

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
Miss H Read - Chair		Parent Governor
Mrs C Dibble		Co-opted Governor
Mrs C Layton		Staff Governor
Mr D Ballantine		Parent Governor
Mr J Stacey		Co-opted Governor
Mr S Hellard		Co-opted Governor
Mrs M Clothier		Co-opted Governor
Mr S Cross		LA Governor
Mrs J Baker		Clerk
	Minute	Action
1	Apologies accepted: Rev S Osmond (vice chair) Apologies not received: None received	
	The clerk opened the meeting and welcomed everyone to the first meeting of the academic year.	
2	Election of Chair & Vice Chair Hannah Read and Rev Suse Osmond were nominated as Chair and Vice Chair, retrospectively. Both were unanimously appointed. HR chaired the meeting from this point on and welcomed everyone. The Clerk will book New Chair Induction Training	JB
3	Declaration of Business Interests There were no declaration of interests.	
4	Minutes of the meeting of 12th July 2023 These were taken as a true copy.	
5	Matters arising from the minutes of 12th July 2023 There were no matters arising	
6	Any Matters of urgency not on the agenda There were no matters of urgency.	
7	Headteachers Report Staff and children have all returned for the new school year happy and purposeful. There are a few children with high needs, the school's intention was for these children to have a 1:1 each, but due to needs this has not been possible. The garden room will be going up at the start of October and this will become a base for the children. Question from Governor – will the garden room be specifically used for FS children? Predominantly it will be but there is flexibility for it to be available for other children. Katie Mouzoure has started as a HLTA covering PPA lessons in every class. Katie Harris, from Inspired Playgrounds is covering PE during PPA lessons. This has proved successful so far and is providing consistency for the children. Question from Governor – Due to the needs of children throughout the school, do you need to employ more support staff? This is not a possibility; it will be a case of re-structuring and placing support staff where there is the need. Question from Governor – How is the decision made about the allocation of TAs? Each class has a full time TA, some have 2 depending on the need. The school has also recruited 2 apprentices within the school and an apprentice in Little Oaks. A full time TA has also started in September,	

	<p>Question from Governor – How long do the apprenticeships last? They generally last between 1-2 years. However, one apprentice has come from another school and should complete their apprenticeship in November 2023. The staff's commitment to the children is strong and everyone is working well together. Teachers have been set deadlines and so far, this is working well. The HT, DHT and SENDCo are visiting all classes regularly. There are currently 2 job adverts, for 2 x 0.4 teacher, one for 2 days a week, permanent and the other 2 days a week to cover maternity leave.</p>	
8	<p>Academisation The HT is currently studying for her NPQEL. There are a lot of schools becoming academies and the school recently received an offer to join an academy from a local academy - this was declined. Question from Governor – is there a time scale with academisation? There is currently no time scale, however a general election is due, and this could incur changes with regards to schools and academies. There are some Trusts that work well, but advice that has been given is conflicting. We will move into the OFSTED window in October, however, they seem to be working approx. 18 months behind schedule.</p>	
9	<p>Premises Still waiting information regarding the boundaries. There have been no new updates from the LA with regards to the drains and the Nursery. Question from Governors – Are building regulations needed for the Garden Room? The school is on the understanding that building regulations are not required. The planning application has been submitted for the new hall. The school is hopeful this will be in place for September 2024.</p>	
10	<p>Christian Distinctiveness Please refer to the attached SDP – and the recommendations from the SIAMs inspection are focus numbers 10 & 11. Year 6 children are starting to lead collective worship with great success. SDP attached</p>	
11	<p>LA Data Sharing Agreement 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. All Governors Agreed</p>	Approved
12	<p>Documents for Approval All documents were distributed to Governors prior to the meeting. Standing Orders Statutory Committees Terms of Reference Ethos Group Terms of Reference HTPR & Pay Committee Terms of Reference Governor Code of Conduct Instrument of Government All documents were approved.</p>	Approved
13	<p>Agree Governors' Responsibilities SEND Governor – Mary Clothier Safeguarding Governor – Hannah Read Health & Safety Governor – David Ballantine Pupil Premium Governor – Caroline Dibble Training Governor – Clerk English Governor – Hannah Read Maths Governor – Steve Hellard Equalities Governor – Steve Cross</p>	

	<p>Data Governor – Steve Cross EYFS Governor – Mary Clothier Computing Governor – Mary Clothier Science Governor – David Ballantine PE Governor – David Ballantine RE Governor – Rev Suse Osmond Attendance Governor – Rev Suse Osmond</p> <p>Lead Safeguarding training will be booked by the Clerk for the relevant Governor. Please refer to the attached SDP for the school focus for the coming year. A discussion took place regarding what the governors should be achieving within the school and the need to look at the more strategic approach of the school and its policies. Please use the attached link for the Educational Framework for the current requirements. Education inspection framework for September 2023 - GOV.UK (www.gov.uk)</p> <p>Governor visits will take place the first two weeks of November, enabling Governors to have reports completed by the next meeting. The HT will coordinate dates and times of the visits. These visits will be approached in the same way by all Governors with pro-forma to follow to allow consistency. One subject leader will be invited to each FGB meeting, with the English lead being invited to the next meeting.</p>	JB
14	<p>Agree Member & Chairs of each Committee Pay & Performance Management – Hannah Read (Ch), David Ballantine & Steve Hellard HT Performance Review – Hannah Read (Ch), David Ballantine & Steve Hellard, supported by Steve John. Ethos Group – Rev Suse Osmond (Ch), Tracy Gill (RE Lead) Caroline Layton 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 Relevant training for HT Performance Review will be booked by the Clerk who will advise the Governors</p>	JB
15	<p>Policies</p> <ul style="list-style-type: none"> • RE • Data Protection & Freedom of Information <p>Both policies agreed by Governors</p>	
16	<p>Register of Business Interests Governors in attendance signed the document. The Clerk to see remaining Governors.</p>	JB
17	<p>Correspondence Letter of resignation as Governor and Chair received from Nichola Bown as from 12th September. Letter of resignation received from Governor James Stacey, as from 14th September. The HT teacher thanked both Nichola and James for all their hard work and dedication as Governors. Letter of resignation received from Hayley Gower, class teacher, with her last day being 31st December.</p>	
18	<p>Any matters of confidential nature Recorded in confidential minutes.</p>	
19	<p>Date of Next Meeting Wednesday 22nd November 2023 at 5pm – please note this is a revised date from the</p>	

	previous agreed dates	
	Meeting closed at 6.35pm	

ST MARY'S BOARD OF GOVERNORS Action from the Meeting held on Wednesday 13th September 2023
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Item	Action	Who	When
2	New Chair Induction Training	JB	ASAP
13	Lead Safeguarding training to be booked	JB	ASAP
14	HT Performance Review training to be booked	JB	ASAP
13	Governor visits to take place – date/times to be organised	MD	ASAP
16	Register of Interests to be signed by all Governors	JS	ASAP