

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



Minutes of the Full Governing Body meeting
Tuesday 21st March 2023 at 7pm.

Invited	Absences	Attending	
All	Mike Taylor, Rev Jo Parker.	In attendance: Claire Barber (HT); Julia Jones (CofG); Karen Plumpton (DH); Kelly Trotter; Ryan Chapman; Beverley Moorhouse; Gillian Marks; Fr David Dixon, Ingrid Potter. Angela Smith - EYFS and KS1 Leader – Governors agreed that her presentation was given between Agenda Item 1 and 2 after which she left the meeting. See Item 47 below.	
2022-23 Item no	Item		Action
Part A - Procedural			
41	Welcome and apologies: Fr David gave a prayer for the Governors, staff and pupils noting the tragic death in the national news of a Headteacher recently to reflect the Church ethos. Apologies received from Mike Taylor and Rev Jo Parker received consent. The meeting was quorate.		CofG
42	Governor Vacancies and terms of office: The HT advised Chanelle Taylor had withdrawn as an elected parent Governor and that an election process was underway to conclude next week.		CofG/ Head
43	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 DHead will provide an online Safeguarding course details to Gillian Marks and Ingrid Potter.		DHead
44	Notification of any Confidential Items on this Agenda: There was none.		Head
45	Any other urgent business: There was none.		
46	To approve as a correct record, the minutes of the previous FGB meeting 31st January 23 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 in school. FGB 31 – the HT confirmed that she had consulted with the LA HR dept regarding different levels of cover for staff absence and liaised with the school bursar. The bursar shared information on the cost for absence in the past year. It was agreed to keep the insurance premium at the same level. FGB 34 – a defibrillator is located next to the school office and has recently been serviced. FGB 35 – The HT reported that a book scrutiny at the end of Autumn Term with the SLT had taken place and an action had been to review the curriculum in school. The DHT confirmed that a review of the curriculum has now taken place by all subject leaders to embed a secure and robust sequencing of lessons and curriculum as a whole. Enquiries about Google searching for the school's website revealed that priority depends upon the number of external "hits". Bing will instantly bring up the school website. The HT has shared the website via the newsletter, Facebook and Dojo to get more internet traffic to access the site.		CofG/ Head

FGB 36 – An LA site visit was very positive about the new build for the TMP (Targetted Mainstream Provision) although the site is still under review and unlikely to be completed for Sept 23.

A quote for Day 1 staff absence insurance cover was too expensive and the LA Bursar advised that Day 4 cover is affordable.

FGB 38 – Visits have taken place this term. Safeguarding Governor had been in to oversee the Safeguarding Audit, Health and Safety Governor had been in with our Associate Governor to carry out a Health and Safety walk and inspection. The SEND Governor is due to visit before the end of term. The HT and Link Governors will continue to liaise on school visit days with reports being available for sharing at the following FGB and kept in the Governor files.

Part B – School Improvement

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- Governors received a Powerpoint presentation from Angela Smith regarding the EYFS and Key Stage 1 Phonics context for learning progress. Following an audit last year, schemes had been trialled and “Little Wandle” [Letters and Sounds - A complete Phonics resource to support children \(littlewandlelettersandsounds.org.uk\)](https://www.littlewandlelettersandsounds.org.uk) had been adopted to be applied from EYFS to Yr6 including SEND pupils and all staff had been trained in its use with support & finance from English Hub [English Hubs: list of primary schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/english-hubs) and involvement from parents.

Governors challenged by asking the frequency of testing and also the value of the “Heat Map”. AS replied that testing would be weekly regardless of progress level and the Heat Map data showed gaps in learning which would then inform interventions. **Governors challenged** by asking how data compares to national targets and also if the “summer-born” statistics can be separated. AS advised that all schools’ data will reflect the poor COVID home learning data legacy and agreed to add some data detail about “summer-born” pupils in relation to their cohort. **Governors challenged** by asking about the gender gap and if the pupils “memory stickers” on clothes had caused any teasing/abuse incidents. AS acknowledged that the established boy/girl learning progress can affect the data and that pupils were comfortable with the clothing stickers. **Governors challenged** by asking if age-appropriate books are available from the library and AS/KP confirmed that the school does have a range of books and will continue to add books as funding comes in. KP confirmed that applications have been made for various grants. **Governors challenged** by asking if the school could suggest donations from parents and funds from the Synod and the HT noted that a Synod visit is due in Oct 23. **Governors challenged** by asking if the Phonics programme was able to provide a Yr3 “catch-up” and AS confirmed that there is a “Rapid” module in place for Yr2 to Yr3 and fidelity the scheme was vital.

