

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' Meeting held at
St. Mary's Primary School on Wednesday 6th July 2022 at 5.00pm

Present	
Mrs N Bown - Chair	Co-opted Governor
Mrs M Dunstan - HT	Staff Governor
Mrs C Layton	Staff Governor
Rev S Osmond	Ex-Officio Governor
Mrs M Clothier	Co-opted Governor
Mr S Hellard	Co-Opted Governor
Mr S Cross	LA Governor
Mrs C Dibble	Co-Opted Governor
Mrs J Baker	Clerk

	Minute	Action																				
1	Apologies accepted: Mr J Stacey and Miss H Read Apologies not received: Mrs G Cornish																					
2	Declaration of Business Interests CD declared a business interest in Item 6 for reviewing the photocopying contract.																					
3	Minutes of the meeting of 18th May 2022 These were taken as a true copy.																					
4	<p>Actions & Matters arising from the minutes of 18th May 2022</p> <table border="1" style="width: 100%; background-color: #ffffcc;"> <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 18th May 2022</th> </tr> <tr> <th style="width: 15%;">Item</th> <th style="width: 55%;">Action</th> <th style="width: 15%;">Who</th> <th style="width: 15%;">When</th> </tr> <tr> <td>10</td> <td>Amend typo in SEND Policy</td> <td>CL/MD</td> <td>ASAP</td> </tr> <tr> <td></td> <td>Amend phone number and wording in Critical Incident Business Contingency Report</td> <td>CI/MD</td> <td>ASAP</td> </tr> </table>	ST MARY'S BOARD OF GOVERNORS				Action from the Meeting held on Wednesday 18 th May 2022				Item	Action	Who	When	10	Amend typo in SEND Policy	CL/MD	ASAP		Amend phone number and wording in Critical Incident Business Contingency Report	CI/MD	ASAP	
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10	Amend typo in SEND Policy	CL/MD	ASAP																			
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5	Any Matters of urgency not on the agenda None																					
6	<p>Finance</p> <p>2021/22 CFR (Consistent Financial Reporting) return. The School Business Manager is still awaiting the Local Authority's go ahead to submit the data to COLLECT (a Government Portal). This data can then be used to benchmark against other schools.</p> <p>Since the meeting the School Business Manager has received authorisation to upload and submit the 2021/22 CFR Return to the Collect portal</p> <p>Our current photocopier contract with Konika Minolta is due to end during the summer break. The School Administrator has been looking into replacements and has sourced three quotes for consideration. The current supplier (Konika Minolta) has been contacted but they were unable/ did not supply a like for like quote, even when prompted.</p> <p>See attached comparison chart</p> <p>Question from Governors: How much has it gone up by?</p> <p>It has increased by £700; paper has also trebled in price in recent months.</p> <p>Following a discussion all Governors agreed to accept the contract with Managed Technology for two colour copiers. The benefits of going with Managed Technology</p>																					

