

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' Meeting held at
St. Mary's Primary School on Wednesday 21st September 2022 at 5.00pm

Present	
Mrs M Dunstan - HT	Staff Governor
Mrs C Dibble	Co-opted Governor
Mrs C Layton	Staff Governor
Rev S Osmond	Ex-Officio Governor
Mrs G Cornish	Parent Governor
Mr J Stacey	Co-opted Governor
Mr S Hellard (Vice Chair)	Co-opted Governor
Mrs G Cornish	Guest
Mrs J Baker	Clerk

	Minute	Action																								
1	<p>Apologies accepted: Mrs N Bown (chair) Mrs M Clothier (Co-opted) and Miss H Read (Parent Governor)</p> <p>Apologies not received: None received</p>																									
	The clerk opened the meeting and welcomed everyone to the first meeting of the academic year.																									
2	<p>Election of Chair & Vice Chair</p> <p>Nichola Bown and Steve Hellard were nominated as Chair and Vice Chair, respectively. Both were unanimously appointed.</p> <p>SH chaired the meeting from this point on and welcomed everyone.</p>																									
3	<p>Election Of Co-Opted Governor</p> <p>Caroline Dibble was re-elected as Co-Opted Governor for another four year term.</p>																									
4	<p>Declaration of Business Interests</p> <p>There were no declaration of interests.</p>																									
5	<p>Minutes of the meeting of 6th July 2022</p> <p>These were taken as a true copy.</p>																									
6	<p>Actions & Matters arising from the minutes of 6th July 2022</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="text-align: center;">ST MARY'S BOARD OF GOVERNORS</th> </tr> <tr> <th colspan="4" style="text-align: center;">Action from the Meeting held on Wednesday 14th July 2021</th> </tr> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Action</th> <th style="text-align: center;">Who</th> <th style="text-align: center;">When</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14</td> <td>Circulate Governor Training information</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">completed</td> </tr> <tr> <td></td> <td>Single Central Record to be reviewed</td> <td style="text-align: center;">JB/NB</td> <td style="text-align: center;">ASAP</td> </tr> <tr> <td></td> <td>Email Clerks Briefing Note to Governors</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">completed</td> </tr> </tbody> </table>	ST MARY'S BOARD OF GOVERNORS				Action from the Meeting held on Wednesday 14 th July 2021				Item	Action	Who	When	14	Circulate Governor Training information	JB	completed		Single Central Record to be reviewed	JB/NB	ASAP		Email Clerks Briefing Note to Governors	JB	completed	
ST MARY'S BOARD OF GOVERNORS																										
Action from the Meeting held on Wednesday 14 th July 2021																										
Item	Action	Who	When																							
14	Circulate Governor Training information	JB	completed																							
	Single Central Record to be reviewed	JB/NB	ASAP																							
	Email Clerks Briefing Note to Governors	JB	completed																							
7	<p>Any Matters of urgency not on the agenda</p> <p>There were no matters of urgency.</p>																									
8	<p>School Development Plan</p> <p>Still waiting on the remaining staff action plans. Targets have been set for each year and staff are aware of these.</p> <p>In terms of percentage attainment it is still hard to benchmark this due to the last two years.</p> <p>Question from Governor: What have you based the targets on?</p> <p>Children who have an ECHP have not been included in the targets. The national guidelines have been looked at as there is no national data from the last school year</p>																									

	<p>yet. The targets set need to be realistic so have been set at between 75% and 85% based on prior attainment and the number of SEND children in the class.</p> <p>Question from Governor: Should we have the data by next month as it should be released by October?</p> <p>All targets in the action plan have been set using the information in place at the moment.</p> <p>Question from Governor: How do targets compare to pre-COVID?</p> <p>Some are in line with previous years, but they are realistic. The previous years data was looked at when setting the targets.</p> <p>An additional class teacher is supporting Year 2 by working with specific intervention groups. A TA will be moved to Year 3 to give additional support. The HLTA has now increased her hours to four and a half days a week and will be in Year 6.</p> <p>A focus is on academic achievement as well as expectations on what children produce as this now needs to be of a high standard. Good results are already being seen.</p>	
9	<p>Attendance</p> <p>A leaflet has been sent to parents about attendance expectations. There has been an increase in parents taking children out of school for term time leave. The LA have not yet brought out guidance concerning attendance and fining parents for absences. Once this guidance has been released the DHT will put together an attendance policy outlining the school's position. If the school went down the route of fining parents, they would need to be consistent as to who was fined although at times some discretion may be needed. There would need to be consideration of separated parents taken into account as to who would be issued the fine.</p> <p>Governor question: If someone was going away due to a family illness, how would this be dealt with?</p> <p>Each circumstance would be looked at individually and the child's previous years' attendance would be taken into consideration.</p> <p>All exceptional circumstances would be looked at individually and where possible evidence may be asked for, however consistency would still be needed.</p> <p>There are some schools that have been fining for sometime; the main feeder school has recently introduced fines. Contact will be made with other schools to see what they do.</p> <p>In principal Governors agreed to fining, subject to reviewing the terms of the draft policy that will come to Governors for approval.</p>	CL
10	<p>Academisation</p> <p>There has been no more information from the LA yet.</p> <p>There is a new CEO at Haygrove who has asked to meet the HT and this will happen in October.</p>	
11	<p>Safeguarding</p> <p>Training took place for a majority of staff on the INSET Day on 1st September 2022. Anyone unable to attend will be offered a catch up session shortly.</p> <p>There is an updated version of KCSIE; this was circulated to all Governors prior to the meeting.</p> <p>Governor question: Does the new Policy require all Governors to have Safeguarding Training?</p> <p>Yes it does. Clerk to advise Governors of training sessions available.</p>	JB
12	<p>Staffing</p> <p>The school had recently advertised for a TA & LSA, however due to changes these positions were no longer required. All applicants were contacted and advised their applications will be held for one year.</p> <p>Hannah Marsh has increased to 4 days a week and Hilary Ketchen is now full time. meaning the DHT is no longer teaching one day a week but is able to support with subject leader time. Elaine Prosser is working with subject leaders to strengthen this area.</p>	

	<p>Emma Peek is now Receptionist/Admin Support in the office. Gemma Barnett has taken over the role of SENCo and is starting her SENCo accreditation. Cerys Baker has started as the new Year 3 teacher.</p> <p>SLT and Office staff are continuing to help support lunch times.</p>	
13	<p>Premises</p> <p>Staff parking is continuing to be an issue as not enough spaces for everyone. Fencing has been completed around the new forest school area. Windows in the hall have been replaced by the LA.</p> <p>Still waiting on the snagging issues to be completed on the KS2 girl's toilets. Little Oaks fire system will be updated to bring them in line with the school. Little Oaks extension is underway and it will give the nursery an extra room. Little Oaks is currently up to full capacity with children, but with the extra space, more children will be able to attend. The additional fees would cover the cost of another member of staff.</p> <p>Still looking at the possibility of extending the school hall and are currently waiting on a quote from a builder, this will include adjoining doors between the old hall and new hall. Something needs to be done concerning the hall, as we do not have enough space for PE, especially when the weather is bad.</p> <p>Gail Cornish left the meeting at 5.50pm</p> <p>See confidential minutes</p>	
14	<p>Christian Distinctiveness</p> <p>TGi and Christine Homewood have re-started the Mini-Chaplains, the group consists of two children per year group in Key Stage 2. The aim is to bring the ethos of the mini-chaplains back to them supporting the community.</p> <p>SIAMs inspection – this is due sometime this year.</p>	
15	<p>LA Data Sharing Agreement</p> <p>The agreement was distributed to governors with the agenda. It sets out the policies, procedures, roles and responsibilities of how parties share personal data. It is a requirement for organisations that share personal data to have an agreement.</p>	
16	<p>Documents for Approval</p> <p>Standing Orders – updated version distributed prior to the meeting – amend Ex-Oficio name</p> <p>Statutory Committees Terms of Reference</p> <p>Ethos Group Terms of Reference</p> <p>HTPR & Pay Committee Terms of Reference</p> <p>Governor Code of Conduct</p> <p>Instrument of Government – revised to now have 5 co-opted Governors</p> <p>All documents were approved.</p>	<p>JB</p> <p>Approved</p>
17	<p>Agree Governors' Responsibilities</p> <p>SEND Governor – Nichola Bown</p> <p>Safeguarding Governor – Nichola Bown</p> <p>Health & Safety Governor – to be reviewed at the next meeting</p> <p>Pupil Premium Governor – Caroline Dibble</p> <p>Training Governor – Clerk to take on this role</p> <p>English Governor – Hannah Read</p> <p>Maths Governor – Steve Hellard</p> <p>Equalities Governor – Steve Cross</p> <p>Data Governor – Steve Cross</p> <p>EYFS Governor – Mary Clothier</p> <p>Computing Governor – Mary Clothier</p> <p>Science Governor – James Stacey</p> <p>PE Governor – to be reviewed at the next meeting</p> <p>RE Governor – Rev Suse Osmond</p> <p>Attendance Governor – Rev Suse Osmond</p>	

	<p>Governors will also be responsible for the following focuses in the SDP – please refer to the SDP as circulated prior to the meeting.</p> <p>Outcome for pupils:</p> <ol style="list-style-type: none"> 1. Hannan Read 2. Hannah Read 3. Steve Hellard <p>Quality of Teaching, Learning and Assessment</p> <ol style="list-style-type: none"> 4. Steve Cross 5. Caroline Dibble <p>Personal Development, Behaviour and Welfare</p> <ol style="list-style-type: none"> 6. Mary Clothier 7. Mary Clothier <p>Effectiveness of Leadership and Management</p> <ol style="list-style-type: none"> 8. James Stacey 9. Nichola Bown <p>Church School Distinctiveness</p> <ol style="list-style-type: none"> 10. Suse Osmond 11. Suse Osmond 	
18	<p>Agree Member & Chairs of each Committee</p> <p>Pay & Performance Management – Nichola Bown (Ch), James Stacey & Steve Hellard</p> <p>HT Performance Review - Nichola Bown (Ch), James Stacey & Steve Hellard, supported by Steve John.</p> <p>Ethos Group – Rev Suse Osmond (Ch), Tracy Gill (RE Lead), Christine Homewood and Caroline Layton</p> <p>It was agreed that the following statutory panels would be set up as and when required.</p> <p>Complaints/Pupil Discipline Appeals Staff Grievance/Dismissal Staff Dismissal Appeals</p> <p>It was advised for some Governors to undertake Exclusion Training – Clerk to find information and distribute to all Governors</p>	JB
19	<p>Policies</p> <p>Deferred until 2nd November 2022 meeting</p>	
20	<p>Register of Business Interests</p> <p>Governors in attendance signed the document. The Clerk to see remaining Governors.</p>	JB
21	<p>Governor Vacancies</p> <p>Caroline Layton has been re-elected as Staff Governor for another four year term. There is currently Parent Governor Vacancy due to the term of office ending. Information has been sent to all parents. Closing date is 23rd September 2022. Clerk will keep Governors up to date.</p> <p>There is still a Foundation Governor Vacancy; the Ex-Officio Governor may have someone who would be interested in this role. She will advise the Clerk.</p>	SO
22	<p>Correspondence</p> <p>There was no correspondence</p>	
23	<p>Any matters of confidential nature</p> <p>Recorded in confidential minutes.</p>	
24	<p>Date of Next Meeting</p> <p>Wednesday 2nd November 2022</p>	
	<p>Meeting closed at 6.15pm</p>	

ST MARY'S BOARD OF GOVERNORS
Action from the Meeting held on Wednesday 21st September 2022

Item	Action	Who	When
9	Contact other feeder schools to see if issuing fines	CL	ASAP
11	Safeguarding Training	JB	ASAP
16	Standing Order – amend Ex-Officio name	JB	ASAP
18	Exclusion Training – distribute information to all Governors	JB	ASAP
21	Foundation Governor	SO	ASAP