

# Kingston St Mary C of E Primary School



## Minutes of the Full Governing Board Meeting held on Wednesday 13<sup>th</sup> October 2021 at 6.00pm VIRTUAL MEETING HELD BY MS TEAMS

### Present:

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

Also present: Jane Burden, Clerk to Governors

| Agenda & item |                              | Purpose & context, points of discussion/any notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action(s) |
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| 1.            | Welcome                      | Co-Chair (BS) welcomed everyone to the first meeting of the academic year and opened the meeting with a prayer.<br>BS advised that it had been a difficult start to the year as the school had had to cope with the death of a parent at the start of term.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
| 2.            | Apologies                    | Apologies had been received from Chris Pleeth (holiday) and Sarah Hancock (prior commitment) and were accepted.<br>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 <sup>th</sup> July 2021 (Part 1) had been circulated in advance of the meeting and were <b>AGREED</b> 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      | <p><b>Catering Audit</b> – Ongoing.</p> <p><b>Governor Recruitment</b> – focus for this term; Clerk emphasised how important this is due to number of current vacancies.</p> <p><b>Governor Self-Evaluation</b> – carry forward to next meeting.</p> <p><b>Revised calendar of meeting dates</b> – circulated; additional inset day on 22<sup>nd</sup> October 2021 for Queen's Jubilee.</p> <p><b>Parent Survey Responses</b> – circulated.</p> <p>Annual SEND Report to Governors – circulated in advance of the meeting.</p> <p>The Head advised that it had been quite a busy start to the term for herself and the SENDCo. Pupil(s) at the school with medical needs.</p> <p>In respect of pupil objectives, the SENDCo has been meeting with parents during this term.</p> <p>The Head was pleased to report that the pupils have caught up very well this term.</p> <p>Number Sense has been purchased and training is being delivered next week.</p> <p>Regular meetings with the SENDCo continue and termly monitoring meetings with SENDCo and SEND governor are to be put in place.</p> <p>Suggestions for presentation of the SEND Report to governors were discussed so that governors are able to easily see and challenge progress and impact from term to term. ACTION: Head to feedback to SENDCo.</p> <p>A governor questioned how the number of 44% by summer 2022 has been achieved with reference to ambition</p> <p>The Head confirmed that the SENDCo has reviewed where all the children are currently and expectations and needs. It has been acknowledged that some children will never achieve age related expectations.</p> <p>A governor questioned the number of EHCPs.</p> <p>The Head confirmed that there are currently none.</p> <p>One application currently awaiting assessment.</p> <p>The process was also questioned and the Head confirmed that the school receives a timeframe as to when to submit applications.</p> <p>A governor questioned the one partially completed action.</p> <p>The Head advised that this was in relation to the staff audit and having a positive impact on teaching and learning. The SENDCo had identified training needs and training opportunities are now being sought.</p> <p>A governor questioned how good practice is embedded.</p> <p>The Head advised that the SENDCo met with all staff, including the TAs, to discuss pupils transitioning into their classrooms; this was very well received by all staff members concerned. The SENDCo is meeting TAs again next week to review progress across the first half-term.</p> |           |

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| 6.  | <b>Annual Forms for Completion</b>                   | <p><b>Statutory Duties/Forms</b><br/> <b>Declaration of Interests Forms</b> - to be completed and returned to the Clerk.<br/> <b>Code of Conduct</b> – governors to sign the last page of the Code and return to Clerk.<br/> Delegation to Head Teacher of Category A Authorisation for External and Off Site Visits – governors <b>AGREED</b> the delegation of authorisation to the Head and form will be signed by Head and Co-Chair.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>All to note</b></p> <p><b>Head &amp; Co-Chair</b></p> |
| 7.  | <b>Election of Officers - 2021/022 Academic Year</b> | <p><b>Election of Officers for 2021/2022 Academic year</b><br/> <b>BS</b> passed the meeting to the Clerk for this item.<br/> <b>Co-Chairs</b> – as discussed at the July FGB meeting, BS and SM had both confirmed their interest in the Co-Chair roles. Clerk confirmed that no further expressions of interest had been received. All <b>AGREED</b>.<br/> <b>Vice-Chair</b> – no expressions of interest had been received since the July FGB meeting; however, DM did indicate that he would be prepared to consider either the role of Vice-Chair or Chair of Finance Committee, dependent on response from CP regarding roles together with governor recruitment.<br/> <b>Post Meeting Note:</b> notice of resignation received from CP so it was agreed that SM would continue as Finance Chair in the short-term and that DM would become Vice-Chair.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                             |
| 8.  | <b>Safeguarding</b>                                  | <p><b>Incidents/Referrals since last meeting</b><br/> The Head confirmed there were no new incidents to report since the last meeting.<br/> <b>Keeping Children Safe in Education 2021 updates</b><br/> Governors were all reminded to read the updates to KCSIE September 2021 and to complete the signature sheet to acknowledge this had been completed.<br/> <b>Racist Incident Return for 2020/2021</b><br/> The Head confirmed there had been no reportable racist incidents during the 2020.021 academic year.<br/> The Head advised that the school is embedding knowledge of different religions into the curriculum and opportunities come up through learning to explore these areas further.<br/> KL confirmed that the school does extremely well in talking to the children about such issues.<br/> The Head added that in the past the school has had trips to a Mosque, Cathedral and had a Multi Faith week which it is hoped will be able to take place again during this academic year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |
| 9.  | <b>Policies and Procedures</b>                       | <p>The following Policy was due for 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.<br/> The Policy was <b>AGREED</b> in principle with any queries/updates to be sent to the Head by end of term.<br/> The Clerk queried governors with Safer Recruitment training and DM confirmed that he had attended this training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>All governors</b>                                        |
| 10. | <b>Head Teacher's Report</b>                         | <p><b>Head Teacher's Report</b><br/> The Head presented a verbal update to the start of term as summarised below: Despite the circumstances of the bereavement, it has been a good start to the term and the Head feels that the school is alive again particularly with the children being back and enjoying play at lunchtimes.<br/> <b>Pupil Numbers</b> – the Head advised that the current number on roll is 87; it was anticipated that 12 children might join Reception, but the final number was 9 – one went to a private school and 2 went to their third choice school, places won on appeal. Four new starters have joined in other classes across the school, three of whom joined as a result of word of mouth.<br/> 1 x Yr3 pupil has left and moved to a private school.<br/> In respect of promoting the school and increasing pupil numbers, two Open Mornings have taken place this term together with a leaflet drop being completed.<br/> <b>Attendance</b> – currently at 92.6% which is in line with National guidance, however it is lower than would have hoped. The Head confirmed that no children have yet tested positive for covid.<br/> Persistent lateness is a concern at the moment with a deadline to improve being put in place for the offenders – improvement is needed by half-term. If no change after half-term then the Education Welfare Officer (EWO) will get involved.<br/> <b>Wellbeing</b><br/> <b>Pupils</b> – the children are all happy and smiling and working hard and there are no school refusers.<br/> <b>Staff</b> – more anxious than possibly needed which is having quite an impact on the children. The Head is having to remind the staff of how to deal with situations appropriately.</p> |                                                             |

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|     |                                                | <p>Cough and cold season is upon us and this is often difficult to manage and made worse by covid and its symptoms.</p> <p>To help with this the Head has circulated training slide in respect of when not to be in school.</p> <p><b>Behaviour and Attitudes</b> – the Head was pleased to report that no issues have been reported to date. There is one cohort in which behaviour management initiatives are being implemented and staff are instilling a positive attitude to learning and independence.</p> <p><b>Staffing</b></p> <p>A lunchtime supervisor has been appointed who starts after half-term and additional TA hours have been created for Owls class.</p> <p><b>Draft School Improvement Plan Targets 2021/022</b></p> <p>A copy of the draft SIP had been circulated in advance of the meeting.</p> <p>Areas of focus include –</p> <ul style="list-style-type: none"> <li>• Curriculum – quality of teaching; high quality curriculum.</li> <li>• Behaviour and Attitudes – carried forward from previous year and includes Christian values and Ethos.</li> <li>• Personal Development – carried forward from previous year and includes events, trips and extra-curricular activity.</li> <li>• Leadership and Management – communication and FGB development.</li> <li>• EYFS – included in Quality of Education.</li> </ul> <p>A governor questioned why a 2 year Plan.</p> <p>The Head advised that work in some of the areas will start from now and will take time to develop and will not always be completed within one year.</p> <p>A governor questioned curriculum development and mapping out areas and priorities.</p> <p>The Head confirmed that staff have been trialing Knowledge Organisers.</p> <p>On the November inset day training has been arranged to look at 'Key Concepts through the Foundation Stage'. After the training has been undertaken then the mapping out will be able to take place more effectively.</p> <p>A governor questioned if Meta Curriculum training had been attended.</p> <p>The Head confirmed that she had attended this training but now seem to have been bombarded with too much information so has sought external support with this. Again, a Plan will be developed further after the training.</p> <p>The Head advised that next week's HT briefing has an Ofsted focus.</p> <p>A governor questioned if a summary of the Ofsted visits undertaken to date was yet available.</p> <p>The Head advised that she wasn't aware of this being available.</p> <p>The Clerk indicated that she had recently attended an Ofsted training session via Babcock and there were some very useful resources available which she would forward to the Head and governors. <b>ACTION: Clerk.</b></p> <p>School Development Plan to be an agenda item for the next FGB meeting, to include SMART targets. <b>ACTION: Head and Clerk.</b></p> | <p><b>Clerk</b></p> <p><b>Head &amp; Clerk</b></p> |
| 11. | <b>Committee Membership and Governor Roles</b> | <p><b>Committee Membership</b></p> <p>In respect of the two Sub-Committees, membership was confirmed as follows:-</p> <p><i>Finance Committee</i> – membership to stay the same but consideration to be given to a new Chair now that SM had taken up role of Co-Chair.</p> <p>Members: SM/CP/DM/JP and Head with School Finance Officer in attendance.</p> <p><i>Pay Committee Members:</i> BS/DM/JP – date to be arranged for HTPM.</p> <p><b>Roles and Responsibilities</b></p> <p>The following roles and responsibilities were confirmed:</p> <p>Lead Governors –</p> <p>H&amp;S – SM</p> <p>Safeguarding – BS</p> <p>SEND – KL</p> <p>GDPR – JB</p> <p><b>Governing Monitoring – Options for discussion</b></p> <p>SDP Areas for Governor Monitoring – governors allocated to target areas as indicated below:</p> <p>Curriculum – DM and JB.</p> <p>Behaviour and Attitudes – BS.</p> <p>Leadership and Management – SM and KL.</p> <p>Personal Development – CP.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |
| 12. | <b>Governor Items</b>                          | <p><b>Governor Resignation / Recruitment</b></p> <p>The Clerk reported that a resignation had been received from JG as staff governor. There is a member of staff interested in the role and completed paperwork is still awaited. <b>ACTION: Head to follow this up with the member of staff.</b></p> <p>Recruitment of an additional parent governor is also required and KL indicated that she would be happy to write an article for the newsletter sharing her</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>Head</b></p>                                 |

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|     |                                            | <p>experiences of being a parent governor.</p> <p>The Clerk will also contact Karen Sancto at the Diocese in respect of support with recruitment of Foundation Governors and DM advised he would contact colleagues in the Great Wood Trust network regarding Foundation governors. Clerk to prepare paperwork to seek expressions of interest from prospective parent governors for circulation after half-term. <b>ACTION: Clerk and DM.</b></p> <p><b>Clerk's Briefing Autumn Term - September 2021</b> – 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.</p> <p><b>DRAFT Governor Annual Planner 2021/2022</b> – carried forward to the next meeting as the Clerk had not yet been able to meet with the Head; meeting scheduled at the start of term had had to be postponed.</p> <p><b>End of Life for Somerset Learning Platform (SLP) (by April 2022) – future options for school &amp; governors</b></p> <p>SCC had advised schools that use the above service that the Somerset Learning Platform is coming to the end of its life and will be withdrawn by April 2022. This has implications for Governing Boards who have school based 'educ' email addresses and use the platform for the sharing of documents. The Head confirmed that the school is currently investigating alternative options,</p> | <p><b>KL</b><br/><b>Clerk</b><br/><b>DM</b></p> <p><b>Clerk</b></p> |
| 13. | <b>Correspondence</b>                      | <p>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.</p> <p>No observations were raised by governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                     |
| 14. | <b>Confidential Item (1)</b>               | <b>Confidential items to report for consideration at this meeting were recorded separately.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                     |
| 15. | <b>Any Other Business</b>                  | <p><b>Training</b> – JB will book to attend the next available Ofsted training.</p> <p><b>Finance Committee</b> – next meeting is scheduled for Wednesday 3<sup>rd</sup> November.</p> <p><b>December and January FGB meetings</b> – as these are in the winter months, these meetings are to be virtual meetings. It was also suggested that the option of 'blended' meetings be considered in the spring term.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                     |
| 17. | <b>Date of Future Meeting(s) (Virtual)</b> | <p><b>Dates of future meeting(s):</b></p> <ul style="list-style-type: none"> <li>i. <b>Finance Committee – Wednesday 3<sup>rd</sup> November at 10.00am via MS Teams</b></li> <li>ii. <b>FGB – WEDNESDAY 8<sup>th</sup> December at 6.00pm – Virtual meeting</b></li> </ul> <p>There being no further business the meeting closed at 8.10pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                     |

| <b>ACTION POINTS SUMMARY</b>     |                                                                                                                                                               |                |                                        |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------|
| <b>Actions from this meeting</b> |                                                                                                                                                               |                |                                        |
| 13/10/2021                       | Item 6 – annual forms to be completed and return to Clerk                                                                                                     | All governors  | As soon as possible                    |
|                                  | Item 6 – Authorisation of Delegation of Cat A visit form to be signed                                                                                         | Head/Co-Chair  | As soon as possible                    |
|                                  | Item 9 – Safeguarding Policy – updates/amendments to be forward to the Head                                                                                   | All governors  | By half-term – 21/10/2021              |
|                                  | Item 10 – Ofsted training resources to be forwarded to Head and governors                                                                                     | Clerk          | As soon as possible                    |
|                                  | Item 10 – SDP to be an agenda item for next FGB meeting                                                                                                       | Head and Clerk | December FGB meeting                   |
|                                  | Item 12 – Staff governor application to be followed-up                                                                                                        | Head           | By December FGB meeting                |
|                                  | Item 12 – Support to be sought from Diocese in respect of FG recruitment / Contact to be made with the Great Wood Trust in respect of FG application          | Clerk and DM   | ASAP                                   |
|                                  | Item 12 – paperwork to be prepared in respect of seeking expressions of interest from parent governors / parent governor to prepare an article for newsletter | Clerk and KL   | For distribution after half-term break |

Signed:

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| Actions from Previous Meetings |                                                       |                   |                                 |
|--------------------------------|-------------------------------------------------------|-------------------|---------------------------------|
| 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: