

St Martin's Church of England (Aided) Primary School – Governing Body



Minutes of the Full Governing Body meeting
Tuesday 11th October 2022 at 7pm.

Invited	Absences	Attending	
All	Fr David Dixon; Rev Jo Parker.	In attendance: Claire Barber (HT); Julia Jones (CofG); Karen Plumpton (DH); Mike Taylor; Kelly Trotter; Beverley Moorhouse; Gilliam Marks; Ryan Chapman.	
2022-23 Item no	Item		Action
Part A - Procedural			
1	<p>Welcome and apologies: Karen Plumpton (DH) gave prayers for the Governors and staff and included a prayer from pupils (Pupil Voice) to reflect the Church ethos.</p> <p>The Clerk asked the Governors present to nominate/self-nominate for the Chair and Vice-Chair vacancies. Julia Jones (JJ) was nominated as Chair and Ryan Chapman was nominated for Vice Chair. Both accepted the nominations and left the meeting whilst their respective appointments were proposed (KT), seconded (MT) and unanimously approved. Both JJ and RC returned to the meeting and the FGB agreed that they would remain in post until the end of their respective terms of office.</p> <p>The Clerk will re-send the standard new Governor declarations and information and the school will confirm GM's DBS status plus provide an @st-martins secure email address. Apologies received from Father David and Rev Joanne Parker received consent. The meeting was quorate.</p>		<p>Clerk</p> <p>Clerk/ Head</p>
2	<p>Governor Vacancies and terms of office:</p> <ul style="list-style-type: none"> Re-constitution – the HT confirmed that a query on the school's Instrument of Governance had been resolved by receipt of a letter from the Trustees of the Scarborough United Scholarship Trust which had been forwarded to the Local Authority. All Governors have received a copy of the new IoG. Vacancies – the HT also advised that there had been no response the advertised vacancy for a Parent Governor during the election period and therefore the HT will approach a possible parent candidate to provide a skills audit to be appointed by the FGB. The PCC Foundation vacancy has been referred to the Diocese. New Foundation Governor – the Governors welcomed Gillian Marks. 		<p>Head/ CofG</p>
3	<p>Declaration of Governors' Personal & Business Interests/Hospitality and compliance with Code of Conduct and Keeping Children Safe in Education (KCSIE): Governors agreed to update the Business /Personal declarations (inc other schools) held in the school files. Governors have all received the current KCSIE (Sept 22) and NGA Code of Conduct to be read and confirmed to the school as having been understood.</p>		<p>All/ Head</p>
4	<p>Notification of any Confidential Items on this Agenda: The HT will refer Governors to an incident involving the LA's County Catering staff.</p>		<p>Head</p>
5	<p>Any other urgent business: There was none.</p>		
6	<p>To approve as a correct record, the minutes of the previous FGB meeting 5th July 22 with Confidential extract which had been previously distributed and matters arising:</p>		

	<p>The HT updated Governors on good progress regarding the staff member discussed in the Confidential Minutes extract. Governors asked the HT to pass on the prayers of Governors/staff. The HT confirmed that the consequent staff re-structure was in place and was proving an effective use of staff to provide teaching continuity and CPD.</p> <p>The Minutes were proposed (RC), seconded (JJ) and unanimously approved to be signed by the CofG and stored securely.</p>	<p>Head</p> <p>CofG/Head</p>
Part B – Safeguarding/Health & Safety		
7	<ul style="list-style-type: none"> Governors had previously received the latest Keeping Children Safe in Education and the HT provided Governors with a printed summary of changes at the meeting and confirmed that they will get “Key” safeguarding online updates plus be invited to staff training days. The HT confirmed that school access gates and doors were now covered by video to improve the security of the premises and that the Diocese had contributed to the costs. Governors asked the HT to confirm that the use of video and, optional audio recordings, will comply with GDPR. <p style="text-align: center;">CONFIDENTIAL EXTRACT.</p>	<p>Head</p> <p>Head</p>
Part C – School Improvement		
8	<ul style="list-style-type: none"> School Development Plan – the SDP was distributed at the meeting and the HT advised Governors on the targets and priorities for 22-23 which will be monitored by lesson observations/book scrutiny by the HT/DH. Governors asked for information on Phonics teaching and an impact timeline. The DH confirmed that a rapid catch-up for Xmas was planned in Yr2 using Collins Big Cat Little Wandle Letters And Sounds Revised. Governors asked if there were any EAL pupils involved and the DH advised that there was one. Governors asked if the split class teaching was accepted as the best way to teach this subject and the DH advised that there was no previous data to compare but a review of previous years may be possible for a future FGB. The HT asked if Governors would consider becoming a Link to Phonics (see Item 11 below). The HT that the SDP priorities had been identified following a “deep-dive” assessment by the schools’ School Education Advisor and referred to Ambition Institute Teaching and School Leadership Courses and Steplab - Instructional coaching for schools for staff CPD plus Courageous Advocacy Guide - Christian Aid for guidance on the Church curriculum. The HT distributed a proposed schedule of Governor school visit dates at the meeting and also mentioned that a member of the EYFS staff was a qualified Ofsted inspector and was available to support other staff and Governors. End of Year data for 21-22 – The DH reviewed the data and will send a report to Governors after this meeting. Governors asked if there was a particular reason for the good Science results and the DH advised that it was a curriculum that suited that cohort. Governors asked if there were data comparisons with other similar schools apart from the National results and the DH advised that a KS2 comparison would be possible. Governors asked if there were procedures in place to improve teaching eg. removing job-share in KS1 and the HT advised that the SEA had observed teaching as satisfactory. 	<p>Head/DHead</p> <p>DHead</p>
Part D – Finance/ Resources/Premises		
9	<ul style="list-style-type: none"> Budget 22-23 monitoring report – Governors had previously received Summary and Detail reports for August. Heating update – the HT was able to confirm that the premises are warmer following work done in the summer holidays. Governors asked if that included the Nurture Room which the HT confirmed. Support staff contracts – the HT advised that, due to the school opening/closing time changes agreed at the previous FGB meeting, staff contract changes have been amended. 	

	The HT also advised Governors that a member of the office staff is providing additional responsibilities and Governors agreed to increase the pay-band for that person which the HT will discuss with the LA's HR dept.	Head
10	Policy Review: <ul style="list-style-type: none"> Governors had previously received the Phonics and Child Protection policies which were LA models and therefore the Governors proposed (BM), seconded (JJ) and unanimously approved the adoption of these policies which the CofG will sign and the Head will update on the school's website. 	CofG/ Head
11	Governor visits/reports/training/impact: <ul style="list-style-type: none"> Visitor worship report from JJ – Governors agreed to defer to the next FGB. The CofG asked that Governors add any training to the Governor files in school. Governor monitoring schedule – the HT referred Governors to the SDP priorities and will share a list of the Link roles which Governors agreed to undertake at this meeting. Strategic Support and Challenge for the HT – refer to the Governor agreements, questions and consequent actions in these Minutes. 	CofG/ Clerk/ All Head
12	Any other urgent business: There was none.	
13	Dates of the next meetings: The day/time of Tuesday at 7pm will remain throughout the school year. <ul style="list-style-type: none"> Schedule of meeting dates for 22-23 – 29th November; 31st January; 21st March; 16th May; 4th July. <p>This meeting closed at 9:10pm. Governors joined in the Grace prayer.</p>	All

Signed as a true record: _____ Chair of Governors. Date: _____