Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Monday 8th July 2024 at 5.00pm Hybrid meeting held at the School and via Teams

Present:

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

Also present: Jane Burden, Clerk to Governors

Age			Action(s)
1.			
	Opening Prayer		
2.	Apologies	Apologies had been received from Sara Hancock for this meeting due to recovering from Covid and were accepted. The meeting was deemed as being quorate.	
3.	Terms of Office,	Appointments/Terms of Office/Resignations	
	etc It was confirmed that KL's term of office comes to an end at end of August 2024 but the		
		KL has agreed to become a community governor.	
		As reported at the last meeting a formal notice of resignation has also been received	
		from JB who will be stepping down as a governor and Co-Chair at the end of the academic year.	
4.	Declaration of		
	Interests	Notice for this meeting.	
5.	Minutes of	Minutes from FGB meeting on 22 nd May 2024 had been circulated in advance of the	
	previous	meeting were AGREED as a true reflection of the meeting and will be signed by the Co-	
	meetings	Chair and dropped into school for filing.	
6.	Matters	Actions Covernors to have a presence at 'New' Perente' Welcome Evening unfortunately this	
	Arising/Actions	Governors to have a presence at 'New' Parents' Welcome Evening – unfortunately this didn't come to fruition; to be CARRIED FORWARD.	1
		Letter regarding becoming a school governor to go home to 'new' parents in their	
		Welcome Pack – Head to complete.	Head
		Curriculum training to be booked for KL – KL confirmed she cannot attend until the	
		February due to prior commitments, so will be booked onto this course next academic	
		year.	Clerk
		Timescales to be added to SG Audit – COMPLETED.	SG Lead
		Check of SCR to be undertaken Meeting to be arranged with SENDCo – meeting cancelled but questions send to	SG Lead
		SENDCo by SEND Lead.	
		H&S Supplementary documents and update H&S Policy - COMPLETED	
		Spring term attendance figures to be looked at in more detail – superseded by Summer	
		term figures which are an agenda item for this meeting.	
		Sample staff survey questions to be sourced – COMPLETED; Agenda item for this	
		meeting.	
	Matters Arising There were none.		
7.	Decisions taken	Decisions taken outside of the meeting	
	outside of the	It was confirmed that no decisions had been taken outside of the meeting.	
	meeting		
8.	Safeguarding	Safeguarding Incidents/Referrals since last meeting	
		The Head advised that since the last meeting there had been one referral to external	
		services for which the HT is awaiting an update.	
		There are no other families receiving support at this stage. Pupil files for transfer are ready for handover to new schools.	
		SCR Check	
		The Safeguarding Lead advised that the visit planned had been cancelled so a check of	SG Lead
		the SCR was to be re-arranged.	Gov
9.	SEND	Annual SEND Report to Governors The Head advised that the Report was not available for this meeting. The Clerk	
	advised this was a statutory requirement as the Report needed to be published on the		Head/
		school website, so it was AGREED that the Report would be presented to the first FGB meeting in the Autumn term.	
10.	Policies and	meeting in the Autumn term.	
- ••	Procedures	ECT Policy – the Head confirmed this was an LA Policy to which there had been no	
		changes. The school will not have an ECT for the next academic year.	
		Policy AGREED.	

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A governor guestioned if there was anything to be learned from the Policy. The Head advised that one area to be learned from was that the overseeing and mentor roles need to be separated, other than that the Policy had been implementable. 11. **Head Teacher's** Head Teacher's Report and School Development Plan A copy of the Head Teacher's report had been circulated in advance of the meeting and Report the Head updated governors on the following key areas: **Pupil Numbers** Pupil numbers were looking positive for September and likely to be at 112, which is only 7 less than PAN. There will be 17 new starters in September. One new pupil will be joining the school before the end of term and possibly a family of A governor questioned how many children will be coming up from Pre-school. The Head advised that this was 6 or 7; 5 were siblings of children already in school. The pre-school is definitely bringing people to the school who might not otherwise have known about it. Assessment KS2 SATs results are due to be published tomorrow, 9th July 2024. The Head will provide a full analysis in the Autumn term. Head A governor questioned the percentages shown in the report. The Head advised she will use the National figures as comparators, but those shown were considered 'low' It was noted that the ???? of 42% stood out as being of concern. The Head confirmed that this was a young cohort and most affected by the lack of a TA. There is a need to look at why this was so low and what can be done differently going forward. **Attendance** Whole school attendance – 92.78%; currently not back to Pre-covid levels. The Head advised that an attendance meeting had been called today by the LA. SM queried where responsibilities lie and the Head confirmed that new guidance and Policy is due in August 2024. The attendance information had been reviewed by the Head on a class by class basis and she shared the figures for one class where attendance was less than 85%. The Head is going to work with School Administrator next year to drill down deeper into the reasons behind the figures. A governor questioned how many children with SEND were in this class and the Head advised it was just one child. The Head also advised that there is one child in school on a flexi-agreement for the last 3 weeks of term. There are some areas of concern relating to the pupil who is going backwards academically rather than progressing and a lot of investigation is taking place as to why this has happened. Staffing The School has been impacted by a lot of staff absence across this academic year and the Head has missed some training as was covering a class. The Head will be re-introducing Return to Work meetings from September, with all paperwork having to be completed within the prescribed timetables. A governor questioned how staff absence is tracked. The Head confirmed it is all recorded on SIMS and using the Bradford score. Governors noted that re-implementing the Policy and procedures may be challenged and be difficult to achieve, but will work very smoothly when the process has settled down again. SM recommended that this become a target for the Head as part of HT performance management. The Head acknowledged it had been a challenging year in respect of staff absence and with detailed figures being included in the HT report going forward, Governors will also be able to challenge staff absence. Good News - Grants The Head was pleased to confirm that the school has been awarded grants for boiler replacement and repair of Woodpecker's roof, which will not impact on main budget. A governor questioned if there had been any further problems with a re-occurrence of cracks in Buzzards. The Head advised that everything was alright to date. **Governor Monitoring** Leadership and Management - JB has undertaken a visit to the Head in respect of leadership and management monitoring. Key questions had been asked and the area of focus was the curriculum. The report has been shared with governors with Sharepoint. Key points of note included: 1:1 meetings with staff had all taken place: There has been a challenging safeguarding incident within school which has impacted on the Head: Concern re SENDCo and number of children reaching certain markers; there is a need

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year;

to be mindful that the school only has SEND support one day a week. Head and SENDCo to reflect on this current academic year and set targets and goals for the next

		Head had rejected a school placement for next year and it has now been confirmed that the Ed Psych and SEN Advisor have to be available to attend the meeting to consider the Head's objectives.		
		GDPR – JB advised that this takes place yearly and noted that the LA DPO, Amy Britten still needs to complete her annual review.		
12.	Finance &	The Finance Chair noted that the current financial position was more positive than		
	Premises	expected. There is a carry forward of £85k of which £40k can be spent. It was noted		
	Committee	that some of these monies could be used to recruit another member to the TA team.		
	Update			
		The H&S Lead confirmed he had undertaken an H&S walk prior to the last FGB meeting		
		and had found no major areas of concern. However, it was noted that there were pets		
		in the Nursery and the Head advised she had seen the risk assessment but that the		
40	014440	pets were the responsibility of the Nursery staff.		
13.	SIAMS	SIAMS Update		
		The Head advised that unfortunately Rev Jim was still not interested in becoming a		
14.	Governor Items	school governor although she would discuss this with him again. Governor Recruitment		
14.	Governor items	The prospective governor who had been due to meet with the Head on Friday 5 th July		
		unfortunately did not turn up. The Head has written to them to establish why they were		
		unable to attend.		
		The Clerk emphasized that recruitment has to be a focus for the Autumn term, as in		
		September there will only be 4 governors on the Board which is putting in jeopardy its		
		ability to function and meet statutory requirements.		
		Clerk will liaise with Somerset Governor Services and the Diocese of Bath and Wells	Clerk	
		once more, outlining the urgency of the situation, to see what support they could offer.		
		Recruitment channels for promoting vacancies were discussed included Link-Up		
		magazine, school Facebook, constant article in school newsletter and poster in the		
		Church.		
		Governor Training – KL has now attended the Finance training and as recorded above will also be attending curriculum training in the New Year.		
		Succession Planning		
		SM will continue for a further academic year and remain as Co-Chair and Chair of		
		Finance.		
		KL will become a co-opted/community governor and step into role of Co-Chair.		
		Roles of Safeguarding and SEND lead governors to be determined at the next FGB		
		meeting, subject to governor recruitment.		
		SM then took a moment to thank Jenny for her hard work during her time as a governor in support of the school and presented her with a bouquet of flowers and cards.		
	Structure of meetings – in support of governor recruitment, the Clerk suggested that governors might consider a move to a non-Committee structure and remove the			
		Finance Committee, particularly as all current governors, apart from staff governor,		
	make up the Finance Committee. This was met with some hesitancy so the Clerk			
	suggested that this be on a trial basis across the Autumn term, with careful			
	management of the agenda. This would mean less meetings a year, all governors			
		would receive information at the same time and there would be no repetition of meeting		
		summaries.		
		Clerks' briefing papers – now all circulated.		
		Staff Survey – some suggested survey questions had been sent to Co-Chairs and on		
		reflection it was felt more appropriate to have a governor meet and greet with the staff members rather than do a survey. Head will liaise with Co-Chairs regarding convenient	Head	
		dates and times in the new academic year.	Heau	
		HR Health check – recommended by the LA HR team and agreed this would become	Head	
		an annual checklist. The Head advised that she would also share the new Attendance		
		Policy with governors.		
		End of Year Actions – close down school IT and admin for JB at end of academic		
		year, including email, Sharepoint and Whatsapp.	Clerk &	
17.	Correspondence	Publication of governor meeting attendance on the school website.	Head	
	-	None for this meeting.		
18.	Confidential Item	There were no confidential items to report to this meeting.		
19.	AOB	There was none for this meeting.		
20.	Meeting	Good discussion regarding SEND and attendance		
	Effectiveness	Successful and interesting book review prior to the FGB meeting		
		Discussion regarding leadership and management		
		Review of EYFS data		
21.	Dates of Future	Dates of future meetings:		

Signed: Date:

Meeting(s)	i. FGB – MONDAY 21 st October at 5.00pm via Teams. ii. FGB – MONDAY 2 nd December at 5.00pm via Teams.	
	There being no further business the meeting closed at 6.15pm.	

ACTION POINTS SUMMARY								
Actions from this meeting								
6	Check of SCR to be undertaken	SG Lead	After Summer break					
9	Meeting to be arranged with SENDCo	SEND Lead	After Summer break					
11	Full update of SATs results to October FGB meeting	Head	October FGB meeting					
14	Liaise with Somerset Governor Services and Diocese regarding governor recruitment	Clerk	ASAP					
14	Dates and times for a governor and staff meet and greet to be arranged	Head	In the Autumn term					
14	HR Health check to become an annual item and new Attendance Policy to be shared	Head and Co- Chairs	As soon as convenient					
14	End of year tasks	Head and Clerk	Before end of academic year					
Actions from	meeting of 22nd May							
16	Governors to have a presence at 'New' Parents' Welcome Evening	Head						
16	Letter regarding becoming a school governor to go home to 'new' parents in their Welcome Pack.	Head	COMPLETED					
16	Curriculum training to be booked for KL – TO BE BOOKED for Spring term of new academic year.	Clerk	After Summer break					
Actions from	meeting of 20 th March 2024							
8	Check of SCR to be undertaken	SG Lead	After Summer break					
9	Meeting to be arranged with SENDCo	SEND Lead	After Summer break					

Signed: Date: