Kingston St Mary C of E Primary School

Minutes of the Full Governing Board Meeting held on
Tuesday 22nd June 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), Jenny Bishop (JB) and Sarah Hancock (SH)

Also present: Jane Burden, Clerk to Governors

Agenda & item		**Purpose & context, points of discussion/any notes**	**Action(s)**
1.	**Welcome**	Co-Chair (BS) welcomed everyone to the meeting and opened the meeting with a prayer.	
2.	**Apologies**	Apologies had been received from Jo Griffiths (poorly) 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 25th May 2021 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.	
5.	**Matters Arising/Actions**	**Letters to all staff members** – still to be completed. **Parent Survey results –** agenda item for this meeting. **Termly check of SCR** – it was advised this has not been completed for a while; to be completed before the end of term. **EYFS New Framework and Policy** – carried forward to September meeting. **GDPR** – agenda item for this meeting.	**BS** **SG Lead**
6.	**Safeguarding**	**Incidents/Referrals since the last meeting** No new incidents or referrals since the last meeting; families are being referred for external support some of whom are engaging and some not, the latter proving to be quite time consuming.	
7.	**Operational Finance**	**Current Financial Situation** Finance Chair advised that he is meeting with the Head this week to review the Month 3 Finance Report. Month 2 figures have been received and reviewed and no concerns have been highlighted at this stage. PE Grant has been confirmed for the next academic year. A Finance Committee meeting is being suggested for Monday 12th July at 9.15am – CP confirmed his attended however JBi gave apologies. To check with DM.	
8.	**Policies and Procedures**	**6.15pm – DM joined the meeting.** **The following Policies/Procedures were due for review (all circulated in advance of the meeting):** **SEND Policy** – Head advised that the Policy had been received by the SENDCo and meets all statutory requirements. KL proposed, Co-Chair (BS) seconded, and all **AGREED** the Policy. **Supporting Pupil with Medical Conditions** – Head confirmed that no amendments had been made to this Policy. Co-Chair (CP) proposed, JBi seconded and all **AGREED** the Policy. It was also **AGREED** that BS would review the on-site arrangements when she next visits the school. **New RSE Policy** – Head advised that the ELSA is leading on this piece of work and is being supported by the Head as it is a large piece of work. No consultation with parents has yet taken place. It was suggested that a small group of parents, perhaps 1 or 2 from each year group, be involved in a consultation process. KL and BS also to be involved in consultation. No observations were raised by governors at this meeting.	**BS**
9.	**Head Teacher's Report**	**Head Teacher's Report - Standards** The Head gave a verbal report which highlighted the following: **Staff Welfare and Wellbeing** An Inset day was held on Monday 21st June for all teaching staff for the morning only; TAs did not have to attend. Head advised that the staff do not seem so anxious at the moment. Staff absences have increased, and 2 members of staff are off today. Some	

		staff are doing well and some are very tired. Regular testing is in place. Staff are still hoping to go ahead with the end of year activities that have been planned. Robins and Woodpeckers classes were one bubble after half-term, however the school is awaiting results of 1 x PCR test that impacts on this arrangement so currently the Yr6 Robins and Woodpeckers are being kept apart for the short-term; parents have been informed. **Transition** All Yr6 transitions days have been cancelled by the secondary schools, however Castle have offered 19th July as an alternative and Head has responded indicating ………………. The new starter day at the school is still going ahead, subject to current circumstances. Yr6 meetings have been taking place with SENDCos from receiving schools and the Ed Psych has been assisting with transition. One new start may need additional support. **A governor questioned the impact of the current situation on the children.** The Head advised that an initiative had been put in place for the Yr6 children to be allocated roles and responsibilities for roles in the school hall and outside in play areas and on the benches. The children had had to apply for a role and each received a letter of response from the Head. The Head indicated that the school is trying to keep the environment as happy and safe as possible. **A governor questioned the support available for staff in respect of mental health concerns given the tough 15 months that staff have gone through.** The Head advised that information from the LA detailing services that can be accessed is made available to all staff for them to access independently. The Head was pleased to report that at this point in time no staff member has taken time off or been signed off for these reasons. **Remote Learning Survey Outcomes** The Head advised herself and the Co-Chairs had reviewed the responses received to the survey; only 13 responses received which was a lower response than would have hoped for. Some highlights from the survey – • Good communications for being informed – 100%; • Action Point identified to take forward – ‘live’ sessions were really good and to consider these for 4 days a week and be more structured; 4 days of online teaching and 1 screen free day; • Look at what worked well and what didn’t; • More consistency across the school needed in terms of timetable, formats, etc; • Day One – went live straight away but one class teacher was off sick so there was a delay for that particular class. **A governor questioned next steps in respect of informing parents of the outcome of the survey.** The Head confirmed that the parents will receive details of the figures and that perhaps Governors could paraphrase the comments received and highlight positives and reflect on what can be improved next time around should it be necessary. Co-Chairs to pull together response and circulate to governors and then to the Head to be included in the next newsletter. **ACTION: Co-Chairs.** KL suggested that as the response was felt to be low there is some work to be done in respect of engagement with parents. Head advised that the teachers would receive a summary of the outcomes. SM indicated that in his experience the response rate is not low, and the general rule of thumb is to aim for a 20% response rate. JBi advised that the assumption that full-time parents have to fill gaps is a global issue and one that is not just pertinent to the school. The Head indicated that the school acknowledged this and tried to ease the situation for parents and just focus on English and Maths. **Action Point – update Learning Plan with clearer expectations for parents**. **Governor Monitoring Plan for Summer term** The Head and Co-Chair (BS) indicated that there needs to be some monitoring of the curriculum during the summer term. There are some areas of the curriculum that are not being completed, but there are still areas/actions that can be monitored. Head recommended that a governor drop into school for a visit and look at examples of work, a ‘book look’ together with planning documents for the curriculum.	**Co-Chairs** **Head**

Signed: Date:

		KL confirmed that she would be happy to do this and will arrange a visit with the Head. **A governor questioned what outcomes are being looked for and how can they be evidenced?** Head advised that she would prepare some criteria to measure against. Looking forward hopefully in the Autumn term there will be an opportunity to talk to the children. Co-Chair, on behalf of all the governors, recorded thanks to the Head and the whole staff team for all their hard work over the last few weeks.	
10.	**GDPR Update**	**GDPR** GDPR Lead reported that she had met with the Head on 10th June and as a result a Monitoring Plan and Action Plan had been circulated in advance of this meeting, both of which will become effective from September 2021. Actions going forward include – Meetings between GDPR Lead and Head to take place 3 times a year; GDPR Lead attending SSE training in December and will attend in-house training with staff; GDPR will become a regular agenda item; Data Audit will be completed before the September meeting; SCC DPO's review of October 2020 reviewed; Policies to be kept up-to-date; Use SharePoint more for dissemination of documents – all governors to be aware of this. **A governor questioned if the school has any CCTV.** The Head confirmed that the school doesn't have any CCTV.	
11.	**Governor Items**	**Summary of Chairs' Meeting –** ***New Governors –*** Co-Chair (BS) indicated that this had been discussed in particular as to how new governors have coped during lockdown – JBi advised that she felt she should have asked for questions; a lot of time was spent trying to pick things up and determine relevance and that the role was bigger and more challenging than expected, but that she is very much enjoying the role. KL advised that she totally echoed JBi's comments and that becoming a governor was a very steep learning and that she misses the opportunity of face-to-face meetings. KL asked if there was an opportunity for governors to receive feedback about their performance, ***Governance after Covid*** – discussions as to what had gone well/what hadn't. • Recommendation that FGBs consideration 'blended', split FGB meetings – • 4 face to face and 2 virtual; • Committee meetings to be virtual. Positive that new governors joined the board at important time for the school. Head indicated that she would welcome the opportunity to look at 'blended' meetings and DM echoed this view, indicating that his initial reservations about the quality of discussions were unfounded and that virtual meetings have not stifled the quality of conversation. All AGREED they were happy to consider a mix of blended meetings. ***Academy Trusts*** – the Co-Chair (BS) that this item was back on the National agenda. **Governor Recruitment** – the Clerk highlighted that the Board currently has vacancies that will need to be filled in the new academic year – 1 x Parent, 1 x Foundation and 1 x Co-opted. **Succession Planning for the next academic year** – Clerk raised this as an item for consideration in advance of the July FGB meeting. It was generally felt that the model of Co-Chairs had worked extremely well over the last 2 years. The model was for one Co-Chair to be rotated off and the Vice-Chair rotated on as a Co-Chair; the current Vice-Chair is fully aware of these expectations. However, the Board is in the situation where both Co-Chairs are due to be rotated off. Clerk asked for the thoughts of current Co-Chairs and Vice-Chair in respect of this going forward. **ACTION: Co-Chairs and Vice-Chair to email Clerk with their thoughts and possible intentions.** **Inset Days** Head advised that only 4 were confirmed at this stage with the 5th still to be	**Co-Chairs & Vice-Chair**

		agreed: Mon 6th Sept; Mon 1st Nov; Fri 21st January; Fri 1st July. **Annual Governance Review** – Clerk explained that she would be circulating the relevant paperwork in respect of an annual Governor Self-Evaluation (SEF) and that the results would inform a Governor Development Plan going forward. **ACTION: Clerk to circulate paperwork.**	**Clerk**
12.	**Correspondence**	There was no correspondence to report to this meeting.	
13.	**Confidential Item (1)**	**This item considered 'Confidential' and recorded separately.**	
14.	**Meeting Effectiveness**	For this meeting in particular, governor input on future impact for the children included – ✓ Remote Learning Survey responses ✓ Policies approved ✓ GDPR reviewed and arrangements put in place for the next academic year ✓ Forward thinking FGB – governor recruitment and succession planning **7.36pm – SH left the meeting**	
16.	**Date of Future Meeting(s) (Virtual)**	**Dates of future meeting(s):** **i. FGB – THURSDAY 14th July 2021 at 5.30pm – Please note change of day** There being no further business the meeting closed at 8.10pm.	

ACTION POINTS SUMMARY

Actions from this meeting			
22/06/2021	Item 8 – On-site check of arrangements for pupils with medical conditions	Co-Chair (BS)	Before July meeting
	Item 9 – summary of Survey responses to be circulated to parents	Co-Chairs – BS & CP	Next school newsletter
	Item 9 – Remote Learning Plan to be updated with more definitive expectations for parents	Head	As soon as practical
	Item 11 – Co-Chairs and Vice-Chair to advise the Chair of their thoughts and intentions regarding future roles	Co-Chairs and Vice-Chair	By 2nd July 2021
	Item 11 – paperwork to be circulated in respect of Governor SEF	Clerk	ASAP
Actions from Previous Meetings			
25/05/2021	Item 10 – Letter of thanks to all staff from FGB	Co-Chair (BS)	ASAP
30/03/2021	Item 6 – termly check of SCR	SG Lead	ASAP

Signed: Date: