

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



Minutes of the Full Governing Body meeting
Tuesday 16th May 2023 at 7pm.

Invited	Absences	Attending	
All	Gillian Marks, Rev Jo Parker, Father David Dixon, Beverley Moorhouse.	In attendance: Claire Barber (HT); Julia Jones (CofG); Karen Plumpton (DH); Kelly Trotter; Ryan Chapman; Ingrid Potter, Kathryn O'Malley. Joanne Jackson, LA FMS – left after the Start Budget review.	
2022-23 Item no	Item		Action
Part A - Procedural			
54	Welcome and apologies: The CofG gave a prayer for the Governors, staff and pupils followed by the Lord's Prayer. Governors welcome Kathryn O'Malley as the new elected parent Governor and made introductions to the FGB. Apologies from GM, Rev JP, BM received consent. Apologies were sent to the Clerk by Father DD as he attended a parishioner in hospital. The meeting was quorate.		
55	Governor Vacancies and terms of office: There are no vacancies. A staff Governor election is required by 5 th Sept 23. The LA Governor term of office ends 2 nd Oct 23. The LA governor can continue for a further 4 year term if approved by the FGB.		RC/ Clerk
56	Declaration of Governors' Personal & Business Interests/Hospitality and compliance with Code of Conduct and Keeping Children Safe in Education (KCSIE): Kathryn O' Malley confirmed that she has completed the required declarations to be filed in school and the HT confirmed that a DBS clearance is underway. Safeguarding online training will be done online asap. All Governors confirmed that their declarations were up-to-date and that confirmation had been registered within school of compliance to KCSIE. Gillian Marks and Ingrid Potter will complete online Safeguarding training asap.		DHead
57	Notification of any Confidential Items on this Agenda: The Vice-Chair/Safeguarding Link governor will outline to the FGB an ongoing complaint incident which may require a Complaint Panel. See Item 61 re Safeguarding/Health & Safety.		Head/ RC
58	Any other urgent business: See above re complaint.		
59	To approve as a correct record, the minutes of the previous FGB meeting 21st March 23 which had been previously distributed: The Minutes were proposed (HT) and seconded (CofG) and approved unanimously for the CofG to sign and store in the Governors file. Matters arising: FGB 42 - see Item 54 above. FGB 43 – see Item 56 above. FGB 47 – Governors challenged by asking the HT to follow-up with a further parent survey including a space for parents to clarify any dissatisfaction. FGB 48 – the Traffic Mgmt Plan has been changed to High Risk and Governors challenged by asking the HT will liaise with the neighbouring school to advise parents of possible criminal action. FGB 49 – see Item 62 below.		CofG/ HT Head Head

Part B – School Improvement		
60	<p>Curriculum Development: The DHead advised Governors on progress made in curriculum development which had input from the SLT and Pupil Voice to amend and update provide the Curriculum sequence throughout KS1 and KS2. The rewriting of the curriculum has enabled staff input in their own curriculum specialism to give an understanding of a “deep-dive”. The DH suggested a further meeting with designated Governors and Subject Leaders to continue the understanding of curriculum development.</p> <p>The HT advised Governors that a Healthy School gold award had been received and no SIAMS inspection is expected this year.</p> <p>SEA advisor visits: The HT advised that the LA SEA visits had deep-dives on SEND and Attendance with good outcomes. Governors challenged by asking the HT to distribute the SEA visit reports for the next FGB meeting.</p> <ul style="list-style-type: none"> • Governors challenged by asking if there is an EAL/ Diversity lead in school and a plan for a reflective workforce. The HT/DH advised that all staff have EAL training, a knowledge of other faiths and British Values adding that the library stock has been audited to include these topics. 	<p>Head</p> <p>Head</p>
Part C – Safeguarding/Health & Safety		
61	<p>Safeguarding training: see Item 56 above. CONFIDENTIAL EXTRACT.</p>	
Part D – Finance/ Resources/Premises		
62	<p>Start Budget 23/24 review: This review with Joanne Jackson took place at the start of the FGB meeting and she left before the Part A, B and C took place.</p> <p>Governors had previously received the 22/23 Budget monitoring Summary and referred to EHCP applications in the pipeline; school meal increases; staff pay awards; staff numbers and the Targetted Mainstream Provision which will impact on the current forecasts.</p> <ul style="list-style-type: none"> • Governors challenged by asking about the TA structure in classes and the HT advised that adjustments will be required. • Governors challenged by asking if staff are aware of possible changes and the HT confirmed that conversations have been had with staff. • Governors challenged by asking about a staff request for reduced hours (Agenda Item 9) and the HT confirmed that a formal request had been received and that a staff member maternity leave will start in the Autumn term. • Governors challenged by asking about staff salary savings and their concerns about the impact on learning by the reduced hours request. The HT advised that she is advertising externally and having discussions internally in order to have a cost-effective solution. • Governors challenged by asking the HT to ensure the staff member requesting reduced hours was aware of reduced hours conditions. Governors agreed to defer approval of the request until the HT had been able to clarify other options involving other members of the current staff. The Bursar advised that options suggested were affordable and that the Budget can be adjusted accordingly. • Governors challenged by asking if the school's energy costs were competitive and the Bursar advised that the LA's bulk purchase scheme was competitive. <p>The HT advised Governors that the current extra classes in EYFS and Yr6 were a response to the COVID catch-up and may not continue. The HT also advised that a full admission quota is expected in Sept and therefore there may be a need to reduce the Published Admission Number (PAN).</p> <p>Governors proposed (RC), seconded (KT) and approved the 23/24 Start Budget. Joanne Jackson left the meeting.</p>	<p>Head/ Clerk</p> <p>Head/ Clerk</p>

	<p>Overview of the new build programme: The HT advised that there was update as the LA had not yet approved the plan and costs.</p> <p>Consideration of a request for variation of hours: This was discussed with JJ/Governors - see Budget Review above.</p>	
63	<p>Policy Review: Governors had previously received the Attendance Policy and Flexible Working policy. Governors discussed the term “exceptional circumstances” in the Attendance policy in the light of parents providing an employer’s letter of support for parents to take holidays in term time. The HT had contacted the LA for advice and a consistent approach was recommended within certain guidelines. In order for the HT/SLT to discuss this matter, Governors agreed to defer approval of any alterations to the policy. Governors challenged by asking the HT if the Flexible Working policy included job-shares and the HT advised there would be a mutually acceptable support agreement. The policy was proposed (RC), seconded (KO’M) and approved.</p>	Head/ Clerk
64	<p>Governor visits/reports/training/impact: The HT/DH will confirm dates/times for Governors curriculum visits.</p>	Head
65	<p>Any other urgent business: The HT advised Governors of the intended visit by the LA’s Director of Education and will confirm date/time.</p>	Head
66	<p>Dates of the next meetings: The day/time of Tuesday to meet at 6.50pm for a 7pm start will remain throughout the school year.</p> <ul style="list-style-type: none"> Schedule of meeting dates for 22-23 was previously distributed – Next meeting is 4th July 23 when dates for 23/24 will be discussed. <p>This meeting closed at 9:00pm and Governors joined in the “Grace” prayer.</p>	All

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