

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



Minutes of the Full Governing Body meeting
Tuesday 3rd October 2023 at 7pm.

Invited	Absences	Attending	
All	Father David Dixon, Beverley Moorhouse.	In attendance: Claire Barber (HT); Julia Jones (CofG); Karen Plumpton (DH); Kelly Trotter; Ryan Chapman; Ingrid Potter, Mike Taylor; Kathryn O'Malley; Gillian Marks.	
2023-24 Item no	Item		Action
Part A - Procedural			
1	Welcome and apologies: Julia Jones gave a prayer for the Governors, staff and pupils in the new school year. The CofG welcomed Governors. Apologies from Father David and Beverley Moorhouse received consent. The Diocese advised that Rev Jo Parker has resigned. The meeting was quorate.		
2	Governor Vacancies and terms of office: A staff Governor election was completed last July and Karen Plumpton (DH) was elected unopposed wef 14 th July 23 to serve a 4yr term of office. There is 1 x Deanery Synod Foundation vacancy following Rev Parker's resignation. There was no election for Chair and Vice-Chair as both agreed to retain their positions for the duration of their respective term of office as previously agreed at the FGB 11 th Oct 22. The Governors present unanimously agreed.		CofG JJ/RC Clerk
3	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: Governors updated their declarations (inc Governor disqualification) at the meeting to be stored in the schools' Governor files at this meeting.		Head
4	Notification of any Confidential Items on this Agenda: There were none.		
5	Any other urgent business: See Items 11 and 12 below.		
6	To approve as a correct record, the minutes of the previous FGB meeting 4th July 23 which had been previously distributed and matters arising: FGB 69 - Safeguarding training is ongoing (see Item 8 below). Governors challenged by asking if a "Lollipop" person was employed yet but the HT advised that the position has been advertised by the neighbouring primary. FGB 73 – the HT has reviewed the effective use of the SenCo reduced hours. Summer SATs data review is Item 7 below. FGB 75 – the Head confirmed that a new gate is to be installed over October half term which is to provided added security for pupils. FGB 76 – see Item 10 Policies. Governors proposed (RC), seconded (GM) 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			
7	<ul style="list-style-type: none"> 2023 SATs data: The HT/DH provided Governors with a breakdown of data compared to previous years and National expectations. Reference was made to the eligibility of pupils of refugee families who had joined the school during 22/23 that school have requested to be disapplied. This will change the percentages achieving age related if authorised. Governors challenged by asking how the difference between standard achievement and "greater depth" was calculated and the DHT explained the methodology. 		

	<p>Governors challenged by asking if the Reading questions had been harder than expected and the HT confirmed that this had been recognised nationally. Governors challenged by asking why Maths “greater depth” was below the National percentage and the DHT explained that more reasoning is required and this will be addressed through the school development plan this year. The HT commented that the Maths Leader had also been absent from school last academic year, so priorities are still continuing. Governors challenged by asking about predicted grades for KS2 and the DHT replied that these will be used to target individuals for support. Governors challenged by asking if English received more support than Maths and the HT advised that the combined Reading, Writing, Maths data was higher than the National percentage which was super to see. Governors challenged by asking if pupils are marked down for not showing “working-out” and the DHT advised that pupils received extra marks for showing “working-out”.</p> <p>Governors praised the KS1 phonics results, particularly because of the challenges of COVID on pre-school learning.</p> <p>The HT will add the KS1 Phonics data to the reports that Governors had received and added that KS2 now have additional resources (Letters and Sounds A complete Phonics resource to support children (littlewandlelettersandsounds.org.uk)) to maintain Phonics impact. The Key Stage 2 Rapid Catch up Programme will be implemented in Key Stage 2.</p> <p>Governors challenged by asking if there is an equivalent resource for Maths to increase “greater depth” and the HT referred to the use of Maths & Science resources CPD courses White Rose Education, which needs time to embed, plus leadership support and “walk through” coaching. The DHT explained that the Maths Hub has not had as much on offer for schools lately, but we are looking into what is available.</p> <p>Governors challenged by asking if 1stClass@Number EEF (educationendowmentfoundation.org.uk) was appropriate and the HT advised that it was more suitable for SEN pupils. Governors challenged by asking if the Maths Subject Leader could attend the next FGB to guide Governors on potential Ofsted questions and the HT will arrange this.</p> <ul style="list-style-type: none"> • School Development Plan: Governors had previously received the SDP and noted the Safeguarding priorities that had been added plus the references to collaboration with local primary English and Maths hubs. The HT advised on positive comments made during a recent visit by the SEA which referred to meeting Ofsted “Outstanding” criteria for the area of Personal Development. Governors challenged by asking how the school approaches diversity in pupils and staff. The HT referred to regular Pupil Voice sessions and the use of the LA recruitment process with it’s commitment to a diverse workforce. • Monitoring Schedule: the HT referred to the School Self Evaluation Form in the Governor files. 	<p>Head</p> <p>Head</p>
Part C – Safeguarding/Health & Safety		
8	<ul style="list-style-type: none"> • Safeguarding training for Governors: All Governor have received the latest edition of the DfE’s Keeping Children Safe in Education guidance to read and confirm that they have understood. Training for Governors and Staff was provided in September and all is complete. 	
Part D – Finance/ Resources/Premises		
9	<ul style="list-style-type: none"> • Summer work update: The HT confirmed that the Fire Alarm/ Lockdown system was fully operational. Governors challenged by asking if all of the LA inspection points had been addressed which the HT confirmed. 	

	<ul style="list-style-type: none"> • SEND provision and TMP: Ground work surveys have been undertaken for the Targeted Mainstream Provision building which is still subject to confirmation of funding from the LA. This year's intake has added extra challenge to the SEND provision and additional EHCP funding applications are being evidenced to support the extra staff which are having to be recruited to meet the needs of these children and keep them safe in a mainstream setting. <p>The next FGB meeting will include a 23/24 Budget Review with the LA Bursar Joanne Jackson.</p>	
PART E – Other business		
10	<ul style="list-style-type: none"> • Policy review: Governors had previously received the Attendance; Child Protection; Leave of Absence; English; Little Wandle policies which were proposed (RC), seconded (MT) and unanimously approved to be signed by the CofG and updated on the website as necessary. 	CofG/ Head
11	<ul style="list-style-type: none"> • Governor Link visits/monitoring reports/training and impact: The CofG advised Governors on Diocese and LA training courses and will distribute dates/times as required. The Safeguarding Link Governor (RC) will arrange a review of the Single Central Record. The HT will advise Governors on an Ofsted preparation session on the Curriculum after half-term. The Chair advised Governors of the “Christmas Voices” event at St Martins church 9th Dec to include pupils from other local CofE primaries with poetry and drama as well as choirs. 	CofG VCofG Head All
12	<ul style="list-style-type: none"> • Any other urgent business: The Clerk will contact the Chair and Head to arrange for a 1 hour Strategic Planning Review as previously advised. 	Clerk
13	<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 discussed changing the date/time of the next FGB meeting to 21st Nov subject to agreement with the Bursar to present the 23-24 Budget Review. This meeting closed at 8:30pm. 	Head/ CofG All

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