

Kingston St Mary C of E Primary School



Minutes of the Full Governing Board Meeting held on
Wednesday 23rd November 2022 at 6.00pm
Virtual meeting via MS Teams

Present:

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

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 thanked all for their attendance, The Head opened the meeting with a prayer.	
2.	Apologies	VT had indicated that she would be late joining the meeting due to having a poorly child; there were no further apologies received for this meeting. Meeting declared quorate.	
3.	Declaration of Interests	DM advised he is a Trustee of Spider SPIDA.	
4.	Minutes of previous meetings	Minutes from FGB meeting on 12 th October 2022 had been circulated in advance of the meeting and were AGREED as a true reflection of the meeting and will be signed by the Co-Chair and dropped into school for filing.	
5.	Matters Arising/Actions	Matters Arising/Actions Governor Recruitment – ongoing; however, governors were pleased to confirm SH as the staff governor and to re-elect SM for another 4 year term of office, when his current term comes to an end in January/February. Annual Governor Impact Statement – the Head and Co-Chairs will develop the Impact Statement further before submitting it to the full board ahead of the next FGB.	Head/Clerk/Co-Chairs
6.	Policies and Procedures	Policies for Review Teacher Pay Policy – to be discussed at next week's Pay Committee meeting. Appraisal and Capability – to be discussed at next week's Pay Committee meeting. Governor Allowances and Expenses – to be discussed at next week's Pay Committee meeting. School Complaints – AGREED . Staff Discipline, Conduct & Grievance – AGREED . Statement of Procedures – Allegations against staff – AGREED The Head advised that the three HR related policies are all based on LA Model Policies and that there were no major changes to these policies. All were agreed. A governor questioned if the Complaints Policy had been implemented during the last year. The Head advised that it had not been implemented, and the school follows SSE best practice. It was noted that this makes it difficult to evaluate its effectiveness other than it was positive that it had not had to be implemented. VT joined the meeting at this point.	
7.	Safeguarding	Incidents/Referrals since last meeting The Head advised that parent family support is working well. The Head also advised governors that there is currently a safeguarding concern outside of the school. Social Services took a decision not to follow advice from the police to follow up. The situation is being monitored and checked. A governor questioned the Head as to whether she was happy with the situation The Head confirmed that she was happy with the situation at this point in time given the location of the situation and demographics of the areas involved.	
8.	SEND	SEND Update A copy of the SEND Information Report had been circulated in advance of the meeting. The Head indicated that she felt that there was time to support the children lower down the school as the staff have time whilst the children are still attending the school to address the issues highlighted in the report. A governor questioned if the five young people that left the school had progressed into mainstream school.	

Signed:

Date:

		The Head gave an informative response outlining the positive and negatives aspects of transition for the 2022 cohort. DM indicated that this illustrates how good the SEND provision is at the school.	
9.	Operational Finance	Operational Finance The Chair of the Finance Committee gave a brief update in respect of the current financial situation for the school. Current forecast indicates a deficit of £2,212 for the year however the Committee have indicated they are comfortable with this figure as it could well improve as the year progresses. This deficit is due to the school planning for a 3% pay rise for teaching staff but the pay award was 5% and unfunded. This is still being negotiated and could potentially be an increase of 5%, disputed by the unions. Pupil Premium Allocation and Expenditure The 2022/2023 Plan had been shared with governors in advance of the meeting. The Head indicated to governors that not all children on free school meals are disadvantaged. The school uses a large amount of its funding on TA support, free clubs and contributions to trips if needed. The Plan shows the breakdown of how the current funding will be spent across this academic year and will need to be monitored by governors. All AGREED the PP Plan for publication on the school website by 31st December 2022. Sports Funding Review 2021-22 & agree 2022-23 The Head explained to governors that the spending does not change hugely year on year. The school is hoping that this year the funding will help with the cost of a coach for the children to be able to attend festivals. A governor questioned if swimming for a requirement for all year groups. The Head explained that there only has to be provision for Yr6 as they need to be able to swim 25m. The school is trying to re-instate this. The Head indicated that the school previously used Taunton School but this stopped due to a problem with transport. Sports premium funding could be used but there is potential for feedback from parents regarding this issue. VT indicated she would be happy to help the Head with a parent questionnaire. A governor indicated how impressed she was with the modern language provision and her children speaking with another teacher in French; the feedback is great for the children but this doesn't come through in reports. The Head advised that MFL is part of the KS2 national curriculum and primary schools can choose which language to teach. The language teacher is investigating the introduction of a pen pal arrangement. There was a discussion regarding the timing of PE and the parent governors all felt that PE is a positive end to the week and the current arrangements work extremely well so it best to leave the timing of PE as it is.	
10.	Head Teacher's Report	Head Teacher's Update A copy of the Head's report had been circulated in advance of the meeting and the following key areas were discussed: Pupil Numbers Two new children are not going to be attending school and the school is in contact with Admissions and Safeguarding team and has been advised to complete to complete a Child Missing in Education form. A governor questioned if attendance had significantly improved. The Head advised that absences are having an impact on the recent figures published; parents of one family with several children would like to attend the school, but they are unable to do so. A governor questioned if there are any concerns regarding family cohesion when out of school regularly. The Head explained that there is a support worker in place so that the children and family can regularly be seen by professionals. School transport has been investigated. Staff Absence The Head advised that was quite high but that there were all genuine reasons for the absence; there were exceptional circumstances this term including a return of Covid to the school.	

Signed:

Date:

		A governor questioned pupil numbers for 2023. The Head advised that there were more pupils joining the school than leaving. Mixed classes in KS2 = 34 PAN. The Head explained that when families are being shown around it is explained that pupil numbers can increase. Several families are being shown around. The Head has to look at what works best for the school. VT added that the school is getting positive feedback from 'mums of Taunton' Facebook page. Governors thanked the Head for her report and all her hard work on behalf of the school.	
11.	School Development Plan	Governor Monitoring Governor monitoring has started this week. SM visited too and met with the Head and looked at the curriculum across all 7 years; it was a really positive visit. VT will contact the Head to re-arrange her visit. ACTION: VT. DM will be completing his monitoring next week. All governors to write up their Visit Reports to be shared at the next meeting. ACTION: All governors.	VT All to note
12.	Health and Safety Update	Health and Safety Visit H&S Lead advised that he completed a visit on 22nd November and the visit including a check of the following:- Doors – checked all relevant doors were locked; Waste bins – all had the correct contents; First Aid – first aider list and Epi pen lists to be double checked that they are up-to-date; Store cupboards – a reminder to be careful about use of the top shelf.	
13.	Governor Items	Governor Recruitment As recorded above the confirmed SH as the staff governor and SM as continuing as a governor for another 4 years when his term of office ends in January/February. Clerk has received an expression of interest through Inspiring Governance and will forward details to the Head and Co-Chairs. Pay Committee and HTPM Meetings Meetings taking place next week. Update from Chairs' meeting Summary of the meeting had been circulated in advance; points of note included advising that Sarah Carter is now the lead officer replacing Ann Adams; Equality Duty documents are due to be reviewed; fixed term exclusions are now suspensions; safeguarding and Prevent training are an Ofsted requirement. Governor Training Safeguarding and Prevent; Safer Recruitment and link governor to be investigated. Complaints training – SM and JB to undertake training. DM has already undertaken the training. Cyber Security training – to be undertaken by all. Clerk's Annual Appraisal – Clerk to send relevant paperwork to SM and JB. ACTION: Clerk. September Clerk's briefing – update from the September briefing circulated for governor information.	Clerk
14.	Correspondence	No correspondence to report to this meeting.	
15.	Confidential Item	There were no confidential items to report to this meeting.	
16.	Meeting Effectiveness	• Good level of challenge from governors in respect of SEND and holding the school to account; • Links to the next stages of education; • Monitoring process now taking place; • Good discussion regarding curriculum, in particular modern foreign language.	
17.	Dates of Future Meeting(s)	Dates of future meetings: i. FGB – Wednesday 25th January 2023 – virtual meeting ii. Finance and Premises - Monday 13th March - virtual iii. FGB – Wednesday 22nd March iv. FGB – Wednesday 17th May v. SDP Meeting - Wednesday 28th June vi. Finance and Premises – Monday 3rd July vii. FGB – Wednesday 12th July	

Signed:

Date:

		The Head invited governors to attend and support school Christmas events. PTFA are running some lovely raffles. There being no further business the meeting closed at 7.50pm.	
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ACTION POINTS SUMMARY			
Actions from this meeting			
5	Completion of Governor Impact Statement	Head and Co-Chairs	By next FGB meeting
11	VT to re-arrange her monitoring visit.	VT	
11	Governors to submit written visit reports.	All governors	By next FGB meeting
13	Clerk appraisal paperwork to be sent to Co-Chairs	Clerk	ASAP
Actions from Previous Meetings			

Signed:

Date: