

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Thursday 15th July 2021 at 6.00pm
VIRTUAL MEETING HELD BY MS TEAMS

Present:

Chris Pleeth, Co-Chair (CP), Kim Greenslade, Head teacher (KG), Barbara Stokes, Co-Chair (BS), Stephen Meredith (SM), Daniel Moncrieff (DM)(part), Kirstie Lord (KL) and Jenny Bishop (JB)

Also present: Jane Burden, Clerk to Governors

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome	Co-Chair (CP) welcomed everyone to the last meeting of the academic year indicating how it had been a difficult year for all concerned and how it would have been nice to meet face-to-face. CP opened the meeting with a prayer.	
2.	Apologies	Apologies had been received from Jo Griffiths (family commitment) and Sarah Hancock (prior commitment) and were accepted. Meeting declared quorate.	
3.	Declaration of Interests	No new business or other interests declared for this meeting.	
4.	Minutes of previous meetings	Minutes from FGB meeting on 22 nd June 2021 (Part 1) had been circulated in advance of the meeting and were AGREED as a true reflection of the meeting by those who had been in attendance and will be signed by the Chair when able to return to school. Minutes from the FGB meeting of 22 nd June 2021 (Part 2) had been agreed by the Head and Co-Chairs and will be signed when able to return to school.	
5.	Matters Arising/Actions	Part 1 Minutes Letters of thanks to all staff members – Completed. Parent Survey results – to be circulated before the end of term; Headed needed to share these with staff before circulating. Termly check of SCR – agenda item for this meeting. On site check of medical arrangements – agenda item for this meeting. Governor SEF paperwork – agenda item for this meeting. Election of Officers/Roles and Responsibilities – agenda item for this meeting. Part 2 Minutes There were no matters arising/actions from the Part 2 minutes.	
6.	Safeguarding	Incidents/Referrals since the last meeting No new incidents or referrals since the last meeting; all safeguarding arrangements have stayed the same. The Head advised that the summer holidays are always a concern in respect of vulnerable families, however the school does receive police updates should there be any incidents. A governor questioned holiday provision and activities for the summer. The Head advised that information has been passed to families regarding a range of options but that the children from school were unlikely to attend. FSM children/families would be more likely to take up the offer. The school is not organizing Clubs for this summer but the Village Hall have offered to help set-up if needed. Food vouchers and food boxes are being provided during the holidays. The Head will liaise with DM and Fizz Link Worker regarding the joining of activities being arranged by DM's team. Check of Single Central Register (SCR) SG Lead confirmed that she had met with SJH and reviewed the Register – copy of Visit Form circulated in advance of the meeting. Audit was in 2017 and will now be completed annually. AB's resignation has now been included on file. Regular visitors to the school and volunteers are on the SCR. SG Lead was uncertain as to what information she could see in staff files, and it was confirmed that there should be a document checklist on the front of the file that the SG can review when visiting termly. The Head has completed Safer Recruitment training. SG team from Somerset County Council will come and undertake a full Audit on	

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		behalf of the school. To aid future monitoring visits, the Clerk had forwarded an SCC SCR Checklist to the SG Lead.	
7.	Operational Finance	Current Financial Situation Finance Chair updated the FGB in respect of recently held Finance Committee meeting as indicated below: Uncommitted Balance – there is a healthy balance showing against this cost centre now due to monies having to be allocated to cost centres. Some staff changes at the end of the academic year have allowed the funding of some hours for other staff roles, including SENDCo and TAs, which will alleviate the pressure on the current skeleton staff on Fridays. The Finance Committee had not raised any objections to the proposals. Pre-School – this project is now moving ahead and a Transfer of Control Agreement is currently being progressed; it has now been reviewed by all parties concerned and has been sent back to the Diocese with recommended updates. The benefits of the project include additional funds for the school of circa £400 a month together with potential new children joining the school in the future. Everyone involved in the project is working towards a January opening. Governor Training – ‘Preparing for Ofsted’ training has been identified as training that would be useful for governors to attend; Clerk to double check dates and circulate details. ACTION: Clerk. Those who attend could then do a mini presentation at a future FGB meeting in order to share the information with the Board. Post Meeting Note: Dates for Ofsted training – 23rd September 2021 and 24th January 2022.	Clerk
8.	Policies and Procedures	There were no Policies due for review at this meeting.	
9.	Annual SEND Report to Governors	The Head advised that this was not yet available – item carried forward to September meeting.	Head/Clerk/ SENDCo
10.	Head Teacher’s Report	Head Teacher’s Report A copy of the Head’s report had been circulated in advance of the meeting and the following items were highlighted: Pupil Numbers – the Head advised that from feedback received, families were interested in visiting the school due to recommendations from parents of children already at the school; Pupil numbers still low which will have an impact on the budget. SEND Register – two new additions to the Register. The Head and SENDCo will be undertaking a review of the criteria for SEND Register in the Autumn term. Termly meetings taking place with colleagues from the LA SEND team which are useful in respect of support and signposting to resources and information. Pupil Premium – it had been indicated by the Government that the PP monies may be based on the October census figures only, rather than using the January updated census figures. The Head confirmed the Government have now confirmed that the grant monies will be allocated based on the January census figures. Teaching and Learning – SLT have undertaken ‘book looks’ and are now considering strategies for September. Behaviour and Attitudes – the Head was pleased to report that the children are really good and are happy and smiling; behaviour is also really positive. Attendance – this is currently lower than it has been; attendance is not being included in school reports this year as there are no comparators. A governor questioned if parents had decided to take children out of school early and if so, what was the expected impact of this. The Head advised that to date she had not received any notifications/requests from parents in respect of taking children out of school before the end of term and that the school was doing everything it could to protect the children and staff until the end of the academic year. Persistent absence – one situation causing concern and the school are dealing with this and will engage the Education Welfare Officer (EWO) in September if needed. End of Year Activities – Celebration Days for Whole School have been planned. Wellbeing Head advised that the staff do not seem so anxious at the moment and as indicated above, the children all seem very happy.	

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		Transition The Head advised that the children have met their new teachers, although this is more difficult for the Yr2 children at this stage. There have been no transition days for the Yr6 children, although Castle School wanted to do a day on 19th July, but the feeder primary schools declined. A governor questioned which schools the children would be moving to. Head confirmed that the children were going to Castle, Taunton Academy, Heathfield School, Bishops Fox, Wellington School and Elmwood Special School. Inset Days. Training. Parental Concerns – ELSA provision and friendship circles for the children. School Meal Catering Audit – the full Audit Report had only been received today and the Head advised she needs time to look at the report in more detail. The Head will liaise with H&S Lead regarding this, However, it was confirmed that all the staff will be updating their Food Hygiene Certificates. Data – updated data reports had been circulated in advance of the meeting which were representative of test results only as no teacher assessments had been included at this stage. The Head was pleased to report that the initial results are quite positive, which reflect the work undertaken by parents during lockdown and teachers on the children's return. Points of note – Yr1 Maths – 14/19 – 73% average or above / 9 of 14 = low average. The Head explained that this is one of the areas where KS1 were not focused on all areas of the curriculum which they were not able to do due to Covid. The teacher is moving up with the children and teaching the class again next year so she knows the children well and is aware of their progress and capabilities. Yr1 Phonics – 2 children still to be tested. The figures are reassuring despite the last two years of Covid and interrupted provision. A governor questioned how long it would take for groups to catch up with missed learning. The Head advised that the majority of the children would be where they were expected to be by the end of the academic year; interventions will be put in place where needed. Co-Chair, CP, added that whilst not a parent he feels that Kingston St Mary school is extremely lucky to have KG in place as its Head, working so hard for the whole school community and recorded his personal thanks to the Head for all her hard work.	
11.	Governor Monitoring	Governor Monitoring Visit Feedback Reports In addition to the Visit Report regarding the SCR, two further monitoring reports had been circulated in advance of the meeting: Curriculum Monitoring (KL) KL thanked the Head and Clerk for their support with KL's first monitoring visit and book look. KL confirmed that books in Yr3 and Yr4 had not been looked at due to a potential conflict of interests. A selection of books across all the remaining year groups had been viewed and KL confirmed that significant progress could be seen in all the books across the years. A walkabout also took place and classrooms were visited. KL highlighted one point of note was the physical size of the two of the classrooms in that they are small spaces for the older children. KL added that she regularly looks at the school website where there are always examples of the children's work available and reminded governors that the website is an extremely useful source of information for governors. KL also compared work in books with learning grids and could definitely see impact. The Head thanked KL for her integrity in respect of the book looks and reminded governors about visiting the website and following the school on Facebook. On Site Medical Arrangements (BS) BS had visited school and reviewed the Policy which was all in order. The school has very few children with health issues that need to be managed. All information required to be available is easily accessible including spotty book, medicine chest and emergency instructions. Covid Regulations and Risk Assessments are on the notice board. Two points of note – number of first aid trained staff to be confirmed and	

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		Pediatric First Aiders to be reviewed. BS confirmed that the arrangements were very impressive and that nothing was outstanding. A governor questioned the process for release of medicines. The Head advised that medicine from home is in the office or the fridge and the administration of controlled medicine is adult led; Yr6 children administer their own medication if able to do but under adult supervision.	
12.	Health and Safety/Premises	H&S/Premises Update H&S Lead advised he had not yet made a visit and was aiming to drop into school before the end of term. As discussed at the Finance meeting, the H&S Lead will also meet with the Head to review the Catering Audit.	Head/H&S Lead
13.	Governor Items	Summary of Summer term Clerk's briefing – June 2021 Previously circulated as there was a lot of information that needed to be cascaded to governors. No questions raised by governors. Governor Recruitment A reminder that a focus in the new academic year will be Governor recruitment to Parent, Foundation and Co-opted Governor roles. Succession Planning for next academic year – Co-Chairs & Vice-Chair Further to the last meeting the Clerk advised that she had received expressions of interest for the two Co-Chair roles – BS and SM. Clerk also confirmed that there had been no expression of interest received in respect of the Vice-Chair role and it was agreed that this could be reviewed again in the Autumn term. CP, as outgoing Co-Chair, indicated that it would be useful for other governors to consider roles, in particular Finance Chair or H&S Lead, in order to take some of the workload from SM. SM advised that he had recently attended New Chair's training at which it had been confirmed that a Co-Chair ideally should not be Chair of Finance Committee. DM indicated that he would consider Finance Chair role or Vice-Chair role and SM indicated that he was happy to give up the Finance Chair role but stay on the Committee – to be finalised at the September meeting. JB, KL and DM to let the Clerk know their thinking about roles and responsibilities. It was also recommended that a 3 year term for a Co-Chair is more practical than a 2 year term. To be reviewed and agreed at the September meeting. Governor Self-Evaluation All the relevant paperwork had been circulated to governors for completion; Clerk advised that this was a large piece of work that was not completed in time for this meeting. Carry forward to September meeting. Draft calendar of meeting dates for 2021/2022 academic year A draft calendar of meeting dates had been circulated in advance of the meeting for governor consideration. Problems were identified with the September meeting date in that both Co-Chairs were away. After general discussion in respect of availability and teaching commitments for the next academic year, it was agreed that the meetings would move to 6.00pm on Wednesdays and that the Clerk would circulate an updated list of meetings and circulate the meeting invitations for the Autumn term.	All to note JB/KL/DM Clerk Clerk
14.	Correspondence	There was no correspondence to report to this meeting.	
15.	Confidential Item (1)	There were no Confidential items to report to this meeting.	
16.	Meeting Effectiveness	For this meeting in particular, governor input on future impact for the children included – ✓ Positive plans for the opening of Pre-School during the next academic year ✓ Monitoring visit reports reviewed ✓ Impact of Covid arrangements ✓ Governor recruitment and succession planning ✓ In-depth Head Teacher and data reports received ✓ Positive situation in respect of budget and finances SM recorded his thanks to CP for all his work on behalf of the school community during his time as Co-Chair. Governors recorded their thanks to the school staff and children for everything they had done and achieved during the academic year. The Head thanked governors for all their support during a very challenging year.	

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17.	Date of Future Meeting(s) (Virtual)	Dates of future meeting(s): i. FGB – WEDNESDAY 13th October 2021 at 6.00pm – Please note change of day and time ii. Finance Committee – Wednesday 3rd November at 10.00am via MS Teams There being no further business the meeting closed at 7.10pm.	
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ACTION POINTS SUMMARY			
Actions from this meeting			
15/07/2021	Item 7 – details of Preparing for Ofsted training to be circulated	Clerk	As soon as possible
	Item 9 – Annual SENDCo Report to be presented to Governors	Head/SENDCo /Clerk	October FGB
	Item 12 – Catering Audit to be reviewed in more detail	Head and H&S Lead	Before October FGB
	Item 13 – Governor recruitment to be a focus for next academic year	All to note	Ongoing
	Item 13 – future roles to be considered and Clerk advised	JB/KL/DM	Before October FGB
	Item 13 – Governor Self-Evaluation	Clerk	Carried forward to the next meeting
	Item 13 – updated calendar of meeting dates to be circulated and meeting invites for Autumn term to be circulated	Clerk	ASAP
Actions from Previous Meetings			
22/06/2021	Item 9 – summary of Survey responses to be circulated to parents	Head	Before end of term

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