

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 24th January 2024 at 6.00pm
Virtual meeting via MS Teams

Present:

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

Also present: Jane Burden, Clerk to Governors

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome and Opening Prayer	Co-Chair (JB) welcomed everyone to the meeting and thanked all for their attendance. The Head opened the meeting with a prayer.	
2.	Apologies	No apologies had been received for this meeting which was deemed as being quorate.	
3.	Terms of Office, etc	Appointments/Terms of Office/Resignations The Clerk advised that there were no new appointments or resignations but that this was VT's last meeting due to her taking up a new role within the school office.	
4.	Declaration of Interests	DM advised that he does some work for The Shaw Trust who use services from Optimus.	
5.	Minutes of previous meetings	Minutes from FGB meeting on 29 th November 2023 had been circulated in advance of the meeting were AGREED as a true reflection of the meeting and will be signed by the Co-Chair and dropped into school for filing.	
6.	Matters Arising/Actions	Matters Arising <i>Policy updates</i> – ONGOING. <i>SCR check</i> – COMPLETED. <i>SG Audit</i> – work ongoing; KL can now access online; deadline for submission is 31 st January 2023. <i>Procurement Card</i> – COMPLETED. <i>Sports Premium</i> – COMPLETED. <i>Newsletter update to parents</i> – ONGOING. <i>GDPR visit</i> – date to be arranged after half-term. <i>Governor Self-Evaluation</i> – agenda item for this meeting. <i>Articles in Link-Up</i> – proving to be successful. <i>Parent Governor recruitment</i> – Head and Clerk dealing with this item. <i>SG and SEND monitoring forms</i> – new templates now on Sharepoint. <i>Cat A form sign-off</i> – COMPLETED. <i>Diocese and SSE training</i> – details circulated as they become available. <i>July Monitoring form</i> – no longer applicable.	
7.	Decisions taken outside of the meeting	Decisions taken outside of the meeting It was confirmed that no decisions had been taken outside of the meeting.	
8.	Safeguarding	Incidents/Referrals since last meeting The Head advised that there had been no changes in respect of families the school is currently working with and where applicable families are receiving support through the appropriate channels. One new concern has been identified since the last meeting. Safeguarding Audit The Head advised that she is currently working on the Audit and that KL now also has online access and can review the Audit before submission; deadline for submission is 31 st January 2024. S128 Checks The Head advised that these now have to be undertaken for staff and governors in maintained schools and that the school will action this accordingly.	Head/KL
9.	SEND	SEND Update The Head advised that the new SENDCo continues to settle in extremely well. The Head and SENDCo had recently attended the newly re-introduced joint planning meeting at which some pupil cases were discussed for advice and support. One recommendation was that two children were identified to be added to the Register. External professionals at the meeting were complimentary of the SENDCo's working practice. Both the Head and SENDCo had found this to be a very useful meeting.	
10.	Policies and	Policies for Review	

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	Procedures	Teacher Pay Policy and Appraisal and Capability – these were both reviewed at the Pay Committee meeting held last week and Governors AGREED that both policies be forwarded to FGB for ratification. All governors agreed with the decision of the Pay Committee and the policies were ratified. As there were some policies outstanding and needing approval it was AGREED that now we have introduced the 'Decisions taken outside of the FGB meeting' item to the agenda, the Head can circulate policies needing decisions to governors for their feedback and approval in between meetings.	Head
11.	Head Teacher's Report	Head Teacher's Report The Head shared a verbal update with governors and meeting updated governors on the following key areas: Pupil Numbers The Head confirmed that as of today there are 99 pupils in school, which includes three joiners and two leavers; 2 children will be returning after half-term which will take the number to 101. Staff Absence – there has been a lot of illness this half-term; one member of staff is off longer term than originally anticipated. Staffing The Head advised that 1 TA reduced their hours in November and 1 TA is leaving at the end of the academic year and will not be replaced. The Head sought approval from the governors for one further TA post. All AGREED. Attendance The Head advised that an external attendance monitoring visit is being undertaken on Friday 26th January. Health and Safety The Head updated governors in respect of the H&S Audit which had taken place today. It was a very successful Audit with some actions identified:- <i>Tree Survey</i> – now needs to be undertaken. <i>Water Temperatures</i> – management and recording of water temperatures is taking place, but not properly. The Head confirmed that new systems are going to be put in place to manage systems and processes going forward. The Head and VT are to undertake this work. SM, as Health and Safety governor, is going to be allowed access to EECLive so that he can view risk assessments. The Head indicated that she had found the visit to be very a useful, constructive and inclusive meeting. School Improvement Partners The Head advised that the LA is working with School Improvement Partners once again and that the school's SIP is John Jefferies.	Head
12.	School Development Plan	School Development Plan Governor Monitoring for the Spring term The Head put forward the date of 13th March 2024 for governors (SM/KL/DM) to meet with their respective link staff members, either in school or on Teams. JB will liaise with the Head to arrange a GDPR meeting. The Head will circulate a timetable to governors. Governor Visits since the last FGB meeting SM has met with the Head twice – one to assist with staff interviews and one H&S meeting. KL has undertaken two monitoring visits – one SG monitoring visit at which no concerns were identified, and next steps were discussed – LA SG Audit and SG audit with staff to establish staff understanding; the second visit was to check the SCR at which no concerns were identified; DA is still learning this new piece of work but has picked it up very well and is also attending the relevant training. JB attended the Nativity Play which was very enjoyable. The Co-Chairs recorded their thanks to KL for the newsletter articles, especially the article in Link-Up which has attracted a potential new governor. KL will arrange to put another article in the March edition of Link-Up.	JB Head
14.	Updates from Sub-Committees	Finance and Premises Committee The Finance Chair reported that the meeting on 16th Jan had considered the following items: School is doing well in managing its finances currently given the recent challenges with the change of systems at the LA and there are no immediate concerns; Completion of annual SFVS has been delegated to JB and KL; Health and Safety and Premises; Amended Committee Terms of Reference – which had been shared with FGB today for approval. There was one query in respect of Item 10 and the figure to	

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		be inserted. It was confirmed that this figure will be in line with the Finance Policy. Updated ToR, to include this figure, AGREED . Pay Committee The Pay Committee Chair reported that the meeting on 16 th Jan had considered the following:- Confirmed that the HTPM had taken place; All staff received their pay awards in line with recommendations.	
15.	SIAMS	SIAMS Update The Head explained that there were some actions points from the SIAMS inspection that herself and the RE lead were working on. The RE Lead had some management time today and will be working towards an Action Plan which will focus on what needs to be evidenced and how to achieve this. Action Plan to be shared with governors in Summer term.	Head/RE Lead
16.	Governor Items	Governor Recruitment Ongoing; as reported above. One expression of interest received who SM has had a chat with; currently on holiday so not able to attend this evening's meeting but a meeting will be arranged with Co-Chairs and Head when she is back from holiday. Recruitment of parent governor – paperwork to be sent out to parents/carers after half-term with a return date of lunchtime on 1 st March. Governor Self-Evaluation The Clerk thanked everyone for completing their paperwork and advised there is now a folder on Sharepoint in which all the documents can be located. No observations had been received in respect of meeting structure/effectiveness but there were a couple of items to address so the next step is to formulate a Governor Development Plan. Governor Training – no governor training attended since the last meeting. SM and JB try to attend the regular update sessions from Amelia Walker and her team. Clerks' briefing papers – to be circulated when available. Clerk Appraisal – SM confirmed that this had now taken place, and all involved in the process agreed that the biggest success had been the introduction of urgent communication via Whatsapp. New targets were set for this year and both Co-Chairs were pleased to confirm that JBur will be staying as Clerk for the foreseeable future.	Co-Chairs/Head Head/Clerk Clerk
17.	Correspondence	There was no correspondence to report to this meeting.	
18.	Confidential Item	There were no confidential items to report to this meeting.	
19.	Meeting Effectiveness	• Successful Health and Safety Audit • SIAMS and Church Distinctiveness becoming a regular item on FGB agenda; • Governors noted that there were no concerns identified with safeguarding processes; • Governors completed successful HTPM together with Clerk appraisal	
20.	Dates of Future Meeting(s)	Dates of future meetings: - Finance and Premises - Monday 11th March - virtual - FGB – Wednesday 20th March - FGB – Wednesday 15th May - SDP Meeting - Wednesday 26th June - Finance and Premises – Monday 1st July - FGB – Wednesday 10th July There being no further business the meeting closed at 7.05pm	

ACTION POINTS SUMMARY			
Actions from this meeting			
8	Safeguarding Audit to be completed and submitted	Head and KL	31 st January 2024
11	SM to be set up on EECLive	Head	ASAP

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12	GDPR monitoring visit to be undertaken after half-term	JB & Head	After spring half-term
15	SIAMS Action Plan to be circulated	Head & RE Lead	Before end of summer term
16	Clerks' briefing papers to be circulated	Clerk	As soon as available
Actions Outstanding from Previous Meetings			
8	Updated Discipline and Conduct Policy to be circulated Admissions Policy to be added to January agenda for review	Head Head & Clerk	As soon as available February 2024
12	Sample staff survey questions to be sourced	Clerk	Spring term

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