

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 12th October 2022 at 6.00pm
at KSM School

Present:

Kim Greenslade, Head teacher (KG), Stephen Meredith, Co-Chair (SM)(Co-Chair), Daniel Moncrieff (DM)(Vice-Chair), Kirstie Lord (KL), Jenny Bishop (JB)(Co-Chair), Sarah Hancock (SH) and Vicky Tomkins (VT)

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 academic year and thanked all for their attendance – first meeting with all attending in-person. The Head 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 July 2022 had been circulated in advance of the meeting and were AGREED as a true reflection of the meeting and will be signed by the Co-Chair and dropped into school for filing.	
5.	Matters Arising/Actions	Matters Arising/Actions Recruitment of Foundation Governors – ongoing; Clerk has been in contact with Somerset Governor Services and the Diocese. Clerk to follow this up again with Claire Hudson. Annual SEND Report to Governors – will be presented to November meeting. Annual Governor Impact Statement – Examples from other schools were circulated to governors for information. A statement to be drafted based on example (B) to link with the 3 core functions for governors. ACTION: Co-Chairs, Head and Clerk to meet to draft a document.	Clerk Head/SENDCo Head/Clerk/Co-Chairs
6.	Statutory Duties	Statutory Duties/Forms Declaration of Interests Forms - to be completed and returned to the Clerk. Code of Conduct – governors to sign the last page of the Code and return to Clerk. Delegation to Head Teacher of Category A Authorisation for External and Off Site Visits – governors AGREED the delegation of authorisation to the Head and form was signed by Head and Co-Chair.	
7.	Election of Officers for 2022/2023 Academic year	Election of Officers for 2022/2023 Academic year Co-Chairs – as discussed at the July FGB meeting, SM and JB had both confirmed their interest in the Co-Chair roles. Clerk confirmed that no further expressions of interest had been received. All AGREED that SM and JB become Co-Chairs for the academic year. Vice-Chair – no expressions of interest had been received since the July FGB meeting; DM confirmed that he would be prepared to continue as Vice-Chair for the academic year. All AGREED that DM continue as Vice-Chair for the academic year.	
8.	Safeguarding	Incidents/Referrals since last meeting The Head advised that appropriate external support is being sought from external agencies to support families at the school currently needing support. KCSIE September 2022 updates Governors were all reminded to read the updates to KCSIE September 2022 and to complete the signature sheet to acknowledge this had been completed. Racist Incident Return for 2021/2022 The Head confirmed there had been no reportable racist incidents during the 2021/2022 academic year.	
9.	Policies and Procedures	Policies for Review The following Policies was due for review and approval due to having recently been updated: Safeguarding Policy – the Head confirmed that this is a SCC Model Policy which is personalised to the school; the Policy now includes identified link policies. The Policy was AGREED . Attendance Policy – needs a review as a result in the change in guidance from the Government and Local Authority. Policy AGREED . Mobile Phone Policy – the Head advised this is an exemplar Policy from 'The	

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		Bus' personalised for the school; Policy to be shared with staff. Policy AGREED. Low Level Concerns Policy – the Head advised this is an exemplar Policy from 'The Bus' personalised for the school. Policy AGREED. Staff Code of Conduct – AGREED.	
10.	Head Teacher's Report	Head Teacher's Update The Head verbally updated governors on the following key areas: Pupil numbers The Head confirmed that there are 99 pupils on roll; there were 83 at the same time last year. There are currently two pupils on roll who are unlikely to be returning to school. The census took place last Thursday. The Head advised that there are 20 new children in Reception all of whom have settled in well. A governor questioned projected numbers going forward. The Head confirmed that SCC have recently sent out their projected pupil numbers and the predicted number for the school for 2026 is down to 87. The Head indicated that she had already shown around 15 families who were interested in joining the school in September 2023. Attendance As reported above, attendance is now on the Government and LA agenda. Processes and procedures have now become stricter. Attendance letters to parents are being issued. The Head explained that Somerset EWO visits will be taking place again; one visit this year which will increase to three visits next year. It was suggested that as an incentive to the children the weekly class attendance percentages be shared at assemblies. Wellbeing The Head advised that all the children have returned to school happy and settling in well. A pupil questionnaire regarding wellbeing is going to be circulated after the half-term break. Clubs are now taking place and Yr6 Art Club is going extremely well. In respect of Pupil Voice, there will be one representative per class. The children will be visiting Church next week and will also be having a Carol Services. Parent governors added that the school feels like it did pre-Covid; the older children are supporting the younger ones and there is a 'buzz' back around the school. The Head explained that the school is learning from their experiences throughout Covid. Governors acknowledged the positive situation that the school is in and thanked the Head and all staff for all their hard work in bringing the school through Covid to this point. There are an awful lot of flue cases in Somerset at the moment. Vaccinations have taken place early this year at the school although parents indicated that the online booking system had caused some confusion. Staff wellbeing is positive and the staff team seem more settled. There has been one Covid case since the start of term and the usual illnesses, coughs, colds, etc., are doing the rounds. Staffing The new staff have all settled in well. The Head does a weekly drop in to Robins as she is supporting the ECT (Early Career teacher). There is a lot of positivity from children and parents. Behaviour – as recorded above, no issues currently. Draft SDP – A copy of the draft SDP had been circulated in advance of the meeting and the Head talked through with the governors the 4 key area of focus. All governors APPROVED the SDP giving very positive feedback particularly in respect of the SDP being a more focused document.	

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		SEF A copy had been circulated in advance of the meeting. All governors were happy with the SEF.	
11.	Roles and Responsibilities	Committee Membership In respect of the two Sub-Committees, membership was confirmed as follows:- Finance Committee – Members: SM (Chair)/KL/DM/JP and Head with School Finance Officer in attendance. <i>Pay Committee Members:</i> SM/DM/JP (Chair) – date to be arranged for HTPM. Roles and Responsibilities The following roles and responsibilities were confirmed: Lead Governors – H&S – SM Safeguarding and SEND – KL Whistleblowing and GDPR – JP Complaints – SM Governor Monitoring – Areas of the SDP Quality of Education including EYFS – KL, DM and SM Behaviour and Attitudes – VT Personal Development – VT Leadership and Management - JP Governor monitoring sessions to take place on Wednesday 23rd November and Wednesday 30th November (DM available) between 1.00 and 3.00pm. Governors to advise the Head of their availability and the Head will plan a monitoring timetable.	
12.	Governor Items	Update from Clerk's briefing September 2022 – a summary of the Clerk's briefing notes will be circulated to governors as the briefing had only just taken place. Governor Recruitment Clerk to follow this up with the Diocese. SH queried her end of term of office which the Clerk will check. SH indicated she was quite happy to continue as a governor if no other interested parties. Governor Meeting Plan for Academic Year – copy circulated in advance of the meeting; Co-Chairs, Head and Clerk had met to review the Plan. All governors were happy with the Plan. Policy Review Schedule – similarly a copy of the Policy Review Schedule had been circulated and this links with the Meeting plan. Preparation of your 2024-25 school admission arrangements – Diocese of Bath and Wells All AGREED that there would be no changes to the Admissions Arrangements other than the change of dates.	
13.	Any Other Business	Health and Safety Update The Chair advised that there was a crack in Buzzards' classroom, both inside and outside. The Head had received confirmation in writing that the room is safe and can be used. Work to take plaster off and re-plaster the walls will be taking place on Thursdays and Fridays as the children can be moved to alternative rooms on these days. Support for School Events The Head welcomed governors to join staff and children at the school events. JP confirmed that she will be attending Harvest Festival.	
14.	Correspondence	A letter of thanks had been received from Barbara Stokes in respect of her retirement gift received at end of summer term.	
15.	Confidential Item	Confidential items to report for consideration at this meeting were recorded separately.	
16.	Dates of Future Meeting(s)	Dates of future meetings: i. Finance & Premises - Monday 31st October – virtual ii. FGB - Wednesday 23rd November – virtual meeting iii. FGB – Wednesday 25th January 2023 – virtual meeting iv. Finance and Premises - Monday 13th March - virtual v. FGB – Wednesday 22nd March vi. FGB – Wednesday 17th May vii. SDP Meeting - Wednesday 28th June viii. Finance and Premises – Monday 3rd July ix. FGB – Wednesday 12th July There being no further business the meeting closed at 7.50pm.	

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ACTION POINTS SUMMARY			
Actions from this meeting			
12/10/2022	Item 5 – Clerk to liaise with Diocese regarding support with FG recruitment	Clerk	
	Item 5 – Annual SEND Report to Governors	Head/SENDCo	
	Item 5 – End of year Impact Statement to be drafted	Head/Clerk/ Co-Chairs	
Actions from Previous Meetings			

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