

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



Minutes of the Full Governing Body meeting
Tuesday 31st January 2023 at 7pm.

Invited	Absences	Attending	
All	Fr David Dixon.	In attendance: Claire Barber (HT); Julia Jones (CofG); Karen Plumpton (DH); Kelly Trotter; Ryan Chapman; Beverley Moorhouse; Gillian Marks; Rev Jo Parker; Mike Taylor.	
2022-23 Item no	Item		Action
Part A - Procedural			
28	Welcome and apologies: Rev Jo Parker gave a prayer for the Governors and staff and pupils to reflect the Church ethos. No apologies had been received from Father David. The meeting was quorate.		CofG
29	Governor Vacancies and terms of office: The HT advised that a letter to confirm Ingrid Potter as a Foundation Governor was still in hand with the Parish with a PCC meeting to be held and that Chanelle Taylor was still interested to take the Parent Governor vacancy following her election. The HT will confirm the election date to the Clerk.		CofG/ Head
30	Declaration of Governors' Personal & Business Interests/Hospitality and compliance with Code of Conduct and Keeping Children Safe in Education (KCSIE): Governors confirmed that their declarations were up-to-date and that confirmation had been registered within school of compliance to KCSIE. The prospective new Governors' declarations will be kept in the school file and Safeguarding training will be provided.		Head
31	Notification of any Confidential Items on this Agenda: See other urgent business.		Head
32	Any other urgent business: Correspondence		
33	To approve as a correct record, the minutes of the previous FGB meeting 29th November 22 with Confidential extract which had been previously distributed and matters arising: Governors proposed (KT), seconded (RC) and unanimously approved the Minutes to be signed by the CofG and stored securely in school. FGB 21 & 22 – the HT referred Governors to Items 35 & 36 below.		CofG/ Head
Part B – Safeguarding/Health & Safety			
34	<ul style="list-style-type: none"> The HT advised Governors that a defibrillator is already installed inside the school. The defibrillator has recently been serviced. Governor Challenge: JJ asked if there was a defibrillator that was accessible outside of school hours. HT advised that there have been emails to school from the DfE about defibrillators and would check the latest guidance and liaise with Wheatcroft School. <ul style="list-style-type: none"> The Safeguarding Audit deadline of 31st March 23 will be an Agenda item for the next FGB 21st March. The Safeguarding Link governor will support the HT. Governors have met with the SEA regarding Safeguarding and the outcomes of that meeting were shared with governors. The SEA was impressed with safeguarding procedures and governor knowledge. The report from the safeguarding visit has been shared with governors. The HT updated Governors on the Union strike action 1st Feb 23 and advised that 7 out of 11 classes will not be in school. Access to school will be via the main gate only with JJ being present from the governors to support the Deputy Headteacher. Governor Challenge: MT asked if a risk assessment had been considered with staffing arrangements. The HT advised that this had been completed with JJ and KP. A letter had been 		Head Clerk Head

	shared with governors before going to parents. The CofG had received an NEU letter regarding the strike and an information leaflet from the NEU for parents had been shared, giving the reasons for the strike.	
Part C – School Improvement		
35	<ul style="list-style-type: none"> Governors had previously received the LA SEA’s visit report 6th Jan 23 and the Diocese visit report 22nd Nov 22. Governor Challenge: JJ asked about the “Impact/Progress” section on the SEA report and the dates of completion. The HT advised that some areas of the report will be assessed later in the year in line with the focus of the SEA visits and some areas should be marked as “not applicable”. The HT/CofG will meet with Father David (ex Officio Foundation Governor) for support re the Diocese report. The HT and DH will defer the Autumn Data report until the next FGB. <p>The Curriculum working party will have been updated on curriculum and progress before the next meeting.</p> <ul style="list-style-type: none"> The Governors’ page on the website is being updated. Governor Challenge: KT explained that the school website had not been discoverable on a Google Search. Governors asked the HT to request that it is more prominent/available on Google. KP to contact web site company to enquire about this. MT offered advice regarding this. 	<p>Head</p> <p>Head/ CofG Clerk</p> <p>Head</p>
Part D – Finance/ Resources/Premises		
36	<ul style="list-style-type: none"> Governors had previously received the Dec 22 Budget summary and detail reports. The HT and Bursar will meet to confirm the Budget 23-24 prior to the 20th May deadline and review staffing at this time. Governor Challenge: RC asked what would be the staffing implications as well the implications for the new Targetted Mainstream Provision now that LA/Diocese funding was approved and how quickly the building can be started in order to be completed for Sept 23. The HT explained that the application had been successful and we were awaiting information about the next steps. HT to chase up with Wendy Butterfield at county. The HT advised on ideas for the building work but this will be overseen by NYCC. Following the Fair Access panel meeting 30th Nov 22, the HT advised that the Springhead SEN school does not have capacity for a pupil transfer and therefore an EHCP high-band application is in progress which may be approved in time to be included in the 23/24 Budget. A teacher is returning on a phased return after the half term. The HT advised that Miss Jackson would continue to work alongside the teacher to support the phased return. Correspondence will be sent out by the HT next week. There has been lots of sickness that has required Supply cover which has affected the budget. The staff absence insurance only covers from Day 4, so this has affected the budget. Governor challenge: RC asked has there been issues with levels of staff absence and do these need to be addressed. The HT advised that she is able to seek support from HR if any staff are hitting trigger points for attendance. Governors asked the HT to get quotes for staff absence insurance starting from Day 1 to compare the prices. The HT advised Governors that the LA’s Catering contract issues have now been resolved with new staff. The service was noticeably better. An advert is out currently to appoint a final member of staff. Mr Burton has submitted an application for Gold Level of the Healthy Schools Award. Information from the submission had included information on FSM and this report has been sent to governors. 	<p>Head/ CofG</p> <p>Head</p>
37	<p>Policy Review:</p> <ul style="list-style-type: none"> Governors had previously received the Health & Safety, First Aid policies and Lockdown Procedure. The HT advised that the Lockdown Procedure was a collaboration with the neighbouring school and that it had been reviewed by the SEA. The policies were proposed (MT), seconded (BM) and unanimously approved to be signed by the CofG and updated on the school’s website. 	<p>CofG/ Head</p>

	<ul style="list-style-type: none"> The HT updated Governors on the local parent car parking issues and the Police/Council involvement. Governors were concerned about “near- misses” and were reviewing suggestions from other schools. 	
38	<p>Governor visits/reports/training/impact:</p> <ul style="list-style-type: none"> Rev Jo Parker read a report to Governors on her school visit as the EYFS Link which will be added to the Governor file. The HT will liaise with the other Governors to establish dates/time to meet staff, observe lessons/ religious service, and undertake book/wall display scrutiny. Written reports can be shared with the FGB with any recommendations for training plus opportunities to challenge and support the Headteacher to be recorded in the FGB Minutes. 	Head
39	<p>Any other urgent business: See confidential minutes</p>	Head
40	<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 – 21st March 23; 16th May 23; 4th July 23. This meeting closed at 8:45pm. 	All

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