

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' Meeting held at
St. Mary's Primary School on Wednesday 2nd November 2022 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
Mr D Ballantine	Parent Governor
Mr J Stacey	Co-Opted Governor
Mrs M Clothier	Co-Opted Governor
Mr S Cross	Foundation Governor
Miss H Read	Parent Governor
Mrs J Baker	Clerk

	Minute	Action																																
1	Apologies accepted: Apologies not received: Mr S Hellard																																	
2	Declaration of Business Interests There were no declaration of interests.																																	
3	Minutes of the meeting of 21st September 2022 These were taken as a true copy. David Ballantine is now lead Governor for PE and Health and Safety																																	
4	<p>Actions & Matters arising from the minutes of 21st September 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 21st September 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;">9</td> <td>Contact feeder schools to see if issuing fines</td> <td style="text-align: center;">CL</td> <td></td> </tr> <tr> <td style="text-align: center;">11</td> <td>Safeguarding Training</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">16</td> <td>Standing Order – amend Ex-Officios name</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">18</td> <td>Exclusion Training – distribute information to all Governors</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">21</td> <td>Foundation Governor</td> <td style="text-align: center;">SO</td> <td></td> </tr> </tbody> </table> <p>DHT had been in contact with Haygrove and they forwarded their attendance policy about fines. Clerk to forward Parent Governor Information about Safeguarding Training and the last Clerks Briefing information.</p>	ST MARY'S BOARD OF GOVERNORS				Action from the Meeting held on Wednesday 21st September 2022				Item	Action	Who	When	9	Contact feeder schools to see if issuing fines	CL		11	Safeguarding Training	JB	Completed	16	Standing Order – amend Ex-Officios name	JB	Completed	18	Exclusion Training – distribute information to all Governors	JB	Completed	21	Foundation Governor	SO		
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5	Any Matters of urgency not on the agenda There were no matters of urgency.																																	
6	Finance See attached report and notes from the School Business Manager (SBM) Staff pay rises have been greater than expected, or budgeted for, and the income and expenditure has been reviewed. The pay awards are unprecedented and the school will need to find this money with no support from the Government. The pay																																	

	<p>increases will cost the school approx. £60,000.</p> <p>The plans for the new school hall to be put on hold for three months and finances will be reviewed again then.</p> <p>The SBM will be looking at the next academic year's budget as the LA have said that schools should receive the same next year as this year so this would not then take into account the increased staffing costs.</p> <p>Question from Governor: With regards to the budget for the hall, when were the quotes received?</p> <p>Different options for the hall have been considered to enable a suitable option to be identified. Out of necessity, the school needs two halls rather than to just extend the existing one.</p> <p>Question from Governor: By holding the planned extension by three months, would this increase the cost?</p> <p>It may well do, but the school is aware of the time scale, financially it needs to be placed on hold as if it went ahead sooner; it would have an adverse effect on any contingency money.</p> <p>Question from Governor: Do you have an idea on the increase of energy cost for the school?</p> <p>The LA had advised schools to budget for a 118% raise to energy costs, this is on a reduced tariff through the LA. The LA are not supporting schools with these increased costs. The Government may provide something at a future date, but this has not yet been confirmed.</p>	
7	<p>School Development Plan</p> <p>Governor visiting weeks will take place between 21st November and 2nd December. The Headteacher will email Governors with dates/times to book. Feedback forms from these visits will need to be completed. A template of a completed form will also be sent to Governors.</p>	
8	<p>Attendance</p> <p>The Attendance Policy is requiring approval. There has been a minor change since originally emailed to Governors – parents do not need to call every day if their child has chicken pox, sickness or diarrhoea. The Deputy Headteacher will be responsible for confirming what attendance codes are to be used and not the Headteacher. A Governor suggested that it would be useful to be specific and include 'update' or 'record' to demonstrate that a trail is being kept.</p> <p>Once changes made, all Governors approved the policy.</p> <p>The Deputy Headteacher will regularly update Governors on attendance.</p> <p>Question from Governors: Are the fines retained by the school?</p> <p>No, the LA both issue and keep any fines.</p> <p>It has been agreed that the fining process will only happen if a child is absent for more than 10 sessions. It is a fine of £60 per parent per child. The school has made the decision that if it is a split family, then it will only be the parent that takes the child(ren) on holiday who will get the fine.</p>	Approved
9	<p>Academisation</p> <p>There are no further updates or development with regards to academisation.</p>	
10	<p>Staffing</p> <p>All teachers' performance management reviews have taken place and as a whole went well. There were some requests for moving through the threshold and a number of staff already at the top of their payscale.</p> <p>The Pay Committee will be meeting on Wednesday 30th November 2022 to discuss any changes.</p> <p>The Deputy Headteacher and SENDCo are currently undertaking the Teaching Assistants and 1:1 staff performance management reviews.</p>	
11	<p>Premises</p> <ul style="list-style-type: none"> Guttering replacement to the huts – contractor returned during half term to complete snagging 	

	<ul style="list-style-type: none"> • New build girls' toilet refurbishment – snagging completed during half term • Damage to neighbour's brick shed foundations – This is with LA insurance team • Cracking and wall movement to the SBM's office – the building surveyors has advised that it's not critical and will get fixed at some stage • Bin store - surrounding fencing replaced during half term due to rotting wood • Wooden vehicle gate - the recycling lorry damaged this just last week. We have had contact with their insurers (Axa) who have asked the school to get two quotes. They will choose and pay the contractor direct • Display Energy Certificate survey to be carried out soon <p>Little Oaks</p> <p>The additional room is complete and in use.</p> <p>Simon Tighe (ST), LA surveyor, visited during half term to survey issues (rotting floors, holes in outer shell) with the nursery building. It is a much bigger job than was originally thought.</p> <ul style="list-style-type: none"> • There is leaking guttering, which is contributing – Chris Mantle (CM) will look at this ASAP. • The stones up against the steel frame need to be removed. ST requested that there be a 2 inch void around the nursery building to help air circulation. • ST asked that we arrange for the two holes in the floor to be fixed. CM lifted the flooring in the cupboard, so the SBM asked him to look at the flooring. He reported and sent photos to ST to show him the extent of the issue. ST is now away for two weeks so will ask his supervisor to attend site this week. It seems as though the whole floor may need replacing. The LA will need to apply for funding to fix this issue. Due to the level of rot and mould, we have had to empty and lock the store cupboard, along with taping around the door to contain mould spores. • ST also requested that we clad the outside of the building, 18" high from the bottom with UPVC to cover all the holes and soft spots to prolong its useful life through this winter. CM advised ST that this would not help in any way due to the building sitting on a steel frame. ST will need to apply for funding to replace the outer shell of the building, 1.2m high all the way around. It will take longer than two weeks and the building will need to be vacant whilst the work is undertaken. <p>Question from Governor: Are the problems in the nursery repairable?</p> <p>This will not be confirmed until they have completed a site visit.</p>	
12	<p>Christian Distinctiveness</p> <p>The mini chaplains will be visiting Wells Cathedral on Monday 7th November.</p> <p>A trainee Chaplain, Jack, visits the school every Thursday and spends time with the Year 6 children as well as working with the mini chaplains.</p> <p>This year the mini chaplains want to concentrate on helping the local community.</p>	
13	<p>Policies</p> <p>The following have been forwarded to Governors prior to the meeting:</p> <ul style="list-style-type: none"> ➤ Anti-Bullying – amendments need to be made before approval ➤ Data Protection and FOI - Approved ➤ EYFS – amendments need to be made before approval ➤ Pay - Approved ➤ RE - Approved ➤ Safeguarding & Child Protection - Approved ➤ Attendance – already approved under Item 8 <p>The following will be forwarded to all Governors after the meeting for Governor to approve:</p> <ul style="list-style-type: none"> ➤ Behaviour ➤ Charging & Remission ➤ Health & Safety 	

	<p>➤ RSE</p> <p>The above Policies and the previous ones still requiring amendments will be emailed to Governors giving them a timescale to reply for approval.</p> <p>It has been noted that the Medication Policy was due for renewal in May 2022, this will be brought to the next full Governor meeting</p>	
14	<p>Clerks' Briefing</p> <p>Information already forwarded to Governors following briefing on 29th September. Clerk to forward information to the new Parent Governor.</p>	
15	<p>Correspondence</p> <p>Letter from Savannah Spencer – see confidential minutes</p>	
16	<p>Any matters of confidential nature</p> <p>Recorded in confidential minutes.</p>	
17	<p>Date of Next Meeting</p> <p>Wednesday 25th January 2023</p>	
	Meeting closed at 6.15pm	

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	ASAP
13	Outstanding Policies to be emailed to Governors for approval	MD/CL	ASAP
13	Amendments to Anti-Bullying & EYFS Policies	CL	ASAP
14	Clerk to send new Parent Governor Clerks Briefing information	JB	ASAP