

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' Meeting held at
St. Mary's Primary School on Wednesday 25th January 2023 at 5.00pm

Present																															
Mrs N Bown (Chair)		Co-Opted Governor																													
Mrs M Dunstan - HT		Staff Governor																													
Mrs C Dibble		Co-opted Governor																													
Mrs C Layton		Staff Governor																													
Mr S Hellard		Co-opted Governor																													
Rev S Osmond		Ex-Officio Governor																													
Mr D Ballantine		Parent Governor																													
Mrs M Clothier		Co-Opted Governor																													
Miss H Read		Parent Governor																													
Mrs J Baker		Clerk																													
	Minute	Action																													
1	Apologies accepted: Mr J Stacey and Mr S Cross (late apologies received) Apologies not received: None																														
2	Election of Co-Opted Governor Steve Hellard was re-elected as Co-opted Governor for another four-year term.																														
3	Declaration of Business Interests There were no declaration of interests.																														
4	Minutes of the meeting of 2nd November 2022 These were taken as a true copy.																														
5	<p>Actions & Matters arising from the minutes of 2nd November 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 2nd November 2022</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;">7</td> <td>HT to email dates for Governor visits</td> <td style="text-align: center;">MD</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">13</td> <td>Outstanding policies to be emailed to Governors for approval</td> <td style="text-align: center;">MD/CL</td> <td style="text-align: center;">TBC</td> </tr> <tr> <td style="text-align: center;">13</td> <td>Amendments to Anti-Bullying & EYFS policies</td> <td style="text-align: center;">CL</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">14</td> <td>Clerk to send new Parents Governor Clerks Briefing information</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 2nd November 2022				Item	Action	Who	When	7	HT to email dates for Governor visits	MD	Completed	13	Outstanding policies to be emailed to Governors for approval	MD/CL	TBC	13	Amendments to Anti-Bullying & EYFS policies	CL	Completed	14	Clerk to send new Parents Governor Clerks Briefing information	JB	Completed
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6	Any Matters of urgency not on the agenda There were no matters of urgency.																														
7	<p>Finance Month 9 report distributed prior to the meeting – see attached. Also attached are relevant notes regarding the Month 9 report. The LA have asked for the Month 9 report to be completed now due to the school carrying forward money. See Confidential Minutes Benchmarking - This report was sent prior to the meeting – see attached As a comparison, The School Finance Administrator used five other schools within Somerset Local Authority: Somerset Bridge, Eastover, St John & St Francis, Wembdon and North Petherton Primary Schools. Page 2. Covers expenditure on salaries and wages of premises staff employed</p>																														

	<p>directly by the school. The Premises Manager has reduced his hours slightly so this will reduce.</p> <p>Page 3. Relates to supplies used in cleaning and caretaking. Although we are the lowest in comparison, we have also made recent changes to products used to reduce costs in this area.</p> <p>Page 4. Shows building maintenance and improvement as well as grounds maintenance and improvement. Due to the age of the building and securing the grounds, this has continued this year (as per the premises report). The Premises Manager does as much as he can to help reduce costs.</p> <p>James Stacey came in to school to audit the unofficial school fund on 29th November 2022, this was signed of by the Chair and emailed to the LA.</p>	
8	<p>Head's Report Report distributed prior to the meeting- see attached.</p> <p>The headteachers report prompted several questions from Governors;</p> <p>Question from Governor – What is happening in classes about data?</p> <p>The data is currently low but the school is looking at children with the right support to increase the data. There was a plan for the headteacher and deputy headteacher to complete a book look through all classes, however due to staff illness this has been postponed.</p> <p>Snapshot reports will be sent home to parents in February.</p> <p>Question from Governors – Is there collaboration/validation across the school?</p> <p>There is one coming up very soon. Y2-Y6 have a clear criteria, the other years can sometimes find the criteria too big so look at the basic skills.</p> <p>Question from Governors – How do we know if staff have read KCSIE?</p> <p>This is distributed to all staff at the start of each academic year, staff will sign to say they have read and understood the document.</p> <p>Question from Governors – who is the designated teacher for children in care?</p> <p>The SENDCo, Gemma Barnett is responsible for children in care.</p> <p>Question from Governors – How is CPOMs reviewed by SLT?</p> <p>The Safeguarding team are alerted by notifications for every CPOMs that is logged. The Pastoral Team, which consists of the headteacher, deputy headteacher, PFSA, ELSA and SENDCo, meet once a week to discuss any children they have concerns about. Reports can also be run on vulnerable children. All the pastoral team except the ELSA has received the full safeguarding training. A chronological report can be run when a trend becomes apparent. This can help with EHCPs or if a Family Intervention worker becomes involved.</p> <p>Question from Governors – If a child moves schools how does the information on CPOMs get transferred over to the new school?</p> <p>If the new school has CPOMs this can be transferred over electronically or it can be printed and sent to the new school securely.</p> <p>It was noted from the HT report that the data for Year 5 seems drastically different, this is because it is a low performing cohort of children. There is an intervention teacher working with groups of children to help with their learning.</p> <p>Official tests are being used for reading, this has brought the percentage down but it's helping to develop test techniques.</p> <p>Classes that have children with additional needs have extra support for these children. Year 2 have a lot of children with SEN, but they do not all meet the criteria for an EHCP.</p> <p>Question from Governors – Does the school have a date for the SIAMS inspection?</p> <p>The inspection is overdue, however SIAMS contacted the school to book a date, but due to circumstances within the school, they agreed to defer the inspection and will contact in due course to arrange a date.</p>	
9	<p>Academisation – see Confidential Minutes Headteacher left the meeting at 6.30pm</p>	

<p>10</p>	<p>Premises Little Oaks Nursery Rot- 19th December 2022, Simon Tighe (ST), the building surveyor from the LA, met with a structural engineer to carry out intrusive structural investigations They opened up several areas of the building – floors, walls and ceilings. After he has received the engineer’s report, ST will put in his own report to the relevant people. He said it’s a case of repair (which will cost a huge amount) or replace (which will also cost a huge amount). ST was unaware that the LA contributed £60,000 towards the purchase of the building when we purchased it in 2017. It is safe to use, but the cupboard door must be kept locked and unopened. Further deterioration must be reported to the building surveyor. Emergency lighting - There is no emergency lighting in the LO building. This was picked up on the fire audit visit. It needs to be decided whether to carry out this installation now - not had it for past 5 years – a risk assessment to be done until a decision is made about the nursery. Lazy lawn replacement – This will need to be carried out when weather is more predictable, possibly during the Easter break. Fire Alarm – A fire alarm system has now been installed at the nursery, which is connected to the school system. Previously, if there had been a fire at LO, they would have had to use the hand wound bell located outside the main entrance door.</p> <p>School See Confidential minutes Cracking and wall movement to School Business Managers office - this was finally repaired on Wednesday 18th January. Emergency lighting for KS1 toilets - Awaiting start date from contractor Fire stopping to electric cupboard (picked up during fire audit visit) - Replace fire doors to meter cupboard in main building (picked up during fire audit visit) - still awaiting quotes ET & I - The statutory electrical test and inspection of the schools fixed wiring is carried out every 4 years is due in February. Currently awaiting a date for this. The wooden vehicle gate has now been replaced after being damaged. The recycling company insurance company paid the invoice direct to contractor. Ceiling tiles - There are just a few remaining ceiling tiles to be replaced around the school. The contractor had delivered 2 boxes of damaged tiles that need to be replaced. Display Energy Certificate has been received and is on display in the reception area.</p>	
<p>11</p>	<p>Christian Distinctiveness The SMCS Development Policy has been updated. A Chaplain comes into school once a week to work with individual children, Year 6 children as well as the mini-chaplains. Staff will nominate children who they think will benefit from working with the Chaplain. The Ethos group’s aims have changed so they will re-look at these and update them.</p>	
<p>12</p>	<p>Policies</p> <ul style="list-style-type: none"> • Behaviour • Relationship • Charging & remissions • Health & Safety • Medication • Off Site Visits & Activities • Anti-Bullying • Confidential Whistle Blowing (staff) • SMSE <p>All the above policies were distributed to Governors prior to the meeting. All Governors approved the policies.</p>	

13	Single Central Record (SCR) The Chair had met with the School Business Manager and School Administrator to check through the SCR. After a few amendments, the Chair signed off the SCR. The Headteacher is now to check it before signing.	Clerk/MD
14	Governor Visits All visit reports received have been distributed to all Governors. There are two reports to be received and one visit to take place. See attached reports	
15	Correspondence Letter of resignation received from Stephanie Burke – Casual MSA and Janine James Nursery Practitioner. Form received from Natasha Epps with a request to reduce hours to four days a week. It was agreed that this is an operational decision and not a governor decision. Letter from NEU regarding the upcoming industrial action. The letter confirmed the number of teachers who are members of this Union, with the strike taking place on Wednesday 1 st February. A letter has been sent to parents regarding the industrial action.	
16	Any matters of confidential nature Recorded in confidential minutes.	
17	Date of Next Meeting Wednesday 22 nd March 2023	
	Meeting closed at 7.00pm	

ST MARY'S BOARD OF GOVERNORS
Action from the Meeting held on Wednesday 25th January 2023

Item	Action	Who	When
13	Single Central Record to be signed by headteachers	JB/MD	ASAP
14	Outstanding Governor Visit report to be received		ASAP
14	Outstanding Governor visit to take place		ASAP