Carden Primary and Nursery School - FGB Minutes

Meeting Type	**Full Governing Body**	
Date:	Thursday 28th September 2023	
Time:	4.30pm	
Location	*Carden Primary School – in person*	
Quorum:	For decisions to be binding at least one half of current governors are required. The meeting was quorate throughout.	
Governors Present:	Laura Sibley (HT) Alistair McNair (Chair) Linda Newman (Vice Chair) Sam Baker Nicola Claber	Nigel McCutcheon Esther Garibay Carl Pittaway Helen Wilson
Clerk	Zoë Heaton	
Guests	Paul Harrington (Deputy Head)	
Apologies	None	

Acronyms which may be included in minutes	
EYFS	Early Years Foundation Stage
BHCC	Brighton & Hove County Council
CP	Child Protection
CPD	Continuing Personal Development
FGB	Full Governors Body
KS1	Key Stage 1
NGA	National Governors Association
PTA	Parent / Teacher Association
SATs	Standard Assessment Tests
SDP	School Development Plan
SG	Safeguarding
S&LC	Speech & Language Centre
SLT	Senior Leadership Team

Item	**Summary of Discussion**
1	The chair welcomed governors and apologies were considered and accepted. There were no declarations of interest in the agenda.
2	The previous FGM Minutes (05/07/23) had been circulated to governors prior to the meeting. The minutes were agreed as an accurate record of the meeting and signed by the chair. There were no matters arising not included elsewhere on the agenda. Actions from the previous FGB minutes were discussed and considered: [ACTION: GB agreed to relook at Governance Strategy and Action in the Autumn term.] – in progress. [ACTION: EG to attend New Governors Induction training via Governor Support next term.] – Completed. EG booked on to this training and arranged to meet with LN for general induction. [ACTION: Clerk to invite GB to attend Safeguarding Training all together Sept 1st. Otherwise to provide evidence of own training] - Mostly completed. **[ACTION 1: AM & HW to arrange a meeting for SG training with PH]**

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	[ACTION: HT to add BHCC NA attendance figures on to the next HT report analysis] – See Item 4. Confirmed will be included in HT report going forward. [ACTION: SB to be invited to any meetings regarding Nursery plans going forward] - Confirmed [ACTION: The HT agreed to review Lockdown procedures in SLT meeting and in September safeguarding training] – Some initial research had taken place. Agreed this will be completed this academic year. [ACTION: NM to send slides from H&S training to GB.] – completed. **[ACTION 2: GB to carry out diversity survey for awareness but not publish results.] – carried forward** [ACTION: Clerk to upload short statement on diversity data onto governors website page] - completed [ACTION: Publish Governor Advert on Facebook after skills audit] - completed [ACTION: Chair to research a 'twin' Ukrainian school for Carden and assist with set up.] – in progress. Initial parameters agreed. More news to follow this term. [ACTION: EG to carry out 'Our City Our World' online training.] – Booked on to training next week.
3	**GB business and membership** All governors' terms of office, current and up-to-date. **Election of Chair 2023-2024** The FGB re-elected Alistair McNair as the Chair of Governors for academic year 2023-24. **Election of Vice-Chair 2023-2024** The FGB re-elected Linda Newman as Vice Chair of Governors for academic year 2023-24. **Election of Chairs of Committees** The FGB re-elected Linda Newman as Chair of the D&R committee, Nigel McCutcheon as Chair of HSW committee and elected Carl Pittaway as new Chair of the CLA committee. **Governor safeguarding training – in progress** Most governors had carried out the SG training, either at Carden or for their place of work and provided evidence. One further training to take place with PH (Designated Safeguarding Lead) completing the SG training for all governors 2023-2024. **Review and agree Instrument of government –** No changes required to the instrument of government. Reviewed and agreed via SchoolBus **Skills audit gaps, governor vacancies** The Skills audit had taken place in the Summer term, followed up by both general and individual emails from the clerk to governors suggesting relevant training taking into account comments. Biggest gaps were found to be in Chairing and Leadership and to a lesser degree in Accountability. An advert had been added to Carden Facebook page, as agreed at the last

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	meeting, hoping to fill two remaining co-opted governor vacancies. **Agree membership of committees / appoint link governors to key areas.** No changes proposed to current committee membership. LN to remain as PP link and EH to take on Equality. **Terms of References for committees for agreement** - All committee terms of reference had been agreed via the SchoolBus compliance manager. **Annual Schedule of planned work / visits** Governors were encouraged to carry out monitoring visits. Visits to be planned in conjunction with Carden's annual schedule of works including learning walks. Governors recently visited the school to attend the learning walk on class environment and AM had met with Janice (SPA). Further ones would be booked throughout the year and fed back at meetings. **Governor training** Governors had received the training schedule from BEEM. The clerk encouraged all governors to undertake any relevant training, especially in light of the feedback from the skills audit. EG was booked onto the new governor induction training. NM had carried out a NGA module on Pupil Premium over the Summer.
4	**Headteacher Report:** The HT had circulated a master version of the HT report for the governors to discuss and agree format for reports going forward this year. A full HT report would be available at the next FGB of the Autumn term. BHCC national average attendance figures agreed to be included. LA data to be included when available. The Chair went through the HT report headings and invited questions or suggestions. Is Wellbeing represented in the HT report including Staff wellbeing? – Yes, under Personal Development (Ofsted term) Will Staff Wellbeing meetings continue this year? – Yes How does the HT report link to the strategy for the school? – Both documents are under the same headings so can clearly cross-referenced. **SDP** The HT circulated the current SDP for the governors to read in advance of the meeting. This document would be reviewed every term at SLT. Questions were invited. What does NCTEM mean? – The National Centre for Excellence in the Teaching of Mathematics, which refers to the new system replacing the White Rose system and which is currently being embedded in the curriculum and constitutes a positive new development. It was understood that this new system would require fairly intensive work and time initially but would pay off in the long term. The Chair noted that this new maths system fitted well with the new Ofsted focus on content and depth of learning. He also commented that Carden had achieved third best in B&H for KS1 maths. Are you happy with the KS2 results in general? - Yes, although the data has not yet been officially validated, we know SATS writing was above NA and Reading was good. When can Carden publicise these positive results? – The data will be fully validated by

