

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 22nd March 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 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 (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 DM. Meeting declared quorate.	
3.	Terms of Office, etc	Appointments/Terms of Office/Resignations The Clerk advised that DM's term of office was coming to an end on 20 th May 2023. All governors confirmed that they would like DM to continue as the LA governor for the school. Clerk will liaise with DM regarding this.	
3.	Declaration of Interests	There were no new declarations of interest for this meeting.	
4.	Minutes of previous meetings	Minutes from FGB meeting on 25 th January 2023 had been circulated in advance of the meeting and subject to a typing error, 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 has now completed her monitoring visit and will send report to the Head. Safeguarding Visit – COMPLETED. Safeguarding Audit – COMPLETED. Statement of Behaviour Principles – To be CARRIED FORWARD. Whatsapp Group – COMPLETED. Letter from Governors to school community – COMPLETED. Impact Statement – To be circulated to stakeholders.	VT
6.	Safeguarding	Incidents/Referrals since last meeting The Head advised that there has been no new incidents/referrals since the last meeting. Termly check of SCR The lead governor for SG confirmed that the SCR had been checked in February and there were no concerns to report. The SG Lead queried if the check should be termly or annually? It was confirmed it was best practice to check the SCR termly; SG Lead will continue to check SCR termly and complete a short version checklist and at end of academic year will complete a more detailed checklist. Annual Safeguarding Audit – copy of submission circulated in advance of the meeting; the following actions were highlighted:- - Safeguarding training to be delivered online or by the Head teacher; - DSL training has been completed by the Head; - SG to be embedded across the whole curriculum; 360 online safety – accreditation to be renewed.	SG Lead
7.	SEND	SEND Update The lead governor for SEND advised she will be meeting with the SENDCo at the beginning of the Summer term.	SEND Lead
8.	Operational Finance	The Chair of the Finance Committee updated governors on the following:- LA Core Offer – changes to the Core Offer, the main one being that it has now been capped at 29% rather than 45%. This covers central services that can be bought in from the LA. Draft Budget – the draft budget has been scrutinised rigorously by the Finance Committee. There are still some additional costs awaited. Advice just received from the LA in respect of energy costs has now recommended schools to budget for 85% which is a reduction of the original percentage budgeted; the difference in costs will be put in Buildings Contingency cost centre. All AGREED the draft budget.	

Signed:

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		Financial SFVS Two copies of the draft SFVS had been circulated in advance of the meeting; it was confirmed that the pdf version was the most up-to-date and the Word version to be removed. Similarly, the draft had been reviewed by the Finance Committee in detail. All AGREED the SFVS for submission. DfE Specialist Visit The Head explained to governors that the school had taken up an opportunity offered by the DfE for a budget review and long term budgeting session. The DfE appointed person's checks have been approved by the school and the Head has now heard from the Specialist who has asked for a long list of documents to be submitted. The date of the visit is to be arranged and will be advised to SM and JB once confirmed.	
9.	Policies and Procedures	Policies for Review First Aid Policy – it was recommended that the word 'victim' be changed to read 'person' and parent to read 'parent/carer'. The Head advised that now the school was starting to go on trips again, whole school first aid training is being arranged. Policy AGREED. School Food Policy – some observations were made in respect of 'healthy snacks' and it was recommended that examples be given. Policy was AGREED subject to the Head looking at a list of healthy snacks to update the Policy with. Staff uniform – wording to be amended to read 'staff uniform to include appropriate footwear being worn when making, serving or moving food/meals. Policy AGREED. Health and Safety – reference to academy schools to be removed and in the supplementary information the spelling of roll to role. Policy AGREED. A governor asked how trips are planned and risk assessed. The Head advised that risk assessments are completed and approval from the LA is sought; authorization for Cat A Off-site visits are delegated to the Head teacher at the start of each academic year by governors. Sun Protection – governors indicated that the Policy could be more specific, particularly in respect of the strength of the heat and times of day, together with appropriate headwear. Policy AGREED. The Head advised that there was a stock of sun cream in school and a governor questioned if staff could put the suncream on children and the Head advised that this would be difficult as it was a potential safeguarding issue.	
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: Pupil Numbers The Head explained that pupil numbers are rising; school is possibly losing 2 pupils. A parent concern has been raised regarding class sizes. For September 2023 there have been 12 x first choice applicants and 10 x 3rd choice applications. 16 x Yr6 pupils leave at end of term Lunchtime Behaviour and Routines There has been a fall in lunchtime behaviour standards, the Head reported that positive behaviour needed to be reinforced. The Head confirmed that this had been discussed with members of staff. Staff Absence The school has experienced staff absence, one of which was ongoing and long-term. The Head explained how it is difficult when teachers are also working mums who have 'care' responsibilities and children to look after and similarly if they have parents to care for. Curriculum and Trips The Head advised that she had been conscious of costs involved regarding the Yr6 Leavers' trip and had tried to keep these manageable. In respect of residential trips, parents are given a lot of advance notice of dates and costs so that they can budget accordingly and pay in instalments if needed.	
10.	School Development Plan	School Development Plan A copy of the updated SDP had been circulated in advance of the meeting. The Head advised governors that she was not as far along with the targets as she would have hoped and some of the targets will need to be moved to the summer term. A governor queried the areas that the FGB could support with. The Head advised that she would RAG rate the SDP in term of areas needing	

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		support. ACTION: Head.	Head
11.	Health and Safety Update	Health and Safety Visit The H&S Lead advised that he had undertaken a health and safety visit and found everything to be in good order. Garden area and wooded area are looking really good; the work has been undertaken and supported by KSM Gardening Club, who are also going to support the school in setting up a gardening cub for and with the school.	
12.	Governor Items	Update from Clerks' meeting Summary of the briefing to be circulated. ACTION: Clerk. Training Log A copy of a governor training log had been circulated with a request from the Clerk for support in getting the log completed. Training dates had been received from JB. ACTION. The log will be a termly agenda item at FGB meetings. Update from Area Chairs meeting The Co-Chair (SM) updated the meeting on some key points from the recent Chairs' meeting: • Head teacher welfare and whether enough is done to support the Head teacher; • Termly appraisal for Clerk; • Prevent training has been redesigned. Education for Life White Paper The Co-Chair (SM) updated the meeting in respect of the White Paper and schools becoming part of a MAT in that the deadline for this proposal is now certainly more fluid than originally intended. The Regional Schools Commissioners will no longer approve any single academy trusts.	Clerk All governors
13.	Correspondence	Email from SSE Governance – see Item (15) below.	
14.	Confidential Item	There were no confidential items to report to this meeting.	
15.	Any Other Business	KCSIE Update The Clerk alerted the Head and governors to a very recent update to KCSIE in respect of 'banter' which governors will all need to be aware of and the SG and CP Policy will need to be updated. ACTION: Head. Prevent and Safeguarding The Clerk also alerted the meeting to the use of vapes and pingers in schools now reaching children as young as Yr7. Feedback from SSE regarding KSM Minutes The Clerk explained to governors that FGB minutes were called in for scrutiny by the SSE Governance team, who had recently called in a set from KSM. The Clerk shared the feedback received: <i>"Thank you for providing a set of minutes for Kingston St Mary C of E Primary School. Your minutes are clear and well presented and governors appear to be focused on their strategic role, although discussion around the timing of the PE lessons does stray into operational. There is no need to provide a further set of minutes at this time, we will contact you when we next require them."</i>	
16.	Meeting Effectiveness	• Robust budget setting procedures in place and rigorous review of draft budget; • Policies approved; • No major health and safety issues identified; • Safeguarding issues highlighted which included a very recent amendment to KCSIE.	
17.	Dates of Future Meeting(s)	Dates of future meetings: - FGB – Wednesday 17th May - SDP Meeting - Wednesday 28th June - Finance and Premises – Monday 3rd July - FGB – Wednesday 12th July – POST MEETING NOTE – date of meeting changed to MONDAY 10th July via Teams There being no further business the meeting closed at 7.30pm	

Signed:

Date:

ACTION POINTS SUMMARY			
Actions from this meeting			
10	SDP to be RAG rated to identify areas where governors can support	Head	As soon as possible
12	Summary from Clerk's briefing to be circulated	Clerk	As soon as possible
12	Training log to be populated with dates of training	All Gavs	As soon as possible and then ongoing
Actions Outstanding from Previous Meetings			
25/01/2023	Statement of Behaviour Principles to be reviewed and updated	Head	Next FGB – 17 th May 2023
25/01/2023	Governor Impact Statement to be circulated to wider school community – Parish Council / Benefice Office	Head	As soon as possible

Signed:

Date: