

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Tuesday 30th March 2021 at 5.30pm VIRTUAL MEETING HELD BY MS TEAMS

Present:

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

Also present: Jane Burden, Clerk to Governors
Ali Bachelor, Guest

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome and Opening Prayer	Co-Chair (BS) welcomed everyone to the meeting and opened with a prayer.	
2.	Apologies	No apologies received for this meeting. 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 9 th February 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	Prevent training – ONGOING; all governors to complete. GDPR information – confirmed this has been sent to Head and JB; COMPLETED. Add Heaters to Asset Register – COMPLETED. Clerk's Appraisal – COMPLETED. Letter from Julian Wooster – COMPLETED.	
6.	Safeguarding	Incidents/Referrals since the last meeting Head confirmed there have been no new incidents or referrals since the last meeting. Termly check of Single Central Record (SCR) Not yet completed; to be reviewed by SG Lead.	SG Lead
7.	Operational Finance	Draft Budget 2021/022 Budget summary circulated in advance of the meeting. Finance Chair reported that the Finance Committee had scrutinised the draft budget in depth at their recent Committee meeting on 15 th March. It had been hoped to set a balanced budget but unable to do so on this occasion. Head confirmed that the LA have approved a deficit budget for the school. The school will need to prepare a plan to show how it is planned to reduce the deficit. A governor queried if the budget summary represents the changes agreed at Finance Committee. Head confirmed that it does reflect the changes in HT and SENDCo hours. The draft budget as presented confirmed that the school's total funding was to be £485,010 for 2021/2022 financial year and Finance Chair proposed and both Co-Chairs seconded adoption of the draft budget; all governors AGREED to accept the draft budget v3 dated 10 th March 2021. SFVS (Schools Financial Values Standard) Copy had been circulated in advance of the meeting. Finance Chair explained the document to governors, indicating that the format had changed considerable last year and that the SFVS is now in two sections – school raw data and text answers to questions into which there is governor input. Finance Chair confirmed that the school is broadly in line with other schools; staff costs are high; overall risk is now medium. SFVS is now actively used as a reference document at Finance meetings. Further to last year's submission some of the 'in part' actions have now been completed. This year's submission is due by 28 th May. Governors questioned the RAG rating. Finance Chair confirmed that this gives a guide as to areas of concern for the Finance Committee to monitor throughout the year. Governors all AGREED the SFVS for submission.	

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		Charging and Remissions Policy – it was also confirmed that this Policy had been reviewed and agreed by the Finance Committee at their recent meeting on 15 th March.	
8.	Policies and Procedures	The following Policies/Procedures were due for review: Early Years Policy – Head advised that a new framework is coming into effect from September 2021 and that the Policy is currently being updated to reflect the new framework. To be presented to June FGB meeting. Charging and Remissions Policy – as reported in Item (7) above.	Head/Clerk
9.	Head Teacher's Report	Head Teacher's Report A copy of the Head's written report had been circulated in advance of the meeting for governor consideration and included the following: School Context Pupil Numbers Class Sizes SEND Information Pupil Premium Quality of Education Teaching & Learning Assessment Data Behaviour and Attitudes Attendance Attitudes to Learning Exclusions Manual Handling Personal Development Vision & Values Pupil Wellbeing Safeguarding Leadership and Management School Improvement School Improvement Partner (SIP) Report Staffing Wellbeing (inc Staff Absence) Development & Training Parental Concerns Health & Safety Covid 19 Policies Website In addition, the Head added the following updates which had occurred since the report had been circulated – Bikeability – Yr6 completed. Cricket coaching – R to Yr2 have been receiving cricket coaching from Somerset County Cricket Club. Easter – Yr5 and Yr6 have taken part in Easter 'cracked' virtually in association with St Andrews School. Residential – Head reported that this usually takes place every other year and the school has been lucky enough to be able to move the Autumn 2021 residential to Spring 2022 without any penalties to the school. Current Yr4 and Yr5 children are being offered the opportunity to attend and letters have been sent home to parents with responses awaited. Governors questioned the percentage of completed work referenced in the Head's report. In response, Head advised that this related to the younger children where although the work was set on Google classroom it was not necessarily completed on Google classroom but handed in at school instead. Governors questioned what is deemed a 'good' level of attendance. Head confirmed that 96% and above is in line with the National recommendation and 92% and below is the point at which attendance is thoroughly monitored with the school looking at patterns, etc. Governors questioned the situation of merging Reception and Buzzards after the Easter break. Head advised that evidence has shown that the children are missing interaction with other classes. There is a staff meeting tomorrow at which this will be considered further together with having KS2 together outside for playtime and lunchtime breaks after Easter; activities also to be considered. The aim is to have the whole school back together before the end of the academic year.	

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		JG is very much looking forward to the personal interaction with staff and children again. Welfare and Wellbeing Head reported that all the staff are very tired and looking forward to their Easter break. In respect of the children, week one was full of excitement about being back at school and week two onwards has been about getting back into routines and testing boundaries. JG added that it can be seen that the children are making progress. 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.	School Development Plan	SDP Update Head reported that in respect of the new target regarding Remote Learning, a Remote Learning Survey was to be sent to parents, a draft of which had been posted to Sharepoint for governor consideration. Head put a suggestion to governors that the survey be sent out to parents on behalf of the FGB. Governors agreed that this would be a good idea and DM confirmed that he would create a questionnaire via MS Forms. Clerk to send the draft survey to governors after the meeting and any updates or additional questions to be forwarded to the Head by Wednesday lunchtime latest so that Head and DM can prepare the survey/form; survey to be accompanied by a letter from the Co-Chair of Governors – BS indicated that she would prepare the letter. Survey and letter to be sent out before school breaks up for Easter break. A governor <i>queried</i> if Parent View could be used as a platform for communication with parents; having recently looked at it herself she noted there had been no recent observations made. Head indicated that Parent View tends to come into its own as part of an Ofsted inspection when parents are asked to make observations using Parent View.	
11.	Health and Safety / Premises	H&S H&S Lead reported that he had undertaken an inspection on 29th March, copy of visit report had been circulated to governors. Confirmed that all the action points had been verified and two small points had been noted – signage in respect of hand cleaning stations and a laptop had been left on after all staff and children had gone home. H&S Lead confirmed that he was happy there were no major health and safety issues currently at the school. Premises H&S and Premises Plans had been circulated in advance of the meeting. Head will RAG rate the Premises Plan; H&S Action Plan is extremely useful as a checklist for the Head and H&S Lead when undertaking inspections. Head advised that she needs to clarify what can be purchased using DFCG funding as she has received conflicting advice and would like to be certain of this before moving ahead with the office refurbishment. General upkeep of the school needs consideration; funds need to be set aside for this.	
12.	GDPR	Due to current circumstances this item has been carried forward to June FGB.	GDPR Lead/Head
13.	Governor Items	Summary of Clerk's briefing March 2021 – details circulated for governors. Clerk's appraisal – Co-Chair reported this had now taken place and was a very thorough appraisal; going forward Clerk will attend a mix of virtual and in-person meetings; Clerk has suggested more challenge from governors. Governor Training – school has a cost centre for governor training; 'Preparing for Ofsted' (19th May 2021) training was highlighted by the Head as training that governors should consider attending. Chair's briefing – Co-Chair advised that there were three key points of note from the recent Chair's briefing that she had attended: • Conflict of interest with Head teachers attending meetings as a governor; • Mental health and wellbeing – do governors know what is happening in their school and how to support, etc; • Role of Link Governor – do these roles add value, to monitoring, etc? Governor Resignation/End of Term of Office – at the same time as an email of resignation had been received from AB it had also been identified that her term of office had come to an end in January so that was, in fact, AB's last meeting as a governor after many years of involvement with the school firstly as a member of staff and more recently as a governor. Both Co-Chairs and the Head thanked AB for all her work in support of the	All to note

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		school and wider school community over many years and indicated that AB will be sorely missed for numerous reasons – very knowledgeable, asks good challenging questions, adds positivity to meetings and knowledge of school and governance is immense. AB responded by indicating that she had thoroughly enjoyed her role as a governor and that it was a great Governing Body, and a great school with a great Head.	
14.	Correspondence	Governor resignation as indicated above.	
15.	Meeting Effectiveness	For this meeting in particular, governor input on future impact for the children included – ✓ Parent views of Remote Learning to be governor led ✓ Budget approval ✓ Wellbeing and welfare of staff and pupils	
16.	Any Other Business	Church Distinctiveness Co-Chair reminded all governors to have a look at the school website in respect of all the working taking place and all the lovely poems that the children have written. Also thanked JG for the large amount of work being completed in this regard. JG added that the images of the new 'values' hoody are also on Facebook.	
17.	Date of Future Meeting(s) (Virtual)	Dates of future meeting(s): i. FGB – Tuesday 25th May 2021 at 5.30pm There being no further business the meeting closed at 6.40pm.	

ACTION POINTS SUMMARY			
Actions from this meeting			
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
	Item 13 – 'Preparing for Ofsted' training – governors to attend	All Governors to note	19 th May 2021
Actions from Previous Meetings			

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