



Whole Governing Body Meeting Minutes 28.03.23

6 pm The Lodge Copnor Primary School

Any apologise please email mjohnson@copnorprimary.co.uk

Sophie Doherty, Angela Wall, Lauren Findlay, Lizzie Shackelford, Matt Johnson, Lisa Lunn, Laura Sparrow, Louise Salmon, Paul Goater, Tracey Pinkney

	Agenda Item	Actions
1.	<p><u>Welcome & apologies for absence</u> Jackson Ball Toby Simmonds</p> <p>Lynne Stagg has resigned. Rachel key has resigned, 06.06.23 will be her last meeting.</p>	
2.	<p><u>Declaration of Pecuniary Interests</u> None declared</p>	
3.	<p><u>Minutes from WGB meeting 03.01.23</u> Minutes agreed.</p>	
4.	<p><u>Minutes from C&S meeting 07.01.23</u> Minutes agreed.</p>	
5.	<p><u>Minutes from Resources meeting 07.02.23</u> Minutes agreed.</p>	
6.	<p><u>SIP</u> 3 targets linked to the Ofsted report. The headings are written deliberately linked to the Governor training we had this academic year. Therefore when you come in to visit, you can use this document to support your monitoring.</p> <p>A Governor asked: How can we work out how much we are spending of our PP budget on the curriculum? Matt replied: <i>In our matrix on the budget reports, we can see in the budget that PP has spent X amount and what it is spent on. What we will need to do in the future is look at how this expenditure has impacted on outcomes.</i></p> <p>A Governor asked: How will you support handovers to new subject leaders? Matt replied: <i>New subject leaders will have handovers as part of their transition, led by a member of SLT or a middle leader.</i></p> <p>A Governor asked: What is the resource cost of that to develop a handover? Matt replied: <i>The costs on the SIP is for each year, therefore, we will use this in the next academic year to develop staff through their subject leaders.</i></p>	<p>Governors encouraged to see digital literacy in action.</p>

	<p>The evidence for each target will be uploaded and hyperlinked so that we can share this with LA and Ofsted.</p> <p>A Governor asked: How else can Governors help to add to the SIP? Matt replied: <i>Governor visits and your reports from these. All the monitoring visits triangulate the SIP. Governors will then be looking at whether progress has been made and next steps will be generated with the LA.</i></p> <p>Target 2 is around Phonics and Early Reading. A Governor asked: Gemma is supporting the digital side of the journey, but if she isn't here, how will we develop this? Matt replied: <i>Gemma is facilitating the digital side, but Tracy and Lewis are leading the Champion side of things. Tracy and Lewis are already developing their subject knowledge to support others to provide a sustainable model. Gemma has worked with teachers, TLL and key people who are picking it up really quickly. Teachers are now sharing best practice with each other to develop this further, therefore it won't matter if Gemma is there or not.</i></p> <p>A Governor asked: How do we monitor the Family Hub? Matt replied: <i>Rochelle monitors this. Currently we have a maths hub happening and she is getting parents signing up to this. We will evaluate the impact and take up of these as well. We also have a Reading Café in the morning where parents can read with their child and are able to ask questions to teachers in an informal environment to support them at home with reading with their child.</i></p> <p>A Governor asked: Are there tick boxes on planning documents that have parts on to ensure they have included all things on the planning? Matt replied: <i>Yes, this is included in the planning documents and are then able to include this for their assessments to evaluate the scheme of work.</i></p>	
7.	<p><u>Governor Training for 2023 – 24</u> Paul suggested that Governors could use Governor Hub Training more to make the most out of it and develop ourselves as Governors. Training: Safeguarding children: all Governors will benefit from this. Prevent training is required every three year.</p> <p>A governor asked: Is there amount of courses you would like us to do?</p>	<p>Safeguarding</p> <p>Governors to take part in 1 course per term, which can be online.</p> <p>Paul to send training records to everyone so that</p>

	<p>Paul replied: <i>The top section of the document are for all governors regardless of their role, which they can take part in. Please can you take part in training 1 per term. You can also take part in e-learning, which counts as training and is available there and then. This means that you don't have to wait months for an available date.</i></p> <p>If it is carried out through Governor Hampshire services, this will automatically be updated on your Governor Hub page.</p>	<p>they can identify their own gaps and then book on the relevant training.</p>
<p>8.</p>	<p><u>Policies</u></p> <p>This excel is now in teams and One Drive. Therefore, it will be a live document; when we update it, it will be updated instantly, which you can see on Governor Hub.</p> <p>We have looked at what are statutory policies and used the Portsmouth MOPP to support us in this area. This will give us the policies we can use at Copnor. We will then be putting these together and timetabling when we are going to review them as a Governing Body. We will then highlight the parts that you will need to agree on. We have our website which legally displays what we need.</p> <p>A Governor asked: Can we have a consistent template and format for each of these?</p> <p>Matt replied: <i>That is something we are going to look at to make this more accessible to all parents and staff.</i></p> <p>A Governor asked: As living documents change, do we need to have version control on the document?</p> <p>Matt replied: <i>The MOPP does have this. The SOPs won't have this as these are live documents. In an archived folder on teams, you could find it, but what we have done in the past, isn't relevant to the practice we are doing now. We can monitor how compliant with the SOPs that we are by conducting monitoring, for example in Science, as that is in the guidance policy.</i></p>	
<p>9.</p>	<p>Governor visit dates for Governor monitoring visits</p> <p>Please bring diaries to sign up to dates</p> <p>18.04.23 Review of RI judgement:</p> <p>24.04.23 365 training</p> <p>24.04.23 Bikeability for EYFS all week beginning</p> <p>24.04.23 Health and safety visit with Char and Matt on M, W or F. Matt email Lisa</p> <p>03.05.23 Louise Adams external LLP: Discussion paperwork and monitoring.</p> <p>08.05.23 KS2 SATs week on T, W, T and F. Come and observe.</p> <p>15.05.23 KS1 SATs week. Last ones.</p>	<p>School council visits – when is Sarah doing this? Needs to be on Thursday so Paul can join.</p>

	<p>16.05.23 Music Boomwhacker workshop</p> <p>25.05.23 Year 3 and 4 sleepover</p>	
10	<p>AOB</p> <p>Vacancies for Governors</p> <p>4 spaces are on the Governing Body. If you have any friends who may be interested, please do get in touch.</p> <p>Clerk: Portsmouth City Council – there are a number of schools that have an issue with this. We are looking at buying an SLA which will be shared with our school and then across the city.</p> <p>SFVF: Is this approved? Yes, we will sign and approve this.</p> <p>The EYFS children play at the side of the EYFS area, which is a small area to play in. This could impact on injuries.</p> <p>We can consider this.</p>	

Date of next Meeting:

- Resources – 25.4.23 6pm The Lodge: Lisa chair
- Curriculum & Standards – 11.07.23 5pm The Lodge: Rachel chair
- WGB – 06.06.23 6pm The Lodge: Lauren chair