

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



Minutes of the Full Governing Body meeting
Tuesday 4th July 2023 at 7pm.

Invited	Absences	Attending	
All	Claire Barber (HT); Rev Jo Parker,	In attendance: Julia Jones (CofG); Karen Plumpton (DH); Kelly Trotter; Ryan Chapman; Ingrid Potter, Mike Taylor; Kathryn O'Malley; Father David Dixon, Beverley Moorhouse; Gillian Marks. In attendance: Richard Hodgson (Associate); Sarah Cliffe (SENDCo); Angela Smith (EYFS/PHONICS). Their reports were received after Item 67 and then they left the meeting.	
2022-23 Item no	Item		Action
Part A - Procedural			
67	Welcome and apologies: Father David gave a prayer for the Governors, staff and pupils and expressed best wishes on behalf of all present to the Headteacher who is currently ill. The CofG welcomed Governors. No apologies had been received from Rev Jo Parker. The meeting was quorate.		
68	Governor Vacancies and terms of office: A staff Governor election is underway and nominations/ballots will be coordinated by the CofG to have a staff Governor in place by the end of this term. Ryan Chapman accepted the nomination by the LA to continue as the LA Governor and Governors proposed (Fr DD), seconded (MT) and unanimously approved this appointment from today to serve for 4 years.		CofG
69	Declaration of Governors' Personal & Business Interests/Hospitality and compliance with Code of Conduct and Keeping Children Safe in Education (KCSIE): Governors had no declarations to update at this meeting. The DHead will arrange for joint staff and Governors online training in Sept 23 to meet the requirement of the KCSIE.		DHead
70	Notification of any Confidential Items on this Agenda: The CofG advised that the complainant discussed at the previous FGB has not followed the required procedure and the time frame has lapsed. The LA legal dept have had no further contact from the complainant.		
71	Any other urgent business: See Item 78.		
72	To approve as a correct record, the minutes of the previous FGB meeting 16th May 23 with a Confidential Extract which had been previously distributed and matters arising: FGB 55 - see Item 68 above. FGB 56 – see Item 69 above. FGB 62 – The Head has confirmed with a staff member requesting reduced hours that there is mutual understanding of the Governor's decision to approve the request. Governors proposed (RC), seconded (KT) and unanimously approved the Minutes to be signed by the Chair and stored securely in the Governor files at school.		CofG/ DHead

Part B – School Improvement		
73	<ul style="list-style-type: none"> Feedback of SEND provision: Governors received a printed report at the meeting which was reviewed with Sarah Cliffe, SENDCo. Governors challenged by asking if there was a conflict between increasing pupils numbers in need of support and the SENDCo reduced hours. The DHead explained that there are children leaving in Year 6 who have an EHCP, therefore, currently the number of children with an EHCP will not increase. Governors challenged by asking if the TAs receive support from Seaside SALT and the SENDCo confirmed that a therapist assesses progress every week. Governors challenged by asking how the SENDCo reduced hours will affect lunchtime clubs. The DHead and SENDCo explained that plans are in place to try and maintain the facility, however this will need to be monitored in September. Governors noted the support given to staff during school visits by the Link Governors for SEND and LAC. Feedback of EYFS/PHONICS provision: Governors received a verbal report from Angela Smith. Governors were pleased to be informed that the school was nominated to become a “Beacon” for Phonics and Reading provision and Governors challenged by asking if this would attract any additional funding. The DHead replied that it was unlikely that there would be any further funding from the English Hub as we have already received our maximum allocation, however, school could apply for grants and 1 grant has already been applied for. Governors challenged by asking if Phonics screening was age-related and AS advised that some re-tests are possible for pupils who had not reached the required standard. Governors wished to Minute their appreciation of the overall staff achievements in the presentations from Sarah Cliffe and Angela Smith. Feedback on a Diocese conference: Governors received a verbal report from the CofG. Governors challenged by asking if the school has a Diversity Lead and how many refugee families were supported. The DHead referred to the EAL staff initially supporting 7 families but now reduced to 1 and how the pupils were confident in using English at school but spoke their parent/carer language at home. Curriculum and Assessment update: The DHead advised that the SATs results are due next week and will be discussed with Governors in the early Autumn term. The LA SEA had visited today and Governors will receive the visit report in due course. Headteacher’s Summer term report: Governors had previously received the report and Governors challenged by asking about the Sept 23 admissions appeals. The DHead confirmed that not all Yr groups are full but that accepting another child into EYFS would exceed the PAN and this would have an impact particularly in Year 6 in future years. Governors challenged by asking if the appeal cases had already been offered other schools which the DHead confirmed. 	DHead
Part C – Safeguarding/Health & Safety		
74	Safeguarding training for Governors: see Item 69 above.	
Part D – Finance/ Resources/Premises		
75	<ul style="list-style-type: none"> Feedback from School Site Inspection: Governors received a report dated 27th June 23 at the meeting from Richard Hodgson who is an Associate member of the FGB and who has extensive knowledge of the school’s Building concerns from previous inspections. Due to Health & Safety concerns he can no longer fully inspect the historically leaking roof, but was 	

	able to suggest improvements to other areas of the building. A safeguarding issue with the front wooden gate was raised by RH and the DHead explained that she had contacted Simon Quartermaine at the Diocese to ask for financial support. She is awaiting his reply, however a quote has been sought for the work that could start early in the Summer holidays. RH offered to supervise reinstating car park materials and to accompany Simon Haddock regarding damp issues. The DHead will liaise on a new secure storage space for PE equipment which lead Governors to discuss a Targeted Mainstream Provision new-build, which would involve an addition to the school building. This is still under consultation with the LA RH wished to Minute his compliments to the cleaning and kitchen staff.	DHead DHead
PART E – Other business		
76	<ul style="list-style-type: none"> • Policy review: Governors had previously received the Attendance policy but there were changes required which the Headteacher will address upon her return from illness. The CofG confirmed that St Martin’s church will host a 3 school “Christmas Voice” event which Governors are invited to attend. 	Head
77	<ul style="list-style-type: none"> • Governor Link visits/monitoring reports/training and impact: See SEN and LAC link visit in Item 73; Premises Health & Safety link in Item 75; Diocese training conference event in Item 73; and support/challenge to the school leadership highlighted in the Minutes. Governors were unable to attend NYES training today and asked the Clerk to arrange for a link to the webinar. 	Clerk
78	<ul style="list-style-type: none"> • Any other urgent business: Governors challenged by asking if a ‘Lollipop’ person has been appointed due to parent traffic concerns and the DHead advised that no appointments had been received as of yet to her knowledge. This would need to be clarified further with the neighbouring school. 	
79	<ul style="list-style-type: none"> • Dates of the next meetings: The day/time of Tuesday to meet at 6.50pm for a 7pm start will remain throughout the next school year and a proposed schedule of meeting dates for 23-24 will be discussed with the Headteacher asap. This meeting closed at 8:50pm and Governors joined in the “Grace” prayer. 	CofG All

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