

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

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome and Opening Prayer	Co-Chair (SM) 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 Sara Hancock for this meeting due to recovering from Covid and were accepted. The meeting was deemed as being quorate.	
3.	Terms of Office, etc	Appointments/Terms of Office/Resignations It was confirmed that KL's term of office comes to an end at end of August 2024 but that 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	None for this meeting.	
5.	Minutes of previous meetings	Minutes from FGB meeting on 22 nd May 2024 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	Actions <i>Governors to have a presence at 'New' Parents' Welcome Evening</i> – unfortunately this didn't come to fruition; to be CARRIED FORWARD. <i>Letter regarding becoming a school governor to go home to 'new' parents in their Welcome Pack</i> – Head to complete. <i>Curriculum training to be booked for KL</i> – KL confirmed she cannot attend until the February due to prior commitments, so will be booked onto this course next academic year. <i>Timescales to be added to SG Audit</i> – COMPLETED. <i>Check of SCR to be undertaken</i> <i>Meeting to be arranged with SENDCo</i> – meeting cancelled but questions sent to SENDCo by SEND Lead. <i>H&S Supplementary documents and update H&S Policy</i> - COMPLETED <i>Spring term attendance figures to be looked at in more detail</i> – superseded by Summer term figures which are an agenda item for this meeting. <i>Sample staff survey questions to be sourced</i> – COMPLETED; Agenda item for this meeting. Matters Arising There were none.	Head Clerk SG Lead
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 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 the SCR was to be re-arranged.	SG Lead 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 school website, so it was AGREED that the Report would be presented to the first FGB meeting in the Autumn term.	Head/ SENDCo
10.	Policies and Procedures	Policies for Review 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 .	

Signed:

Date:

		A governor questioned 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 Report	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 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 3. 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. 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 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 year;	Head

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.	
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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 20th 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: