

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Monday 21st October 2024 at 5.00pm
via Teams

Present:

Kim Greenslade, Head teacher (KG), Stephen Meredith, Co-Chair (SM)(Co-Chair), Kirstie Lord (KL), Daniel Moncrieff (DM) and Sarah Hancock (SH)

Also present: Paris Milton, Prospective Parent Governor

Edward Day, Prospective Foundation Governor

Lily Hawkins, Prospective Parent Governor

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, in particular three new prospective governors, and thanked all for their attendance. Round the room introductions took place. The Head opened the meeting with a prayer.	
2.	Apologies	Apologies had been received from Sara Hancock for this meeting due to recovering from Covid and were accepted. The meeting was deemed as being quorate.	
3.	Declaration of Interests	DM advised he was a governor at Exmoor and Moorlands Federation and HTET.	
4.	Governor Updates	Appointments/Terms of Office/Resignations The following changes to the Governing Board were noted: • JB had retired at the end of the academic year, August 2024. • KL's term of office as a parent governor had come to an end August 2024 but KL had agreed to remain on the Board as a Community Governor. • Edward Day (ED) was confirmed as a Foundation Governor. • Following the parent election process, Paris Milton (PM) and Lily Hawkins (LH) were confirmed as parent governors. SM indicated that there had been further interest from another prospective governor who he and the Head had met and were happy to recommend taking his application forward as a Community Governor. Unfortunately, he had not been able to attend this meeting. ACTION: Clerk to follow up.	Clerk
5.	Minutes of previous meetings	Minutes from FGB meeting on 8 th July 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>Curriculum training to be booked for KL</i> – KL confirmed she cannot attend until the February due to prior commitments, so will be booked onto this course next academic year. <i>Check of SCR to be undertaken</i> <i>Detailed SATs results</i> – Head to circulate an update. <i>Governor and staff meet and greet</i> – to be arranged. <i>HR Healthcheck</i> – Head and Clerk to meet to plan this into meeting cycle. <i>End of year tasks</i> – being completed by Clerk. Matters Arising There were none.	SG Lead Head Head/Co-Chair Head and Clerk Clerk
7.	Start of Year tasks – Statutory Duties	Annual Forms for completion The forms listed below, together with Part 1 KCSIE, had been circulated in advance of the meeting with a request for governors to read, sign and return signed forms to school: • Declaration of Pecuniary Interests • Code of Conduct • Financial SFVS • KCSIE Update – September 2024 To help with ease of filling in the forms, copies of all four forms to be forwarded in Word version to governors. ACTION: Clerk.	Clerk
8.	Election of Officers	Election of Chair and Vice-Chair SM explained to the new governors that rather than a Chair and Vice-Chair, the Board has a Co-Chair arrangement in place. SM indicated that this would be his last year as	

Signed:

Date:

		Co-Chair having been in the role for several years. Both SM and KL had been confirmed as Co-Chairs for this academic year at the July meeting and this was AGREED by all present.	
9.	Operational Finance	Finance Update SM explained the new arrangements for finance now being included in the FGB meeting rather than a separate Committee meeting. SM also advised that the budget is set across the financial year rather than the academic year. The Head confirmed that the Month 5 position was now available on Sharepoint. The Head then highlighted the following:- • The School budget is in a healthy position. • School Administrator is working with the LA finance team to learn about reconciliations. • The TA agency costs for a 1:1 pupil are higher than anticipated - £6k. Applications received for the post are not of a high standard. Costs are being paid out of the SEND cost centre. • There is still higher needs funding to be received. • BUF1 Autumn term adjustments are to be received. • C802 DFCG – the Head explained that these are monies that can only be used for capital and ICT projects. Money has been used to pay for new ICT; PTFA are supporting these costs. The monies are carried forward into the next financial year if not used and are currently circa £12k. The Head advised that a capital project to install a kitchen off the hall is being considered. • Grounds and Maintenance - £1k of tree works at Owls and Buzzards and one tree in the trim trail area has been chopped down. • Energy Grant – funds used for lighting in the office. • F311 Teaching and Learning curriculum – this is overspent; PTFA money to be received. • F306 Swimming – this year will be for Yr2 and Yr3. • F309 Clubs – this relates to clubs that school staff are running. • S611 Teachers' Pay – this year's pay award has now been agreed at 5.5%; school had budgeted for a 5% increase. • Little Wildlings Nursery – income is now received direct by BACS rather than by cheque. 5.40pm SH arrived. KL questioned the ratio between staff and non-staff costs and the Head confirmed that this is usually between 80%-83%. Head confirmed there is a good contingency of £33k and that after the Month 6 report is produced she will be able to review the situation regarding staffing in more detail. SM explained to the new governors the arrangement the Pre-School has with the School in particular that the land is owned by the Diocese (same as school) and the building is owned by the Local Authority (same as school). PM questioned if the increased numbers in school equates as being from the Nursery. The Head advised that the increased numbers were more due to families with siblings and new families moving into the area. Virements/Journals There were none for this meeting. Pay Committee Membership SM explained that the Governing Body (GB) has two Committees, Pay and Head Teacher Performance Management (HTPM), and explained the membership of each Committee. It was AGREED that for this academic year the Pay Committee would be SM, KL, DM and ED. The next meeting of the Committee would be Monday 11th November at 5.30pm. ACTION: Clerk to send Teams invite.	Clerk
10.	Decisions taken outside of meeting	Two decisions had been made between FGB meetings, both via email: • Appointment of high dependency TA, and, • Attendance Policy and leaflet. The Clerk explained the process for contacting governors urgently in between meetings, in that an alert is sent via Whatsapp for governors to check emails for messages that are time sensitive and need urgent responses.	

Signed:

Date:

		ACTION: Clerk to add new governors to Whatsapp group.	Clerk
11.	Safeguarding	Incidents/Referrals since last meeting The Head advised that since the last meeting there was one pupil to be taken off-roll for safeguarding and medical issues. The referral is being escalated as parents are not engaging with the medical team so this has now become a Level 4 referral. The Head is meeting with Education Engagement and Safeguarding teams this week. DM recommended the Head ensures that the referral has been submitted for statutory assessment referral. KCSIE As recorded above. Racist Incidents – 2023/024 The Head confirmed there were none to report..	
12.	Policies and Procedures	Policies for Review Updated Safeguarding Policy – the Head confirmed the situation in respect of Statutory policies for which the LA issue model policies and school policies. The Head confirmed this was an updated statutory policy to reflect the changes to KCSIE in September. The changes by the LA had been annotated in green. Policy AGREED and the Head will remove highlighted text. A query was raised in respect of the Senior Mental Health lead in the School and this was confirmed as being the Head as she has completed mental health training.	Head
13.	Head Teacher's Report	Head Teacher's Report and School Development Plan The Head gave a verbal update in respect of the start to the term and updated governors on the following key areas: Pupil Numbers Currently 115 pupils on roll; the school is full when 119 reached. Attendance Whole school attendance – 94.54%; there are currently 20 pupils with below 90% attendance. The Head advised that the majority of absence has been due to short-term illnesses so letters are not being sent home at this stage. Staff know the children well and know when they are unwell. Holiday applications for children with SEND were discussed. Pupils on roll and their wellbeing The Head advised that one issue she has to deal with is where non-British families going to their homes of origin for a period of time and explained how this can be coded accordingly. A governor questioned if there were any children on a part-time timetable and the Head confirmed there is a pupil on an EBSA. Staffing and Wellbeing The Head reported that there had been a lot of negativity amongst staff when they returned after the summer break. There has been a lull in staff morale and some work is being done to boost this. Miss Storey has returned to work and the 2 new TAs are doing a really good job. Wellbeing – Children The pupils have started the term well, they are happy and working on task, however there is some work to be completed on rules and expectations. Reception children have settled into school well and are coming into school very happy. There are 12 pupils in Yr6 for this academic year. Staff Absence As reported previously, the School has been impacted by a lot of sickness absence and this is going to be looked at in more detail this year. So far this term absence has included a bereavement, work related stress and intermittent ongoing problems. Return to work meetings have/will be undertaken with the members of staff involved. PM questioned if there are Mental Health First Aiders within the School. The Head explained that staff don't get as much time available to support each other as previously and the situation is being reviewed to try and make more time available. Draft School Improvement Plan (SIP) The Head advised that the full and updated SIP would be available for the December meeting. The curriculum is still being reviewed and History is the next subject to be circulated to governors.	Head
14.	Roles and Responsibilities	Committee Membership Pay Committee – as recorded above – SM, KL, DM and ED. HTPM – SM, KL and DM. An external advisor is required for the HTPM so the Head will approach John Jeffrey, the School's Improvement Partner to see if he would take up this piece of work. SEND Governor – termly visit – KL and LH. Safeguarding – termly visit – KL and LH. Health and Safety – termly visit – PM.	Head

Signed:

Date:

		GDPR – Annual check – PM. SIAMS – ED. Complaints – alternative Co-Chairs to take the lead, the first being SM. Governor Monitoring A schedule to be prepared when the full SIP is available.	
15.	Governor Items	Clerks' briefing – a summary of the Clerks' briefing had been shared and the Clerk explained the arrangements for a half-termly meeting and the dissemination of information. Governor training – brochure had been shared prior to the meeting and Clerk will circulated in Word format. Prevent training – DfE have now advised this needs to be updated annually. The Head will circulate a link to this training. Cat A Visits delegation to Head teacher – the Clerk explained the situation in respect of Cat A and Cat B visits and the signing of the form by governors. This was APPROVED.	Head
16.	Health and Safety	Health and Safety Update A copy of the H&S Governor report had been circulated in advance of the meeting. SM had noted during his visit that there were tins on top of a cupboard and that the 'school' pet is, in fact, owned by the Pre-school.	
16.	Correspondence	None for this meeting.	
17.	Confidential Item	There were no confidential items to report to this meeting.	
18.	AOB	There was none for this meeting.	
19.	Meeting Effectiveness	• Appointment of 3 new governors • Updated Safeguarding Policy approved • New governors listening and contributing • Roles and Responsibilities identified	
20.	Dates of Future Meeting(s)	Dates of future meetings: i. FGB – MONDAY 2nd December at 5.45pm via Teams. ii. Monday 27th January 2025 at 5.45pm via Teams. There being no further business the meeting closed at 7.25pm.	

ACTION POINTS SUMMARY			
Actions from this meeting			
4	Follow up a fourth prospective governor	Clerk	By December meeting
6	HR Healthcheck to be planned this into meeting cycle	Head and Clerk	ASAP
7	Start of year forms for completion to be send to governors in Word format	Clerk	COMPLETED
9	Teams invite for Pay Committee on 11 November to be circulated	Clerk	COMPLETED
10	New governors to be added to Whatsapp group	Clerk	ASAP
12	Approved SG Policy to have highlighted text removed before publication on website	Head	ASAP
14	Establish if John Jeffrey is happy to be External Adviser for HTPM	Head	ASAP
Actions from meeting of 8th July			
6	Check of SCR to be undertaken	SG Lead	Autumn term
9	Meeting to be arranged with SENDCo	SEND Lead	Autumn term

Signed:

Date:

11	Full update of SATs results to be circulated to governors	Head	After October FGB meeting
14	Dates and times for a governor and staff meet and greet to be arranged	Head	Autumn term
Actions from meeting of 22nd May			
16	Curriculum training to be booked for KL – TO BE BOOKED for Spring term of new academic year.	Clerk	Autumn term

Signed:

Date: