

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 3rd December 2024

Governors Present: Beverly Jones (Chair for the meeting), Sarah Abrey, Suranga Chandratillake, Helen Darrell (Headteacher), Mark Elliott (Co-Chair), Barry Fuchs, Simon Jarvis, Liam Kelly, Imogen Nay, Rene Oosthuysen, Jonty Roland, Alex Smith and Emma de Vaux.

Also in Attendance: Jacquie Watts (Clerk) and Natasha Thake (Deputy Headteacher)
(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: no apologies for absence were received. All governors were eventually present. The meeting was quorate.

NOTED: the Clerk highlighted this would be Bev Jones' last formal governing body meeting as both Chair and a governor of St. Paul's.

ii Declarations of Interest

NOTED: Imogen Nay was a CSoC trustee and related to a member of staff at the school. No other declarations were made in relation to the meeting.

iii Governor Vacancies and Appointments

NOTED: there were currently two vacancies on the governing body: 1 x Foundation Governor (Diocese) and 1 x Parent Governor. Another Foundation Governor (Diocese) position would become vacant when Bev Jones came to the end of her term of office on 31st December 2024.

NOTED: as per the agenda, Parent Governor nominations had been sought by the school, but the process had concluded after the publication of the agenda. It had not therefore been possible to list the elected parent on the document. As recorded in the minutes of the previous meeting, Alex Smith would come to the end of his term of office as an LA governor on 7th December 2024 and, with the minuted agreement of the FGB, had been working with the Clerk to seek re-nomination by the LA for a further four years. As this reappointment was recorded in the minutes of the previous meeting, it had not been specifically listed on the agenda. The Diocese/ Parish Council had not identified a Foundation Governor appointment.

NOTED: the Head advised that Liam Kelly, currently an Associate Member, was the sole Parent Governor nominee.

Liam Kelly joined the meeting at this point

AGREED: neither Liam Kelly nor Alex Smith needed to withdraw while their appointments were being considered.

NOTED: the LA had nominated Alex Smith as an LA governor for a further four years.

AGREED: to confirm the appointment of Liam Kelly as a Parent Governor for a four year period commencing on 3/12/24 until 2/12/28. He would therefore cease to be an Associate Member with immediate effect.

AGREED: to confirm the appointment of Alex Smith as an LA Governor for a four year period commencing on 8/12/24 until 7/12/28.

NOTED: the Chair had uploaded a template previously used to recruit Diocesan Foundation Governors. The long-standing vacancy and appointment requirements were discussed. **A governor had suggested a potential candidate to the Diocese but had not had a response.** It was confirmed the local Parish Council and the FGB needed to propose potential candidates to the Diocese. **The possibility of highlighting the Diocesan vacancies in the local community and on Linked-In was raised.**

AGREED: Rene Oosthuysen would forward details of the suggested Foundation Governor candidate to Mark Elliott for consideration by the FGB and Parish Council. All governors would review the vacancy template over the next few days and feedback comments. The final version would be circulated the following week prior to broader circulation in the community. Mark Elliott would highlight the vacancy to the St. Paul's Church congregation.
Action: R Oosthuysen/ All/ M Elliott

NOTED: the Chair asked for her formal thanks to Sharon Geva, as the outgoing Parent Governor, to be recorded in the minutes. As it had not been possible to say a formal, in-person farewell to Sharon, a card was being circulated and was currently in the School Reception. All governors who had not yet signed it were invited to do so. The Chair would meet Sharon in person to pass on the FGB's best wishes.
Action: All

iv Minutes of Previous Meeting: 17th September 2024

NOTED: the minutes as uploaded to GovernorHub with the agenda.

NOTED: the following matters arising from the minutes:

Date	Min. Ref.	Action	Lead	Completed
27/2/24	2i	the Head to work with Imogen Nay to present a school covenant document to the May Foundation meeting.	H Darrell/ I Nay	On agenda
	2i	the Head to consider detail required for the	H Darrell/ I Nay	Ongoing – being routinely monitored

		SIAMS prompt sheet and consult with Imogen Nay.		by Foundation Governors.
	3iii	Chair to share ideas for parent evenings, including promotion of Parent View, on GovernorHub.	B Jones	Still to be done, but the school was already doing everything recommended by NGA
17/9/24	1v	Clerk and Alex Smith to liaise outside meeting to pursue his re-application as an LA governor.	A Smith/ Clerk	Completed
	1v	school to hold parent governor elections as soon as possible and in time for the parent governor appointment to be confirmed at the December FGB meeting.	H Darrell	Completed
	1vi	The agreed minutes of the previous meeting to be electronically signed by the Chair for the meeting and stored on GovernorHub as an official record.	Clerk	Completed 18/9/24
	1vii	Sarah Abrey and Clerk to discuss record keeping possibilities for training.	S Abrey/ Clerk	Completed
	1viii	link governor roles for 24/25 to be reviewed by Sarah Abrey and Mark Elliott. Emma de Vaux had agreed to lead on SEND once Bev Jones stepped down as a governor.	M Elliott/ S Abrey	On agenda
	1viii	once reviewed as per above, Link Governor roles to be approved via GovernorHub and decision ratified at the next meeting of the FGB.	M Elliott/ S Abrey/ Clerk	On agenda
	2i	Mark Elliott to convene a small group of himself, the Head, Simon Jarvis and Imogen Nay to consider Academy status,	M Elliott	On agenda

		including the school's relationship to CSoC.		
	2iii	Clerk to finalise agreed 2024 Standing Orders and upload it to GovernorHub.	Clerk	Completed
	2v	Clerk to finalise agreed 2024 Code of Conduct document, upload it to GovernorHub and invite all to confirm acceptance online.	Clerk	Completed
	3ii	Head to provide a summary of 23-24 pupil data.	H Darrell	Completed
	5	Agreed the following additional agenda items: • Ratification of link governor appointments • Feedback from Strategic Workshop • Feedback from Academization Group	Clerk	Completed
	7	• Development priorities had been established for 24/25 • The importance of marketing the excellent work of the school was recognised • Mark Elliott had joined Bev Jones as Co-Chair • Positive feedback from the LA on the school's safeguarding activities • The school's positive and successful focus on EAL • Governors were delighted to see an increased pupil participation in sport • The school was fully staffed for 24/25 • Governors commented on the lovely atmosphere at the school and a very positive start to 24/25 The Chair and Head to use these points to draft an update to staff and parents.	B Jones/ H Darrell	Completed

NOTED: as per matters arising from the 30th April meeting, Barry Fuchs would soon be undertaking Cyber Security Training and would take up the position of Cyber Security governor lead as intended with immediate effect.

AGREED: the minutes of the previous meeting held on 17th September 2024 as true and correct record. The minutes would be electronically signed by the Chair for the meeting and stored on GovernorHub as the official record.

Action: Clerk

v Governor Training Activity

NOTED: Sarah Abrey highlighted the training record uploaded with the agenda as drawn from GovernorHub. It produced an accurate record, but did not capture governor views or responses to training undertaken.

NOTED: Mark Elliott had attended an OFSTED training session and uploaded slides and his thoughts to GovernorHub. **Governors felt this worked well and praised the notes provided.**

vii Ratification of Decisions Taken via Governor Hub

AGREED: to ratify the revised link governor arrangements as discussed and agreed online and subsequently discussed above:

Strategic Direction, Values and Vision – Chair(s) and Vice Chair

Christian Distinctiveness – Foundation Governors (rotating lead)

Data/ Educational Performance – Simon Jarvis

Financial Performance – Liam Kelly

Staff Well Being – Rene Oosthuysen

SEND, Behaviour, Anti-Bullying and Inclusion – Emma de Vaux

Pupil Premium – Simon Jarvis

Sports Premium – Alex Smith

Facilities – Alex Smith

Governor Training – Sarah Abrey

Safeguarding- Imogen Nay

Governor Monitoring and Visits – Jonty Roland

Cyber Security – Barry Fuchs

EYFS/ Robins – Emma De Vaux

Foxes – Jonty Roland

Badgers – Liam Kelly

Rabbits – Suranga Chandratillake

Squirrels – Jonty Roland pending appointment of the Foundation (Diocese) governor

Offers – Rene Oosthuysen

Hedgehogs – Barry Fuchs

Headteacher Performance Management – Mark Elliott, Alex Smith, Rene Oosthuysen

viii Governor Monitoring Reports

NOTED: individual link governor reports available via Google Docs and the summary of recent monitoring activity posted on the GovernorHub noticeboard by Jonty Roland.

Increased teacher confidence was noted. Mixed classes had a largely positive response. Good levels of CPD were taking place. TA recruitment was presenting challenges. Health and Safety issues relating to contract staffing had been identified. The Head advised the latter were a one-off or had already been addressed. In response to a question from a governor, it was confirmed that only Google Docs should be used to record monitoring activities, though a more detailed SEND report had been produced as part of the link role handover between Bev Jones and Emma de Vaux.

NOTED: The Chair thanked Jonty Roland and Sarah Abrey for their work in relation to link governors and governor monitoring.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Feedback From Strategic Workshop

NOTED: strategic thinking and pre-OFSTED planning had been discussed. Mark Elliott had uploaded his notes of the meeting. An OFSTED Working Group had been formed.

AGREED: anyone wishing to join the OFSTED Working Group should email Mark Elliott.
Action: All

NOTED: discussions regarding My Concern and anti-bullying would be explored further under the Head's report.

NOTED: governors queried the strategic aspiration for to the next OFSTED inspection. As a minimum a Good grade or equivalent was expected, but the FGB and school were aiming to achieve Outstanding or the maximum rating at the time. Governors pointed out that a clear narrative regarding the school's outstanding work would be needed. The school would need to evidence excellence and sharing good practice. The Head was mentoring another Headteacher, training with other organisations was being undertaken and other schools were being supported by St. Paul's. **Governors asked how this excellent practice could be captured? Governors needed to articulate it and pupils needed to be able to talk about or otherwise reflect it. A narrative to evidence the school's journey from good to outstanding was required. It would also be invaluable to have as many governors as possible involved in the OFSTED visit and for their input to be managed.**

ii Feedback From Academisation Group

NOTED: the group had met and discussed questions relating to Academisation and other options open to the school, including Federation. The next step was to explore the questions with the two Academies open to St. Paul's and gather further information about possibilities, Federation and the school remaining a stand-alone institution. The future role of CSoC would also need to be explored. Mark Elliott hoped to meet with CSoC in the near future in order to learn more about it and its future aspirations.

AGREED: the revised membership of the group as Mark Elliott, Simon Jarvis, Helen Darrell, Liam Kelly and Natasha Thake.

iii Church School: Christian Distinctiveness

NOTED: the PSC Plan and Statement uploaded with the agenda and the background to the initiative. The school and Church were happy with the way of working outlined, as was St. Paul's Parish Council. **Governors were also pleased with the documents.** The Chair would sign it on behalf of the school and it would also be signed by a representative of the Church Council. **Governors thanked those involved in the document's creation.**

NOTED: future meetings of the Foundation Governors Group were scheduled for 31/1/25 and 1/5/25. Leadership of the group would continue to rotate round members.

iv Policy and Key Document Update

NOTED: the Chair reminded governors it would be helpful if they could sign policies on GovernorHub to show they had read and reviewed them.

NOTED: the six policy and key documents uploaded to GovernorHub with the agenda. Documents were based on EPM/ LA or The Key templates. It had not been possible to review the Accessibility Plan in time for the meeting.

AGREED: the following policy and key documents:

- **Admission Arrangements 2026/27**
- **Data Protection**
- **Freedom of Information**
- **Health and Safety**
- **Pay Policy**
- **Management of Sickness Absence**

vi Marketing

NOTED: Alex Smith provided feedback from the Marketing Group including activities undertaken such as a leaflet drop and a QR code on the website. **Positive feedback on the leaflets had been received.** The Head could arrange for new photos for the website, but the time of year for them to be taken needed to be determined. **The website needed to be OFSTED ready, having regard to recent Government advice. The marketing Group had considered the website from a marketing perspective, but not in terms of compliance.** The school had a compliance document governors could refer to. **The Chair advised the LA should also review the school's website prior to OFSTED and provide compliance advice.**

AGREED: the Marketing Group should consider website photographic needs and would continue to develop the parent survey.

NOTED: leadership of the Marketing Group was discussed.

AGREED: the Marketing Group of Alex Smith, Jonty Roland, Emma de Vaux, Barry Fuchs and Rene Oosthuysen should continue to be convened by Alex Smith. **Action: A Smith**

NOTED: The Chair thanked all members of the Marketing Group for their work.

3. HOLDING THE HEADTEACHER TO ACCOUNT FOR THE PERFORMANCE OF THE SCHOOL

i Headteacher's Termly Report

NOTED: the Head's Report and PP Strategy uploaded to GovernorHub. The Head summarised the main report, including teaching experience provided at St. Paul's for ARU, key data and trends, My Concern information and staff CPD. The pupil roll was lower than last year, but growing. Large classes at the top of the school were being replaced by smaller classes of younger children. **In response to a question from governors, it was confirmed that pupil numbers for earlier years were stable and consistent.**

NOTED: progress against the SIP. Impacts would be completed at the end of the year when objective data was available.

NOTED: in response to a request from a governor, the school's detailed approach to anti-bullying and the recommendations of a previous bullying review, including meetings offered to parents and the use of My Concern. The relationship with the After School Club was explored, including information shared. The information provided was echoed by the staff governor. **Governors asked the Head how confident she was regarding the sharing of information?** She felt 90% confident on the grounds that she did not wish to become complacent. **Governors asked whether the contractor was sharing information regarding pupils of other schools with those schools?** The Head thought it was, but would verify this with the contractor to see if best practice could be replicated. **Action: H Darrell**

Noted: the initiatives undertaken by the school to raise the anti-bullying profile, changes to playtime and after-school activities, the regular pupil survey and the role of the Behaviour/ Anti Bullying Link Governor. The school was working on ways to refine My Concern data provided to governors so that any bullying issues were unambiguous. It would be shared with governors in due course. School staff were well trained in the advanced use of My Concern and were aware external agencies that might provide support. **Governors thanked the school for a comprehensive response. Going forward, it was suggested that 2 or 3 key stats and related trends would save the Head work and make it easier for governors to monitor the anti-bullying position. The Chair reminded the meeting that Emma de Vaux, as the lead governor for behaviour and anti-bullying would be monitoring the school's activities closely.**

NOTED: the Pupil Premium Strategy. **Governors queried why certain information was not included?** The Head advised it was a government proforma and the school provided the information requested. **Governors asked how they could identify the impact of the strategy?** Outcomes would be reviewed at the end of the year and school data would identify any decrease in the gap between PP and other pupil outcomes. **Governors were content with the strategy.**

NOTED: governors were happy to be involved in filling current staff vacancies. Interview opportunities would be shared equally across all governors.

ii School Improvement Plan 2024-25

Noted: this had been discussed as part of the Headteacher's report.

iii Pupil Data

NOTED: the 2023/2024 pupil performance data and data tracking process. SEND data was solid but varied across individual classes. **Governors asked how they could drill down to find SEND and EAL data and class specific information?** The end of year report summarised SEND and EAL data. Class based information could be provided to specific link governors, subject to the preservation of pupil privacy. The Data group received more detailed information to enable governor monitoring and each Class teacher ought to be able to assist their Link Governor in understanding the data for the class.

iv Staff

NOTED: the notes of the Pay Committee meeting as shared with all governors except those who were members of staff.

NOTED: the formerly titled HTPM group were in the process of setting annual objectives for the Head. **These were likely to include the transition from Reception to Year 1, support for Subject Leaders, pupil behaviour, working with governors to promote the school and grow the school roll.**

NOTED: the meeting discussed staff well-being. Staff were tired in the run up to Christmas, but were positive. **The Chair commented on previous staff and governor social events.**

v Safeguarding

NOTED: this had been referenced in the Head's report. There was nothing of significance to note.

vi Health and Safety

NOTED: this had been covered in the link governor's monitoring report.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update

NOTED: Liam Kelly was leading on financial monitoring. **He reported there was nothing of significance to note. The reduced pupil roll would have a financial impact in future years. He would begin the process of scrutinising the draft budget and preparing the SFVS the following term. The annual Finance Workshop for governors would take place next term. Mark Elliott and Liam Kelly would set the date for the workshop. Governors who needed a refresher in school finances were referred to the notes previously prepared by Suranga Chandratillake.**

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following agenda items:

- Standard agenda items
- Any items identified in the above minutes

Action: Clerk

6. AOB

NOTED: the Parent Survey being reviewed via GovernorHub. The timing of its launch was discussed. **Governors favoured both before and after Christmas, as parents could be seen in person at events in the run up to Christmas and after Christmas, some would have time to respond online.**

NOTED: the new PTA Chairs were Jason de Vaux and Emma Gervasio.

NOTED: the Chair thanked everyone who volunteered at the school.

NOTED: Suranga Chandratillake thanked Bev Jones for her commitment to the school and its Governing Body. Bev had been instrumental in the distance the school had travelled in recent years and it would be hard to imagine the Governing Body without her. In return, Bev thanked Suranga and the Clerk for their ongoing support. She praised the Head for her key role in developing the school and acknowledged the increasing role and workload of governors and in particular the efforts of St. Paul's governing body. She wished St Paul's and its governors all the best for the future and hoped that more people would become aware of the school, which she described as a hidden gem.

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following four points:

- Celebrating the work of school volunteers
- The planned parent survey
- The range of autumn term activities undertaken by the school
- A big thank you to Bev Jones for her work as a governor and Chair of Governors

The Chair and Head would use these points to draft an update to staff and parents.

Action: B Jones/ H Darrell

8. DATE AND TIME OF NEXT MEETING

AGREED: the next meeting would take place on Tuesday 21st January 2025 at 6.30pm via TEAMS

NOTED: the Chair wished everyone a Happy Christmas and a peaceful New Year.

The meeting concluded at approximately 20:25 hours

Drafted by: Jacquie Watts
Clerk to the Governors
4th/5th December 2024

Approved by The Governing Body on:

Date: 21st January 2025.....

Signature (Chair): *Mark Elliott*

FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
27/2/24	3iii	Chair to share ideas for parent evenings, including promotion of Parent View, on GovernorHub.	B Jones	Still to be done, but the school was already doing everything recommended by NGA
3/12/24	1iii	Rene Oosthuysen to forward details of the suggested Foundation Governor candidate to Mark Elliott for consideration by the FGB and Parish Council. All governors to review the vacancy template over the next few days and feedback comments. The final version to be circulated the following week prior to broader circulation in the community. Mark Elliott to highlight the Foundation Governor vacancy to the St. Paul's Church congregation.	R Oosthuysen/ All/ M Elliott	
		As it had not been possible to say a formal, farewell to Sharon Geva, a card was being circulated and was in the School Reception. All governors who had not yet signed it were invited to do so	All	

	1iv	The approved minutes of 17/9/24 to be electronically signed by the Chair and stored on GovernorHub as the official record.	Clerk	Completed – 4/12/24
	2i	anyone wishing to join the OFSTED Working Group should email Mark Elliott	All	
	2vi	the Marketing Group of Alex Smith, Jonty Roland, Emma de Vaux, Barry Fuchs and Rene Oosthuysen should continue to be convened by Alex Smith.	A Smith	
	3i	The Head would verify contractor anti-bullying practice with regard to other schools.	H Darrell	
	5	AGREED the following agenda items for the next meeting • Standard agenda items • Any items identified in the above minutes	Clerk	
	7	* Celebrating the work of school volunteers * The planned parent survey * The range of autumn term activities undertaken by the school * A big thank you to Bev Jones for her work as a governor and Chair of Governors The Chair and Head would use these points to draft an update to staff and parents.	B Jones / H Darrell	