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December FGB time, however we can mention to parents in the meantime. Pleased with significant improvement from the previous year.

How did Carden fair with Progress data? - We were well above NA in Progress. +2.2 and in EYFS too. Writing was above NA and Reading equal to. The Writing scheme is now well - embedded and having a positive effect across year groups.

Did the data give evidence of narrowing the disadvantaged gap? – Certainly still there. HT and RM looking at disadvantaged strategy through local authority CPD training with the Durrington school of research. Also under discussion at SLT meetings. PH (DHT) had carried out individual case studies of some disadvantaged children (CP) who have closed the gap.

How were results for Greater Depth? – There was none in Year 6 Reading or Writing. 3% in Maths. This year there should be a greater number.

Have Y6 teachers stayed the same for the coming year – There was one change with a teacher moving up from Year 5 to Year 6. She is a well-established teacher and in a good position to settle well and provide consistency as knows the children already. The Year 6 teachers have already started doing SATS –focussed interventions although the children will be unaware at this stage.

How is the Coaching going, are teachers open to being coached? – HE qualified in coaching to support other members of staff with their teaching. No one has come forward, but HE has found it easier to talk to teachers ad hoc and bring in ideas off the cuff. The beginning of term has been quite intensive so it may be that teachers do not have enough headspace to do this yet as just settling at the moment. There may be more requests following half term.

Are all costs mentioned in the SDP covered in the budget? – Yes, if there is a specific figure then it has been accounted for.

Are there any changes to the Attendance Policy going forward? - The HT confirmed that the new Attendance and Absence Policy had been rewritten and loaded onto SchoolBus for governors to approve. Small number of changes including stricter rules about fining and a more user-friendly style.

When is the SDP updated? – This is done termly and governors are welcome to ask to see it at any time.

The Chair noted that Carden was aiming to improve attendance (96%) and advised governors to use their visits and questions to challenge and investigate areas of the SDP. For example, governors were encouraged to interview Maths Leads and attend events such as Sports Day and Christmas Fair which can all relate to the SDP in terms of ethos, inclusivity and community.

How do you want us to hold you accountable for this document? – Through monitoring and visits but can also add SDP updates to the HT report for governors to view termly.

[ACTION 3: HT to add SDP updates to the HT Report for FGB]

Are the activity passports being relaunched? – Yes but adapted for post-pandemic, current cost of living crisis climate. Originally designed to enrich the curriculum, but some aspects no longer viable due to expense. Therefore they will be redesigned and scaled back but still providing progress and being more representative of these times.

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	What types of activities constitute enrichment? – Author visits, residential trips, Big Camp and many other activities. Extras are covered by applying for grants. Governors discussed up and coming events to promote the school and embed Carden values such as black history week and 75years Anniversary celebration. During black history week parents will be encouraged to come in and read a story in their first language. PH (DHT) commented that the curriculum has been diversified over the last 2 years and that diversity is celebrated throughout the year not just on token days. The Governors agreed this was the case and that this was particularly noticeable in the community events such as the Eid picnic and in Carden being a 'School of Sanctuary'. They stressed that this aspect was worth celebrating and should be recognised. Governors were concerned that the positive story around the Carden 75th anniversary be published in the Argus and put on the website. PH to submit an article about the event and contact to be made with journalist. **[ACTION 4: AM to contact George Carden (family descendant of the original Carden family) and journalist at the Argos and give email to PH]** Other suggestions for promoting Carden and engaging with parents was to invite current 'fresh' parents to come to the New Parent meetings to talk about the positive transition Carden provides. The Chair concluded that the SDP was a nice clear and thorough document with good aims and responsibilities. He noted that phonics was a prioritised area with also a focus on areas such as Maths in keeping with Ofsted recommendations. He liked the positive approach and approved of the empowerment approach to the area of disadvantage.
6	Governors were required to read the following documents and sign to confirm via school bus. **Annual Declarations** Declarations of Interest- any outstanding were completed at the meeting Declaration of Eligibility – read and agreed Code of Conduct – read and agreed Acceptable use of ICT – read and agreed KCSIE – read and agreed
7	There was no business brought forward by the chair

Meeting closed at 5.30pm

The date of the next FGB meeting Wednesday 6th December 2023 – 4.00pm

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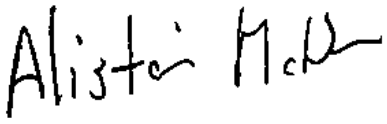
Minutes approved by the full governing board and signed by the chair:



Chair……

Date……06/12/2023……

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