

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



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

Invited	Absences	Attending	
All	Father David Dixon, Mike Taylor; Kathryn O'Malley.	In attendance: Claire Barber (HT); Julia Jones (CofG); Karen Plumpton (DH); Kelly Trotter; Ryan Chapman; Ingrid Potter; Gillian Marks; Beverley Moorhouse.	
2023-24 Item no	Item		Action
Part A - Procedural			
14	Welcome and apologies: Julia Jones gave a prayer for the Governors, staff and pupils. The CofG welcomed Governors. Apologies from Father David, Mike Taylor and Kathryn O'Malley received consent. Governors were advised that the Head of Maths was unwell and Governors sent their best wishes - see Item 19 below. The meeting was quorate.		
15	Governor Vacancies and terms of office: A candidate with appropriate skills/experience for the vacant Foundation Governor post will visit the school to meet the Head and CofG before accepting the appointment via the Diocese.		CofG/ Clerk
16	Declaration of Governors' Personal & Business Interests/Hospitality and compliance with current Code of Conduct (Sept 23) and Keeping Children Safe in Education (KCSIE) Sept 23: B Moorhouse updated her Business/Personal interests and signed the Code of Conduct at the meeting to be stored in the schools' Governor files.		Head
17	Notification of any Confidential Items on this Agenda: The Governors discussion on the HT Performance Management review and staff request for parental leave will be confidential.		Clerk
18	Any other urgent business: See Item 26 below.		
19	To approve as a correct record, the minutes of the previous FGB meeting 3rd October 23 which had been previously distributed and matters arising: FGB 7 – The HT reported the KS1 Phonics pass was 90%. The Maths lead will attend the next FGB meeting if recovered from illness. FGB 11 – the Safeguarding Governor, HT, and CofG met today to check the SCR was up to date. The DH will refer to the Curriculum Ofsted preparation - see Item 25 below. FGB 12 – the Clerk, HT and CofG will meet 28 th Nov to review the Strategic Plan. FGB 13 – this meeting replaces the scheduled FGB meeting 7 th Dec to approve the Budget Review 23/24. The Bursar cannot attend but has provided notes. Governors proposed (JJ), seconded (RC) and unanimously approved the Minutes to be signed by the Chair and stored securely in the Governor files at school.		CofG/ Head
Part B – School Improvement			
20	<ul style="list-style-type: none"> HT written Autumn term report – Governors had previously received the report which was reviewed with the HT. Governors noted that the Yr2 was above the PAN and now included a LAC pupil with support from the LA's Virtual School for an EHCP application. Governors challenged by asking what funding is available for this pupil. The SENCo will confirm with virtual school what funding is being provided by them and liaise with the 		Head

	<p>SEND Case worker for information on when this EHCP application will be looked at. The HT stated that there was a Fair Access Panel imminent (FAP), following on from another FAP last week. Governors challenged by asking about the Fair Access panel and the HT explained the process and that there have been more FAPs in recent years than before. This is partly due to a rise in Elective Home Education and parents wanting to get their children back into school. A governor commented on the amount of Home Schooling in the community due to pupil anxiety, cultural reasons and COVID. Governors challenged by asking about the Parent Questionnaire with one response being negative compared to the other responses that were overwhelmingly positive. Governors challenged by asking about KS2 Phonics and the time out of class for some pupils for interventions in phonics. The HT confirmed that children go out of class for the personalised intervention, which lasts 15-20 minutes, 3 times a week. Governors challenged by asking about the timeframe for reviewing the progress of these interventions. The HT confirmed that this would be carried out at the end of term. Governors challenged by asking about pupil feedback on SEND interventions and if they felt supported. The HT agreed that would be helpful and put in place by the SENCo in her monitoring. The HT concluded the report by referring to the Synod meeting which was well received by members of the Deanery.</p> <p>The DHT updated Governors on curriculum development. A booklet was distributed at the meeting, following on from a visit by the governor curriculum group. The booklet collates all the subject leaders' plans for the next academic year, highlighting strengths of their subject and areas for development as well as how SEND links with each subject. Governors commented on how excellent the curriculum carousel evening had been and how much progress had been made since the last visit into school. Information on the website has been updated, with clear a clear link to the curriculum progression documents. The DHT also discussed the investment into Insight tracker Insight Online Pupil Tracking for Primary Schools (insighttracking.com). This tracking system will be linked carefully to the curriculum progression documents. Governors challenged by asking if teaching could still be creative whilst improving pupils' mental/social health. The DHT advised that teachers follow the curriculum documents that have been devised which focuses on "sticky knowledge" practice. She also stated that staff do receive training to support SEMH needs.</p>	Head
Part C – Safeguarding		
21	<ul style="list-style-type: none"> • Safeguarding training - all staff and Governor training is up to date. The HT confirmed that staff have also completed Prevent training Get help for radicalisation concerns - GOV.UK (www.gov.uk) and the schools' ICT software monitors/report any breaches. The HT has a file of any breaches, showing what action she has taken. The HT added that St. Martin's had been selected for an audit in Emergency Response. This required an interview following submission of paperwork to County to demonstrate our procedures. The adviser from Veritau was impressed with the positive response. The school has also had a visit from the School's Education Advisor focusing on safeguarding. The report demonstrated the strengths in school and has been shared with governors. 	
Part D – Health & Safety		
22	<ul style="list-style-type: none"> • The HT advised that the H&S advisor recommended H&S be treated as a separate Agenda Item. The HT confirmed that the new gate has been fitted to prevent any pupil leaving school and that a School Crossing Patrol person has been recruited. The HT advised the governors that parents have been contacting the LA about the traffic dangers outside school and the HT advised that there was ongoing liaison with other primaries. 	
PART E – Finance /Resources/Premises		
23	<ul style="list-style-type: none"> • Revised Budget 23/24 – Governors had previously downloaded the 	

	<p>Detailed, Summary and Benchmarking reports whilst the HT referred to notes from the Bursar who was unable to attend in person. The HT confirmed that teaching staff pay increases and pension contributions had been included but that an adjustment was pending for support staff which would not be funding and have to come from the school budget. In addition, we were waiting for the external assessment of 4 x EHCPs. The HT advised that banding of the SEND children is still not covering the cost for the significant support that they need.</p> <p>Governors proposed (RC), seconded (KT) and unanimously approved the Revised Budget subject to the additions advised which affect the In-Year surplus/deficit and Carry-forward as stated on the reports.</p> <ul style="list-style-type: none"> • Shared parental leave- see CONFIDENTIAL EXTRACT • HT Performance Management – see CONFIDENTIAL EXTRACT. • Targeted Mainstream Provision (TMP) – the HT advised that a meeting regarding the new build budget had confirmed the intention to go ahead but there would be a review of cost options eg. portable buildings. Governors agreed to contact local MP candidates and the Diocese to emphasise the urgency and demand for this facility. 	CofG
	PART F – Other Business	
24	<ul style="list-style-type: none"> • Policy Review - Governors had previously downloaded New policies - EYFS; Low-level concerns; Anti-Bullying; Maths; Whistleblowing; and Curriculum which were proposed (KT), seconded (BM) and unanimously approved. Governors had also previously downloaded Revised policies – RSE/PSHE; Supporting Medical Conditions in School; Complaints; Charging & Lettings; and Admissions which were proposed (IP), seconded (GM) and unanimously approved. Governors challenged by asking for a review of the Behaviour policy which the HT confirmed will be available for the next FGB meeting following a review with staff. Governors challenged by asking if staff children in school are treated any differently from other pupils and the HT confirmed that would not happen. 	Head/ Clerk
25	<ul style="list-style-type: none"> • Governor visits/monitoring/reports/training/impact – Governors had attended a Curriculum Working Group and observed good practice. Governors will write up observation reports to support leadership monitoring records. 	All
26	<ul style="list-style-type: none"> • Any other urgent business – The HT will notify Governors of Christmas events. 	
27	<ul style="list-style-type: none"> • Dates of the next meetings - Governors had previously received the schedule of dates/times for the FGB meetings 23-24. Governors noted that the next planned FGB 7th Dec has been cancelled as the Budget Review was brought forward to today. The meeting closed at 9pm. CofG led Governors in the grace. 	All/ Clerk

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