

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' Meeting held at
St. Mary's Primary School on Wednesday 12th July 2023 at 5.00pm

Present	
Mrs N Bown (Chair)	Co-Opted Governor
Mrs M Dunstan - HT	Headteacher
Mrs C Dibble	Co-opted Governor
Mrs C Layton	Staff Governor
Mrs M Clothier	Co-Opted Governor
Rev S Osmond	Ex-Officio
Mr S Cross	LA Governor
Mr J Stacey	Co-opted Governor
Miss H Read	Parent Governor
Mr S Hellard	Co-Opted Governor
Mrs J Baker	Clerk

	Minute	Action																
1	Apologies accepted: Mr D Ballantime Apologies not received: None																	
2	Declaration of Business Interests There were no declaration of interests.																	
3	Minutes of the meeting of 17th May 2023 These were taken as a true copy.																	
4	<p>Actions & Matters arising from the minutes of 17th May 2023</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 17th May 2023</td> </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> <tr> <td style="text-align: center;">10</td> <td>Policies – Amend typos and clarify personal budget</td> <td style="text-align: center;">SLT</td> <td></td> </tr> </table>	ST MARY'S BOARD OF GOVERNORS				Action from the Meeting held on Wednesday 17th May 2023				Item	Action	Who	When	10	Policies – Amend typos and clarify personal budget	SLT		
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10	Policies – Amend typos and clarify personal budget	SLT																
5	Any Matters of urgency not on the agenda Proposed dates for Full Governors meeting for the academic year 2023/24 were distributed prior to the meeting – all Governors agreed to the dates. See attached																	
6	<p>Finance Finance update distributed to Governors prior to the meeting. SBM given LA authority to upload and submit the SBIW and supporting docs onto the Government COLLECT website Question from Governors - how long will the Local Authority take until finance checks can happen? No date has been given as yet, the SBM and Finance administrator are unable to check if any outgoings are correct, although the LA are doing random checks. Highs Needs is estimated at £16,000 which is more than anticipated. Further funding has been granted for three children. One child is receiving an extra £9,000. More staff have been employed due to the high needs of some children starting school in September and some already in school.</p>																	

	<p>Question from Governors – The Premises Managers hours have increased, is this due to the need within the school?</p> <p>The Premises manager previously did one full day on site, as well as opening and closing each day. This has now increased to two full days. This has still saved money as the Premises Manager now undertakes work that was previously being done by outside contractors/trades people.</p> <p>Question from Governors – With regards to the Apprentice, who will be Line Managing that role</p> <p>The apprentice will be working closely with the skilled SEN staff within school. She will shadow them initially with the view that some SEN staff will be able to utilise their skills elsewhere whilst the apprentice covers their roles.</p>	
7	<p>Head's Report Report distributed prior to the meeting.</p> <p>Attendance This term, 80 term time leave requests have been received. 15 of these will/have resulted in a Penalty Notice Charge. Penalty Notice Charges are issued by the Local Authority, and the money from these charges goes to the Local Authority. The schools' overall attendance is currently higher than the national average. The Deputy Headteacher has worked hard on trying to increase the overall schools' attendance.</p> <p>Staff Phase Leaders have now been appointed, there was a high calibre of applications: EYFS – Tracy Gill Year 1 & 2 – Hannah Marsh Year 3 & 4 – Ashley Trudgeon Year 5 & 6 – Emma Creech These roles are for a two-year duration, and roles will need to be applied for again after this time.</p> <p>From September the PFSA/ELSA will be working with the higher needs' children, this will reduce the number of children that she will be seeing. In her ELSA role she will support classes in working with children. She will also observe children within class to try and identify who may need support sooner.</p> <p>There is a plan to have a 'Garden Room' on the grounds, this will be a place for children to go who are struggling within the class setting. The school is unable to meet all the needs of the children already at the school or who are joining in September, so the school needs to find a way to help and support them.</p> <p>Savannah Spencer has taken on the role of PSHE Lead, with immediate effect.</p> <p>Data KS1 Results are good. Y1 Phonics – these have increased again this year. Y4 Timestables – got the highest results to date with 46% of children getting 25 out of 25, the national average is 30%. The school's average is 22/25 whereas the national average is 20/25. All year groups need to be working hard, not just the Year groups with tests that year. KS2 results – these were as expected, a combined score of 53%. The national average is 70%. The school was in line with SPAG/Reading/Writing, but below in Maths at 61%. Hannah Marsh has become the new Maths Lead and will be looking at whether White Rose is the right scheme to be using.</p> <p>Question from Governors – How do we compare to other schools?</p> <p>This is not known yet; the school needs to wait for all the data to be released. The Year 6 staff have worked extremely hard this year with the children. The Governors would also like to thank Gemma Barnett for all the hard work she has done this year in her first year as the SENCO.</p>	
8	<p>Academisation</p>	

	Ed Gregory (Bath and Wells Diocese) had sent all LA schools a letter suggesting they become academies. Question from Governors – Is there any other academies happening locally? No, the LA have said that there are to be no new academy trusts in the town, there are currently three different trusts within Bridgwater, and schools wanting to acadamise would need to join one of those.	
9	Premises The Headteacher had a Premises update – attached to the minutes. Ashley Trudgeon had applied for the school to be part of the Safer School scheme, which has been accepted. This would mean that subject to a successful consultation, Oakfield Road would be closed to traffic every morning and afternoon for approximately 30 minutes' each time. The road will be closed off with barriers. It will go out for consultation in September, with information going to the families within school and residents of Oakfield Road. There will still be access for residents and Blue badge holders. Question from Governors – Is this a trial? It is part of a pilot scheme and will be trialled for a period of time initially.	
10	Policies Finance Policy – deferred until Autumn when the LA released a new model policy. The Clerk recently attended a Policies workshop, there are some additional Policies that will need approving early in the next academic year.	
11	Christian Distinctiveness Year 6 children are planning and delivering assemblies.	
12	Correspondence There was no correspondence.	
13	Clerks Briefing There was a Clerks briefing, but the Clerk was unable to attend, however all relevant information was sent to Governors.	
14	Any matters of confidential nature Recorded in confidential minutes.	
15	Date of Next Meeting Wednesday 13 th September 2023.	
	Meeting closed at 6.15pm	

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