

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 15th June 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), new parent governor

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 (BS) welcomed everyone to the meeting, in particular VT as the new parent governor. 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 23 rd March 2022 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 and dropped into school for filing.	
5.	Matters Arising/Actions	Matters Arising/Actions SCR check – the SG Lead advised that the SCR check was completed in association with SJH in April. A query had been raised in respect of DBS checks for external providers and SH explained the arrangements for this. Draft Budget and SFVS – both had been sent off to SCC to meet the required deadlines. Governor Email Addresses – the Head confirmed that there has been a delay from the IT provider with the transfer to new email addresses; this is regularly chased up.	
6.	Safeguarding	Incidents/Referrals since last meeting The Head confirmed there were no new incidents to report since the last meeting. Some families have made self-referrals for PFSA support. Single Central Register SG Lead governor to meet with SJH before the end of term to review the SCR.	
7.	Head Teacher's Report	Head Teacher's Update The Head teacher updated the meeting in respect the areas indicated below: Staffing The Head advised that one member of staff resigned before half-term; a change in staffing allows an opportunity to review the staffing budget which has meant that the school has been able to advertise for 1 full-time replacement and a part-time, 2 days a week role. In discussion with the Co-Chairs, the Head will have no teaching commitment from September 2022 onwards. The Head indicated there has been a lot of interest in the role with 14 prospective applications having visited the school and 5 applicants to date. Closing date and shortlisting – 16 th June 2022. Interviews – 22 nd June 2022. Pupil Numbers for September 2022 The Head confirmed that there are currently 95 children in total for the school in September 2022; the original prediction was 99 which may well be achieved. PAN (Pupil Admission Number) =17, however this has been exceeded for Reception. 18 + 2 late applicants; Plus one on waiting list; Plus one on appeal. The impact of mixed classes going forward is likely to be felt in 2026/2027. Class details for September – R = 22; Yr 1/2 = 22; Yr 3/4 = 29; Yr5 /6 = 26. Attendance	

Signed:

Date:

		Attendance currently at 90.09% with 36 children currently below 92%. The Head is receiving several holiday requests which, if taken, are recorded as unauthorised absence. A new Attendance Policy is currently being prepared to be in place for the new academic year. School Activity The Head shared with governors activities that the children have been involved in or will be taking part in:- Yr5 – storytelling and activities for 2 days; Jubilee Celebrations – picnic on the field and maypole dancing; Sports Day is taking place on Friday – no restriction on attendance; School Play; Leavers' Service at the Church' KS1 – special assembly for parents to include songs and poems; Whole School trip – Eco Warrior activity. The Head reminded governors that they are all invited to all the above activities. The Head was also pleased to report that there has been a lot of positivity this term. Governors thanked the Head for a very comprehensive report and answers to questions raised.	
8.	School Development Plan	School Development Plan Governor Visit Reports – governors updated the meeting on their recent visits:- Reading – JB and DM; focus of the visit was to establish the aims of the new reading structure for the school as well as the methods of implementation and ways of measuring outcomes. JB summarised her visit explaining that it had been a very positive visit and in summary the School is going in the right direction but is not there yet. Staff are identifying a set of 'school' books for Reception through to Yr6 which will be a mixture of fiction and non-fiction books. Governors had raised a question regarding teacher feedback being sent home and some parents not so accepting of the process. The Head explained that many initiatives didn't take place during the Spring term and are yet to be re-commenced but staff are looking at alternatives to messaging. Governors did have conversations with staff regarding feedback during their visit. Christian Distinctiveness – BS; BS advised that this had also been a positive visit looking at ongoing programmes and outcomes. Core Values are included in newsletters each term and there is a Voice of Values Council for Yr6. A question was raised about funding being available for Church distinctiveness. The Head advised that as this is not a core function there are no funds specifically allocated but funds can be made available if needed. A question was raised in respect of the school's work around diversity. The Head advised that this will be back in the curriculum from September. BS added that she was pleased to report that the school is a friendly and welcoming school with well-behaved children. History – JB and DM; purpose of the visit was to look at the new History curriculum and the key points from the visit noted that the curriculum is still in development and will be completed in time for the Autumn term; the Head had an inset day with Jenny Short from Somerset County to help with mappings; the school will be using knowledge organisers which will go home with the children, and the Head needs to check how these work. I It will be a two year rolling program due to the structure of the school and the Head still requires more time to finish this and write the policy. Leadership and Management – SM and KL; focus of the visit was leadership and management, in particular middle leadership. Governors met with subject leads, and it was noted that there is a structure in place to support the Head and peer support for subject leads. A point was raised in respect of looking at a Deputy Head role in support of the Head and it was AGREED that this be reviewed in September after the new appointments have been made.	
9.	Health and Safety / Premises	Health and Safety Update The H&S Lead confirmed that an H&S visit was undertaken at the end of the school day on 28th March and a walkabout took place today. One area of concern identified was the storage of items on top of cabinets. Another area of concern identified was the lone working arrangements for the cleaner. The Head confirmed there is a Policy in place which needs to be shared with the cleaner.	

Signed:

Date:

		The H&S Lead was pleased to report that the garden area is now looking a lot better than on previous visits. Premises Update The Head reminded governors that a review of the office accommodation has been ongoing for some time with a view to re-arranging the layout and furniture. The situation has now changed slightly but the priority will be the lighting as it is really poor lighting. The use of DFCG funds for this project will be investigated.	
10.	Policies and Procedures	The following Policies were due for review: • SEND • Complaints Procedure The Head confirmed there were no changes to these Policies and both were therefore AGREED by governors.	
11.	Governor Items	Governor Resignation BS advised that the time had come for her to retire at the end of this academic year. BS is a Foundation Governor so the Clerk will advise the Diocese and ask for help in recruitment of a new Foundation Governor. SM, on behalf of the Governors, thanked BS for all her hard work for the school during her time as a governor. Governor Recruitment Confirmed VT as the new parent governor and governors recorded their thanks to VT for being interested in taking up the role. Succession Planning The Clerk indicated that this is the time of the year to consider succession planning particularly as a result of BS retirements. SM advised that he would prefer the Co-Chair arrangement to continue and he would remain as a Co-Chair rather than a full Chair. The current model is that the Vice-Chair becomes a Co-Chair but DM indicated that he is not in a position for this to happen at this point in time. After further discussion, JB volunteered to be a Co-Chair for one year as from 1st September 2022. School Inset Days The Head advised the meeting of the inset days for 2022/2023 – 2 days in September – one of which will be a Safeguarding day; Mon 14th November – curriculum focus; Fri 22nd Jan 2023; Mon 26th June. Governors AGREED these dates. Draft Governor Meeting dates for 2022/2023 A copy of the draft calendar had been circulated in advance of the meeting. Meetings were still in place for Wednesdays at the same time of 6.00pm. The Head recommended one change to bring forward the meeting on 12th July to 5th July. Meetings in December, January and February would be online. All AGREED these arrangements.	Clerk
12.	Correspondence	No correspondence received to report to this meeting.	
13.	Confidential Item	None for this meeting.	
14.	Meeting Effectiveness	Governors discussed - ✓ Impact of Covid on the children's learning; ✓ Governor retirement and successful parent governor recruitment; ✓ Succession planning and securing a Co-Chair for the next academic year; ✓ Positive governor monitoring visits and visit reports; ✓ Head teacher updated and positive activities for the school resuming.	
15.	Dates of Future Meeting(s)	Dates of future meeting(s): i. Finance Committee – Monday 4th July at 11.00am via MS TEAMS ii. FGB – WEDNESDAY 13th July at 6.00pm via MS TEAMS There being no further business the Part 1 meeting closed at 7.10pm.	

Signed:

Date:

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: