

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



Minutes of the Full Governing Body meeting
Tuesday 29th November 2022 at 7pm.

Invited	Absences	Attending	
All	Beverley Moorhouse; Gilliam Marks; Rev Jo Parker; Mike Taylor.	In attendance: Claire Barber (HT); Julia Jones (CofG); Karen Plumpton (DH); Kelly Trotter; Ryan Chapman; Fr David Dixon. Also attending was Ingrid Potter (prospective Foundation Governor) and Joanne Jackson (LA FMS Officer).	
2022-23 Item no	Item		Action
Part A - Procedural			
14	<p>Welcome and apologies: Father David gave prayers for the Governors and staff and pupils to reflect the Church ethos. Governors introduced themselves to Ingrid Potter, the new prospective Foundation Governor (subject to receipt of confirmation by the Diocese), and the HT advised that newly elected parent Governor, Chanelle Taylor, was unable to attend this meeting. The HT will confirm the date of election (unopposed or otherwise) so that the Clerk can add Chanelle to the NYES database. The Clerk has emailed the standard Governor declarations and information to Chanelle's private email for completion and storage in the schools' Governor files. The Clerk will do the same for Ingrid. Apologies had been received from Mike Taylor (family), Gillian Marks (away), and Rev Jo Parker (Illness) and Governors consented to these absences. No apologies had been received from Beverley Moorhouse. The meeting was quorate.</p>		<p>Head/ CofG Clerk</p>
15	<p>Governor Vacancies and terms of office: Following the election of a parent Governor and appointment of a Foundation Governor, the new Instrument of Governance has no vacancies. The HT confirmed that the long-serving Associate Governor, Richard Hodgson, who has not attended any FGB meetings in the last 12 months but has been advising during site visits on the condition of the premises, and Governors agreed that the Clerk renew his term of office for a further 4 years wef today's meeting.</p>		<p>Head/ CofG/ Clerk</p>
16	<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 (Aug 22) to be read and confirmed to the school as having been understood. The Clerk reminded Governors that any gifts or hospitality offered to Governors at Christmas should be registered in school.</p>		<p>All/ Head</p>
17	<p>Notification of any Confidential Items on this Agenda: The HT will advise on any references to the staffing structure during the Budget Review. There will be a Confidential update on High Needs pupils (see Item 20).</p>		<p>Head</p>
18	<p>Any other urgent business: See Item 26.</p>		
19	<p>To approve as a correct record, the minutes of the previous FGB meeting 11th October 22 with Confidential extract which had been previously distributed and matters arising: Governors proposed (RC), seconded (KT) and unanimously approved the Minutes to be signed by the CofG and stored securely. FGB 1 – the HT advised that a DBS clearance for GM is ongoing.</p>		<p>CofG/ Head</p>

	<p>FGB 2 – see Item 14 above.</p> <p>FGB 6 – the HT and CofG have both had regular contact with the staff member on long-term compassionate leave.</p> <p>FGB 7 – the DH is arranging Safeguarding training for Governors and the GDPR implications of the Video/Audio security system will be discussed with the LA's premises advisor.</p> <p>FGB 8 – the DH will update Governors on data in the New Year.</p> <p>FGB 9 – the HT and HR dept are discussing the salary increase.</p>	
Part B – Safeguarding/Health & Safety		
20	<ul style="list-style-type: none"> The HT advised Governors that improvements to the Fire Safety system are required and that the Diocese have asked for tenders. The school will likely contribute £3,500 to the work due to start in Feb half-term. <p style="text-align: center;">CONFIDENTIAL EXTRACT</p>	
Part C – School Improvement		
21	<ul style="list-style-type: none"> Governors had previously received the HT Autumn term report. Governors asked about the pupils in the Vulnerable Groups and the HT confirmed that some pupils were in more than 1 category. The HT advised that the Autumn planning meeting with the LA SEA (Lis Marsden) had been positive and an Analysing School Performance report will be available in Dec. In the Spring term, the SEA will be available to meet the Governors re Safeguarding, Documentation, Attendance, and Curriculum/SDP deep-dives. Governors had previously received SIAMS SEF documents. 	Head/ All
Part D – Finance/ Resources/Premises		
22	<ul style="list-style-type: none"> Budget 22-23 Review. Governors had previously received the Monitoring Detail and Summary reports 31st Oct 22 which were reviewed by Joanne Jackson with reference to the Variance comments. Governors asked if the school's income will be affected by the NY Council's ability to increase council tax but JJ explained that the school's funding comes from the DfE. JJ also explained that staff salaries may be affected by ongoing union negotiations and a new working week. Catering costs may also increase along with Energy but the estimates in the Budget Review are based on the LA's bulk purchase agreements. Governors asked if there was any additional income from taking refugee pupils but no further funds are expected. The HT advised that there is a Fair Access Panel meeting 30th Nov for Scarborough schools and the HT will feedback to Governors. Staff fixed term contracts and ECT staff will be reviewed in the light of the Targeted Mainstream Provision (TMP) for pupils with Social and Emotional Mental Health (SEMH) needs once the specialist unit has been built and the funding which will follow these pupils. JJ advised on ICT equipment update for staff and the need to transfer £5000 from Revenue to Capital for a new boiler. Governors appreciated the funds which had been donated by the parents group bearing in mind the current pressure on domestic finance which helped to provide pupils with important learning experiences. Governors proposed (KT), seconded (RC) and unanimously approved the Budget Review with a surplus carry-forward forecast to 22/23 but deficit in 24/25. JJ reviewed with Governor the Autumn 22 NY Benchmarking report which Governors had previously received. Governors asked if the report reflected the high number of Special Needs pupils and JJ advised that it compares schools with similar number of pupils on roll based upon the Oct 21 census. Governors asked why the school's funding was significantly less than other schools and JJ advised that the data included funding factors such as deprivation. Governor thanked JJ for the presentation and she left the meeting. The HT/DH advised Governors that the LA's ICT Service Level Agreement was not cost-effective and that the school had accepted a quote from a previous private contractor. The cost was within the HT's delegated budget. 	Head

23	<p>Policy Review:</p> <ul style="list-style-type: none"> Governors had previously received the PE and RSE policies which were proposed (FDD), seconded (JJ) and unanimously approved to be signed by the CofG and updated on the school's website. 	CofG/ Head
24	<p>Governor visits/reports/training/impact:</p> <ul style="list-style-type: none"> The HT/DH gave positive feedback on parents' Phonic meeting. <p>Governors asked for clarification of Little Wandle software Collins Big Cat Little Wandle Letters And Sounds Revised.</p> <ul style="list-style-type: none"> Governors received copies of Governor visit reports at the meeting from Gillian Marks, Kelly Trotter, Ryan Chapman, and Julia Jones. The HT will send the reports to the Clerk to distribute to all Governors via the NYES secure email. A Curriculum Development 22/23 report was distributed at the meeting and this will be available to parents on the website. Strategic Support and Challenge for the HT – Governors have filled vacant positions on the FGB; understood and agreed the Budget Review; challenged the HT to pursue more appropriate places for pupils with SEN; and undertaken in-class visits to meet staff. 	Head DHead
25	<p>Headteacher's Performance Management:</p> <p>The HT and DH left the meeting whilst the CofG advised Governors that the panel had reviewed the targets set and recommended 1 point increase on the salary scale. Governor proposed (RC), seconded (FDD) and unanimously agreed the increase.</p>	
26	<p>Any other urgent business:</p> <p>The HT advised that the staff member on long-term compassionate leave will have a salary/staff cover review in February. At present, there is appropriate insurance cover in place.</p>	
27	<p>Dates of the next meetings:</p> <p>The day/time of Tuesday at 7pm will remain throughout the school year.</p> <ul style="list-style-type: none"> Schedule of meeting dates for 22-23 was previously distributed – 31st January 23; 21st March 23; 16th May 23; 4th July 23. <p>This meeting closed at 9:20pm.</p>	All

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