

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 29th November 2023 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 (JB) welcomed everyone to the meeting and thanked all for their attendance. The Vice-Chair 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, resignations or terms of office coming to an end.	
4.	Declaration of Interests	There were no new declarations of interest for this meeting.	
5.	Minutes of previous meetings	Minutes from FGB meeting on 11 th October 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 Monitoring Forms – Ongoing - Clerk to action for the Spring term. Outstanding Monitoring form – it had been agreed by the Head that this was no longer required. Cat A Off Site Visits Form – SM to sign when next in school. FGB Effectiveness – still some forms outstanding; to be completed for January meeting. Draft Monitoring Schedule – a really good schedule had been circulated in advance of the meeting; GDPR to be added for one visit a year. SCR Review – DA is working on the SCR and both DA and HT will be attending online training regarding SCR. Governor Recruitment – ongoing.	Clerk SM Clerk
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.	Policies and Procedures	Policies for Review Teacher Pay Policy Appraisal and Capability School Complaints Staff Discipline, Conduct & Grievance – KSM have this as one Policy document and the guidance is that this has to be separated; Head will circulate Discipline and Conduct when updated . The Head clarified that the red text is to be removed and the green text remains. There was one query on pg11 which was clarified as a small change in the wording from 'will' to 'may'. This will allow more flexibility in the process. Vice-Chair also indicated that the changes are in keeping with the ACAS Standards. Statement of Procedures – Allegations against staff Policies 1-5 as above were confirmed as all being based on County Model policies and were APPROVED subject to above comments. Early Career Teacher – new Policy based on Government guidance. Policy APPROVED by FGB. Admissions Policy – a query was raised in respect of a review of this Policy. The Head advised that the school doesn't have 'faith' as one of its criteria it is not subject to review in the same way as if it did have this as criteria, but it was AGREED that the Policy would be reviewed at the January meeting.	Head Head/Clerk
9.	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. Safeguarding Audit The Head advised that this is now live, due for submission in January/February, and that she will liaise with the SG Lead to review the Audit in January and then	Head/SG Lead

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		share with governors once completed. SCR – the SG Lead confirmed she would undertake a visit to review the SCR before the end of term. A governor questioned racist or any similar incidents – as reported at the previous meeting, the Head confirmed that this was still 'none'.	SG Lead
10.	SEND	SEND Update The Annual SENDCo Report had been shared with governors at the end of the summer term. The Head reported that the new SENDCo has started and has met with all staff and some parents and has been working with a SEND Advisory teacher which has been useful. Head and SENDCo are working on an Action Plan next week. SEND at the Local Authority has changed and now includes a joint planning meeting, which is scheduled for January. The Head indicated she was pleased with the change as it will provide an opportunity to talk to external professionals. A governor questioned if the SENDCo, new into the role, was fully qualified. The Head confirmed that the SENDCo was fully qualified. A governor questioned if the Head felt any additional training was required for staff given the numbers of children with SEND was increasing. The Head confirmed that autism awareness training has been identified and will be arranged next term. A governor questioned if a more trauma informed approach was needed. The Head advised not at this stage as the school has ELSA staff. A governor questioned if there are any pupils on a part-time timetable. The Head indicated that the County Data sheet has one pupil on a part-time timetable however the Head advised there are no formal arrangements in place for part-time timetable at this time.	
11.	Operational Finance	Finance Committee Meeting SM advised that the Finance Committee had met recently and that there were still issues receiving accurate data from County. The Head is in communication with the LA regarding the backdating of reconciliations. SCC Finance Officer is meeting with DA on 8th December to process Month 6 figures and it was AGREED that an extra finance meeting would be held in January to look at Month 6 data. A P-card for DA has been agreed by the Committee and amounts of limits are to be confirmed to SM. Health and Safety Audit – re-arranged for January 2024. Pupil Premium Allocation and Expenditure Funding has been received and tends to stay the same each year; pupil premium plan is available on the website. Sports Premium Review Details had been circulated in advance of the meeting and the Head confirmed that these do not currently include the swimming figures. The spending proposal has been drafted but the Head would like to clarify some detail; carried forward to January Finance meeting. Governors recommended that parents be made aware that swimming will be starting in the spring term and the Head confirmed she will include an item in the newsletter regarding swimming starting in February. It was also suggested that the Head consider a subsidy from the PTA to help with funding coach fares.	Head Head/Clerk Head
12.	Head Teacher's Report	Head Teacher's Report A copy of the Head's report had been circulated in advance of the meeting and the Head updated governors on the following key areas: Pupil Numbers In response to a query regarding pupil numbers, the Head confirmed that as of today there are 97 pupils in school. A high number of Yr6 left in July and 14 new pupils joined Reception in September. Over the next 2-3 years the school will have smaller cohorts. Staff Absence – figures to be updated. Behaviour – KS1 pupils have improved considerably since September and the Head has no concerns about behaviour in school. Work is being done by staff to help the school life of the children. Pupil Premium – as recorded above funding will be received based on the January census; not yet received actual funding for some children who have joined mid-term. The Head advised that the payment arrangements have also changed, and funds are now received in three payments across the academic year. Wellbeing Staff – one long-term sickness absence. The new staff members have settled in very well – Administrator – is very competent and happy at school, however, they have an	

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		interview on 30th November for a role with more hours and a permanent contract. One TA has increased their hours taking them back to original hours. The Head is now reviewing TA hours across the school. Attendance The Head advised that attendance has improved slightly although some instances have impacted the figures – 3 children on a 2 week holiday which was approved; 2 children have health issues causing them to be late; 2 children are persistently absent, and a letter was sent today regarding attendance and penalty notices. KL queried if it was worth looking back at pre-pandemic figures. The Head indicated that this is more about individual circumstances; currently there are 8 children in the persistent absence category. 7.00pm – DM left the meeting. Staff Recruitment SM advised that he had been at a recent meeting at which the challenges of recruitment were discussed, particularly as this is a County wide issue. It had been suggested that a governor takes a lead role in looking at Wellbeing and Mental Health and Wellbeing across the school. It was recommended that a Staff Wellbeing Survey be undertaken as this would probably achieve the best outcomes. Clerk to obtain example staff survey questions.	Clerk
13.	School Development Plan	School Development Plan Co-Chair, JB, advised that she had undertaken a GDPR walk around the school and highlighted the following points of note:- Amy Britten, SCC DPO, has not undertaken another review which should be annual; Medical information was visible in classrooms – this has been addressed by information being put in folders; No data breaches recorded since last visit; Staff are happy with the new laptops. Actions identified – Clear desk policy; archives; technical staff and cyber security training this term. The Head and JB had agreed that this would be a yearly visit, but it was felt that due to actions identified, a second visit take place towards the end of the academic year to check progress of actions.	JB/Head
14.	Health and Safety	Health and Safety Audit As recorded above the Audit has been re-arranged for January 2024. However, SM will be undertaking an H&S visit/inspection next week.	
15.	SIAMS	SIAMS Update The Head gave a verbal update on the SIAMS Inspection which had taken place on 21st November 2023 which echoed details in the Inspector's written report which had been circulated to all governors.	
16.	Governor Items	Review of Governance The Clerk advised this is ongoing with just one or two forms currently outstanding. The information will be collated and shared with governors in the Autumn term. ACTION: Clerk. Governor Recruitment Ongoing; JB has visited some potential new governors who are new arrivals to the village who may be interested; articles to go in Link Up and the School Newsletter January editions. ACTION: KL/Head. Pay Committee – Tuesday 16th January to follow-on from Finance Committee meeting. Governor Training – no governor training attended this term. SM and JB try to attend the regular update sessions from Amelia Walker and her team. HTPM Meeting – it was confirmed that this had been arranged for Thursday 30th November 2023. Clerks' briefing papers – papers for summer term had been circulated. Clerk Appraisal meeting date – Tuesday 16th January at 4.00pm.	Clerk Head/KL
17.	Correspondence	There were two items of correspondence for consideration: 1. A letter from SCC regarding the funding crisis the LA is facing. 2. Letter from Bath and Wells Diocese regarding the admissions policy/criteria for review/consultation/	
18.	Confidential	There were no confidential items to report to this meeting.	

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	Item		
19.	Any Other Business	MATs A query was raised regarding the progression of researching MATs of whether this has moved on. SM advised that the current Government have cancelled the deadline set for conversion so nothing to progress at this time.	
20.	Meeting Effectiveness	- Staff Wellbeing – governors acknowledging the current situation in school and wanting to do more to understand this. - Challenging questions from governors around SEND and staff training needs. - Governors noted that receiving more detailed information is really useful for them.	
21.	Dates of Future Meeting(s)	Dates of future meetings: i. Finance & Premises – Tuesday 16th January 2024 – virtual ii. Pay Committee – Tuesday 16th January (after Finance meeting) – virtual iii. FGB – Wednesday 24th January 2024 – virtual meeting iv. Finance and Premises - Monday 11th March - virtual v. FGB – Wednesday 20th March vi. FGB – Wednesday 15th May vii. SDP Meeting - Wednesday 26th June viii. Finance and Premises – Monday 1st July ix. FGB – Wednesday 10th July There being no further business the meeting closed at 7.40pm	

ACTION POINTS SUMMARY			
Actions from this meeting			
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 January 2024
9	Safeguarding Audit to be reviewed in readiness for submission SCR check to be completed before end of term	Head & KL KL	January 2024 By end of Autumn term
11	Amounts for P card to be advised to Co-Chair, SM Sports Premium review to be presented to Finance Committee for discussion and agreement Update to go in newsletter regarding swimming starting again next February	Head Head & Clerk Head	ASAP 16 Jan 2024 ASAP
12	Sample staff survey questions to be sourced	Clerk	Spring term
13	Second GDPR visit to take place to follow up actions identified	JB	Before end of summer term
16	Review of governance and collation of forms – ongoing Governor recruitment articles to go in January 2024 editions of Link Up and the school newsletter	Clerk Head & KL	Spring term January 2024
Actions Outstanding from Previous Meetings			
October 2023	Updated Monitoring forms to be circulated - ONGOING	Clerk	Spring term
October 2023	Cat A Off Site Visits form to be signed-off	SM	ASAP
October 2023	Summary of review of governance to be shared Liaise with Diocese and LA reference governor recruitment Training via The Key to be investigated	Clerk Clerk Clerk	
July 2023	SCR Review in September due to new staff joining	SG Lead	September

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July 2023	Monitoring forms to be circulated - ONGOING	Clerk	
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