



Minutes of the Governing Board Meeting
held on Saturday 10th June 2023 at 10.00 in St Mary's Parish Rooms

Present:

Parent Governor (2): Kirsty Largent, Ms Leena Clark

LA Governor (1): Ms Karol Freeman

HT and Staff Governor (2): Mrs Lynne Osborne (HT)

Foundation Governors (8):

DBE Appointed:

Ex Officio: Rev Jonathan Gordon

PCC Appointed: Mr Steve Hill, Mr David White, Ms Kat Worth (Co-Chair 01.10.23), Ms Claire Mason, Mrs Linda Slim (Co-Chair 01.10.23)

Co-Opted Governor (1):

Associate Members: Ms Sarah Gray (DHT), Julia Hughes, Sarah Morris, Mrs Laura Smith


In attendance: Tracey Middleton, Clerk to Governors;

Absent:

Staff Governor: Sarah Stewart


DBE Appointed: Miss Emma Wilson


Documentation circulated in advance:


 St Marys CofE Primary School FGB Agenda 10.06.2023


 3_Declarations-StMarysPrimarySchool


 6_Circulated DRAFT St Marys CofE Primary School GB Minutes 27.02.2023


 10_Headteacher's report to the Governing Body June 2023


 11.1_Minutes from Standards 200223


 11.2_Admissions_Mtg_note_2023entry


 11.3_FinalDraft_Ethos_Committee_Note_22.03.23

 11.6_Training-StMarysPrimarySchool

 13.1_KeyDoc_single_central_record_monitoring_checklist_KCSIE_2022_gover

 13.1_Termly Safeguarding Report to Governors Summer 2023

 13.3_DPO Inspection visit 8 - Includes Action Sheet (1)

 13.3_St Mary Risk Assessment - May 2023 for FGB review v1

 BG-G4S-Attendance-May-2023

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- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of its staff
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“Shining Brighter and Brighter”

Documentation circulated in advance by the clerk:

KCSIE 2023
The School Bus – Cyber security template
The School Bus – Online safety template
The Key – questions for attendance
DfE – Exclusions from 01.09.23
School for Governors – Attendance
School for Governors – podcast counting the cost
The Key – Link visits and learning walks
DfE – Coronation seeds
DfE – SATs learning from last year
Accounting direction and model for Academies
Attendance (With Better Governor) and Knowledge
DfE – STDP document
DfE – website requirements
DPO checklist
NGA Equalities training session
School Bus – well being
ICO – AI update
Laurel Trust
The Key – budget preparation checklist
HfL Chairs briefing
Oak Academy Curriculum
DfE Sports Standard
Cyber security links, training and questions

Meeting opened at: 10.10 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. Thanks were extended to all colleagues for their continued contribution to the GB which is much appreciated
3. The Chair noted that the meeting is quorate
4. The meeting was opened with a prayer

2 To receive apologies for absence and to consider approving any absences:

1. Colleagues were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting and that it is the decision of the Board whether to approve an absence. Governors/Trustees are being increasingly held to account for their commitment and capacity to attend meetings regularly, with schools now required to publish this information on their websites

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2. Apologies were received and absence accepted from: Sarah Stewart, Emma Wilson

3 Confidentiality and to declare any Conflict of Interest from any items on the agenda and confirm if any new declarations require adding to the register:

1. Colleagues were reminded that if a governor/trustee, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors/trustees to declare a conflict and voluntarily withdraw and not for another governor/trustee to instruct withdrawal
2. None declared
3. Colleagues were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website and alert the clerk and Chair of any updates
4. None declared
5. Colleagues were reminded that if any colleague has received any gifts or hospitality, it should be recorded on the statutory register
6. None declared
7. Colleagues were reminded to report any related party transactions (RPTs), and any novel, contentious or repercussive transactions to consider since the last meeting
8. None declared

4 To consider notification of any items for AOB:

1. None

5 Reflections on Ofsted inspection

The HT introduced the topic

1. The process was transparent, exactly as expected and all staff and governors were well prepared
2. The areas of focus included: PE, SEND, Reading, Phonics
3. Consistency was key thread across the school and areas to develop have been identified and will inform the School Improvement Plan
4. The staff body and children were a credit throughout the experience
5. The scrutiny from the LA over the years provided assurance to school leaders and provided good value for money
6. The outcome was a fair judgement – the school is a good school and school leaders know the strengths and areas of the school

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7. ACTION: Phonics presentation to be planned into next year’s programme of work

LS

The GB noted the update and thanked all the staff and governors for their contribution to the inspection and the ambitious desire for school improvement

6 To agree minutes of the last meeting: (previously circulated):

1. The minutes of the meeting dated 27.02.2022 which were circulated in advance of the meeting were agreed as an accurate record; **ACTION: To be signed and dated by the Chair and added to the school files**

LS

7 To consider matters arising from the last meeting’s minutes:

1. The matters arising from the last meeting’s minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda

8 To receive a report on the financial position, sign off last year’s budget and agree the budget for 2023/4

1. The assumptions and rationale regarding the budget were outlined by the Resources Committee
2. The current financial situation was monitored and it was noted that the after-school clubs are a strong revenue stream for the school and well attended by the community. Governors debated the after-school club hours and links to staffing cover. There is an increase in the number of children on roll however there is an increase in the SEN requirements and associated capacity
3. The GB agreed to the closure of the end of year figures
4. The GB agreed the year end closure with a carry forward of £48,440
5. The Budget as recommended by the Resources Committee was agreed and submitted to the LA
6. Question – Is the SIP deliverable within the budget and is it fully costed? Not at this stage however, it is expected it will be
7. The Board continues to keep a robust overview of finances
8. The Scheme of Delegation was reviewed during the SFVS process and will be recommended to the Board for adoption at the first meeting in the new academic year
9. **The GB agreed the budget as presented**

9 Exploration of Academisation:

1. The link governor provided an overview of the research including the White Paper and local MAT podcasts
2. The pros and cons were outlined from the perspective of the presentations

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3. A single form school has financial implications and lack of ownership and strategic direction were discussed
4. The Diocese is supportive in providing information
5. The Board agreed that this will be a strategic discussion item to explore noting that the support provided via HfL continues to be beneficial
6. Thanks were extended to the link governor for the informative update

10 To receive and ask questions of the HT report:

The HT introduced the documentation circulated in advance of the meeting. Further questions and discussion included:

1. The following questions and responses were raised in advance
2. Question - Considering the critical importance of safeguarding is there any chance the new temporary member of staff could do Safeguarding training level 1 asap to protect themselves as well as the students? Unfortunately, not as no training available before end of term from providers we use that are recognised. However, internal safeguarding training and risk assessment for this member of staff in place and this is seen to be sufficient (and I believe is.)
3. Question - Could I ask what the school does to reinforce the importance of attendance when a family first joins the school? If a new cohort (e.g., nursery/reception) we talk about the importance of good attendance for both social and emotional development at parent meetings. When children join mid-year, I talk about not having term-time holidays and the importance of being in-school when I do the tour. This is then backed up by newsletter, email messages. I will call/ask to see a family if I am concerned.
4. Question - regarding Covid recovery spend. How has the school measured the impact of the Covid Recovery spend? The spend had been targeted at the year groups viewed as having greatest need. Impact has been measured in several ways: progress data (which shows that Year 3 in particular has made good progress from individual starting points –particularly evident in the number of children who will be ARE in maths and reading at the end of the year but were ‘broadly within’ at the start); small steps SEND tracking showing individual progress for identified children; learning walks/intervention folders and internal assessment all show improvements in reading fluency and increased numbers of children at ARE for reading.
5. Question - Given it is now increasingly clear that the attainment gap for disadvantaged pupils has increased, are you satisfied that whatever extra funding there is being prioritised for these children? Targeted groups are also the children who are disadvantaged/we feel are disadvantaged. These are also the children who have benefitted from 1-1/2-1 tuition with Mrs Bishop since January. There are a few disadvantaged children who are in line with their peers these children are still very much ‘on our radar’ as we are mindful that the aim of Pupil Premium spend is to allow these children to access the same opportunities as their peers.

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6. Question - What is the percentage attendance for the PP cohort? 90.72%
7. Question - Is the part time child able to have their attendance recorded as Educated off Site (code B) when they are not timetabled to be in school? No, this code should only be used for alternative provision
8. Question - How many of the persistent absentees are PP children? 6 (significant health issues/concerns and genuine reasons for absence for all but one)
9. Question - We regularly review the well-being initiatives and look for ways to improve. The most popular ones continue to be: staff well-being day (but has financial impact) and cakes/biscuits (waistline impact). Yes, remove the two days unpaid leave cap for support staff (currently being reviewed by HCC). More adult volunteers/support. Less parental requests with short turn around. More governor presence at collective worship/trips would help?
10. Question - I assume attendance on half days at the end of term counts in the same way as if these were a full day. Do you see a pattern of attendance dropping on Fridays at the end of term or is this less of a concern than the other reasons for persistent absence? Last day of term is not counted as a half-day as we still register in the afternoon (common practice amongst schools). We actually tend to have more absence at half terms. Term-time holidays do affect our absence figures but persistent absentees tend to be many more issues. Five strike days planned. Reception did all five but Years 4 and 5 did four of these. No concerns as teachers will truncate learning and curriculum is spiral. Far more difficult is individual children being absent for holidays/illnesses and trying to catch up
11. Thanks were extended to the Head for the report

12 Curriculum link visit reports since the last meeting:

1. Link governors were thanked for undertaking their visits and sharing reports using the template on GHUB. Governors agreed the template is a good guide and can be adapted according to the subject
2. The Standards Committee met in February and the key discussions from the minutes outlined
3. The Finance Link governor continues to meet with the Head regularly to robustly monitor the financial reports which are shared with the Board at least 6 times a year in line with FSVS requirements
4. The Finance Committee has met and the key discussions from the minutes outlined. The stonework has commenced and the bid successful. The playground markings are being addressed. The nursery roof continues to have a leak. Governors were assured that Estate Management and Health and Safety monitoring is rigorous
5. The Admissions Committee met in February and 72 applications for 30 reception places of which 27 were first choices which demonstrates the confidence of the community in the school. In March the Committee met and 27 applications received for 26 Nursery places.

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Governors celebrated the 213 pupils on roll which has shown a marked increase reflecting the positive marketing of the school

6. The Ethos Committee met in March and focused on SIAMs, staff wellbeing survey. Governors were assured that there is an open-door policy within the school and considered mechanisms for receiving staff feedback including revamping the content of the questionnaire. Staff feedback during the inspection was positive. Well-being is addressed at all leadership and staff meetings
7. The training log was reviewed and governors encouraged to undertake regular training from sources the school subscribes to including The Great Pathway on Governorhub. The training record should be maintained by individuals
8. The skills audit was reviewed and it was noted that this will be used to inform training and recruitment
9. Sessions for inhouse training prior to virtual meetings will be considered at Strategy Day
10. Meeting the duties of the Equality Act was reviewed and it was agreed that a link governor could support this area
11. The website has been audited and there are a number of areas on the ghub to update e.g., photos. The diversity data is not statutory at this stage
12. The HT performance management panel has met in line with the cycle
13. **ACTION: Pupil voice was discussed and it was agreed that a selection of questions could be created**

LS

13 To receive safeguarding, GDPR and Risk reports:

1. Assurance from the Ofsted inspection was noted. Safeguarding is effective in the school
2. The SCR has been monitored by the link governor annually, HIP and HCC, and assurance provided that it is up to date and there are no gaps
3. The termly reports have been circulated on GHUB and the school continues to have a proactive culture towards safeguarding
4. Colleagues were reminded that KCSIE 2023 has been published
5. There are 2 GDPR breaches which are minor and logged, no FOIs and 1 SAR to report. Social media checking now takes place in house and has been added to the SCR
6. The cyber security training is being rolled out to staff this half-term and the link will be shared with governors and key contacts in the school community
7. Governors undertook an annual review of the Risk Register and were assured that mitigation is in place

14 Chair's Business:

1. The Chair confirmed that there are no notifications and correspondence received to share

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2. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not been referred to
3. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
4. It was agreed that there are no items to be added to the risk register
5. Roles, membership and succession planning is being addressed at the Strategy Day
6. **ACTION: The Programme of Work, Committee Terms of Reference, meeting dates to be reviewed and updated accordingly for the next academic year and recommended to the Board for adoption**

LS

16 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. Colleagues confirmed that the meeting has been conducted in an open manner, and, that all governors have been able to participate and contribute to discussions
3. The next meetings will be held on

Mon 25 Sep 2023	19:00 (virtual)
Mon 27 Nov 2023	15.45 (after-school club available)
Mon 26 Feb 2024	19:00 (virtual)
Sat 08 Jun 2024	10.00 (strategy day)

The meeting closed at: 12.21

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