	<p>Governors challenged by asking if the local feeder Nurseries have access to the Phonics programme and the HT advised that the quality of pre-school learning varies.</p> <p>Governors thanked AS for the presentation and she left the meeting.</p> <ul style="list-style-type: none"> Governors had received the HT report and Governors challenged by asking about if the Attendance included statistics relating to refugee pupils who had since moved on and the HT confirmed that was the case and that the data also reflected seasonal illness, although the figure of 93.9% was above the national figure. The HT explained that Compass Buzz sessions were being used to target children with poor attendance BUZZ US - Compass (compass-uk.org). There have been more Encompass alerts for children this term than ever previously. Home : Operation Encompass, so it appears that Domestic Violence incidents are on the increase in the area. The HT added that she had recently completed some training and had sent out relevant guidelines to all staff which are available to Governors if required. Governors challenged by asking about a recent Parent Questionnaire and the HT reported that there had been overwhelmingly positive feedback and Governors challenged by asking the HT to arrange a 1:1 meeting with the single unsatisfied parent possibly via a parent Governor if necessary. The HT reported that recent incidents had given the HT and SLT cause to consider a fixed-term exclusion for a pupil with an SEND assessment and that CPOMS records are being kept of parent conversations. RC suggested that school could consider a visit from a PCSO/ police to speak to the pupil. The Safeguarding Link Governor felt that the school has a duty of care to staff and other pupils which may be prioritised above the obvious best interests of the pupil. The HT advised of her personal experience that the pupil behaviour can be managed and that all aspects of the emotional coaching training were being used by staff. In the meanwhile, Governors challenged by asking if there had been any complaint. JJ reminded governors, that we can enlist the support of another school if a complaint panel is required. 	<p>Head</p> <p>Head</p>
Part C – Safeguarding/Health & Safety		
48	<ul style="list-style-type: none"> Governors had previously received bi-annual Safeguarding Audit which had been reviewed/updated by the HT which Governors proposed (KT), seconded (BM) and approved to be signed and submitted by the 31st March 23 deadline. The HT reported that there was no prospect of further staff union strikes whilst negotiations were ongoing and that parent support had been welcomed by staff. Governors had previously received a Traffic Management Plan and Governors challenged the overall risk assessment which the HT agreed to change to “High” based upon incidents witnessed by a Governor of parents’ parking infringements. Governors challenged by asking if the school could employ its own traffic wardens and keep any fines but recognised that, as a public road, it was the Council’s legal 	<p>CofG/ Head</p> <p>Head</p>

	responsibility to manage the situation together with neighbouring school.	
Part D – Finance/ Resources/Premises		
49	<ul style="list-style-type: none"> Governors had previously received the 22/23 Budget monitoring detail and summary reports for Feb 23. Governors agreed to defer the approval with the LA FMS officer of the 23/24 Start Budget to the next FGB 16th May 23 and submit before the deadline 20th May 23. Governors had previously received the School Financial Value Standard (SFVS) which had been reviewed by the HT and Governors noted that it was similar to the previous year. Governors had also received the Related Party Transactions form. Governors proposed (RC), seconded (JJ), and approved the SFVS to signed/submitted to meet the 31st March 23 deadline. There were no Related Party Transactions to declare. <ul style="list-style-type: none"> The HT gave Governors an update on the LA approval for a new specialist building in Item 46 above. 	Head/ Clerk
50	Policy Review: <ul style="list-style-type: none"> The HT had referred to the Traffic Management Plan in Item 48 above. 	
51	Governor visits/reports/training/impact: <ul style="list-style-type: none"> The Safeguarding Link Governor had commented on the staff/pupil duty of care in Item 47 above and the Traffic Management Plan in Item 48 above. The HT advised Governors of a Premises safety visit involving the Associate Governor. 	
52	Any other urgent business: None	
53	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. <ul style="list-style-type: none"> Schedule of meeting dates for 22-23 was previously distributed – 16th May 23; 4th July 23. This meeting closed at 9:10pm. 	All

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