

Championing human-scale, whole education that is tailored to meet the needs of individuals in the context of their communities

## **Minutes of the Meeting of the Full Governing Body**

*held on Thursday 13<sup>th</sup> July 2023, at 5pm in WS5, Ansford Academy.*

Membership:     Jennie White (Chair of Governors)                     Chris Culpin (Vice-Chair of Governors)  
                          Rachel Purnell (Headteacher)                             Darrell Chainey  
                          Arthur Llewellyn     Rachel Laurie  
                          Enita Andrews     Paul Spencer  
                          Kate Cravero     Alison Bennett  
                          Andrea Maistrello     Ed Jones  
                          Lindsay Murdoch

In attendance: Rachel Robbins (Clerk), Su Perkins (SENDCo), Rebecca Comyns (Business Manager)

	<b>Item</b>	<b>Owner</b>	<b>Action</b>
1	Welcome	JW	
2	Apologies Kate Cravero	Clerk	
3	<p>SEND Policy – presented by the SENDCo, Su Perkins Jennie White is to be named as governor link for SEND, replacing AM.</p> <p>A governor asked about access arrangements and was informed they are detailed in a separate document which is updated in September every year.</p> <p>Another governor asked for clarification regarding the monitoring of progress for students with SEND. The answer was that it syncs with data drops which form part of the reporting process and staff analyse data as it is prepared for reports. Other monitoring points are the EHCP annual reviews and other reviews at parents’ evenings; up to 3 per year. The policy was approved. SP was thanked and she left the meeting.</p>	SP	
4	<p>Letter from the ESFA and revised Academy Trust Handbook It was agreed to carry this forward to the first FBAR meeting for the start of term.</p>	DC	Email forwarded to all governors; new handbook in the shared area to be read – this item will be revisited next meeting

### Three Core Functions of the Governing Body

- a) Ensuring clarity of vision, ethos and strategic direction
- b) Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff
- c) Overseeing the financial performance of the school and making sure its money is well spent.

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5	<p>Initial Budget Report – presented by the Business Manager, Rebecca Comyns</p> <p>Budget – The government has announced new funding and has extended the deadline for budgets to August. It is proposed that we re-run figures and revise the current forecast. DC recommended that the meeting approve RC’s proposal to revise the budget – carried unanimously. RC thanked and she left the meeting.</p>	RC	
6	The minutes of FGB meeting held on Wednesday 24 <sup>th</sup> May were approved.	JW	
7	Matters Arising from FGB and Development Day, not covered by this agenda. None.	JW	
8	Declarations of Business Interests on the current agenda. None.	ALL	
9	Resignations received from members of the current board Alison Bennett, Chris Culpin and Andrea Maistrello were thanked for their collective contribution. A separate occasion is planned to mark the occasion of CC and AB’s retirement with all governors and senior staff invited for a social event offsite. Lindsay Murdoch has had to resign for personal reasons and expressed a wish to return in the future if possible.	Clerk	
10	Committee Meetings The minutes of each committee were reviewed with the Chair highlighting key aspects for the benefit of all governors.	Committee Chairs	
11	Terms of reference of this body and of the committees: After much discussion regarding preferred numbers of governors serving on each committee, it was agreed to keep all terms of reference as they stand, but with the option to co-opt members from other committees to make sure all meetings are quorate.	JW	

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12	<p>Reports from members on training attended:</p> <p>RL attended training on exclusions and suspensions and was able to confirm that both the processes and procedures reported to CCW and that she has been involved in as part of a PEX Panel align with those detailed in the training. RL noted an area of strength is the focus on work taking place to prevent vulnerable pupils from being suspended. RL has shared the materials in a Google folder in the drive.</p> <p>EA attended Safeguarding Training which included reminders for the Safeguarding Link Governor to have regular meetings with the DSL and for all governors to read KCSIE. Following recent events in the news, a governor asked about Ansford's lockdown process. It was suggested that this be shared at a future meeting.</p> <p>EJ attended the Health and Safety training. The slides are in shared drive for other governors to see. AL has a H&amp;S walk-round scheduled for next week.</p>	EA, EJ, RL, AL, KC.	Lockdown procedure to be presented at FGB in Autumn.
13	<p>Headteacher's Report</p> <p>A governor asked how the capacity to sustain improvement is documented. The HT explained that the SIP was a live document with regular, robust review and that is the central document for that.</p> <p>A question was asked about the decision to remove academic coaching as part of the provision. RP explained that this had been under review and has been fully evaluated, including through some external work with the School Improvement Adviser, and it is clear that its impact did not reflect the cost.</p>	RP	Headteacher's Report
14	<p>Student, Parent and Staff Surveys and Comparative Summary.</p> <p>Governors noted that the staff survey was broadly positive and certainly reflected improvements made.</p> <p>RP indicated that parent engagement would feature in the new School Improvement Plan; there were various suggestions of how governors could support in this respect, and it was decided to explore these ideas further at a future meeting.</p> <p>PS left at 18:24</p>	RP	4 papers
15	COVID-19 Catch-up Premium – see below	RP	1 paper

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16	<p>SIP 2023-2025</p> <p>Following drafting the skeleton of the new SIP at the SLT Conference, RP proposed a 2-year plan for the next improvement cycle. This was agreed by governors. RP explained that the same format and key strategic development areas would remain the same and that the priorities would be informed by the final evaluation of the current plan.</p> <p>RP asked the governors to identify areas for development for the governance strand of the Leadership and Management strategic objective. Areas of focus were discussed and agreed and related to developing further means to increase presence and contact with the school and its stakeholders; to engage in training; to recruit new governors and to further develop the induction process.</p>	RP	No papers – this is initial discussion
17	<p>Policies:</p> <p>Complaints and Concerns Policy and Procedure</p> <p>School Uniform Policy</p> <p>A governor asked about affordability and RP drew attention to the section of the policy which details the online second-hand uniform shop and the process for issuing uniform to families facing difficulties. The policy was then approved.</p> <p>Employee Code of Conduct</p> <p>Biometric Data Policy</p> <p>Governors Allowances Policy</p> <p>Covid catch-up premium</p> <p>These policies were approved.</p>	RP	5 policies
18	Confidential item	JW	
19	AOB	JW	
20	<p>Clerk has drafted dates for meetings next year (in shared drive) and is waiting for the school to finalise the calendar before dates can be confirmed.</p> <p>The Chair requested a development day in November.</p>	Clerk	

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