

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on Wednesday 9th February 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)

Also present: Jane Burden, Clerk to Governors

Agenda & item		Purpose & context, points of discussion/any notes	Action(s)
1.	Welcome	Co-Chair (BS) welcomed everyone to the meeting and opened the meeting with a prayer. The Co-Chair congratulated the school regarding the recent Ofsted visit and report and the Head thanked governors for their input during the process.	
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 12 th January 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 Policies – the Head confirmed that the Staff Appraisal Policies are now two separate Policies, copies of which have been sent to the Pay Committee for their observations; both are LA Model Policies. The Head had recommended the removal of the reference to Pupil Voice from the Appraisal Policy. Appraisal and Capability Policies both AGREED . GDPR Monitoring Review Visit – the next visit has been arranged for 28 th February 2022. Governor Monitoring Visits – agenda item for this meeting. Catering Audit – Ongoing but the school has had an unannounced visit from Env Health and now has 5 stars in respect of food hygiene, etc. H&S Lead will meet with the Head after the half-term break. Governor Recruitment – focus for this term; Clerk emphasised how important this is due to number of current vacancies. Governor Self-Evaluation – agenda item for this meeting. Cat A Off Site Visits Form to be signed – COMPLETED.	
6.	Safeguarding	Incidents/Referrals since last meeting The Head confirmed there were no new incidents to report since the last meeting and as of 14 th February no families will be receiving external support. Annual Safeguarding Audit Copy circulated in advance of the meeting. SG Governor Visit report had also been circulated in advance of the meeting. One area to be clarified is in respect of Section 128 checks; Head and SJH will follow this up. A termly check of the SCR was recommended rather than annually. Governors noted these items to follow up and thanked those involved in the completion of the Audit.	
7.	Policies and Procedures	The following Policies were due for approval due to having recently been updated: Health and Safety Policy – the Head confirmed there were no changes to this Policy. Data Protection - the Head confirmed there were no changes to this Policy. Freedom of Information - the Head confirmed there were no changes to this Policy. Accessibility Plan – the Head advised that this document needs to be reviewed by the Head and SENDCo in the first instance and then the SENDCo together with SEND and H&S governors. Governor Visits Policy and Form – the Co-Chair (BS) advised that herself and the Head had reviewed several documents; the SCC Policy was very long and the existing school Policy needed updates; a copy of a Policy from another school, a shortened version which was much more user friendly and welcoming to governors, having been adapted for the school was recommended for	

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		governor approval. The wording was agreed in respect of additional governor visits. A governor questioned the inclusion of reference to a 'buddy' governor for the initial monitoring visit being included in the Policy. This was AGREED for inclusion in the document; the Head advised that under normal circumstances the monitoring schedule for the whole academic year would be agreed in September alongside the Governor Annual Planner. Policy AGREED together with the blank visit report form. It is hoped that at the March meeting a governor monitoring plan for the summer term will be shared.	
8.	Head Teacher's Report	Head Teacher's Report The Head presented a verbal update regarding the areas indicated below: Covid update Number of children absent – 16 in Yr5/6; 3 in Yr2 plus another this week; 2 in Yr3./4 plus another 3 this week. Yr5/6 have been separated from the rest of the school as they are going on their Residential trip next week. Three teachers are also off as a result of a mixture of Covid and other illnesses. The Head advised that it has been difficult to implement the Remote Learning Plan when there are not enough staff available. It has been a difficult half-term which has confirmed the need to review the Remote Learning Plan in respect of the learning offer. Classroom and activity cover has been provided by sports coaches, supply teachers, the Head and TAs; one class has had 3 weeks of inconsistency. The Head advised that there have been some learning points from this experience, however, by using available resources the school was able to be kept open. Learning points – Work for children at home; Work planning strategies going forward. A governor questioned if any parental feedback and comments had been received. The Head confirmed that she had only received one negative observation. The Parent Governor indicated that the priority for the Head had been keeping the school open; there were some challenges for parents; good communications from the school and home learning was sent home. Pupil Achievement Meetings The Head advised that three meetings had been held and assessment from the Autumn term reviewed. The meetings went well and some good discussions took place regarding the children. Pupil Numbers – the Head advised that provision 1st choice number for September 2022 was 16; the PAN (Pupil Admission Number) is 17. There is a family moving from London and will have one child joining Reception and joining Yr2 immediately. One child started this half-term and two children are attending for a taster day on Friday. There are 14 x Yr6 children leaving in July. Staffing – the Head reported that 2 x TAs have recently left the school. Interviews took place today and two TAs have been appointed, subject to references; both have potential and can be supported. The Head thanked BS and JB for supporting the interview process. Attendance – the Head confirmed that whole school attendance = 90.07% which is above the current National average. 38 children are below 86% due to Covid related absence so no letters are being sent home at this stage. 92% is the threshold for persistent absence.	
9.	School Development Plan	School Development Plan - Priorities The Head and Clerk advised that this will be a standing item on each meeting agenda. The Head indicated that there had been no updates to the Plan since the last meeting. However, a Governor Monitoring Plan will be prepared for the summer term and a Governor Visit Protocol has been agreed.	

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10.	Operational Finance	Finance Update Finance Committee Meeting Chair of Finance Committee summarised the key points from the Finance Committee held on Monday 7th February – Also confirmed that the March Finance Committee meeting will be focused on draft budget. The Committee are keeping a watching brief on finances and the Finance Chair was pleased to confirm that all was on track. The Head added that the Month 10 reconciliation completed today shows an 85% spend. SFVS The Finance Chair also advised that last year's SFVS submission had been reviewed and this year's completed in draft. It will be an item on the March FGB agenda for approval. Past Redundancy Process A governor questioned if there was any learning for the Board from this process and whether it could have been dealt with differently. The Head explained that if the school had been able to set a deficit budget, as agreed with SCC, then a Recovery Plan would also have to be put in place. The SCC Finance Officer worked with the Head and the School Finance Officer in respect of budget plans going forward and scenarios were put in place for the running of the school.	
11.	Health and Safety	Health and Safety The H&S Lead confirmed that no H&S Walk had taken place this half-term and that he would arrange with the Head for one to take place in the second half of the term.	
12.	Governor Items	Governor Recruitment Recruitment is still ongoing both in respect of parent and staff governors. As a new governor KL indicated that she found the meeting with a Co-Chair to be very useful when joining the FGB and hoped that this would be offered to the new prospective parent governor. KL will write an article for the newsletter in respect of her experience as a governor. ACTION: KL. Clerk's Briefing Spring Term 1 – January 2022 – a summary of the Clerk's briefing had been previously circulated with key areas for governors highlighted. No queries or questions were raised. Training – Training Feedback A training feedback report from JB in respect of 'Preparing for Ofsted' had been circulated in advance of the meeting. JB indicated that she had found this to be very useful, worthwhile training. As a result of the training the Ofsted Handbook had been circulated and JB advised there was also an interesting powerpoint which will also be circulated. It was suggested that an Ofsted folder be created on Sharepoint where all the useful documents could be stored/shared. JB added that the Handbook and checklist will also help plan for Governor visits. Governor SEF The Head explained that this is governor evaluation of the SDP against the governor action plan and an opportunity for the FGB to reflect on its performance and achievements. The Head indicated that pre-Covid, there would be an SDP meeting at the end of the academic year, for staff and governors, to look at areas of the Plan and actions achieved together with identifying development areas for the next academic year. All agreed this would be a worthwhile meeting to be a part of. In respect of governors evaluating their own performance this is currently achieved through the Governor SEF, meeting effectiveness identified at end of each meeting and end of year reflection/Impact Statement. School and Governor Email Addresses The Clerk reminded the meeting that the SCC based 'educ' email addresses were being withdrawn in April and that schools had to arrange new email accounts. The Head confirmed that the School's Finance Officer has this in hand and governors just need to await an update from the School.	KL
13.	Correspondence	No correspondence received to report to this meeting.	
14.	Confidential Item (1)	Confidential items to report for consideration at this meeting were recorded separately.	

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15.	Meeting Effectiveness	Governors discussed - ✓ Impact of Covid on the school for both staff and pupils; ✓ Positive Ofsted feedback and forward planning; ✓ Reflection of the past actions of the Board and looking forward as to how to work as a Board and opportunities to improve; ✓ School Residential taking place and activities being re-introduced; ✓ Policy reviewed and agreed; ✓ Learning points in respect of keeping the school open and children engaged; ✓ Governor recruitment – buddy governors and initial meeting with Co-Chairs to assist the recruitment process; ✓ Communication and openness – small GB is a positive for the school; ✓ Head challenged but in a positive way.	
15.	Dates of Future Meeting(s) (Virtual)	Dates of future meeting(s): i. Finance Committee – Monday 14th March at 11.00am via MS Teams ii. FGB – WEDNESDAY 30th March at 6.00pm SH left at 7.15pm. There being no further business the Part 1 meeting closed at 7.15pm and moved to Confidential Part 2.	

ACTION POINTS SUMMARY			
Actions from this meeting			
09/02/2022	Item 12 – article to be written for newsletter regarding governance	KL	ASAP
Actions from Previous Meetings			
12/01/2022	Item 12 – update governor monitoring visit schedule for spring and summer terms	Head and Co-chairs	February 2022
13/10/2021	Item 12 – Staff governor application to be followed-up	Head	By February FGB meeting
15/07/2021	Item 2 – Catering Audit to be reviewed in more detail	Head and H&S Lead	Carried forward to next meeting

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