

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 25th January 2023 at 6.00pm
Virtual meeting via MS Teams

Present:

Kim Greenslade, Head teacher (KG), Stephen Meredith, Co-Chair (SM)(Co-Chair), Daniel Moncrieff (DM)(Vice-Chair), Kirstie Lord (KL), Jenny Bishop (JB)(Co-Chair), Sarah Hancock (SH) and Vicky Tomkins (VT)

Also present: Jane Burden, Clerk to Governors

Agenda & item	Purpose & context, points of discussion/any notes	Action(s)
1. Welcome	Co-Chair (SM) welcomed everyone to the meeting and thanked all for their attendance, The Head opened the meeting with a prayer.	
2. Apologies	There were no apologies for this meeting. Meeting declared quorate.	
3. Terms of Office, etc	Appointments/Terms of Office/Resignations	
3. Declaration of Interests	There were no new declarations of interest for this meeting.	
4. Minutes of previous meetings	Minutes from FGB meeting on 23 rd November 2022 had been circulated in advance of the meeting and were AGREED as a true reflection of the meeting and will be signed by the Co-Chair and dropped into school for filing.	
5. Matters Arising/Actions	Matters Arising/Actions Annual Governor Impact Statement – a draft copy had been circulated in advance of the meeting which was AGREED by all. Monitoring Visits – VT to be re-arranged. Monitoring Reports – KL's visit report to be shared at the next meeting. Clerk Appraisal – all paperwork sent and appraisal completed.	VT KL
6. Safeguarding	Incidents/Referrals since last meeting The Head advised that there is one assessment ongoing; no other changes since the last meeting to report. Annual Safeguarding Audit – this is now live and the Head and SG Lead are meeting on 7 th February to review and complete the document. Deadline for submission is 17 th February and a copy will be shared at the next meeting. ACTION: Head/SG Lead/Clerk A governor questioned the situation from the last meeting in respect of children who had been moved off-roll as considered to be Children Missing in Education. The Head advised that the children had now started at another school.	Head/SG Lead
7. SEND	SEND Update The SEND lead and SENDCo had met before Christmas and had a very positive meeting. Items discussed included – SEND Register – one addition to the Register, with agreement from the parents of the child. There are now 7 children on the Register; some timetables have been re-arranged; a TA is now supporting the SENDCo with assessments. EHCPs – one potential new starter in September with an EHCP and one EHCP identified in the school but the process has been delayed. Ed Psych – the Ed Psych has undertaken training with the TAs in respect of attachment and trauma; there is now 1 hour of Ed Psych time left to use so the Ed Psych has been invited to a staff meeting. Watch List – the school also keeps a 'watch list' for children needing additional support; this is being trialled across the school and is working well.	
8. Policies and Procedures	Policies for Review Teacher Pay Policy – AGREED at the recent Pay Committee meeting. Appraisal and Capability – AGREED at the recent Pay Committee meeting. Governor Allowances and Expenses – AGREED at the recent Pay Committee meeting. Data Protection – the Head explained that this Policy was in line with the SCC Model Policy. A governor questioned the text in red and green. The Head explained that the red text was to be removed and the green was school specific. The Policy was AGREED by all. Biometric Data – it was decided that this was not applicable for the school and would be removed from the meeting list.	

Signed:

Date:

		Statement of Behaviour Principles – the Head advised that she would like some feedback from governors regarding this document. It was AGREED that governors would forward observations to the Head by 6th February, Head would then amend the document and re-circulate to governors. ACTION: All governors and Head.	All governors and Head
9.	Head Teacher's Report	Head Teacher's Update A copy of the Head's report had been circulated in advance of the meeting and the following key areas were discussed: Whole School Snapshot of Assessment The Head explained that this was based on teacher assessments at the end of the Autumn term. Lower cohorts are highlighted in red. The Head has no concerns in respect of Reception children at this point in time however Yr1 and Yr2 are a concern. Yr1 This year group have now had a complete year of the EYFS curriculum and the concern is that they are not fully prepared for Yr1. The majority of the children will reach 'expected' with support in place; there is still some doubt about the long term outcomes for a small number of this group. Yr2 The Head advised it is a similar picture for Yr2 with more pupils requiring additional support and a small number who may not achieve 'expected'. A governor questioned if this is as a result of impact of Covid. The Head advised that Covid has had a part to play but there are additional factors to take account of, for example children joining from overseas. Yr3 Writing results lower for this group but this is currently being worked on. Yr4 There are some gaps in learning for this group but these will be filled by good teaching. A governor noted that maths results for this group was looking more positive and questioned the reason for this. The Head agreed with the observation and explained that some children had joined the year group who had not previously completed phonics. A governor questioned if the data can be compared with other schools. The Head advised that this was not possible at this stage, however writing moderation has taken place with another local school, the results of which supported the data assessment. A governor questioned if the data changes as the year progresses with the appropriate support in place. The Head confirmed that an improvement in the data should be seen, particularly with the relevant support in place. A governor questioned the Yr1 data and the referral for support for one pupil and whether this has an impact on class learning. The Head advised that this is not having an impact on class learning but more on the TA team. Work is being done to look at how the child can develop as they progress through the school. A governor questioned if volunteer readers were now back in place. The Head explained that there had been no volunteer readers in school since Covid but that there was no reason why this could not be re-introduced. VT and KL offered their services as volunteers to hear children read. It was suggested that this is a trial by governors in the first instance and then go out to the wider community for further help. The Head will liaise with Mrs O'Leary to get this underway. ACTION: Head. Staffing The Head reported that one member of staff who has been off is returning to work after half-term on a phased return to work. The role is being covered in-house where possible and is working quite well and these arrangements ensure more continuity and stability for the children. TAs have been off due to health problems. Classes are being covered by staff but this doesn't make up for the teacher not being in class. The TA covering the class knows how the teacher works and the planning and resources are all accessible to those staff covering. Parent governors indicated they feel the situation has been well managed. Strike Action The Head advised that Owls class will be closed for 1 day on 1st February. A letter has been sent home to parents explaining the situation for next week only. The Head advised that the school will support staff and respect their decisions.	Head

Signed:

Date:

		It was confirmed that a letter would be sent from governors to the school community. ACTION: KL to draft. Start of Term The Head reported that the children came back from their Christmas break still quite tired as there seemed to be very little downtime; they are all now back into their routines. Four staff were trained in ELSA support in the autumn term. Pupil Numbers The Head advised that provision numbers for September 2023 are: 12 x 1st choice; 3 x 2nd choice; 10 x 3rd choice. The number are lower initially this year but this is likely to increase. In respect of leavers: 16 x Yr6 leavers in July; 1 x R leaving to move abroad; 1 x R and 1 x Yr3 moving in September; ? x R returning to a pre-covid life abroad. 0 x health and safety incidents. 0 x racial incidents. 1 x safeguarding query raised by a parent. Parish Council and School <i>Parent Car Park</i> - a parent is following up the situation regarding an icy parent car park and the possibility of having a grit bin. The school has access to the car park and has keys to the gates but it is owned by the Parish Council. The school has suggested numeric locks for the gates but without success. SH advised that the Parish Council has just bought a grit bin for outside the Swan Inn and has also requested one for the car park. The Head indicated that the caretaker really works hard to keep the school safe and governors recorded their thanks to the caretaker for all the work that she does. If neither the parent of Parish Council approach are successful then the school may have to look at other options. Discussion took place in respect of signage being considered for the car park.	KL
10.	School Development Plan	Governor Monitoring – Visit Reports GDPR – visit report circulated in advance of the meeting. The GDPR Lead there are some actions outstanding to be considered; clear desk policy needs to be considered; review of archived documents needs to take place and double shredding to be considered; IT to be contacted regarding time-out for screensavers; Sharepoint is excellent for the circulation of data and reports. A walk through was also undertaken and the GDPR lead was pleased to report there is nothing outstanding and the school is doing well as a school in respect of data protection.	
11.	Health and Safety Update	Health and Safety Visit H&S Lead advised that no H&S walk had yet been undertaken and would be completed at the end of the Spring term. A governor questioned the situation regarding the crack in the classroom as discussed at the last meeting. The Head explained that mild cracking has appeared again; the LA Surveyor is leading on this issue and a structural survey is to be undertaken. The input from the Diocese was questioned in particular support with building issues. The Head confirmed that it is only the land that is owned by the Diocese and not the buildings.	
12.	Governor Items	Governor Recruitment Continues to be an ongoing issue; all governors asked to support with this. Next New Governor Induction session with SSE is 21st March 2023. Communication with Governors Co-Chair explained that as a result of the Clerk's appraisal, it was suggested that a back-up procedure be put in place for governor communication. The Clerk suggested that a Whatsapp group be set up to be used when urgent items arise that need governor input quickly between meetings. All AGREED this to be a good idea. ACTION: Clerk. Update from Clerks' meeting Summary of the briefing had been circulated in advance of the meeting. No questions were raised.	Clerk

Signed:

Date:

		SFVS The Co-Chair explained the document and confirmed that this would be reviewed at the Finance Committee, as delegated by the FGB, and updated where needed and will then be brought back to FGB for final approval and submission. HTPM It was confirmed that the HTPM had taken place by 31st December 2022 and all recommendations agreed and implemented. Draft Governor Impact Statement As reported above copy of draft Governor Impact Statement had been circulated and agreed by governors. It was further AGREED that this would be a Standing Item to be updated at each meeting. It was also AGREED that the Impact Statement could be circulated with the newsletter together with the Parish Council and the Church, all of which may encourage interest in the Governing Board. It was also noted that the Benefice Newsletter mentions West Monkton and not Kingston St Mary, so a copy would also be sent to the Benefice Office. ACTION: Head.	Head
13.	Correspondence	No correspondence to report to this meeting.	
14.	Confidential Item	There were no confidential items to report to this meeting.	
15.	Any Other Business	Local Authority Core Offer DM declared an interest in this item due to being an LA employee. The Co-Chair explained that this item, a Central Services Core Offer, has been about 18 months in development and the School was supportive of the initiative. A few days ago the first round of figures were circulated which indicate a significant cost increase to the school of circa 45%, which equates to £8k of additional costs to the budget. The increase in the package includes a Relationships Manager together with de-delegated services. The Head then explained that SAPHTO, the HT support group, have been holding meetings about this situation; concerns have been raised about the costs of the package and what it includes, a Relationship Manager for each school and the 'all or nothing' arrangement. Additional concerns included the extremely timeframe in which responses from schools were requested, and it being an extremely rushed process. It was felt that the project, although a good idea, should be put on hold for this next financial year and due to the timescales involved, after further detail is investigated, then implement for the 2024/025 financial year. The Head is meeting with the school's Relationship Manager next week. SAPHTO has also drafted a letter for Heads to send to LA Leaders raising these concerns. The Head felt that the school was left in no other situation that to sign up to the package for 1 year, during which time further avenues and alternative suppliers can be investigated. It was AGREED that an emergency Finance and Premises meeting would take place as soon as staffing costs are known. ACTION: Head/Chair.	Head/Chair
16.	Meeting Effectiveness	- Challenged the Head teacher report – good levels of challenge and debate across a number of topics - Policies approved; - Monitoring process now taking place; - Governor impact statement approved.	
17.	Dates of Future Meeting(s)	Dates of future meetings: i. Finance and Premises - Monday 13th March - virtual ii. FGB – Wednesday 22nd March at school iii. FGB – Wednesday 17th May iv. SDP Meeting - Wednesday 28th June v. Finance and Premises – Monday 3rd July vi. FGB – Wednesday 12th July There being no further business the meeting closed at 8.05pm.	

Signed:

Date:

ACTION POINTS SUMMARY			
Actions from this meeting			
5	Monitoring visit to be re-arranged Monitoring report to be submitted	VT KL	As soon as Possible
6	Safeguarding Audit to be completed	SG Lead & Head	17 th Feb 2023
9	Statement of Behaviour Principles to be reviewed and updated	All governors and Head	6 th February 2023
12	Set up a Whatsapp group and test Governor Impact Statement to be circulated to wider school community – Parish Council / Benefice Office	Clerk Head	As quickly as possible
15	Emergency Finance and Premises Committee meeting to be arranged once staffing costs identified	Head Clerk	As quickly as possible after half-term
Actions from Previous Meetings			

Signed:

Date: