

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Wednesday 23rd March 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)(part)

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 meeting 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 9 th February 2022 (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 and dropped into school for filing.	
5.	Matters Arising/Actions	Matters Arising/Actions Catering Audit – the Head has shared the Audit with the H&S Lead; actions identified are ongoing. Governor Monitoring Visits – agenda item for this meeting. Staff Governor application – ongoing. Article for Newsletter – not completed at this stage due to application form being completed.	
6.	Safeguarding	Incidents/Referrals since last meeting The Head confirmed there were no new incidents to report since the last meeting. Single Central Register SG Lead governor to meet with SJH before the end of term to review the SCR.	
7.	Operational Finance	Draft Budget 2022/2023 A copy of the revised draft budget had been circulated in advance of the meeting. The Finance Chair thanked the Head and School Finance Officer for their work in preparing the budget. The Finance Chair explained that the funding received was based on January census figure of 87 pupils and also includes £46k sparsity funding. The Finance Chair advised that the draft budget had been thoroughly scrutinised by the Finance Committee including the recent updates. Changes to the Head's role have been reflected within the budget. The Head is confident that the new arrangements will be workable. A balanced budget has been able to be set together with a small allocation for contingency. After general discussion regarding the draft budget, SM proposed and BS seconded that the draft budget for 2022/2023 be approved which was AGREED by all. SFVS Copy circulated in advance of the meeting. The Finance Chair advised that the SFVS had been reviewed by the Finance Committee following which minor amendments had been made. Three areas had been completed 'in part' which it was agreed accurately reflected the current situation with the FGB. All AGREED the SFVS for submission. The Finance Chair will sign-off both the draft budget and SFVS.	
8.	Policies and Procedures	The following Policies were due for approval due to having recently been updated: Charging and Remissions Policy – the Head confirmed there were no changes to this Policy.	
9.	Head Teacher's Report	Head Teacher's Report A copy of the Head teacher's report had been circulated in advance of the meeting and the Head highlighted the areas indicated below: Behaviour and Attitude to learning	

Signed:

Date:

		This is a current area of focus and feedback from the sports coaches and bikeability is praising the children's behaviour. There is some lethargy in the older year groups regarding some tasks to staff are trying to enthuse the children and get them interested in learning again and encouraging the older children to be role models for the younger children again. It is an ongoing process of re-iterating the expectations of behaviour at school. Attendance Attendance in KS1 is currently affected. A governor questioned attendance being lower in Reception. The Head advised that this is currently due to Covid; 12 cases recently in Reception and Yr2 and some unauthorized absences due to pre-booked holidays; not all absences are due to Covid illness. A governor queried if there was anything further that can be done. The Head explained that in one instance the pupil is new to the school and in another there is a long history of absence over many years. A governor questioned late arrivals and how they are being addressed. The Head explained that there are two circumstances of late arrivals – before registration closes and after registration closes. If there is persistent absence after registration closes and absence percentages drop then attendance letters can be sent home. Changes to the process have been trialled and this does need review. Governors felt it was a positive move that the school is considering different options. Curriculum Activity The Head advised that unfortunately the Maths day had to be postponed due to Covid. SIP – standards will be reviewed with the curriculum governors. Two new members of staff have started and are very keen to settle into their new roles. Staffing and Staff Absence The Head explained that the reporting dates for the spring and autumn terms are different dates for teachers and support staff. The Head will include dates in future reports. A governor questioned the red areas in the Bradford factor. The Head confirmed that both are Covid related and she has no concerns at this time. A governor questioned the focus of the wellbeing training. The Head explained that the focus of the training was more on pupils rather than staff and that maybe her expectations of the training were different than reality as more strategies for staff was expected Covid Update The Head advised that once again the school is dealing with confirmed cases of Covid. A face-to-face Parents' Evening had been planned but unfortunately this had to revert to online. The feedback from parents is that whilst the decision was disappointing it was the right decision to make; main disappointment is not being able to see the children's work. DM suggested alternatives for sharing and showcasing the children's work which the Head will consider further. Termly Data Snapshot A governor questioned points of note. The Head explained that the Yr3 teacher assessment appears quite low; the Head has not yet had an opportunity to meet with the member of staff to look at this further as the staff member is off due to Covid. The staff are pleased with Yr5 and Yr6; Yr5 are doing really well. Yr2 data is positive given the recent National circumstances. The situation in Ukraine was referenced in respect of the impact on the children's mental health and wellbeing. The Head explained that this is a very sensitive situation, and too sensitive for the younger children, so a whole school assembly has not yet taken place. A discussion has taken place with the Yr6 children from which it became evident that they are very knowledgeable about Russia. The Co-Chair added that there had been a vigil in the village yesterday and ribbons were tied around the village tree and a flag is now flying on the Church, both of which may trigger more questions from the children. Governors thanked the Head for a very comprehensive report and answers to questions raised.	
10.	School Development	School Development Plan - Priorities The Co-Chair (SM) explained that a three-way meeting had taken place	

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	Plan	between the Co-Chairs, Head and Clerk to consider some of the admin elements of governance, the main one being identifying key areas from the SDP for governors to monitor. A copy of governor monitoring plan had been shared in advance of the meeting. The Head explained that it was felt it would be more appropriate to use staff meeting time for monitoring meetings; meetings with the Head can be more flexible. Staff will be able to update governors as to what they have been doing, progress and plans moving forward. These are currently scheduled to take place on Teams but if circumstances change these may revert to in-person meetings; this can be decided nearer the time.	
11.	Health and Safety	Health and Safety The H&S Lead confirmed that he will complete an H&S visit at the end of the school day on 28th March.	
12.	GDPR	GDPR Update The GDPR Lead reported that the planned review with the Head had taken place and was pleased to confirm that a huge amount of work had been completed by the Head and SJH. All relevant documents have now been put on Sharepoint as a reference point for everyone. All actions have been completed.	
13.	Governor Items	Governor Recruitment Update on progress of governor recruitment: Staff Governor – Head to liaise with the potential staff governor. Foundation Governor – needs to be looked at moving forward. Parent Governor – the Head has received a completed application from an interested parent which she will scan and send to the Clerk; this is a supportive parent and one who will challenge. A meeting with Co-Chairs will be arranged and a buddy/mentor allocated – KL indicated she was happy to do this. Chair's Briefing – March 2022 Notes of the briefing had been circulated in advance of the meeting. BS advised there had been three key areas of focus discussed at the meeting, which included governor induction – Governors need an overview of finance; Joint staff/governor meeting; Walkabout of school to take place. It was generally felt that all of the above items are in place at KSM. Feedback from two newest governors was sought from which an action going forward was identified – to ensure that mentors are appointed to new governors for the first 3 months of term of office. School and Governor Email Addresses The Head re-assured governors that this is in hand and is being dealt with by SJH and IT.	Head
14.	Correspondence	No correspondence received to report to this meeting.	
15.	Confidential Item (1)	Confidential items to report for consideration at this meeting were recorded separately.	
16.	Meeting Effectiveness	Governors discussed - ✓ Impact of Covid on the school for both staff and pupils; ✓ Governor recruitment – buddy governors and initial meeting with Co-Chairs to assist the recruitment process; ✓ Robust challenge of the Head teacher report but in a positive way; ✓ Financially stable budget created and approved for the next financial year.	
17.	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 15th June at 6.00pm SH left at 7.30pm. There being no further business the Part 1 meeting closed at 7.15pm and moved to Confidential Part 2.	

Signed:

Date:

ACTION POINTS SUMMARY			
Actions from this meeting			
23/03/2022	Item 6 – SG Lead to check SCR	BS	Before end of term
	Item 7 – Finance Lead to sign-off draft budget and SFVS for submission	SM	Before 31 st March
	Item 13 – copy of governor application form to be sent to the Clerk	Head	ASAP
Actions from Previous Meetings			

Signed:

Date: