

FULL GOVERNING BODY MEETING MINUTES – PART I

Monday 27 June 2022 at 7pm at Junior Site

| PARENT | CO-OPTED | LA | STAFF | HEAD TEACHER | FOUNDATION 8 | | | |
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| 2 | 1 | 1 | 1 | 1 | LDBS | PCC | Trustees | St Mary's Church |
| Malcolm McKinlay | Christina Sturge | Geoffrey Goddin | Kieran Murphy | Angela Abrahams | Harry Coleman | Andrew Miyaji | Caroline Rayfield | Jeff Hopkin Williams |
| Kat Honour | | | | | | James Maher | Oliver Watkins | |
| | | | | | | Andrew Gunn | Stephen Tetley | |

Apologies: Jeff Hopkin Williams, Harry Coleman, Oliver Watkins

Also attended: Dan Cadman (Deputy Head Teacher and Associate Member)
Alison Watts (Clerk)

The meeting opened at 7.00pm

| | | ACTION |
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| 1. | WELCOME, APOLOGIES FOR ABSENCE and DECLARATIONS OF INTEREST. Apologies were received from Jeff Hopkin Williams, Harry Coleman and Oliver Watkins and accepted by the Chair. There were no declarations/conflicts of interest relevant to the meeting. | |
| 2. | MINUTES OF PREVIOUS MEETING (06/12/21) and MATTERS ARISING The minutes of the meeting of 21 March 2022 were approved. Updates on the action points are provided at the end of this document. | |
| 3. | SCHOOL IMPROVEMENT a. Headteacher's Report Governors reviewed the Headteacher's Report prior to the meeting. The following points were highlighted: <ul style="list-style-type: none"> - The first year of the new RSE curriculum had gone well. One parent had raised concerns about the training material used in relation to gender fluidity. Relevant clarifications had been provided and concerns appeased. - From September, teachers would be focusing on the essentials of the new Ofsted framework to ensure a manageable cognitive load for the children. Powerpoints would be used to provide pupils with reminders of subject material taught previously. | |

- A SIAMS inspection was expected during 2022/23.
- The curriculum had returned to a pre-pandemic normal and was rich as evidenced by the school's Twitter feed.
- The school roll was strong: whilst there had been a number of leavers, these had been more than compensated for by joiners, particularly from overseas.
- Amongst SEND pupils, there had been an increased number of EHCPs requested by parents, one of which had been successful. The HT explained that, due to limited resources, the school was required to prioritise its EHCP applications and sometimes parents opted to accelerate the process.

Q: Regarding the “boisterous behaviour” mentioned in the behaviour report, is it clear this is not bullying and does the behaviour policy adequately distinguish between the two?

It was explained that the lively behaviour was a result of immaturity of a small number of boys in Reception class and was not directed towards any particular child. The child affected was reported to be highly sensitive and was receiving support from the mental health team. No change to the behaviour policy was considered necessary.

Governors highlighted the need for children, especially boys, to have the opportunity to let off steam during the school day. The HT confirmed that teachers were aware and supportive of this approach.

Governors were advised that the unusually high number of behavioural incidents reported for year 5 was an error and should be amended to 1.

Q: To what extent has the school been successful in closing the gap in writing, particularly between the disadvantaged and the others?

The HT advised that the scale of the gap depended on the year group as the disruptions to education caused by the pandemic had impacted children differently depending on their stage of development. To address the issue, there were opportunities for writing across the curriculum. Current data indicated that 82% of Y6 and 74% of Y2 would meet the expected standard for writing. The Y2 figure was lower than pre-pandemic but this was not unexpected given the impact of lost learning. This was a trend seen nationally and confirmed locally in discussions with the HTs of the 7 partner church schools.

Q: How is the impact of the new phonics scheme measured?

The HT advised that results were measured against past years. This year's pass rate of 83% was similar to that achieved pre-pandemic in 2019. This was a considerable achievement given the interruption to learning.

Q: Regarding invacuation drills, is any action planned to address the fact that the MS classroom doors do not lock?

The HT advised that internal doors providing access to different areas could be locked and were deemed sufficient security.

Q: To what does the ‘other’ category of staff absence refer?

Governors were informed this related to absences such as planned medical visits. It was noted that the level of staff absence was relatively high and covid was again having an impact. The HT advised that the insurance provider may need to be changed next year as the high staff absence rates made the current arrangement unviable.

Q: Are staff able to take a day off to support their mental health as is the practice in some private sector environments?

The HT advised that this was not standard practice and would present a challenge to providing continuity of teaching in the classroom. Instead, staff who were struggling were

monitored and provided with support where necessary. A break every half term for school holidays provided staff with respite.

Q: What is the reason for the increase in the percentage of SEND children in the older years?

It was explained that children were not usually assessed for special needs until Y2 as a considerable body of evidence was required to apply for an EHCP. The pattern was not considered unusual.

Q: Ref health & safety: Has a risk assessment been carried out for the member of staff who was injured due to a pre-existing health condition?

The HT advised that the staff member had filled out a medical form on joining the school but the incident in question had raised the question of whether medical forms should be routinely updated. A risk assessment for the individual had been carried out.

b. School Improvement Plan (SIP) 2022/23

The chair informed the meeting that a small group of governors had met with the HT and DHT to discuss the priority areas for the SIP 2022/23. There had been broad agreement on the areas identified, including a robust approach to attendance and support for in-year admissions especially those joining the school from abroad. The final draft would be submitted to governors after the summer break for approval at the September meeting. Governors suggested streamlining the lengthy document where possible. Governors welcomed the intention to prepare a summary of the SIP for the benefit of parents.

c. DfE White Paper on the Future of Education

Governors were provided with a brief summary of the implications of the government's recent white paper on the future of education. The chair and HT had recently attended a LDBS meeting at which they had raised the issue of St Mary's being a 3-site school, 2 of which were private finance initiatives (PFIs). With regard to the proposed academisation of the sector, the LDBS had outlined its intention to establish geographical multi-academy trusts (MATs), an area in which it already had experience. It was noted that, contrary to initial suggestions, it was not envisaged that local authorities would set up MATs.

There was a general exchange of views on the advantages and disadvantages of the MAT structure. The HT advised that the LDBS intended to welcome community schools to join its MATs, had confirmed that member schools would be able to retain their articles (i.e. charters), and had indicated that teachers' pay and conditions would remain unchanged. She further highlighted the opportunity to share resources, and the help and support which was provided during the pandemic. Governors noted that there was no obligation to join an LDBS-run MAT.

The next steps were outlined as follows: a) 2022 - a high-level LDBS strategy meeting, b) 2022/23 - a detailed plan from the diocese to be circulated including proposed geographical groupings, and c) 2024 - implementation. Governors stressed the need for effective comms to keep parents informed of any developments.

d. How have governors supported the school's vision and ethos?

Governors reflected on how they had supported the school's vision and ethos over the past year. They agreed that the vision underpinned every interaction with the school and had been at the forefront of thinking during the recent discussions on the 2022/23 SIP. It was further agreed that the addition of a dedicated ethos section to the governor visit forms had been effective in ensuring this remained a primary consideration during monitoring visits. Governors noted the poetry competition and the many church services as events which clearly illustrated the vision and ethos in action. It was noted the vision had been substantively reviewed in 2019 and should continue to be reviewed regularly.

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| 4. | <p>SAFEGUARDING</p> <p>It was noted that the safeguarding audit had been completed and submitted to the local authority. The LA's new format would be adopted next year.</p> <p>The HT advised that there had been an increased number of referrals to the SPA this term but no particular pattern was evident.</p> <p>The safeguarding link governor highlighted the work of the HT in contributing to the development of the LA's safeguarding procedures around new arrivals from the conflict in Ukraine.</p> <p>Governors were reminded to ensure termly safeguarding visits were carried out and the chair, HT and clerk undertook to meet to review the governor visits schedule.</p> <p><i>ACTION: Review governor visits schedule.</i></p> | AA, CR, clerk |
| 5. | See part 2 minutes. | |
| 6 | <p>SCHOOL FINANCES</p> <p>a. Final Budget 2022/23</p> <p>The final budget 2022/23 had been scrutinised by F&S committee and was recommended for approval.</p> <p>Q: Has the budget taken into account the sharp increase in energy prices?</p> <p>Governors were advised that the utilities budget had almost doubled and the cost of school meals had been increased to reflect the energy price increase.</p> <p>It was stressed that whilst the carry forward appeared healthy, it was expected to be eaten up during 2022/23 with a small carry forward projected for 2023/24.</p> <p>b. Funding from Trustees</p> <p>A list of initiatives to be funded by the trustees was circulated prior to the meeting. Governors were reminded that trustee-funding was ring-fenced and could only be spent on the items agreed. Governors expressed their sincere thanks to the trustees for their generosity.</p> | |
| 7. | <p>STATUTORY POLICIES</p> <p>Staff Code of Conduct – the policy had been scrutinised by F&S committee and was recommended for approval.</p> <p>First Aid – the policy had been scrutinised by SC&E committee and was recommended for approval.</p> <p>Q: How will the school address the fact that the training certificates of 2 members of staff at the infant site will expire in October 2022?</p> <p>Governors were reassured that the school business manager monitored training requirements and the staff members in question would be invited to renew their training.</p> <p>The 2 policies were approved.</p> | |

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| 8. | GOVERNANCE | |
| a. | <p>Chair's Update The Chair updated governors on the following items:</p> <ul style="list-style-type: none"> - FoSM accounts – past issues had been resolved and a new treasurer was in place. Thanks were given to those governors who had helped at the recent summer fair. - HT's new role – AA had been appointed by the diocese to a 1-day/week role as a schools' adviser. DC as DHT would step up. The school would receive a sum of money as recompense. Governors gave their congratulations and welcomed this development opportunity which would bring additional knowledge and expertise to the management of the school. The chair would inform parents in the end-of-year newsletter. <p><i>ACTION: Chair to inform parents of HT's new role.</i></p> <ul style="list-style-type: none"> - Ofsted – the expected Ofsted inspection had yet to materialise. Governors noted the possible impact of an out-of-date Ofsted report on the admissions process. - The HT would be attending a 2-day NAHT conference later that week. | CR |
| b. | <p>Committee structure/membership It was noted that Andrew G would be stepping down at the end of the academic year as his term of office was due to expire. He was thanked for his contribution to the governing body as co-chair of governors and chair of F&S committee. James M had agreed to take over as F&S chair. Governors were advised the recruitment process to identify a new foundation governor was underway. Governors were further informed that Christina S would be stepping down as chair of C&S committee after several years in the role. She was thanked for her hard work and Oliver W was appointed as the new C&S chair.</p> <p>Q: How are new foundation governors recruited? It was explained that foundation governor vacancies were advertised in the parish newsletter. It was agreed that links with other Christian churches should be explored with a view to increasing diversity on the board.</p> | |
| c. | <p>Self-evaluation <i>ACTION: All governors were reminded to send their skills audits to the clerk before the end of term.</i> <i>ACTION: it was agreed that Caroline R, Stephen T, Christina S and Kat H would complete the self-evaluation and meet to review.</i></p> | All govs CR, ST, CS, KH |
| d. | <p>Committee minutes The draft minutes of the summer term committee meetings were noted.</p> <p>The C&S Chair highlighted the strong set of results to date across the school – a testament to the hard work and dedication of all involved. The F&S Chair expressed sincere thanks to Simon M, the school business manager, for his invaluable work in supporting the work of the committee.</p> | |
| e. | <p>Governors' Annual Report <i>ACTION: committee chairs to send their contributions to the annual report to the clerk by 8 July 2022.</i></p> | |
| | <p>Dates of meetings for 2022-23: 7pm on the following Mondays – 26 September, 5 December, 20 March, 26 June - all at junior site .</p> | |

The meeting closed at 8.20pm.



Signed by the Chair

Date: 26 September 2022

FGB Actions

As of 27 June 2022

| Minute | Action | Assigned | Update |
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| 27.6.22 4 | Review governor visits schedule. | CR, AA, clerk | Actioned. On 26/9 agenda |
| 27.6.22 5 | Conduct market research re reception parents' choice of school. | AG | |
| 27.6.22 5 | Enhance the marketing of the school. | CR, AA, DC | |
| 27.6.22 5 | Meet with Charis Penfold to understand PFI constraints. | CR | |
| 27.6.22 8a | Inform parents of HT's new role. | CR | |
| 27.6.22 8c | Complete skills audit and send to clerk before the end of term | All govs | Actioned. Results to be shared at 26/9 meeting. |
| 27.6.22 8c | Complete the self-evaluation and meet to review. | CR, ST, CS, KH, clerk | Actioned. Results to be shared at 26/9 meeting. |
| 27.6.22 8e | Send contributions to the annual report to the clerk by 8 July 2022. | Comm. chairs | Actioned |
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Documents circulated:

Draft minutes 21/03/22 FGB
HT Report & Behaviour Summary
Final Budget 2022/23 + commentary
Trustee Funding summary

Staff Code of Conduct
First Aid policy
Skills audit
Draft committee minutes summer term