

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 20th March 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 (SM) 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.	
4.	Declaration of Interests	None for this meeting.	
5.	Minutes of previous meetings	Minutes from FGB meeting on 24 th January 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	Matters Arising <i>Safeguarding Audit to be completed and submitted</i> – COMPLETED. <i>SM to be set up on EECLive</i> – COMPLETED. <i>GDPR monitoring visit</i> - to be undertaken after Easter break. <i>SIAMS Action Plan to be circulated</i> – agenda item for meeting. <i>Clerks' briefing papers to be circulated</i> - ONGOING <i>Updated Discipline and Conduct Policy to be circulated</i> – agenda item for this meeting. <i>Sample staff survey questions to be sourced</i> – ONGOING.	
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. Safeguarding Audit The Head advised that the Safeguarding Audit and Action plan had been shared with governors, via Sharepoint, and it was just the timescales to be added. SCR Check The Safeguarding Lead advised that she would undertake a review of the SCR after the Easter break.	Head SG Lead
9.	SEND	SEND Update The Head advised that the SENDCo and herself are currently preparing a costed Plan for a pupil with EHCP needs and thanked DM for his help. The Head advised that she has a general concern about staffing for pupils with additional needs in September. The SEND lead will also meet with the new SENDCo after the Easter break.	SEND Lead
10.	Operational Finance	Update from Finance Committee The Finance Chair shared with governors a summary of the recent Finance Committee meeting, the focus of which had been the draft budget. SM explained the in year deficit balance together with the surplus carry forward. He explained that an out-turn figure for month 10 had been considered but that Month 7 was the most accurate figure and will cover all the cost centre balances. SM advised that the Finance Committee had recommended that the new budget for 2024/25 for approval by FGB, knowing there may be revised updates for consideration. All AGREED .	

Signed:

Date:

		In year Deficit The Head explained that at the recent Head's briefing session there had been an update regarding schools setting an in-year deficit and dealing with a deficit carry forward and it was noticeable that some schools will struggle. SFVS Finance Chair explained that this had been presented to Finance Committee in draft format and some changes were suggested. Subsequently the changes have been made and the SFVS was agreed for submission. ACTION: Head.	Head
11.	Policies and Procedures	Policies for Review Policies had been circulated in advance of the meeting. Data Protection and FOI – amendments had been made to this document; All AGREED. Health and Safety and Supplementary Information – the Policy did not require amendments and governors AGREED to adopt the SSE Supplementary Information documents. ACTION: Head to update.	Head
12.	Head Teacher's Report	Head Teacher's Report 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 Changes in pupil numbers and pupil movements were discussed including new starters and leavers. A governor questioned why children are leaving to be home schooled. The Head outlined the reasons – Yr3 – poor attendance and the pupil is now in their catchment school. Yr4 – emotional difficulties; family need a break from the continual challenges of trying to get the pupil into school. Yr4 – no response received from parents. A governor questioned if there were any younger siblings of this pupil. The Head advised there were none. Yr6 – school not the best environment for the pupil, now being home schooled. Pupil has been awarded a place for Yr7. The Head advised these circumstances have generated some questions from the Yr6 children. KL noted that this situation does demonstrate the negative side of a small year group; losing pupils in quick succession has an impact on the pupils that are left behind. The Head advised that there are some smaller numbers in the classes below. September 2024 Pupil Numbers The Head confirmed that the provisional numbers for September are: 13 x 1st choice applications. 10 x 2nd choice applications. A governor questioned if there are any new starters in September coming through from the Nursery. The Head advised that some will be but that the school will not know until 16th April. Data – the Head reminded governors that the data was from the autumn term as the spring data was still being marked.. Attendance The Head advised that for the spring term overall attendance was down on last year and that she would be looking at this in more detail. Pupil Premium – tracker shared which is used to track spending for individual children; updated spending tables to be able to track access to activities and spend. The 'outcomes' are for the governors to compare. Maths for PP children is in line with other areas of the school. Reading and Writing – some work on reading needs to be undertaken. Staff Absence – the school has been affected by a lot of illness and there has not been a full complement of staff since September 2023. One member of staff returning on a phased return after the Easter break. DM indicated that this is currently a challenge across the whole sector with some schools facing huge expenditure on staff cover costs. Co-Chair (SM) thanked the Head for her written report.	Head
13.	School Development Plan	School Development Plan Governor Monitoring for the Spring/Summer term Governor monitoring has been delayed by the Head as a result of the SIP report and some work around the curriculum to be completed.	
14.	Health and Safety	H&S Update The Health and Safety governor had completed a walkabout on Monday 18th March and had noted the following:	

Signed:

Date:

		Items at high level – items were still being stored at high level but the H&S governor was shown how to access them safely. One other area of concern was that there was a large axe in the classroom. PAT testing – this was raised with the Head who confirmed that PAT testing has been arranged for after half-term. H&S governor recommended that the portable heaters in school also be included in the PAT testing.	
15.	SIAMS	SIAMS Update Data had been circulated via Sharepoint in advance of the meeting which included the RE Lead's Action Plan. A section headed Christian Distinctiveness is being added to the HT Report. The Head explained that next steps are to look at the Action Plan to establish how this can be monitored.	
16.	Governor Items	Governor Recruitment The Co-Chairs have met with a prospective new governor. Both agreed that she has good experience and knowledge of the education sector and they felt she would be able to pick up some areas of Audits; lives in the village; is aware of the frequency of meetings and has more availability from September. Next steps are for the prospective governor to meet with the Head, after which a decision could be taken outside of the FGB meeting via email. Parent Governor – information was sent out to the school community with a response date of 1 st March; there was one expression of interest which the Head is following up and if still interested, KL would mentor/support the new governor in the parent governor role. Governor Training – details of finance training had been circulated. Clerk will follow-up safeguarding and safer recruitment training. ACTION: Clerk. Clerks' briefing papers – to be circulated when available.	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.	AOB	Any Other Business SATs – governors to support with the monitoring of SATs week where possible. Policeman – it was confirmed that the large lego policeman has now been put away, after being used to deter vehicles turning by the gate.	All to note
20.	Meeting Effectiveness	• Good discussion took place in respect of SEND and its challenges • Governor recruitment progressing well • Policy reviews • Governors gained a better understanding as to why pupils are being home schooled	
21.	Dates of Future Meeting(s)	Dates of future meetings: i. FGB – Wednesday 22nd May ii. SDP Meeting - Wednesday 26th June iii. Finance and Premises – Monday 1st July iv. FGB – Wednesday 10th July There being no further business the meeting closed at 7.20pm.	

ACTION POINTS SUMMARY			
Actions from this meeting			
8	Timescales to be added to SG Audit	Head	By next FCG meeting
8	Check of SCR to be undertaken	SG Lead	After Easter break
9	Meeting to be arranged with SENDCo	SEND Lead	After Easter break
10	Arrange submission of SFVS	Head & Chair	31.03.2024
11	H&S Supplementary documents and update H&S Policy	Head	ASAP
12	Spring term attendance figures to be looked at in more detail	Head	Update to next FGB

Signed:

Date:

			meeting
16	Governor finance training details to be circulated	Clerk	As soon as available
16	Clerks' briefing papers to be circulated	Clerk	Papers for next FGB meeting
Actions Outstanding from Previous Meetings			
24/01/2024 12	GDPR monitoring visit to be undertaken after half-term	JB & Head	After spring half-term
24/01/2024 16	Clerks' briefing papers to be circulated	Clerk	As soon as available
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

Signed:

Date: