

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 17th May 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 (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 JB for this meeting, but no apologies had been received from VT, so she was deemed as absent. 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. The Co-Chair had been in contact with DM regarding his continuing as a governor and was pleased to report that DM was happy to continue as the LA governor. ACTION: Clerk to advise Governor Services.	Clerk
4.	Declaration of Interests	There were no new declarations of interest for this meeting.	
5.	Minutes of previous meetings	Minutes from FGB meeting on 22 nd March 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 Reading Volunteers – the Head advised that she has approached Mrs O'Leary but no progress as yet been made. Impact Statement – the Head confirmed that a copy had been sent to the Benefice Office and will be sent to parents this week. SDP – Head to RAG rate and circulate to governors. ACTION: Head. Actions Monitoring Visits – VT has now completed her monitoring visit and will send a report to the Head. Safeguarding and SEND Visits – next visits to take place in second half of term. Clerks' Briefing – updates to be shared at Summer 2 meeting. ACTION: Clerk. Training Log – Governors to send updates to the Clerk.	Head VT Clerk All to note
7.	Safeguarding	Incidents/Referrals since last meeting The Head advised that there had been one new referral since the last meeting.	
8.	Policies and Procedures	Policies for Review Governor Visits Protocol – it was recommended that the wording be amended to read 'agree a schedule of visits'. The Head encouraged governors to attend school events throughout the year and she will publish dates of events as early as possible where practicable. A 'tick list' of what the school does was also referenced and governors felt it would be use for them to see this. Policy AGREED . EYFS – the Head confirmed that this Policy is still work in progress. 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. ECT – guidance to be updated in September 2023 by the DfE so the Policy will be reviewed in the Autumn term. Phonics – this will become a separate Policy.	Head
9.	Head Teacher's Report	Head Teacher's Update The Head teacher presented a verbal update to the meeting and the following key areas were discussed: Staffing The Head advised that the SENDCo is to fully retire at the end of the academic year and an advert for a SENDCo is currently live. The Office Manager is also retiring at the end of the academic year; two applications have been received for an Admin Assistant role.	

Signed:

Date:

		One member of staff has requested to reduce to 3 days a week; letter was received today. The Head indicated that governor support would be required for the SENDCo interviews and that she would liaise with governors regarding this. Pupil Numbers The Head confirmed that for September 2023 there have been 14 x first choice applicants, two of whom are coming from private nursery. The Head advised that there is also the possibility of a child with an EHCP joining the school; the Head and SENDCo have met with mum to discuss the situation and feel the school could support the child's needs if the correct funding was in place. Have declined the placement at this stage due to the impact on staffing and financial implications. 16 x Yr6 pupils leave at the end of term. Assessment The Head had shared the spring data with governors in advance of the meeting. The results are mixed and there are concerns in respect of Yr1 (high level of SEND), Yr2 writing, Yr3 and Yr4 writing. Yr3 writing is improving and Reception, which is pure Reception year only, started learning writing late in the year. The NFER tests show a more positive result. The Head indicated that staff had been discussing the children's attitude for learning at a recent staff meeting and whilst Yr6 are very secure in the ethos other cohorts are not demonstrating the same desire to learn. It was felt that this is a result of the children coming through Covid and that the apparent lack of desire to learn and work ethics will hopefully start to improve. Statutory Tests The Yr6 SATs were completed last week; with parental agreement there were 3 children who had not taken the tests. The Head was pleased to report that all the children settled down to the tests very well. Coming up over the next few weeks are the Yr2 SATs which are less formal, phonics screening and the Yr4 multiplication tests. Community Links The Head reported that the school had been involved with their family picnic coronation event which was very successful, after which some of the children also performed at the Village Fete. A governor questioned the situation regarding losing SENDCo and Office Manager and appointing a new Admin Assistant and the impact these changes would have on HT workload. The Head reassured governors that this would not become an issue as she was not in a position to be able to take up the SENDCo role and that West Monkton School would be able to support KSM if a SENDCo is not appointed. Similarly, the Admin Assistant is being appointed to support DA and DA will be supporting with the training and mentoring of the new postholder.	
10.	School Development Plan	School Development Plan The Head confirmed that the first round of governor visits had taken place in the Spring term and that monitoring visits were required for the summer term. The Head indicated that she would send out some potential dates on which governor monitoring could take place. ACTION: Head.	Head
11.	Governor Items	Governor Recruitment As recorded in (3) above. Clerk will re-advertise for a Foundation Governor via Inspiring Governance and has, once again, asked the Diocese for support. ACTION: Clerk. Update from Clerks' meeting Summary of the briefings x 2 to be circulated. ACTION: Clerk. SIAMS Inspection The Head advised that it is anticipated that this will take place next academic year under the new SIAMS Framework. Succession Planning The Co-Chair (SM) advised that it was at this time of year that governors were recommended to think about succession planning and roles and responsibilities for the next academic 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. Approval of Inset Days Details of the proposed inset days had also been included on the draft calendar	Clerk Clerk All governors

Signed:

Date:

		of meeting dates and all were AGREED by governors. Behaviour Principles document A copy of the updated document had been circulated in advance of the meeting and was AGREED by all governors present.	
12.	Correspondence	Letter of resignation from Office Manager.	
13.	Confidential Item	There were no confidential items to report to this meeting.	
14.	Any Other Business	DfE Review The Head and Co-Heads had met with the Reviewer from the DfE on 24 th May In respect of a budget review and long term budgeting session. It had been a very positive meeting and the next step is to meet again in respect of feedback and to go through findings and recommendations.	
15.	Meeting Effectiveness	• Data reviewed; • Policies approved; • Updated Behaviour Principles approved; • New system with WhatsApp working well and improving quick communication in respect of more urgent items; • Successful SATs week.	
16.	Dates of Future Meeting(s)	Dates of future meetings: - SDP Meeting - Wednesday 28th June at 3.30pm at school - Finance and Premises – Monday 3rd July via Teams FGB – MONDAY 10th July - via Teams There being no further business the meeting closed at 7.15pm	

ACTION POINTS SUMMARY			
Actions from this meeting			
3	Advise Governor Services regarding DM continuation of LA governor role	Clerk	As soon as possible
10	Potential governor monitoring dates to be circulated	Head	ASAP
11	Summary from Clerk's briefing to be circulated	Clerk	Before next FGB mtg
3	Training log to be populated with dates of training	All Govs	Ongoing
11	Re-advertise through Inspiring Governance for Foundation governors	Clerk	ASAP
11	Succession planning to be considered	All Govs	By next FGB mtg
Actions Outstanding from Previous Meetings			
22/03/2023	SDP to be RAG rated to identify areas where governors can support	Head	ASAP – COMPLETED
	Summary from Clerk's briefing to be circulated	Clerk	As soon as possible
	VT to send visit report to the Head	VT	As soon as possible

Signed:

Date: