	88.9%	88.9%	88.9%	100%	80%	88.9%

Notes:

Adam Kent, Deputy Head, attended Full Governor Body meetings on 26 September 2022, 8 March 2023 and 19 July 2023.

Emma Davies's term of office as staff governor expired on 31 March 2023. Emma Diamond took up the staff governor role from 1 April 2023.

Kevin Johns' resignation as LEA governor was received in March 2023; Tonwen Empson was appointed LEA governor on 19 July 2023.

Glyn Olden was appointed as a co-opted governor in July 2023.

As at 6 September 2023, there two vacant governor posts – a Foundation Governor and a Co-opted Governor.