

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Wednesday 13th July 2022 at 6.00pm Blended Meeting in School and via Teams

Present:

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

Also present: Jane Burden, Clerk to Governors (via MS Teams)

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome	Co-Chair (SM) welcomed everyone to the meeting and thanked all for their attendance. 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 15 th June 2022 had been circulated in advance of the meeting and subject to one minor amendment regarding name of governor who monitored history were AGREED as a true reflection of the meeting and will be signed by the Chair and dropped into school for filing.	
5.	Matters Arising/Actions	Matters Arising/Actions Inset Day – confirmed as 27 th January 2023. Liaison with Diocese – the Clerk has been in contact with the Diocese regarding the Foundation Governor vacancy.	
6.	Safeguarding	Incidents/Referrals since last meeting The head confirmed a new child protection concern had arisen regarding one family. The Head confirmed there was an ongoing issue with one of the Ukrainian children involving the birth mother and not the host family; the case now has Social Care involvement. Single Central Register SG Lead governor has completed the termly check of the SCR and all is complete. Copy of checklist circulated with meeting papers.	
7.	Operational Finance	Finance Update The Finance Chair was able to report, further to the recent Finance and Premises meeting, that the school was in a good position at the moment with a positive balance. The Finance Committee had also agreed some staff changes – The appointment of an ECT - Yr3./4 teacher; Change to the Head's hours from September when there will be no teaching hours; Part-time contract for 2 days a week – 1 day in Buzzards and 1 day in Woodpeckers. The Head thanked the governors for their support in the recent interview process from which all parties, including Head, Governors, children and staff, agreed that the successful candidate was the right choice for the school and were looking forward to welcoming them to the team. The Finance Chair added that an area to keep a watching brief on will be the energy costs for the Pre-School. The Annual Review is due in January 2023 and currently the school receives £460.00 a month from the Pre-School which may well change.	
8.	SEND	Annual Review of SEND Carried forward to the FGB meeting in September.	
9.	Head Teacher's Report	Head Teacher's Update A copy of the Head teacher's report had been circulated in advance of the meeting and the Head highlighted the following key headlines: Pupil numbers for September The Head advised that the school will potentially have 100/101 children in September across 4 classes which is an increase of 3 new children in addition to the reception intake. One new starter may not join Reception and confirmation	

Signed:

Date:

		of this still awaited. Data (separate update below); Staffing Structure; Attendance – Head highlighted that the non-attendance relates to Covid and other absences. There is new guidance coming into place from September and the Policy will be updated accordingly. The Head confirmed she is receiving a lot of holiday requests which are being declined and if taken are recorded as unauthorised absences. Staff absence has been quite high this year due to Covid, other illness and isolation. Data Details of data results circulated in Head's report. The Head explained that this was still unvalidated data and as indicated, was being compared to the last available data in 2019. The Head added that this is a snapshot of results for one day in time. Maths A lower result but knowing the cohort the staff are pleased with the results. There is a high level of SEND in the group and the comparison for the 12 children who have been at the school from Reception through to Yr6 is good. Yr1 Phonics Lower result than usual but this is a small cohort. EYFS EYFS demonstrates a good level of development in the reading and maths elements, The Head explained that there is a need for the school to look at the structure. A governor questioned if the school could look at starting reading earlier. The children start phonics by week three of starting in reception class. reading is a daily activity from then on throughout KS1. A governor questioned what support was being given to maths in KS2 given that Ofsted had identified inconsistency with approach. The Head advised that maths is on the SDP next year as a focus area across the school. A governor questioned if there is anything that can be done differently for children joining the school mid-way through the school year. The Head explained that some of these children have not met the standards required; progress measures will be compared to Yr2. It will be hard to predict what progress will look like. A governor questioned if any appeals were to be lodged? The Head confirmed that no appeals had or would be lodged. The Head explained that a data drop had been scheduled for today and that a full and detailed report will be presented to the next meeting. Governors thanked the Head for a very comprehensive report and answers to questions raised.	
10.	School Development Plan	School Development Plan The Head summarised the recent SDP review meeting with staff and governors indicating that some had found it useful and some had not. Further to this meeting, the SDP will be updated over the summer and will be presented to the September meeting for approval. The Co-Chair (SM) indicated that it had been a good opportunity to meet with the staff. Their group had looked at solutions rather than looking at what is needed. However, the group was very passionate about the school which was wonderful to see first hand. JB indicated that the staff led the discussion in their group and it was really useful to meet the teachers in person and work with them on the SDP. The Head explained that the priority will be to take items out of the Plan and other documents rather than to add. For example, staff are developing Knowledge Organisers and are trying to include too much so there is a need to look at the knowledge the children need to know and be flexible in adapting the materials accordingly. The development of staff roles in this area is growing so the Head will oversee this piece of work in terms of standardization and monitoring.	
11.	Health and	Health and Safety Update	

Signed:

Date:

	Safety / Premises	The H&S Lead advised that he had recently undertaken a visit and summarised the key points of note as below: Lone Working Policy – there is a Lone Working Policy in place which the cleaner has now been made aware of and the Head and cleaner will review the Policy to have a look if any updates are required. First Aid Box – the pediatric first aider checks the first aid kits regularly, however a checklist is required for the kits. Fire Hazard – school uniform was stacked in the doorway of a classroom which constitutes a fire hazard. Adjoining office – this is being used as a storage space/dumping ground and needs to be tidied as also constitutes a fire hazard. The Head confirmed that a skip has been hired and that the office and school tidy up is underway as it is important to create some effective storage space. Office Refurbishment – it has been determined that this can be achieved through DFCG funds and is of a small enough scale that the school can manage the project. Kitchen update – this has been reviewed and can be funded through DFCG but the school will handover this project to the LA to manage. A Capital Improvement form is to be submitted and quotes will be sought by the LA. The old cooker is being replaced and the area can then be utilized to enable cooking to take place with the children. Hot weather – children are being kept in the shade when outside; extra drinks are being encouraged; the school play will be in the Hall where there is air conditioning and extra fans will be in place. As it has been warned that Monday and Tuesday may reach record temperatures, games tables are being set up outside in the shade for Monday and the trip to the Somerset County Cricket Ground on Tuesday is currently being monitored as to whether it goes ahead or not as there is no shade at the Cricket Ground. 6.50pm – DM left the meeting due to a family emergency.	
12.	Policies and Procedures	There were no Policies for review at this meeting.	
13.	Governor Items	Update from Clerk's briefing – July 2022 – a summary of the Clerk's briefing notes will be circulated to governors as the briefing had only just taken place. Two points of note were that Ann Adams is retiring at the end of the academic year and that the training programme for the 2022/2023 has been finalized and will be available on the SSE website. End of Year Review and Impact Statement The Clerk flagged this up as a piece of work that is 'best practice' and a way forward was discussed that included all governors. Clerk to forward last year's review for reference together with some examples of impact statements to all governors. The Impact Statement can then be drafted in September and agreed at the FGB meeting. Governor Retirement As this was the last meeting for BS, SM took the opportunity to record grateful thanks to BS for her years of service to the school and governors. BS responded by saying that she had thoroughly enjoyed her time as a governor, had enjoyed meetings as the Board was such a lovely group of people to have worked with and that she was extremely proud to be associated with such a lovely school. The Head thanked all the governors for their patience and support over yet another challenging year.	Clerk
14.	Correspondence	No correspondence received to report to this meeting.	
15.	Confidential Item	None for this meeting.	
16.	Meeting Effectiveness	✓ The support of the governors with successful staff recruitment; ✓ Governors challenged the situation regarding the Ofsted feedback in respect of maths and actions going forward; ✓ The Finance Committee had approved minor changes to staff arrangements for the benefit of the school; ✓ Governors had been involved in the SATS process and were very	

Signed:

Date:

		✓ impressed with the way the children handled the situation ✓ Very thorough Head teacher report; ✓ It was noted that the relationship between the staff and Head is growing even stronger ✓ Impact of having Gian African Snails in school.	
17.	Dates of Future Meeting(s)	Dates of future meeting(s): i. FGB – WEDNESDAY 21 September 2022 at 6.00pm The Co-Chair (SM) thanked all for their support of each other as a Board and the school across yet another challenging academic year. There being no further business the meeting closed at 7.15pm.	

ACTION POINTS SUMMARY			
Actions from this meeting			
15/06/2022	Item 11 - Clerk to liaise with Diocese regarding Foundation Governor recruitment	Clerk	
Actions from Previous Meetings			

Signed:

Date: