

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 12th January 2022 at 6.00pm
VIRTUAL MEETING HELD BY MS TEAMS

Present:

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

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 first meeting of the new term and BS opened the meeting with a prayer.	
2.	Apologies	There were no apologies received for this meeting. Meeting declared quorate.	
3.	Declaration of Interests	No new business or other interests declared for this meeting.	
4.	Minutes of previous meetings	Minutes from FGB meeting on 13 th October 2021 (Part 1) had been circulated in advance of the meeting and were AGREED as a true reflection of the meeting by those who had been in attendance and will be signed by the Chair when able to return to school.	
5.	Matters Arising/Actions	Catering Audit – Ongoing. Governor Recruitment – focus for this term; Clerk emphasised how important this is due to number of current vacancies. Governor Self-Evaluation – Ongoing. Cat A Off Site Visits Form to be signed – BS will drop into school and sign this form. To be filed in school.	BS
6.	Safeguarding	Incidents/Referrals since last meeting The Head confirmed there were no new incidents to report since the last meeting. The Head advised governors that one area of concern is attendance and that work is ongoing in this area. It was also confirmed that the Safeguarding Audit is to be completed and returned by MONDAY 28th FEBRUARY 2022 .	
7.	SEND	SEND Update There was no written report from the SENDCo at this meeting and a Report would be required at the end of term meeting in March. The Head advised she had met with the SENDCo today in respect of work planning. The school is also receiving admission enquiries from parents of children with SEND. The Visit Report from the SEND Lead had been circulated in advance of the meeting; no questions were raised.	
8.	Policies and Procedures	The following Policies were due for approval due to having recently been updated: Teacher's Pay Policy – the Pay Committee Chair confirmed that a meeting had taken place just prior to this FGB meeting at which this Policy had been reviewed and discussed and Policy updates agreed. FGB accepted the Pay Committee's decisions and ratified the Policy. Appraisal and Capability Policy – the Head advised there were some queries regarding the most up to date Policy; once the query has been addressed the Policy will be reviewed by the Pay Committee. Governor Allowances Policy – the Head confirmed there were no changes to this Policy. It was AGREED that only Policies requiring updates will be circulated, and those not requiring updates will be reported verbally by the Head.	Head
9.	Head Teacher's Report	Head Teacher's Report In addition to the Autumn term written Head teacher Report, the Head presented a verbal update to the start of term as summarised below: Pupil Numbers/Class Sizes – the Head advised that it was still a little early for predictions for September 2022 to be available as the closing date for applications is 15 th January. The Head has shown around families interested in joining in September together with families who wish to join the school in-year.	

Signed:

Date:

		The Head advised that an in-year application is expected for Yr2 which is likely to be refused and go to appeal and the Head confirmed that she would be happy to accept the application if received due to smaller numbers in Yrs1 and 3. SEND Register – the Head confirmed that the number has reduced this year and will decrease again due to school leavers in Yr6. Pupil Premium – numbers have risen which will impact favourably on next year's budget. Teaching and Learning – the Head reported that an external English Adviser had recently been into school and worked with the English leads; the final Report is still awaited. However, the need for changes in Yr3/4 have been highlighted and will be addressed going forward. Assessment – currently ongoing as some assessments were only being undertaken during last week. The Head advised that she is meeting with the teachers at the end of term to review in detail and a full report will be presented to governors in March. Behaviour – the Head was pleased to report that behaviour in school was really good. At the start of term both KS2 classes were initially separated but this has changed to Robins and Woodpeckers now being together outside. Parents and children have been very accepting of the arrangements. Exclusions and Physical Restraints – none to report. Attendance – the Head advised that as anticipated attendance was affected last term as it was impacted on by the Covid situation. As indicated above, attendance is a concern in some areas and external agencies are being accessed for support. A governor questioned if the non-attendance was purely Covid related or due to other issues. The Head advised that a high percentage of absence is covid related but not all actual cases, the majority were cautionary absence with symptoms or isolating due to family infections as well as other illnesses. Personal Development – similarly due to recent circumstances there are activities and events that have not been able to take place. However, the situation is looking more positive at this point in time and KS1 recorded their Nativity today, the Residential is going ahead and outdoor Easter activities are being planned. Wellbeing Pupils – the children are all quite resilient and appear to be happy at school despite some disappointments. Staff – at the end of term the teachers dressed as naughty elves for the day which was a lot of fun and lifted the spirits of the staff and children. The parent governor added that the efforts of the teachers was very welcome as the children were a bit flat due to activities being cancelled; the day received very positive coverage across many social media platforms and an article appeared in the Somerset County Gazette; the general feeling from parents is that KSM is a really positive school to send their children to. Health and Safety – the Head raised one query with governors regarding the school bells in that now the Pre-School has opened, this is causing some concerns for their building. Further to discussion of the situation it was AGREED to put some of the bells on a time delay. Covid Update – the Head was pleased to report that there was currently a full complement of staff in school and nearly all the children, apart from one family.	
10.	School Development Plan	School Development Plan - Priorities The Head advised that following the resignation of CP there needed to be a re-allocation of areas of the SDP for monitoring – Personal Development and Behaviour and Attitudes. The priorities have now been RAG rated and it was AGREED that governors would move their area of focus in line with the priorities and in the first instance, BS will take responsibility for Personal Development. Self-Evaluation Plan The Head confirmed that this aligns with the School Development Plan.	
11.	Governor Monitoring	Work achieved by the Board since the last meeting Governor Visit Reports SENDCo – as recorded above, the Report had been circulated in advance of the meeting. The external SCC adviser has visited and met with SENDCo and SEND Lead which was confirmed as an extremely useful meeting; she was able to update on new initiatives being introduced together with seminars that the SENDCo can attend. Health and Safety – a visit took place in October and the Report had been circulated in advance of this meeting. Areas highlighted included – • White lines in car park – the lines are fading and need to be re-painted;	

Signed:

Date:

		discussion followed as to whose responsibility it was to do this piece of work and it was established that it is a parish car park for which the school holds the keys and uses it. • SH indicated she would liaise with the Chair of the Parish Council regarding the situation and the Head will raise this with the SCC Surveyor. • School bells – as recorded above; • Services – all up to date; • First Aiders – it had been confirmed in the Head's report that members of staff had undertaken refresher training. GDPR – Lead visited school and completed a walkabout as a result of which several actions were identified; Visit Report had been circulated in advance of the meeting. An Action Plan has been drawn up and the Head and GDPR Lead are going to meet again in February to review. Both the Head and GDPR Leads found the visit and meeting to be very useful. It was suggested that the H&S and GDPR leads undertake a joint walk which is to be arranged.	Head & GDPR Lead
12.	Governor Items	Governor Recruitment Parent Governor – the Head reported that she had been approached by a parent to discuss becoming a governor and information has been sent to them. The Head and KL will follow this up. Staff Governor – the member of staff who initially expressed an interest the role is still keen; application still to be completed. Governing Board – Structure and Size As a result of difficulties in recruiting the Clerk had made enquiries of Governor Services in respect of reducing the size of the Board and advice and guidance had been received as to how this could be achieved, if needed. After discussing this in more detail it was felt that to reduce the size of the Board would increase the pressure on existing Members and that there should now be a focus on recruitment. Chair's Meeting – the Co-Chair (BS) had attended, and a report had been circulated in advance of the meeting. The main focus of the meeting was <i>Ofsted</i>, but other topics discussed had included: Governor Visiting Policy – SCC Model Policy had been circulated but was quite long; Clerk has borrowed an example of a shorter version from another school and there is an existing Policy in place for the school. AGREED that BS and the Head would meet and review this Policy and bring a draft to the February meeting. It was also AGREED that the Head and Co-Chairs would meet and map out a governor monitoring plan for the spring and summer terms. Safeguarding; Blended Meetings; Long Term Vision – the three 'I's – Intent, Implementation, Impact; Training and Development; Curriculum. Clerk's Briefing Autumn Term 2 - November 2021 – a very detailed summary of the Clerk's briefing had been previously circulated with key areas for governors highlighted. No queries or questions were raised. The Clerk advised that the Spring Term 1 meeting was taking place next week. SFVS (Schools Financial Value Standards) – the Co-Chair (SM) confirmed that this had been delegated to the Finance Committee and that he and JB would be working on the document with the school's Finance Officer. HTPM (Head Teacher Performance Management) – the Co-Chair (BS) confirmed that this had been completed by 31st December 2021.	Head & BS Head & Co-Chairs
13.	Correspondence	A letter from Judy Rhodes regarding the school garden together with the response from the Head had been circulated in advance of the meeting for governor consideration. No observations were raised by governors.	
14.	Confidential Item (1)	Confidential items to report for consideration at this meeting were recorded separately.	
15.	Meeting	For this meeting in particular, governor input on future impact for the children	

Signed:

Date:

	Effectiveness	included – ✓ Parent governor recruitment progressing ✓ Governor monitoring visits have taken place, reports received and actions identified ✓ SDP key priorities RAG rated and agreed ✓ School Residential taking place and activities being re-introduced ✓ Policies reviewed and agreed	
15.	Dates of Future Meeting(s) (Virtual)	Dates of future meeting(s): i. Finance Committee – Monday 7th February at 11.00am via MS Teams ii. FGB – WEDNESDAY 9th February at 6.00pm – Virtual meeting SH left at 7.30pm. There being no further business the Part 1 meeting closed at 7.30pm and moved to Confidential Part 2.	

ACTION POINTS SUMMARY			
Actions from this meeting			
12/01/2022	Item 8 – clarification to be sought in respect of Appraisal and Capability Policy	Head	As soon as possible
	Item 11 – meeting to review actions from GDPR monitoring visit	Head and GDPR Lead	February 2022
	Item 12 – review of Governor Visit Policy	Head and BS	February 2022
	Item 12 – update governor monitoring visit schedule for spring and summer terms	Head and Co-chairs	February 2022
Actions from Previous Meetings			
13/10/2021	Item 6 – Authorisation of Delegation of Cat A visit form to be signed	Head/Co-Chair	As soon as possible
	Item 12 – Staff governor application to be followed-up	Head	By February FGB meeting
15/07/2021	Item 2 – Catering Audit to be reviewed in more detail	Head and H&S Lead	Carried forward to next meeting
	Item 5 – Governor Self-Evaluation	Clerk	Carried forward to next meeting

Signed:

Date: