

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 11th October 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), Vicki Tompkins (VT) 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 (JSM) welcomed everyone to the meeting and thanked all for their attendance.	
2.	Apologies	Apologies had been received from SH for this meeting and were accepted.	
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 10 th July 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 Schedule Monitoring Visits – agenda item for this meeting. ECT Policy – carried forward to the November meeting. Clerks' Briefing – updates circulated for this meeting. CFR – SM signed the document off at the end of summer term. Governor Recruitment – ongoing. School Development Plan – agenda item for this meeting. SCR - LA will be visiting to do a review of the SCR; Head and DA will be attending training Monitoring Forms – Clerk to action. Outstanding actions – Clerk and VT to complete outstanding actions.	Clerk Clerk & VT
7.	Statutory Duties	Statutory Duties Declaration of Pecuniary Interests – governors to sign off and forward to the Clerk. Code of Conduct - governors to sign off and forward to the Clerk. KCSIE Update – September 2023 – confirm Governors have read the updated update and complete sign off and send to Clerk. Cat A Off Site Visits – it was confirmed that this form delegates authority to the Head for Cat A Off site visits for the whole of the academic year. All AGREED and JB will sign form when in school next week.	JB
8.	Election of Officers	Election of Co-Chairs As confirmed at the July meeting, both SM and JB had agreed to continue as Co-Chairs for this academic year. Election of Vice-Chair DM indicated that due to ongoing commitments he would prefer not to stand again as Vice-Chair. KL indicated that she would be happy to step in and give the role a try. The Head and SM thanked all for their support of the school.	
9.	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.	
10.	Safeguarding	Incidents/Referrals since last meeting The Head advised that there had been one referral to Children's Social Care during the holidays. The school is meeting with one external professional next week. There are two ongoing situations. Keeping Children Safe in Education 2023 issue Governors were reminded to read the update and then sign the relevant form and return to the Clerk to confirm this has been done. A powerpoint presentation had been shared with staff on inset day; now shared with governors so that they can see what the school has implemented. The document shows what this looks like for the school and makes KCSIE real. Governors felt it was a really good document. Racist Incident Return for 2022/2023	

Signed:

Date:

		The Head confirmed there had been no racist incidents recorded for 2022/2023.	
11.	Policies and Procedures	Policies for Review Safeguarding and Child Protection – the Head explained that this was an LA Model Policy with the changes for this year highlighted in yellow. Policy AGREED .	
12.	Head Teacher's Report	Head Teacher's Update The Head updated governors on the following key areas: Pupil Numbers – September 2023 The Head confirmed that as of today there are 97 pupils in school and this will increase to 98 tomorrow. 14 new pupils joined Reception in September and all are doing very well and are coming into school happy. A pupil with an EHCP joined the school and has settled in well; has 1:1 support. Attendance The Head advised that there are currently 26 pupils below 92% mainly due to illness. Three letters have been sent this week, two of which relate to ongoing situations and one relating to lateness. Several children currently have covid and parents are keeping the children for three days. One instance of poor attendance due to medical issues which is being managed by the school and there is ongoing dialogue with the parents. Wellbeing Pupils – have returned to school quite happy and settled. Staff – school has not been fully staffed since the start of term which is very frustrating. Behaviour There are currently no behaviour issues in school. The Yr5's stepped up to Yr6 very well and are taking on additional responsibilities. Staffing and Appointments As recorded above under 'wellbeing', the school has not been fully staffed this term and one supply teacher has been engaged to support Reception/Yr1. An advert has been placed for a Yr5/6 teacher for one day a week. The three new members of staff have settled in well – SENDCo, Administrator and a TA.	
13.	School Improvement Plan	Draft School Improvement Plan A copy of the draft School Improvement Plan had been circulated in advance of the meeting. The draft does not include the target in respect of SEND as this has been completed. The new SENDCo is working with the LA SEND team and will then create a SEND Action Plan which will be added at a later date. The SIAMS Inspection will need to be added to the Plan as it is anticipated that this will take place this academic year under the new SIAMS framework. There are no concerns that the school doesn't meet the criteria. The main concern is that there is no link with the Church as the Vicar has not engaged with the school and will not be at the Harvest Festival. SIAMS will be a focus for staff meetings. The areas of the Plan that will need monitoring by governors includes: Quality of Education – SM and DM; Behaviour and Attitudes – KL and VT; Leadership and Management – JB. VT indicated that she is considering whether her role as a governor is tenable at the moment due to changes in personal circumstances and becoming Chair of PTA.	
14.	Governor Monitoring	Governor Monitoring and Committee Membership Committee Membership <i>Finance – SM/JB/DM/KL – Chair SM.</i> <i>Pay Committee – SM/JB/DM – Chair JB.</i> Governor Lead Roles <i>Safeguarding – KL</i> <i>SEND – KL</i> <i>Health and Safety – SM</i> <i>GDPR/Data Protection – JB</i> It was confirmed that a pupil premium governor be removed as pupil premium is under the remit of the Finance Committee.	

Signed:

Date:

15.	Operational Finance	Finance Update The Head advised that SCC Finance is only just sending out monthly reconciliations and asking schools to complete. There are currently no reconciliations for the school as there is no member of staff trained to complete them. The school is liaising with SCC Finance department regarding the support available. The Head indicated that she is able to look at the cost centre reports but they do not take account of income.	
16.	Governor Items	Review of Governance The Clerk advised this is underway with forms currently being completed in respect of 360 review of Chairs, Skills audit and self-evaluation questions for governors. The information will be collated and shared with governors in the Autumn term. ACTION: Clerk. Governor Recruitment Ongoing and the Clerk will focus on this after half-term. ACTION: Clerk. Draft Meeting Plan Meeting dates have been detailed on the agenda; 1 st July is a date that will need to change. The governor meeting plan will be circulated at the next meeting. Pay Committee – meeting to be arranged. Governor Training Clerk to investigate Safer Recruitment training, Safeguarding for Governors and Children in Care (for SG Lead) via The Key. ACTION: Clerk.	Clerk Clerk Head/Clerk Clerk
17.	Correspondence	There were two items of correspondence for consideration: 1. An apology letter from SCC regarding the delays to the implementation of the new finance system. 2. Change of signatories – the Head confirmed that SH's signature had been changed to DA and that a third signatory should be considered. A new P card will be arriving in DA's name shortly.	
18.	Confidential Item	There were no confidential items to report to this meeting.	
19.	Any Other Business	No items for consideration under Any Other Business.	
20.	Dates of Future Meeting(s)	Dates of future meetings: i. Finance & Premises - Monday 6th November – virtual ii. FGB - Wednesday 29th November – virtual meeting 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 7.05pm	

ACTION POINTS SUMMARY			
Actions from this meeting			
6.	Monitoring forms to be circulated	Clerk	ASAP
6.	Outstanding actions to be completed	Clerk & VT	ASAP
7.	Cat A Off Site Visits form to be signed-off	Co-Chair (JB)	Before half-term
16.	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	
Actions Outstanding from Previous Meetings			
July 2023	Schedule of Monitoring visit dates to be prepared	Head	Query October FGB mtg

Signed:

Date:

July 2023	SCR Review in September due to new staff joining	SG Lead	September
July 2023	Monitoring forms to be circulated	Clerk	
July 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	
May 2023	Re-advertise through Inspiring Governance for Foundation governors	Clerk	
March 2023	VT to send visit report to the Head	VT	As soon as possible

Signed:

Date: