

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' Meeting held at
St. Mary's Primary School on Wednesday 18th May 2022 at 5.00pm

Present																		
Mrs N Bown - Chair		Co-opted Governor																
Mrs M Dunstan - HT		Staff Governor																
Mrs C Layton		Staff Governor																
Rev S Osmond		Ex-Officio Governor																
Mrs M Clothier		Co-opted Governor																
Miss H Read		Parent Governor																
Mr J Stacey		Co-opted																
Mrs J Baker		Parent Governor																
		Clerk																
1	Minute	Action																
2	Apologies accepted: Mr S Hellard, Mr S Cross, Mrs G Cornish Apologies not received: None																	
3	Declaration of Business Interests There were no declaration of interests.																	
4	Minutes of the meeting of 30th March 2022 Add to include in the Minutes that Nichola Bown was re-elected as a Co-opted Governor for another term of four years and will continue as the Chair of Governors this year. These were taken as a true copy.																	
5	<p>Actions & Matters arising from the minutes of 30th March 2022</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="4" style="text-align: center;">ST MARY'S BOARD OF GOVERNORS</td> </tr> <tr> <td colspan="4" style="text-align: center;">Action from the Meeting held on Wednesday 30th March 2022</td> </tr> <tr> <td style="text-align: center;">Item</td> <td style="text-align: center;">Action</td> <td style="text-align: center;">Who</td> <td style="text-align: center;">When</td> </tr> <tr> <td style="text-align: center;">12</td> <td>Clerks Briefing notes onto website</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Done</td> </tr> </table>	ST MARY'S BOARD OF GOVERNORS				Action from the Meeting held on Wednesday 30th March 2022				Item	Action	Who	When	12	Clerks Briefing notes onto website	JB	Done	
ST MARY'S BOARD OF GOVERNORS																		
Action from the Meeting held on Wednesday 30th March 2022																		
Item	Action	Who	When															
12	Clerks Briefing notes onto website	JB	Done															
	Any Matters of urgency not on the agenda None																	
6	Prayer Rev Suse Osmond led a prayer.																	
7 & 8	Finance Little Oaks Report – see attached report The report confirms how well the Nursery is currently doing financially and will be carrying forward £27,000. £10,000 has been allocated for the resources etc. that have been used by the Nursery as it is hard to calculate an exact amount. The Nursery will be having an extension, creating an additional room. Kim Thornton goes to the Nursery every Monday to give Nicola Baxter and Carolyn Esslemont management time together.	JB																
9	COIVD & Staffing (combined items) Please see attached Head's report in Confidential Minutes. Are staff still having to collect children from home to ensure attendance? This has not been happening recently. Caroline Layton has been working with families and there has been a marked improvement in attendance.	JB																

	<p>Due to the school's attendance being lower than the national average, the school has made the decision to start fining families for unauthorised absences. It will be £60 per child per parent if a child misses' school for 10 consecutive sessions (5 school days). This will come into effect from September 2022. Due to low attendance percentage OFSTED will need to see that the school is taking proactive action to increase their attendance.</p> <p>Unfortunately, children who have long term medical conditions absences still form part of the school's overall absence data.</p> <p>Is it worth producing an attendance report for the next meeting taking out the children with medical conditions to see how that changes the whole school attendance percentage?</p> <p>It was agreed that this would be done as it would be evidence that the attendance is being analysed.</p> <p>The statutory school age for a child is the term after they become 5, although when parents accept a school place it is on a full-time basis.</p> <p>Do we have any reference to Term Time Leave in the New Starters' Packs?</p> <p>It will be included in this year's parent handbook.</p> <p>A letter will be going out to all parents regarding attendance.</p> <p>Nicola Nevell will be leaving as SENDCo at the end of the school year. After advertising internally and a holding interview, Gemma Barnett accepted the position of SENDCo from September 2022.</p> <p>Has time been planned for a hand over period?</p> <p>There will be some time scheduled and she will attend Nursery visits with Tracy Gill for the school entry plan meetings. MD has every confidence that GB will be successful in this role. She will be undertaking the relevant Safeguarding training this month.</p> <p>KS2 SATS went well and KS1 SATS are currently underway.</p> <p>Jenny Baker has recently become Line Manager of the MSAs and Shelley Pitcher the Line Manager of the Cleaners. Thanks went to the whole office team who are working hard and extremely well as a team.</p> <p>Steve John recently visited and spent the day in school. He interviewed a lot of children throughout the day and will feedback to MD very soon.</p> <p>There are currently 2 spaces in school, a Foundation Stage and a Year 4, although a new FS child should due to start on 23rd May. We have a full intake of 60 children to start in Foundation Stage in September.</p> <p>Once this year's SATS results are in, it will give an idea as to how well the children have achieved, although there are some success stories that may not show in results.</p> <p>St Mary's was recently chosen by the Diocese to host the announcement of the new Bishop of Bath and Wells.</p> <p>Sarah Hall has successfully reformed the PFA. There will be a Summer Fair on Friday 24th June 2022.</p> <p>W/c 23rd May, there are the school sports events taking place.</p> <p>Friday 27th May will be Jubilee Celebration day with games and a Jubilee lunch. Children will be given a commemorative mug and postcard from the school along with a book from the Government and an additional book from the Diocese.</p> <p>The children have all created a piece of artwork for the Jubilee that has been made into a banner which will be displayed out the front of the school.</p> <p>See Headteacher's report in confidential minutes for proposed staffing structure for next year, although this is subject to change.</p>	
10	<p>Governor Visits</p> <p>Most Governor Visits took place w/c 2nd May 2022, Although, there are still some visits to take place.</p> <p>Please see attached visit reports from relevant Governors giving a summary of their visits and meetings with link teachers.</p> <p>Caroline Layton won't be in class next year, so will take on the overseeing and</p>	

	<p>coordinating of the Pastoral Care with Tracey Porter and Jo Mitchell.</p> <p>Following on from the visits, if any INSET Days are pertinent to Governors could there be a joint day?</p> <p>Governors would be advised if this was possible.</p> <p>Thanks were given to all Governors for visiting and producing their reports. The aim will be to keep Governors covering the same areas of the SDP next year so changes can be monitored easily. The intention is to have a rough draft of the SDP by the next meeting.</p>	
11	<p>Policies</p> <p>SEND Policy – slight amendment to 'with prior arrangement', once changed, all Governors agreed the policy.</p> <p>Critical Incident Business & Contingency Report – on page 4 Civil Communications Duty Officer should be changed to Civil Contingencies Duty Officer, also add Steve Hellard as Vice Chair of Governors– once amendments completed – all Governors agreed the policy.</p> <p>Staff Code of Conduct – all agreed</p> <p>Equality Information and Objectives – agreed to review this policy at the next meeting.</p>	<p>CL/MD</p> <p>CL/MD</p>
12	<p>Premises</p> <p>A metal fence will be installed along the back of the school adjacent to the houses on Queenswood Road, in doing this all the hedges/trees/bushes will be removed. Letters will go to the neighbours warning of the works.</p> <p>Caroline Dibble and Nichola Bown recently did a walk around the school looking at the work due to be carried out. The work is as follows:</p> <p>Nursery Extension and replacement of a lazy lawn</p> <p>New fencing around the boundary</p> <p>Fencing around the shed</p> <p>Trees to be taken down</p> <p>Climbing frame to be installed next month by the long jump pit</p> <p>Climbing wall installed</p> <p>Outdoor classroom to be re-painted in the summer holidays</p> <p>Windows replaced in the hall</p> <p>Grants have been applied for to replace the trim trail as it is coming to the end of its life.</p> <p>New tables and stools in the dining hall.</p> <p>Possibility of replacing 5 sheds as they are continuously being repaired – possibly with one big structure.</p> <p>No further information yet with regards to the hall extension as waiting on a quote for a separate hall before any decisions can be made.</p>	
13	<p>Academisation</p> <p>As it stands there is no further information known to report on.</p>	
14	<p>Christian Distinctiveness</p> <p>This is covered in Rev Suse Osmond Governor visit report – see attached report.</p>	
15	<p>Clerks Briefing</p> <p>JB attended a Clerks briefing, all relevant information and documents are on the Governor section of the website.</p>	JB
16	<p>Correspondence</p> <p>Letters of resignation received from:</p> <p>Danielle Standerwick – MSA</p> <p>Nicola Nevell - SENDCO</p>	
17	<p>Any matters of confidential nature</p> <p>Recorded in confidential minutes.</p>	
	<p>Date of Next Meeting: Wednesday 6th July 2022</p>	

ST MARY'S BOARD OF GOVERNORS
Action from the Meeting held on Wednesday 19th January 2022

Item	Action	Who	When
10	Amend typo in SEND Policy	CL/MD	ASAP
	Amend phone number and wording in Critical Incident Business Contingency Report	CL/MD	ASAP