

SHELDWICH PRIMARY SCHOOL
Board of Trustees' Meeting

Term 1 - Wednesday 16th October 2024 at 4.30pm

Present: Mr D Milham (Chair), Mrs S Garrett, Mrs C Lay, Mr M Lee, Mrs L Dale, Mrs A Du Plessis, Mr A Brookes, Mr S Greathead, Mr A Woods, Mrs R Fairs and Mrs S Paice

Clerk: Mrs J Linter

1. Apologies

Apologies were received from KL.

2. Declaration of Business Interests

No changes required.

3. Membership

Trustees welcomed SP to the Board of Trustees.

DM's term of office ended this term. JL had contacted the other four Members who confirmed they wish to appoint DM for a further four year term of office.

DM's term as Chair ended this term. JL asked for nominations for Chair to stand for a two year term of office. CL nominated DM and seconded by AB. There were no other nominations. DM said he would be happy to complete a further two year term.

DM asked for nominations for a Vice Chair. SG nominated ML and seconded by CL. ML said he would be happy to be Vice Chair for a two year term of office.

4. Review of Documents

Trustees agreed the review (minor changes) to the Terms of Reference and Risk Assessment. Copies available on Sharepoint.

5. Minutes of Previous Board of Trustees' Meeting (10th July 2024)

Accepted as a true record and signed by the Chair of Trustees.

6. Matters Arising

There were no matters arising.

7. Headteacher's Report

The headteacher's report had been circulated.

The school roll was the highest it has been in a number of years.

PESE results are emailed to parents tomorrow.

The broadband provider had been changed to Medway last month. SG said the filtering provider had also changed and so far had seemed much tighter. The school can request to access blocked websites. Further information was circulated to trustees.

The Child Protection policy had been updated and was available on Sharepoint. CL asked trustees to email her to confirm that they have read the documents.

The end of year pupil data had been shown in detail within the report.

Staff training and meetings attended so far this year was discussed. SG said in addition, JL had attended a Finance Group Information meeting today and CL had attended a SENCO meeting yesterday.

SG said that the Forest School is developing quickly. A large canopy is being installed next week. The area will be used daily eventually.

LD suggested that we add The Abbey School to the list of schools that we wish to further develop collaborative working with.

CL confirmed that the children that attend extra-curricular clubs are tracked.

SG said that in-depth tracking data is not available now that children are not assessed at the end of Key Stage 1; however, there is some crude data that can be helpful.

CL said that The Education People no longer provide a service to look at Safeguarding. It was agreed that as Safeguarding had been thoroughly looked at as part of the Ofsted inspection in May 2024, the next external check can be done through internal scrutiny in Term 5.

CL explained how the HNF allocation is moving over to the responsibility of 'a community of schools'. Each cluster of schools will be chaired by someone not within the area.

8. School Plan

The School Plan had been circulated to trustees. SG gave details of each section within the document. Trustees had formally visited last week to look at Writing throughout the school. (see item 10).

SG discussed the ECT Induction process.

SG stated that we collaborate at different levels with other schools.

From feedback after the Ofsted inspection in May 2024, the curriculum in the EYFS is being focused on in detail this year.

SG said that the Action Plans are currently being written by subject leaders which will give more detail of plans for each curriculum area.

9. Finance and Resources Committee

The CIF Safeguarding project is expected to be completed by the end of half term.

The asbestos in the loft spaces was removed in the summer holidays and a permit for work issued. The insulation should be laid very soon.

Audit of the accounts took place over four days last week. The draft report and accounts will be available at the end of next term.

A draft long lease for the land that the pre-school sits on is expected to be received soon. The pre-school working party met this afternoon to discuss the building and funding with Paul Dilnutt from Carre Consultancy. It is expected that the full cost of the project will amount to £500K. A meeting has been arranged to meet with someone who has been involved with fundraising for Painters Forstal village hall.

10. Education Committee

The format of the meeting will be changed. LD explained the changes.

The format of formal trustees' visits had changed and it was agreed that although there had been only two visits since the amendments, both had gone well.

LD and SGr visited last week to look at Writing. LD and SGr gave feedback to trustees about their visit. The children are very secure in their new classes and could explain changes to their learning. LD said that the ethos of the school shined out of every child they spoke to. LD spoke about changes to Big Write that have brought in. The report is on Sharepoint.

LD asked trustees to consider volunteering for at least one monitoring visits during the year. The dates have been arranged.

The date of the next Education meeting will be on Wednesday 11th December at 3.30pm.

11. Policies

The Child Protection policy was agreed unanimously.

12. Governor Training and Development

JL will meet with SP to discuss the training available of the NGA website.

DM suggested that trustees complete the monitoring training.

Trustees were asked to pass on certificates to CL for any training completed.

13. Dates of Meetings and School Events

The meeting dates are included on the agenda and minutes.

Term 2	Wednesday 4 th December	AM	Formal visit (STEM) – trustees tbc
	Wednesday 11 th December	3.00pm	Audit/Finance Committee Meeting
	Wednesday 11 th December	3.30pm	Education Committee meeting
	Wednesday 11 th December	4.00pm	Board of Trustees' Meeting (short agenda)
Term 3	Wednesday 5 th February	PM	Formal visit (EYFS) – trustees tbc
	Wednesday 5 th February	4.00pm	AGM - Board of Trustees'
	Wednesday 5 th February	4.30pm	Board of Trustees' Meeting
Term 4	<i>Date tbc</i>		Education Committee Meeting
	Tuesday 18 th March	AM	Formal visit (Diversity) – trustees tbc
Term 5	<i>Date tbc</i>		Finance and Resources Committee Meeting
	Wednesday 21 st May	PM	Formal visit (Sport) – trustees tbc
	Wednesday 21 st May	4.00pm	Board of Trustees' Meeting
Term 6	<i>Date tbc</i>		Education Committee Meeting
	Thursday 19 th June	AM	Formal visit (History/Geog) – trustees tbc
	Wednesday 16 th July	4.00pm	Board of Trustees' Meeting (short agenda)

14. AOB

DM, ML and AB had conducted SG's Performance Management yesterday with an external assessor. DM thanked SG for leading the team and to the other member of staff who help to make Sheldwich so successful. SG thanked trustees for their support .

Trustees had a discussion about how to encourage more parents to the AGM. SG said she will get some ideas together to discuss with trustees later.

AB said that at the trustees development day in Term 6, they discussed about the advantages and disadvantages of joining a Multi Academy Trust (MAT). It had been agreed that a working party would discuss this further this year and report back to the Board of Trustees. AB asked trustees to email him if they would like to join a small committee.

A date for this year's development day is yet to be agreed. DM will contact JF to discuss a date.

Trustees will attend parents evenings next week as follows:

Tuesday	3.30pm to 5pm	AW	5pm to 6.30pm	tba
Wednesday	3.30pm to 5pm	tba	5pm to 6.30pm	ML

15. Confidentiality and Publication of Minutes

15.1 Confidentiality

No items were considered confidential.

15.2 Publication of Minutes

The minutes are to be made available for inspection under Regulation 13 of the School Governance (Procedures) (England) Regulations 2003, except for those items considered confidential.

Meeting closed at 5.45pm