



Minutes of the Governing Board Meeting
held on 25.09.23 via MS Teams

Present:

Parent Governor (2): Leena Clark, Kirsty Largent

LA Governor (1): Karol Freeman

HT and Staff Governor (2): Lynne Osborne (HT), Sarah Stewart (staff)

Foundation Governors (8):

DBE Appointed:

Ex Officio: Rev Jonathan Gordon

PCC Appointed: Claire Mason, Linda Slim (Co-Chair 31.08.24), Mr David White, Ms Kat Worth (Co-Chair 31.08.24)

Co-Opted Governor (1):

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


In attendance: Tracey Middleton, Clerk to Governors;

Absent:


PCC Appointed: Steve Hill


Documentation circulated in advance:


 St Marys CofE Primary School FGB Agenda 25.09.2023


 3. Declarations-StMarysPrimarySchool


 11. UserConfirmations-StMarysPrimarySchool

 6. Draft minutes 10.06


 13. HIP Summer Visit Report


 10.1 code-of-conduct-maintained-20230804


 15. Training-StMarysPrimarySchool

 10.2 F0010 Schedule of Financial Delegation 2023-24 (September 2023)
DRAFT v2

 16. Termly Safeguarding Report to Governors Autumn 2023

 10.3 Annual Programme of Business 2023-24


 17. model-child-protection-policy-sept-2023-24 with edits LO


 10.4 Terms of Reference 2023-24

 GB006c Privacy Notice for Staff-Governors-Volunteers (November 2022)

 10.5 Policy Register

 PC005 Online Safety Policy (Feb 2023)

 11. Committees-StMarysPrimarySchool

 PM004 Whistleblowing Policy (Jan 2023)

Documentation circulated in advance by the clerk:

DfE Reading stds

Governors for school conference

Ofsted Geography, Music and PE report

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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
- Overseeing the financial performance of the organisation, ensuring that money is well spent.

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Church Academies guidance
ICO 10 step safeguarding guidance
ESFA assurance work
NGA learning link
<https://www.judiciumeducation.co.uk/sofa-sessions>
Knowledge Safeguarding refresher training
Governor recruitment sites
Ofsted webinars for autumn term
ESFA Update academies: 23 August 2023
Changes to Education 2023/4 – The Key
Meeting digital requirements

Meeting opened at: 19.00 ACTION

1 Welcome:

1. The Co-Chair (KW) 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. Virtual protocols were reiterated
5. The meeting was opened with a prayer
6. Confirmation was given that E Wilson’s term of office was 31.08.2023
7. **ACTION: Databases, websites and subscriptions to be updated accordingly**

LO

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
2. Apologies were received and absence accepted from: Steve Hill

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

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Signed: Dated:

- **Ensuring clarity of vision, ethos and strategic direction;**
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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 Elections and Appointments for 2023/4

To agree Terms of Office for Chair and Vice Chair and Confirm/Elect Chair and Vice Chair and discuss succession planning of Chair and Vice Chair:

1. It was agreed to continue with the Co-Chair arrangement will continue until the end of this academic year after which a Chair will have to be identified from the Board
2. The term of office for the Co-Chair was agreed to conclude on 31.08.2024
3. KW and LS were elected as Co-Chairs of Governors
4. The Board considered succession planning
5. The Board confirmed clerking arrangements for the GB and Committees
6. **ACTION: All governors to attend training appropriate to their roles and responsibilities**
7. **ACTION: Subscriptions, websites and databases including GIAS and any safer recruitment requirements to be updated accordingly**

ALL

LO

The Board noted the update

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

1. The minutes of the meeting dated 10.06.23 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

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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

JH arrived at 19.10

8 To ratify Annual Documentation:

1. The resignation of Emma Wilson – DBE appointed foundations governor on 31.08.23 was noted
2. The Board reviewed the vacancies, ends of office and the diversity of the board noting that new governors/trustees to the board who are reflective of (but not representatives of) the community the school serves can help it make better decisions in the interest of all pupils
3. Vacancies include 2 foundation governors (DBE appointed) and 1 co-opted governor
4. Monitoring was undertaken to ensure that each colleague has completed reconfirmation of declarations on GHUB
5. **ACTION: Colleagues are encouraged to share the advert for a governor with their networks and groups**

ALL

The Board noted the update

9 To confirm agreement of virtual attendance at meetings permissible. Confirm meeting calendar for 2023/43 and 2024/54 and which meetings this academic year will be held remotely

1. The Board confirmed that virtual attendance at meetings is permissible and noted that meetings held remotely have been considered on the meeting calendar to address impact on workload and wellbeing; maintaining technical skills and following school’s IT strategy; preparedness for future school closures; carbon footprint and green agenda
2. The meeting timetable is reflected on GHUB

The Board noted the update

10 To ratify Annual Documentation:

1. The Board agreed the Code of Conduct for 2023/4
2. The Board agreed the Schedule of Delegation for 2023/4 noting that it is reviewed during budget preparation
3. The Board agreed the Annual Programme of Work for the GB and Committees for 2023/4 which is published on GHUB
4. The Board agreed the Annual Calendar of Policy Review for 2023/4 in line with the DfE statutory policies for schools
5. The Board approved the Committee Terms of Reference for 2023/4 recommended by the Committee Chairs which are published on GHUB

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11 To confirm annual review of GB organisation:

1. The approach for curriculum visits was debated in line with the document previously circulated and governors agreed that working with the subject leader in advance can be effective in planning the visit
2. The link roles, committee membership and chairing were reviewed and agreed as reflected on GHUB – **ACTION: any changes to link roles be added to the GHUB and committee membership tab to be checked by the Chair**

KW

LC joined at 19.32

The Board noted the update

12 Agree the School Improvement Plan for 2023/4 and School Self Evaluation:

1. The Board noted the progress the school has made against the SIP and SEF and agreed the revisions for 2023/4
2. Assurance was provided that the Ofsted outcomes and data have been incorporated in the SIP
3. Staff training has been prioritised accordingly
4. Essential Spelling Scheme (Herts scheme) has been implemented and targeted groups are provided with additional support
5. **ACTION: Governors to contribute commentary for the visit section of the plan**
6. It was noted that the HIP has reviewed the SIP and the SIP will be reviewed at all link visits and board and committee meetings
7. The Board approved the SIP

KW

The Board noted the update

13 To receive Head's verbal report:

1. 211 on roll – Nursery to Year 6 (14 increase from September 2022), PAN is 240. Governors acknowledged the impact of the advertising and promotion of the school by colleagues
2. Attendance - Today: 95.2%, YTD 96.4%, National average YTD 95.4%, National Percentile 66
3. Reasons for low than hoped for figure: 3 x children on reduced timetables, sickness absences, term time holidays which are being refused
4. Actions: Celebrate the best attenders weekly. Persistent absentees being written to keep on radar
5. Pupil Premium Group - 17 children identified as entitled to FSM 9% of eligible school population and 3 Early years Pupil Premium (not allocated in the same way)
6. SEND Support Group - There are now 29 children in this group. 18% of school total recognised SEND requirement. This has been a significant increase

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7. We have targeted this group through Pupil Premium in particular Suzanne Stace ‘Unlocking Children’s Potential’ Year 4
8. Notifiable incidents - No exclusions, notifiable incidents. Two Operation Encompass referrals, we are continuing to monitor one of these situations. No CLA but there are four families who have been previously known to a social worker.
9. HIP visit - Monday 9th October –morning SEND focus
10. Staff - Year 6 teacher now a permanent staff member. Teacher trainee in Year 3, TA has joined Year 3. We have said goodbye to Mr Worth (training to be a teacher) and Mrs Wilkinson (Learning Mentor)
11. School Association - Already held back to school event and Tuck Shop after school. AGM this Thursday in school.
12. School Budget - School budget looking slighter better due to staff savings, growth in ASC numbers and some donations. Today’s carry forward £37,487 and a 4% RAG rating
13. Training - As per SIP priorities, LZ has delivered staff and parent training in early reading and phonics, SG, SS, LZ – Reading Fluency Project. BM Maths training. LO and SG Maths Mastery (embedding) training. LB – Acorns training Seasonal Outdoor Learning. LB and SG NPQEYLS and NPQH respectively. LO – Church Schools Leadership
14. Question – Is the school recognised for SEND? National trend for SEND numbers is on the rise and parents with SEND children recommend the provision by word of mouth. Receiving a formal diagnosis can be a lengthy process however the staff are able to identify needs earlier on and provide specific support
15. Question – How does this impact on capacity for staff? The register is fluid and children are added and removed as required. Funding is received through EHCPs although additional needs funding thresholds are high. Adapting learning and quality first teaching are key to supporting this group of children

The Board noted the update

14 Chair’s Business:

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

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15 Governor/Trustee Development:

1. The Diocese has published the training programme and the SIAMs training is recommended (13.10.2023 19.30 on line)
2. Completed Modern Governor/external provider courses must be added manually. Modern Governors and external CPD certificates can now be uploaded to GHUB by the individual
3. The school subscribes to HfL training including Modern Governor
4. The skills audit was reviewed and it was noted that the strategic priorities and budget are areas to focus on and internal mentoring will be provided
5. The Academy conversation continues to be a strategic discussion
6. The annual in-house training session can be booked when the team agrees the session - SEND will be investigated

The Board noted the update

16 Safeguarding:

1. The Board reviewed and agreed the role and remit of the safeguarding governor/trustee in line with KCSIE 2023
2. The Board confirmed every governor has undertaken safeguarding and prevent training in the last 2 years and all governors encouraged to undertake the wider areas of safeguarding training from links previously circulated to get a good coverage across the board e.g., cyber security, FGM, exploitation, county lines, forced marriage, get moving get healthy, gangs, cyber security etc.
3. The Chair confirmed that the induction pack has been updated to cover KCSIE 2023 requirements and published on GHUB
4. The Board agreed arrangements to receive and discuss the school's annual safeguarding audit 2023-2024; annual governor checklist, CLA report
5. **ACTION: Safeguarding governor/trustee to assure board that SCR up to date including all new staff and governors/trustees who have started this year**
6. Governor/trustees noted that they are collectively responsible for safeguarding and must ensure that they are robustly checking the procedures and processes that are in place for keeping pupils safe and arrangements are compliant and effective. Reporting on safeguarding is frequently contained within the headteacher report; individual governor reports; and annual safeguarding report to governor, however it should always be an item on the agenda
7. The link governor has monitored the medical requirements within the school

LC

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8. Governors were assured that transition arrangements have included sharing key documentation using CPOMs
9. The Board is reminded to refresh GDPR training noting that there is an e-modules on HfL Modern Governor. The Board noted the need to ensure they are providing strategic support and challenge in this area
- 10. ACTION: The Board agreed when the Annual DPO report will be presented to the Board**
11. There are no SARs, FOIs and breaches to report since the last meeting
12. Assurance was given that record keeping is rigorous with SLT monitoring and following up concerns and that the SCR is audited at least annually and all new staff have been added
13. Governors were assured that all staff have undertaken training on the importance of recording concerns relating to (but not limited to) protective characteristics, bullying and peer on peer abuse and there is rigour in this process demonstrating the proactive culture across the school community with regards to safeguarding
14. <https://thegrid.org.uk/safeguarding-and-child-protection/child-protection/policies-procedures-and-forms>
15. A parent online training workshop has been arranged for next week
16. The mobile phone policy will be reviewed by the Standards Committee to reflect parental permission and a school comms will be circulated accordingly

LO

The Board noted the update

17 Review of Policies

1. The Policy table was reviewed
1. The Child Protection Policy which was circulated in advance of the meeting was reviewed and it was agreed that the governor confirmation will be undertaken on GHUB
2. The Board adopted the **Child Protection Policy**

The Board noted the update

18 Any Other Business:

1. None

19 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

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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: 20.27

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