

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Monday 10th July 2023 at 6.00pm
Virtual meeting via MS Teams

Present:

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

Also present: Jane Burden, Clerk to Governors

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome	Co-Chair (JB) welcomed everyone to the meeting and thanked all for their attendance, The Head opened the meeting with a prayer.	
2.	Apologies	Apologies had been received from VT for this meeting and were accepted.	
3.	Terms of Office, etc	Appointments/Terms of Office/Resignations The Clerk advised that there were no new appointments, resignations or terms of office coming to an end.	
4.	Declaration of Interests	There were no new declarations of interest for this meeting.	
5.	Minutes of previous meetings	Minutes from FGB meeting on 17 th May 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 LA Governor – the Clerk advised that DM had been confirmed as continuing as the LA governor for the school. Monitoring Visits – a new schedule of visit dates will be prepared for the new academic year. ACTION: Head. Clerks' Briefing – updates circulated for this meeting. Training Log – Governors to send updates to the Clerk. Governor Recruitment – ongoing. Succession Planning – agenda item for this meeting. Independent Audit by DfE – Head and Chairs indicated that both meetings with the Auditor had been very constructive; KSM is the first school that Auditor was unable to suggest any improvements to; additional focus point was an advisory that academization is going to happen. It was AGREED that a finance meeting would be held earlier in the Autumn term than originally scheduled.	Head All to note
7.	Decisions taken outside of the meeting	Staff Recruitment It was confirmed that the appointment of a new TA had been agreed completely via email.	
8.	Safeguarding	Incidents/Referrals since last meeting The Head advised that there had been no new referrals since the last meeting and that two ongoing situations were being dealt with accordingly following correct procedures and guidelines. 6.15pm – SH joined the meeting.	
9.	Policies and Procedures	Policies for Review EYFS – Policy AGREED . SRE – the Head advised that there needs to be a review of the order of teaching of topics and then this is to be shared with parents. Head shared details of what is taught and when. ECT – guidance to be updated in September 2023 by the DfE so the Policy will be reviewed in the Autumn term.	Head
10.	Finance Update	Quarterly Update The Head advised that the 3 month reconciliation is unable to be produced due to a new finance system being introduced by the LA which is not fully operational. A copy can be printed from the school system but not the main LA system. It was AGREED to bring forward the finance meeting to early October as it is possible the 6 month reconciliation will be available. Meeting confirmed for Tuesday 10th October at 5.00pm via Teams. CFR The CFR report confirmed positive balances at year end together with a positive carry forward of £51.5k.	

Signed:

Date:

		Governors thanked the Head and SJH, Office Manager, for all their hard work in respect of ongoing management of the school budget. Report AGREED . SM advised he is in school on Wednesday and will sign the Report.	SM
11.	Annual SEND Report to Governors	Annual SEND Report A copy of the Report had been circulated in advance of the meeting. Governors noted they were pleased with the appointment of the new SENDCo/Teacher for the school; it had been a really positive interview process. No questions or queries were raised in respect of the Report.	
12.	Head Teacher's Report	Head Teacher's Update A copy of the Head teacher's written report had been circulated in advance of the meeting and the following key areas were discussed: Pupil Numbers – September 2023 The Head confirmed that for September 2023 there have been 14 x first choice applicants, two of whom are coming from private nursery. Predictions going forward were detailed in the Report. The Head advised that there have been a lot of visits to view the school and in-year applications. 2 siblings are leaving as going back to China so they will come off roll and re-apply when they return to England in 2024. One additional family is leaving as they are moving to their own local village school; they also have a Yr6 sibling leaving. Attendance A governor questioned attendance at 93% this year. The Head advised this was higher than last year but not as high as pre-Covid. There are still parental reservations in respect of illness. Work is ongoing in respect of emotional based school anxiety and parents are really supportive of this. There are still the ongoing problems with late arrivals and unauthorised absences which are dealt with according to procedure. A governor questioned how this figure compares with other schools. The Head advised she was not aware of the local or National average at this stage. Not currently sharing data with the DfE unless part of a statutory report as advised by DPO/GDPR. Staffing and Appointments For full details see HT Report. The Head advised that she is hopeful the PE Coach will return; the Head is currently trying to arrange a member of staff to go on the residential trip. Assessment Data The Head shared headlines with the governors advising that a more detailed analysis of the data will be presented in September, which will inform the SEF. ACTION: Head. Governors noted the improvement in all age groups across the year as a positive outcome.	Head
13.	School Development Plan	School Development Plan The Head indicated that the recent joint meeting with staff and governors had been very useful in respect of the SDP and thanked those who attended. Data, SATs results and information from the SDP meeting will inform the SDP and SEF in the Autumn term. ACTION: Head.	Head
14.	Governor Monitoring	Visits undertaken by Governors since the last meeting Safeguarding and SEND – nothing to report to this meeting. SDP meeting – as reported above. Recruitment – governors have supported the Head at interviews for new staff. Termly review of SCR – SG Lead liaised with the Office Manager today and there were no new updates to report. New staff are joining in September so a more detailed review will take place in the autumn term. ACTION: SG Lead. Monitoring form in respect of SCR check to be sent to SG Lead. ACTION: Clerk.	SG Lead Clerk
15.	Health and Safety	Health and Safety Update Copy of H&S Update report had been circulated in advance of the meeting. The H&S Lead indicated points of note – (a) Sign by the pond has disappeared; (b) First aid box was in use at the time of the visit – measures need to be in place to confirm contents of boxes are checked and renewed regularly.	
16.	Governor Items	Review of Governance The Clerk advised this is underway with forms currently being completed in	

Signed:

Date:

		respect of 360 review of Chairs, Skills audit and self-evaluation questions for governors. The information will be collated and shared with governors in the Autumn term. ACTION: Clerk. Governor Recruitment Ongoing – LA governor re-appointed. Clerk will re-advertise for a Foundation Governor via Inspiring Governance and will, once again, asked the Diocese and LA for support. ACTION: Clerk. It was suggested that a 'Help Wanted' type shout out be circulated in the school newsletter; KL is drafting an article for the September Village Newsletter and SM is following up enquiries with St Andrew's Church in Taunton. It was confirmed that when KL's term of office as a parent governor comes to an end it would be possible for her to continue as a co-opted governor. Update from Chairs' meeting Co-Chair (JB) indicated that there have been two recent updates in respect of Compliance (Sam Simmonds) and Governance (Sarah Carter). Whilst these sessions are useful it was felt that there was not enough opportunity for open discussion, the slides presented were too busy and that the volume of information being presented is huge and as such, difficult to digest particularly in respect of document and policy changes. Succession Planning Having given this some consideration, the following was confirmed:- JB will continue as Co-Chair for another year, which will bring her to her end of term of office when she is likely to step down. SM will continue as Co-Chair for another year. Draft Calendar of Meeting Dates for 2023/2024 Academic Year A copy of the draft calendar had been circulated in advance of the meeting which also included Finance and Premises dates. Governors confirmed that the FGB meeting dates were acceptable but given the changes in the admin team, there would be more flexibility in choosing meeting times and dates for Finance Committee meetings; 1st July is a date that will need to change. Updates from Clerks' meetings Summaries circulated. Clerk's appraisal It was confirmed that this is an annual event. Finance Committee – Membership It was AGREED to continue with the same members on the Finance Committee to maintain continuity and SM confirmed he would continue as Committee Chair. Governor Training Clerk to investigate Safer Recruitment training, Safeguarding for Governors and Children in Care (for SG Lead) via The Key. ACTION: Clerk.	Clerk Clerk Clerk
17.	Correspondence	No items of correspondence to report to this meeting.	
18.	Confidential Item	There were no confidential items to report to this meeting.	
19.	Any Other Business	Strike Action Days – the Head confirmed that no classes were closed for strike action days. Retirement – Governors recorded their thanks to SJH for all her work in support the school during her time in post and wished her well in her retirement and arrangements were made to mark the occasion. Thank-You – the Head thanked all the governors for their work on behalf of the school over the last academic year.	
20.	Meeting Effectiveness	• Policies approved; • Self-evaluation of the Board under way; • Governor involvement in school activities including SDP meeting and staff interviews; • Governors noted the positive year the school has had and that everything is now moving in the right direction.	
21.	Dates of Future Meeting(s)	Dates of future meetings: i. Finance and Premises – Wednesday 20th September - via Teams ii. FGB – Wednesday 11th October - via Teams There being no further business the meeting closed at 7.45pm	

Signed:

Date:

ACTION POINTS SUMMARY			
Actions from this meeting			
6	Schedule of Monitoring visit dates to be prepared	Head	Query October FGB mtg
9	ECT Policy to be updated in September	Head	October FGB mtg
10	CFR Report to be signed-off by Co-Chair	SM	12 th July
12 & 13	Updated SDP and SEF to be presented to governors - Autumn	Head	October FGB mtg
14	SCR Review in September due to new staff joining	SG Lead	September
14	Monitoring forms to be circulated	Clerk	
16	Summary of review of governance to be shared Liaise with Diocese and LA reference governor recruitment Training via The Key to be investigated	Clerk Clerk Clerk	
Actions Outstanding from Previous Meetings			
May 2023	Re-advertise through Inspiring Governance for Foundation governors	Clerk	
March 2023	VT to send visit report to the Head	VT	As soon as possible

Signed:

Date: