

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Tuesday 25th May 2021 at 5.45pm VIRTUAL MEETING HELD BY MS TEAMS

Present:

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

Also present: Jane Burden, Clerk to Governors

Ann Adams (AA), SSE Service Manager – Governor Services (part)

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome	Co-Chair (CP) welcomed everyone to the meeting in particular Ann Adams.	
2.	Apologies	By request, no staff members other than the Head teacher were present at this meeting. Meeting declared quorate.	
3.	Confidential Item (1)	This item considered 'Confidential' and recorded separately. 6.20pm – the Head and Ann Adams left the meeting. 6.55pm – the Head re-joined the meeting.	
7.00pm – Business Meeting continued in line with FGB agenda. Co-Chair (CP) opened this part of the meeting with a prayer.			
4.	Declaration of Interests	No new business or other interests declared for this meeting.	
5.	Minutes of previous meetings	Minutes from FGB meeting on 30 th March 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.	
6.	Matters Arising/Actions	Termly check of SCR – to be confirmed if this has been reviewed. Early Years Policy to be reviewed and presented to June FGB – Ongoing. GDPR review to be undertaken and presented to June FGB – Ongoing. 'Preparing for Ofsted' training – governors to attend. The Head advised that Ofsted are resuming inspections with a focus on RI schools.	
7.	Operational Finance	Current Financial Situation Month 1 cost centre details together with explanatory notes had been circulated in advance of the meeting. Finance Lead highlighted the carry forward surplus was better than anticipated at circa £20k but that funds would be needed in respect of staff training moving forward. The Fund Review 2021-2022 had also been circulated. The CFR (Consistent Financial Reporting) Report which is a summary of expenditure for the last financial year had also been circulated. Head explained that this information gets submitted to the DfE and forms part of the data summary in respect of benchmarking. Finance Lead proposed, Co-Chair (CP) seconded, and all AGREED the CFR for submission. Appointment of Lunchtime Supervisors – the Head had circulated details of cost to the Finance Committee and no objections had been raised in respect of the proposal. All AGREED . A governor questioned the out-turn being better than expected for yet another year and whether or not there was an evolving pattern. The Head explained that it has been for different reasons year-on-year and that there is not one consistent factor across all the previous years. Governors suggested that a thorough drill down of the Month 6 and Month 9 figures next year might give an accurate 'real time' picture of the finances. The Head advised governors to focus on the Month 9 figures as they are always a 'worse case scenario' and then any surplus can be used for school building maintenance, CPD and necessities without impacting on the curriculum budget.	
8.	Policies and Procedures	The following Policies/Procedures were due for review: Early Years Policy – Head advised that the school Policy on the website had	

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		been identified as being superseded with the new procedure. The Policy was based on an SCC Model Policy and the Head advised she would add a flowchart into the document so that it was easier to see and understand the process 'at a glance' should it be necessary to do so. Co-Chair (BS) proposed, Finance Lead seconded, and all AGREED the Policy.	
9.	Safeguarding	Incidents/Referrals since the last meeting Head confirmed there have been no new incidents or referrals since the last meeting. Some families continue to receive external support which for some has been successful so has been removed.	
10.	Head Teacher's Report	Head Teacher's Report The Head gave a verbal report which highlighted the following: Behaviour and Attitudes to Learning It has been a positive term and the children's behaviour has been good. Older children are finding it hard to have a sense of pride in their work and the younger children are finding routines and independence harder to cope with. These are areas of focus for the staff during next half-term. Outcomes from whole school NFER tests undertaken at the end of the spring term area really positive – Reading – ARE – slightly higher than Autumn; Spelling – in line; Grammar and punctuation – lower than Autumn; Maths – lower than Autumn. Wellbeing Illness is starting to creep in for both staff and children mainly colds and sore throats. The biggest boost for the children has been a relaxation of the lockdown restrictions and being able to see grandparents, etc. Staff expectations have been huge this term but there are a lot of measures in place in the school and staff have to take responsibility for themselves. Transition Plans Arrangements are in place for transition and meetings are being held with Yr7 teachers. The children are booked to attend transition days at their respective schools subject to any changes in current guidance. A move-up morning is also planned for children moving classes in the school and an afternoon for new parents and children is also planned. School Activity Staff are planning activities for the end of term but with limited parent involvement which include a Sports Day (1 parent per child), a music event, Yr6 leavers' treat, leavers' service and a picnic for the current Reception children. In addition, the Head added the following update – Robins and Woodpeckers classes will become one bubble after half-term and all being well, the school will become a 'whole school' bubble again after 7th July. Governors questioned the level of support the Head had received from staff over the last 12 months. In response, Head advised that the staff had been as positive as they could be under the circumstances and had been very supportive of the Head. There was only one staff member not in school under the guidance from the Head. The second lockdown has been more draining for everyone as expectations on all are much higher. The winter months have had an impact on the children's' learning. Governors questioned how the GB can acknowledge this support. The Head suggested that a letter of acknowledgement from Governors would be a nice gesture. It was recommended that each member of staff receive an individual letter. Co-Chair (BS) to write a letter. Co-Chair (CP) also asked Governors to give this some additional thought. 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.	
11.	Governor Items	Summary of Clerk's briefing April 2021 – details had been previously circulated with key items highlighted for Lead Governors. Of particular note are the new EYFS Framework coming into effect from September 2021 and the new arrangements for schools supporting ECTs (Early Career Teachers) formerly known as NQTs. The Head advised that EW, COL and herself are booked onto training in respect of the new EYFS framework.	

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12.	Correspondence	There was no correspondence to report to this meeting.	
13.	Confidential Item (2)	This item considered 'Confidential' and recorded separately.	
14.	Meeting Effectiveness	For this meeting in particular, governor input on future impact for the children included – ✓ Recruitment of new lunchtime supervisors ✓ Transition arrangements ✓	
14.	Any Other Business	Parents Survey – Remote Learning The Head advised that the Co-Chairs are reviewing the responses to the Survey and that details will be presented to the next meeting.	Co-Chairs/ Clerk
16.	Date of Future Meeting(s) (Virtual)	Dates of future meeting(s): i. FGB – Tuesday 22nd June 2021 at 6.00pm – Note new time There being no further business the meeting closed at 7.40pm.	

ACTION POINTS SUMMARY			
Actions from this meeting			
25/05/2021	Item 10 – Letter of thanks to all staff from FGB	Co-Chair (BS)	ASAP
	Item 14 – Results of Parent Survey to be reviewed and presented to June FGB	Co-Chairs/ Clerk	To June FGB meeting
Actions from Previous Meetings			
30/03/2021	Item 6 – termly check of SCR	SG Lead	ASAP
	Item 8 – Early Years Policy to be reviewed and presented to June FGB	Head/Clerk	To June FGB meeting
	Item 12 – GDPR review to be undertaken and presented to June FGB	Head/GDPR Lead/Clerk	To June FGB meeting

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