

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' TEAMS Meeting held at
St. Mary's Primary School on Wednesday 22nd September 2021 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
Rev S Osmond	Ex-Officio Governor
Mrs G Cornish	Parent Governor
Mr J Stacey	Co-opted Governor
Mr S Hellard	Co-opted Governor
Mrs M Clothier	Co-opted Governor
Miss H Read	Parent Governor
Mrs J Baker	Clerk

	Minute	Action																
1	<p>Apologies accepted: Rev Suse Osmond will be late Apologies not received: None received</p>																	
	The clerk opened the meeting and welcomed everyone to the first meeting of the academic year and advised that the meeting will be recorded on TEAMS.																	
2	<p>Election of Chair & Vice Chair Nichola Bown and Steve Hellard were nominated as Chair and Vice Chair, respectively. Both were unanimously appointed. NB chaired the meeting from this point on and welcomed everyone.</p>																	
3	<p>Declaration of Business Interests There were no declaration of interests.</p>																	
4	<p>Minutes of the meeting of 14th July 2021 These were taken as a true copy.</p>																	
5	<p>Actions & Matters arising from the minutes of 1st July 2020</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 14th July 2021</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></td> <td>Typing error in confidential minutes</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Completed</td> </tr> </table>	ST MARY'S BOARD OF GOVERNORS				Action from the Meeting held on Wednesday 14th July 2021				Item	Action	Who	When		Typing error in confidential minutes	JB	Completed	
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6	<p>Any Matters of urgency not on the agenda There were no matters of urgency.</p>																	
7	<p>Election Of LA Governor The proposed LA Governor is Steve Cross, who is retired and has a background in customer service and export, he also has links with St Mary's Church. All governors agreed to Steve joining the board. JB will contact Steve Cross.</p>																	
8	<p>School Development Plan New SDP plan circulated to Governors and teachers. <i>Item 6, supporting children in taking responsibility for their actions towards others and their environment and to be kind. Should it be two separate points?</i> This was agreed to be two separate points. <i>As Governors we need to measure and monitor everything in the SDP, how do we monitor kindness?</i></p>																	

	<p>Anything that is personal development is hard to monitor and measure. The pupil voice would be evidence of this, children will be asked to complete questionnaires, this will show comparisons from the last questionnaire pre-COVID up to now. The subject leader focus has been moved from quality of teaching and learning to effectiveness of leadership and management as the school is trying to ensure that all teachers are accountable and responsible especially as we have a high number of UPS teachers.</p> <p>Do we need to include anything regarding catch up funding for COVID in the SDP? This has been included in item 5 of the SDP.</p> <p>Could Class DOJO be used for when someone is being kind, have a specific DOJO? DOJOs can be awarded for anything, a lot of teachers use Christian Values, but a kindness DOJO can be included. Kindness DOJOs could also be included in Golden Assembly and monitored termly to see if there is an increase. Could also make it a 'competition' between houses – Kindest house each term.</p> <p>Where it says 'empower children to be leaders' could servant leaders be used instead, as SIAMs looks at a leader serving others? This can be amended, and the servant leaders would be our mini chaplains. The current bibles that the school has for the children is not using the right language, we need to give a little more thought on how we help children to understand the bible.</p>	
<p>9</p>	<p>Pupil Premium</p> <p>The Pupil Premium report was circulated prior to the meeting which showed the Pupil Premium statement and the evaluation and outcomes at the end of the report. The report covers from September to September, where the outcomes and evaluation can be compared. Currently over 50% of school children/parents/carers are receiving additional support through ELSA. We are seeking a clear impact with these children whether its improvement on punctuality, attendance, communication skills and general enjoyment of school.</p> <p>Pupil premium children are making the same or expected progress in maths and writing than non-pupil premium children. They are not necessarily attaining the expected progress for their age group.</p> <p>Attendance on average for PP children is 93% but there are three children that have very low attendance. CL is in regular contact with these parents to do everything to get the children to attend school. To try to encourage attendance, after school clubs have been subsidised for the children. Children then attend school on the day of the club and we are trying to encourage children to join more after school clubs. The DofE have changed the format of how the information is reported and this information has to be on the school website by December. We have some recovery premium funding allocated this year; it is approx. £145 for each eligible child. The government want the money to be used on tutoring, it is heavily subsidised but there is uncertainty about the quality of the tutoring or how successful it would be.</p> <p>The Pupil Premium children that have low attendance, are they coming in ready to learn, as in have they had breakfast? Not all the time, if there is a child in this situation, then the school will provide the child with breakfast. Every effort is made to encourage a parent to get a child into school, from phone calls to staff going to collect a child and bring them in.</p> <p>How long does it go for a child not attending a school until there is intervention? If a child is not at risk of significant harm then intervention will not happen, and it is down to the school to deal with. We are not the only school taking these steps it is quite common in most local schools.</p>	
<p>10</p>	<p>Safeguarding</p> <p>CASCADE training took place for all staff on the INSET day – 6th September. CPOMs is very strong in school, and staff are very good at recording information. These reports go to all the safeguarding team. Prevent and Whistleblowing training is still to take place.</p>	

	Keeping Children Safe in Education (KCSiE) was updated in September, this was circulated to Governors prior to meeting.	
11	<p>Staffing</p> <p>Lauren Flynn – Year 5 teacher is settling in really well. Kylie Harris is due to go on Maternity leave November/December and is currently doing interventions which is working really well. Emma Peek – Y5 TA has settled in well. An apprentice was due to start in Foundation Stage in September, however they advised MD in the holidays they would not be starting as they have decided to continue with their A levels. TAs will be covering lunchtimes alongside MSAs due to sickness and resignations and not being able to recruit new MSAs. What are the budget implications on using TAs? TAs are paid more an hour but MSAs are paid more weeks of the year. See confidential minutes</p>	
12	<p>Premises</p> <p>Over the summer break the school has had new boilers fitted and electrics replaced as well as the running track installed. The roof and facias on the huts will be replaced very soon as well. The path leading up to the office has been replaced and all the plants removed, and tarmac path laid to provide a wider path.</p>	
13	<p>Christian Distinctiveness</p> <p>SIAMs inspections are starting again from October, and St Mary's could be selected at any time. MD requested quotes from all Governors about why St Mary's is a good church school, thinking about the vision and how we use it. These quotes will go on the website. It is felt that the school did everything they could over COVID. The website is currently being updated. Ethos Group meeting to be arranged. JB to ask Steve Cross and Christine Homewood if they would like to join the Ethos group. Christine Homewood is taking over the Mini-chaplains and will use the Year 4 children</p>	
14	<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. Governors agreed to electronically sign the agreement.</p>	
15	<p>Documents for Approval</p> <p>Standing Orders – updated version distributed prior to the meeting Statutory Committees Terms of Reference Ethos Group Terms of Reference HTPR & Pay Committee Terms of Reference Governor Code of Conduct Instrument of Government – revised to now have 5 co-opted Governors All documents were approved.</p>	Approved
16	<p>Agree Governors' Responsibilities</p> <p>SEND Governor – Nichola Bown Safeguarding Governor – Nichola Bown Health & Safety Governor – Gail Cornish Pupil Premium Governor – Caroline Dibble Training Governor – Clerk to take on this role English Governor – Hannah Read Maths Governor – Steve Hellard Equalities Governor – Steve Cross Data Governor – Steve Cross</p>	

	<p>EYFS Governor – Mary Clothier Computing Governor – Mary Clothier Science Governor – James Stacey PE Governor – Gail Cornish RE Governor – Rev Suse Osmond</p> <p>Governors will also be responsible for the following focus' in the SDP – please refer to the SDP as circulated prior to the meeting. 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. Gail Cornish and James Stacey 9. Nichola Bown <p>Church School Distinctiveness</p> <ol style="list-style-type: none"> 10. Suse Osmond 11. Suse Osmond <p>Governor monitoring visits are to re-start again.</p>	
17	<p>Agree Member & Chairs of each Committee Pay & Performance Management – Nichola Bown (Ch), James Stacey & Steve Hellard HT Performance Review - Nichola Bown (Ch), James Stacey & Steve Hellard, supported by Steve John. Ethos Group – Rev Suse Osmond (Ch), Tracy Gill (RE Lead), Christine Homewood and Steve Cross. It was agreed that the following statutory panels would be set up as and when required. Complaints/Pupil Discipline Appeals Staff Grievance/Dismissal Staff Dismissal Appeals</p>	
18	<p>Policies RE Accessibility Policy due for review but MD will work with NN and NB to complete this.</p>	Approved
21	<p>Register of Business Interests These will be distributed either electronically or by post to be signed and returned to the Clerk. JB also asked that if all Governors could check their Pen Portraits on the website and send any amendments ASAP.</p>	JB Govs
22	<p>Correspondence Three letters of resignation received from: Deb Salter (MSA), Sarah Addicott (MSA) and Becky Campbell (TS)</p>	
24	<p>Any matters of confidential nature Recorded in confidential minutes.</p>	
25	<p>Date of Next Meeting Wednesday 3rd November 2021</p>	
	<p>Meeting closed at 6.35pm</p>	

ST MARY'S BOARD OF GOVERNORS
Action from the Meeting held on Wednesday 23rd September 2020

Item	Action	Who	When
6	Contact ne LA Governor – Steve Cross	JB	ASAP
18	Accessibility Policy -	MD/NN/NB	
21	Declaration Of Interests to be signed	JB/Govs	ASAP
21	Pen Portraits	JB/Gov	ASAP