	include, two colour copiers, they will remove the current copiers for free, the price quoted is for everything.	
7	<p>Staffing</p> <p>From September Sarah Hall will become a Year 2 teacher and following a successful interview Cerys Baker will be a Year 3 teacher.</p> <p>Charlotte Simmons – Receptionist/Admin Support is leaving at the end of the academic year; interviews were held recently, and Emma Peek accepted the position – this will leave a TA vacancy.</p> <p>Interviews are to be held shortly for a Teaching Assistant vacancy.</p> <p>The whole school transition day went well.</p> <p>Kelly Henson – HLTA has been working with Y5 since April and there has been a positive impact. She will move to Year 6 with them in September.</p> <p>Kylie Harris returns from maternity leave and will be working 3 days a week with Year 2, doing catch up and intervention work.</p> <p>Chloe Ward who works as an MSA and cleaner and has been helping with a Y3 child, will become a TA from September.</p> <p>Staffing for Foundation Stage will be looked at in September as there are some children with additional needs needs that will have to be met.</p> <p>Inspired Playgrounds will continue to provide sports coaching to cover all PPA PE sessions.</p>	
8	<p>SDP</p> <p>KS2 SATS</p> <p>See attached comparison chart</p> <p>The results are lower than normal, but above the national average. The Government will not be publishing a league table this year.</p> <p>Question from Governor: Are they expected to publish exceeding standards?</p> <p>The school is unsure about that at the moment.</p> <p>Y1 Phonics – these are lower than previous years.</p> <p>KS1 SATS – lower than previous years</p> <p>Y2 were recently externally moderated, the moderator had some queries, the Y2 staff provided all relevant evidence, and this was accepted.</p> <p>Question from Governor: How will the school move forward with KS2 results for next year?</p> <p>The children moving up next year are at a higher academic level.</p> <p>Steve John recently visited and looked at the School Development Plan.</p> <p>Handwriting and presentation – a new handwriting scheme is to be introduced, with children starting to join their letters earlier.</p> <p>All staff are working hard and there has been a lot of emphasis on nurturing; raising expectations towards presentation will now be worked on. Staff will help children to learn to take responsibility for their own actions.</p> <p>There will be some attendance changes from September, the DHT will be going to a Safeguarding meeting that will include the Government's new attendance expectations.</p> <p>Question from Governor: Is there intention to send a letter to parents before the end of term about the changes to attendance?</p> <p>The school are still awaiting more information from the Local Authority with regards to attendance and fines, along with information from the Safeguarding meeting before a decision is made about a letter. New parents will also be advised of changes before they are implemented.</p> <p>The Curriculum Lead will be meeting with a subject leader each week.</p> <p>The RE Lead and the Ex-Officio Governor have met with regards to RE and Christian Distinctiveness. A discussion was had regarding bibles for the children and the Ex-Officio Governor has recommended an alternative bible to be purchased for the Y6 children.</p>	

	The school will not be having a SIAMs inspection this academic year. Question from Governor: Do we need anything about Pupil Premium/disadvantage children in the SDP? That will come in under Number 5 of Quality of Teaching, Learning and Assessments.	
9	Governor Visits – not covered at last meeting The Ex-Officio report attached Children Leading Collective worship is working well. The Maths Lead Governor and Teacher will shortly be meeting.	
10	Premises The trees have now been removed. During the summer holidays the following work will be taking place: <ul style="list-style-type: none"> • Fence around the perimeter • Building work at Little Oaks to provide an additional room • Replacement of hall windows. The hall extension plan has not progressed as it is hard to get a quote for a stand alone building. This will still be researched.	
11	Academisation As it stands there is no further information known to report on.	
12	Christian Distinctiveness Next academic year the mini chaplains will revert back to a smaller group rather than a whole year group.	
13	Correspondence Letters of resignation received from: Michele Houlihan – Teaching Assistant Charlotte Simmons – Receptionist/Admin Support Letter from Elaine Prosser – see confidential minutes	
14	Clerks Briefing The Clerk had recently attended a Clerks Briefing and there is an emphasis on governor training – the Clerk will circulate information regarding training – Governors to advise of any training they wish to undertake. The Single Central Record (SCR) needs to be reviewed by Governors at least annually, although Governor Services have advised that it be reviewed on a termly basis. The Clerk and Chair of Governors will arrange for this to be completed. The Clerk will email the recent Clerks Briefing notes. Dates for 2022/23 Full Governor Meeting circulated prior to the meeting.	
5	Any matters of confidential nature Recorded in confidential minutes.	
	Date of Next Meeting: Wednesday 21st September 2022 The position of Chair and Vice Chair will be re-elected at this meeting. Any Governors interested in these position are to advise the Clerk prior to the meeting.	

ST MARY'S BOARD OF GOVERNORS
Action from the Meeting held on Wednesday 6th July 2022

Item	Action	Who	When
14	Circulate Governor Training Information	JB	ASAP
	Single Central Record to be reviewed	JB/NB	ASAP
	Email Clerks Briefing to Governors	JB	ASAP