

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Wednesday 22nd May 2024 at 6.00pm at the School

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 (JB) 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 20 th March 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>Timescales to be added to SG Audit – CARRY FORWARD.</i> <i>Check of SCR to be undertaken - CARRY FORWARD</i> <i>Meeting to be arranged with SENDCo – CARRY FORWARD</i> <i>Arrange submission of SFVS - COMPLETED</i> <i>H&S Supplementary documents and update H&S Policy - ONGOING</i> <i>Spring term attendance figures to be looked at in more detail – ONGOING.</i> <i>Governor finance training details to be circulated – COMPLETED and KL booked to attend.</i> <i>Clerks' briefing papers to be circulated – COMPLETED and agenda item for this meeting.</i> <i>GDPR Visit – to take place once a year and will be the same time in the next school year.</i> <i>Updated Discipline and Conduct Policy to be circulated – SSE are due to review this Policy September 2024 so will be carry forward.</i> <i>Sample staff survey questions to be sourced – ONGOING.</i> Matters Arising There were none.	
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 one additional family was being supported and there had been one referral to external services. SCR Check The Safeguarding Lead advised that she would undertake a review of the SCR after half-term.	SG Lead Gov
9.	SEND	SEND Update The SEND lead will meet with the new SENDCo after half-term. The Head raised concerns about the number of children with additional needs. The annual review of an EHCP has been completed today, and there were 31 steps in the process; the parents also noted that the review had been a positive experience for them. There is possibly one additional child with SEND hoping to start in September. There has been no contact from the LA, but the parent has been in touch with the school. The pupil will be fully funded for 1:1 support so the school may need to go out to recruitment. The Head noted that this is an area of concern for the school. <i>A governor questioned if the school is equipped to manage 2 x EHCP children.</i> <i>The Head advised that the school would establish the needs of the child(ren) and can assess what support would need to be put in place.</i> <i>A governor questioned if the school has become a victim of its own success in</i>	SEND Lead

Signed:

Date:

		respect of reputation for looking after children who have needs. The Head indicated this is possible as staff work hard to maintain a balance between quality first teaching and the needs of the training. A governor questioned training. The Head confirmed that staff have completed training and demonstrated a gradual response tool. Staff have to evidence their input and impact through two review cycles of Assess/Plan/Do/Review. When the needs of the child(ren) are known, staffing and planning can start to take place. A governor questioned if the SENDCo is settling into their role. The Head confirmed that the SENDCo is settling into the role, which is their first as a SENDCo and that extra work is being undertaken to get things right.	
10.	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 were noted; currently 99 and 5 new starters before the end of term – 3 were moving into the area, 1 was joining from private school and one was previously home schooled. One family leaving at the end of the academic year. Potentially 104/105 in September, with 14 joining and 9 Yr6 leavers. A recent new starter has a sibling who might be joining Reception in September. Staffing TA/ELSA leaving at the end of term and there are no plans for a replacement currently; there is no stipulation to have an ELSA member of staff on the team. There is a member of staff who would be good at this role which is to be looked into further. One member of staff is back from long term sick leave. PE – Premier Sport on Fridays and employing CS 1 day a week. SIP Visit Notes from the SIP visit were shared with governors. The Head indicated that she had found this a really useful morning and some initiatives have already been put in place. Tuesdays and Thursdays are now 'Do Not disturb the Head' days which has worked really well. The Science curriculum has been updated and the new curriculum was shared with governors. The new format allows staff to focus on where going next. The same format will be used for all subjects. A governor questioned subject leads in the school. The Head indicated that as there are not so many subject leads that she will prepare the overview outline and will then work with the class teacher to develop this, put the meat on the bones so to speak. SDP Meeting The Head explained that unfortunately there is now a whole school trip planned for the date proposed for this meeting. As the curriculum is now a key area being developed and governors will see each subject overview, it was felt the SDP meeting was no longer required. KL expressed an interest in attending the curriculum training and the Clerk will liaise with the school office regarding this. It was also noted that under future agendas the SDP item would be incorporated into the HT report. Governor Monitoring It was felt that as the curriculum is being reviewed it would be more beneficial for governors to start to review the new curriculum from Autumn term onwards but that a 'book look' would take place at the next meeting.	
	Policies and Procedures	Policies for Review Policies had been circulated in advance of the meeting and the Head confirmed these to be school Policies rather than SSE and that no changes had been made to the policies. The Head also advised that Teaching and Learning as well as Phonics do not need governor approval. EYFS (Statutory) – Policy AGREED. SRE (Statutory) – the Policy was AGREED. It was noted, however, that there are a lot of responsibilities for governors, and it was questioned how this was achieved. The Head confirmed that this is achieved through monitoring and next year she will map responsibilities to monitoring. It is mainly Yr5 and Yr6 children that are taught SRE, the class teacher sends home letters to parents/carers regarding the curriculum together with materials for parents to read. The Head confirmed that no parental concerns have been raised to date.	
15.	SIAMS	SIAMS Update	

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		The Head confirmed that Rev Jim had led Collective Worship this term and had attended the Easter service but was not interested in becoming a school governor.	
16.	Governor Items	Annual Approval of Inset Days These were all AGREED. Governor Recruitment SM has received a formal resignation from JB who indicated that she is very sad to be stepping down at the end of the academic year and has enjoyed her time as a governor very much. KL is also coming to the end of her term of office as a parent governor and has confirmed she is happy to become a co-opted governor in September. The Head is meeting the prospective new governor on 5th July, after which they can be welcomed to the Governing Body. It was AGREED that governors would have a presence at the New Parent Welcome session and that a letter would go home to 'new' parents in their Welcome Pack. Governor Monitoring – both SM and JB had supported with monitoring during SATs week – JB with English on 2 days and SM with Maths on 2 days. Governor Training – KL is booked to attend the Finance training in July and as recorded above will also be attending curriculum training in the future. Succession Planning An annual agenda item. Clerks' briefing papers – now all circulated. Draft Calendar of meeting dates for 2024/025 – a move to Monday evenings for 024/025 was AGREED. October meeting will be in person at the school at 5.00pm. Amelia Walker Session – SM gave some feedback on the recent session attended which was in respect to academisation. There is no legal requirement for a school to join/become a MAT. There are still 120 schools, 1 secondary and the rest primaries who have not yet joined a MAT; going forward schools will be unable to choose the MAT they wish to join. There was also a discussion about SNOWS – Schools no-one wants. However, it was noted that this could all change given this evening's announcement regarding a General Election being called for July.	Head Head Clerk
17.	Correspondence	Letter of resignation from JB as recorded above.	
18.	Confidential Item	There were no confidential items to report to this meeting.	
19.	AOB	There was none for this meeting.	
20.	Meeting Effectiveness	• Good discussion regarding SEND and EHCP • Review of new curriculum documents • Planning and monitoring of new curriculum going forward • Policy reviews • Discussion regarding future of academisation for the school • All very focused as a Governing Body	
21.	Dates of Future Meeting(s)	Dates of future meetings: i. Finance and Premises – Monday 1st July at 5.00pm via TEAMS. ii. FGB – MONDAY 8th July at 5.00pm at school. There being no further business the meeting closed at 6.20pm.	

ACTION POINTS SUMMARY			
Actions from this meeting			
16	Governors to have a presence at 'New' Parents' Welcome Evening	Head	ASAP
16	Letter regarding becoming a school governor to go home to 'new' parents in their Welcome Pack.	Head	ASAP
16	Curriculum training to be booked for KL	Clerk	ASAP
Actions from meeting of 20 th March 2024			

Signed:

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8	Timescales to be added to SG Audit	Head	By next FGB 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
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 meeting
Actions Outstanding from Previous Meetings			
12	Sample staff survey questions to be sourced	Clerk	Spring term

Signed:

Date: