

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL
GOVERNING BOARD MINUTES

FULL GOVERNING BOARD - VIRTUAL		DATE:	18th October 2021
CHAired BY: John Clements (JC)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Steph Harvey (SH) John Clements (JC) Jason Knight (JK) Liz Kane (LK) Claire Morrison (CM) Melanie Jones (MJ) Gemma Tozer-Howe (GTH)			
APOLOGIES: Sam Jamieson (SJ), Russ Green (RG)			
Absent without apology:			

Questions from governors are highlighted in grey

Agenda Items	
1.	<p><u>Opening Prayer & Welcome</u></p> <p>1. Opening Prayer taken by JC.</p> <p>2. JC welcomed all to the meeting, and especially MJ and GTH as the GB's new Parent Governors. JC has now moved to being a Foundation Governor. JB advised that another new Foundation Governor has now been appointed as well – Jennifer Elliott – who will be joining the GB at the next meeting.</p> <p>JC advised that GTH will be taking on the Lead Governor for Data & Curriculum role and MJ the Lead Governor for Parent and Christian Community Links.</p>
2.	<p><u>Apologies and sanctions of absence.</u></p> <p>1. SJ had sent apologies which were sanctioned by the GB. RG's apologies were received by JB after the meeting.</p>
3.	<p><u>Declarations of Interest & Correspondence</u></p> <p><u>1. Declarations of interest.</u></p> <p>None.</p>

	<p><u>2. Correspondence.</u> JB advised that the National College has invited members to suggest potential topics for future training sessions. Governors can send any ideas to JB to submit.</p>
4.	<p><u>Approval of minutes from last meeting (20.9.21) and update on actions</u></p> <p><u>1.Approval of minutes.</u> SH advised that one of the figures given in the data at the last meeting was later found to be an error. The figure for Year 3 Greater Depth in Maths should have been 13%, not 56%. Action: JB to amend Greater Depth figure.</p> <p>Minutes agreed as accurate by the Full GB – these will be signed by the Chair when he is next in school.</p> <p><u>2. Actions update from last meeting:</u></p> <ul style="list-style-type: none">• Action 1: completed. SH has not yet received any evaluation forms from the governors to evidence that they have watched the Safeguarding training session. Action: All governors to watch the video and send SH their evaluation form by 8.11.21.• Action 2: Completed. Terms of Reference to be approved at item 7.3 on this agenda.• Action 3: Not due until 14.2.22 Full GB meeting.• Action 4: Completed. The updated Cycle of Work is now on GovernorHub. Decision: The GB approved the updated Cycle of Work 2021-22.• Action 5: In process. Action: all governors to complete their declarations on GovernorHub by 8.11.21.• Action 6: In process.• Action 7: In process. JC has completed this, LK will do so next time she is in school.• Action 8: In process.• Action 9: Completed. <p><u>3. Jackie Box Memorial Fund.</u> JB has confirmed process with bank for amending signatories. Action: JB to send further information to GB on becoming a signatory and governors to advise if they can take on this role.</p>
5.	<p><u>Headteacher Report</u></p> <p>1. The report had been circulated to the GB prior to the meeting.</p> <p><u>2. SEND.</u> LK noted that NW is leaving St. Martin's at the end of this term and asked whether this change to the SENDCo role will cause an impact. SH advised that this will be covered fully in the Headteacher Report for next half term. Anyone who holds a sole responsibility is a risk if they leave. SH advised that the school had a succession plan in place but this has to also meet equal opportunities and safe recruitment requirements. The initial plan is to advertise the role on a fixed-term basis internally. This will be until the end of the academic year. After this a substantive Head should have been appointed and then a permanent appointment can be sought.</p> <p><u>3. Finance.</u> JC referred to the Finance aspect of the report and advised that since it was written, Devon County Council (DCC) have notified the school that they will be in receipt of a £47,000 uplift to the budget due to the in-year growth of pupil numbers. This money is due to be paid to the school in January 2022. In addition to this, there will be an £11,000 recovery grant issued to the school (previously named 'Covid Catch Up') and another £9,000 for school-based tutoring. 44 children at St. Martin's have been identified as being eligible for the 15 hours of tutoring available, but there are questions of how this 15-hours can be allocated within the school week and who will deliver it. If TAs deliver the tutoring, then they are required to attend 11 hours of training first – this would then remove them from their usual work for this time.</p>

SH advised it has been necessary to spend money on staffing in Early Years as there is a greater impact in those year groups if a member of staff is absent due to Covid due to the strict staffing ratios that must be adhered to.

JK advised that the projected carryforward detailed in the Budget Monitor does not include the additional funding that the school has received notice of this week. The GB noted what a great job BT did in following up the growth funding and ensuring that the process was followed for it to be allocated to the school.

Governors noted that the 2021-24 Pupil Premium Grant strategy document is available to view in the OfSTED and SIAMS folders on GovernorHub.

4. Premises. JC referred to the issue of the repair work required for the hot water pipes following another leak and noted the plan for this work to be undertaken. JC asked if there was a contingency plan in place in the interim.

SH advised that the leaks are occurring because of the materials used in the piping and joints. The leaks are unpredictable as not all the joints leak. The school has experimented with leaving hot water switched on over the weekends so that there is less contraction/expansion of the pipes but it was identified that doing so could lead to issues such as legionella so this approach cannot be used. Ultimately, all piping needs to be changed to be copper.

JC asked if a date had been set for this corrective work to be undertaken. SH advised that the school is in the process of obtaining quotes for the work and is working with the Diocese to do so.

5. Parental Engagement. JC noted that there have been a number of meetings held with parents this term and asked whether another parental views survey should be undertaken by the GB.

SH advised that a SEND survey has been completed, based on the Devon County Council SEND survey. Parents who have children with SEND were given a copy of the survey at Parents Evening. SH will compare the responses gathered by the school to the responses published by DCC and will provide the results to the GB. In addition to this, SH has also asked teachers to collate feedback received from parents regarding recent meetings via dojo and to send this to her.

The next Parent Voice meeting will be held on 21st October. It was agreed that MJ will join Parent Voice as a governor representative.

6.Data. The most recent data was reviewed by the GB at the last Full GB meeting. The DCC produced 'Data Dashboard' has not yet been received.

7. Attendance. 96% is the overall attendance rate for the school to achieve. SH updated the GB on how parents have responded to the strategies implemented to address persistent absence and support families to improve attendance – two children's attendance has improved greatly and one parent is working with the school in response.

The GB noted that when attendance is an issue, it affects how much the school can effectively close the gap for disadvantaged children.

8. Pupil Behaviour. SH advised that it had been felt that there had initially been a sense of greater immaturity amongst children moving up the year groups than previously but actually it is not immaturity but more a consequence of Covid and the time that children have had out of school, with less time to get used to the structure of being in school and the expectations of pupils. The Hub is being used to support a couple of children in Year 1 who are struggling – more bespoke provision is required due to their needs and being in the Hub helps them remain more regulated. Another child on a part-time table is doing very well and their hours will increase after half term. There is currently not a special school place available. St. Martin's is currently operating on a loss for these children as there is no additional funding available to the school for them.

The GB discussed that it is amazing what children in KS1 are able to do, given the disruption to their schooling. SH advised that children in KS2 are very calm.

SH updated the GB on changes to the system for Headteacher Rewards. Parents had raised concerns on environmental grounds pre-Covid about plastic toys being given out. During Covid, the school stopped giving these out on hygiene grounds and they have not been reintroduced. Since then, SH feels that there is a real sense that the children are working for the intrinsic value of doing well and not for external reward. Children are still invited to show their work to SH and they are taking pride in what they are creating.

6. Finance

1. Budget Monitor. This had been circulated prior to the meeting. The GB discussed that the projected carryforward will be less than originally anticipated due to the additional staffing required. JK said that given BT is financially very prudent, he expects the final carryforward to be higher than the revised figure. Although the budget overall looks worse, it does not include the recent allocated additional growth and catch-up funding. With this funding included, the budget is comfortable. Governors were advised that for this budget, the school received funding for 356 pupils whereas due to in-year growth of pupil numbers, there are 395 pupils. Despite being allocated growth funding, the amount given does not allow for the first fifteen pupils over the census figure.

JK asked if there was sufficient sustainability in future years and whether there were any risks arising from current expenditure.

JK advised that the money within the budget is there to be used and the school would be challenged if it had a surplus as much as if it had a deficit. The use of fixed-term contracts allows for greater flexibility, but JK acknowledged that there would be a lot of monitor this academic year.

SH advised governors that is it not unusual to have an overspend on TA support when there are 130 pupils with SEND in school. Alternative support methods such as the Hub are being trialed to ensure that the school is using resources in the most effective way. Once a substantive Head is in place, longer term decisions will be able to be made. There is currently nothing so fixed that they could not be reviewed or reconsidered when the Head appointment is made.

2. 2021-22 Funding Consultation. Meetings to evaluate the options regarding which services would be purchased from Babcock/DCC had been attended by SH, JK and BT. Cost analyses of each option were undertaken, and it was identified that none of the options would affect the St. Martin's budget. Many services previously run by Babcock are returning to DCC. The school is only able to submit a vote – the final decision depends on the votes from all schools. **Action: SH to inform the GB of the outcomes of the funding consultation.**

7. Governance

1. GB Training sessions. Potential subjects have been identified as:

17.1.22

- SIAMS updates
- Curriculum update

9.5.22

- Training from Data Protection Officer to ensure governors understand their responsibility to confirm that the school is compliant.
- TBC

Action: SH and JC to liaise with JB to finalise content for training sessions.

2. Confirm annual review of declarations of interest completed.

This is in process.

3. Approval of Terms of Reference for Lead Governors and Committees.

These were circulated prior to the meeting and have been amended to reflect the new Cycle of Work.

Decision: the GB approved all the updated Terms of Reference.

The GB thanked JB for her work in updating these and in ensuring that the GB is compliant with requirements for governors.

Actions: JB to upload the approved Terms of Reference to the school website and GovernorHub.

4. Governor impacts this half term.

Identified as follows:

- JC has been working very hard in leading on the Headteacher recruitment process – this is a huge piece of work
- HT appraisal has been undertaken by the HT Appraisal Panel (JK, JC and SJ) alongside the agreed external advisor, and new objectives set.
- CM has been in school to support development and use of bus. CM asked for the huge amount of work undertaken by RG in developing the bus to be recorded – she felt what he has achieved is amazing. CM attended the Support Group for parents of children with SEND – this included parents of children who do not attend St. Martin's, with an excellent turn out of about 30 families. CM observed that this is evidence of how the bus and St. Martin's are supporting and benefitting the wider community and not just the school.
- JK has supported the marathon, with all participants receiving pin badges.
- LK has been into the EYFS and noted that all the children looked secure and comfortable with all the staff. She felt the staff were doing a great job.

The GB discussed that some governors have had sufficient capacity to take on supporting a whole year group in addition to their Lead Governor and SIP (School Improvement Plan) monitoring roles. MJ and GTH advised they would be happy to do so too.

Action: SH to agree with MJ and GTH which year groups they will work alongside.

JB asked for any governor undertaking a visit to school to send her a few lines detailing the purpose of their visit and their findings so that these can be included in the school newsletter. This will provide an insight for parents/carers into the work of the GB.

It has been suggested that photos of governors are included on the governors profiles page on the school website. **Action: JB to liaise with governors to ensure current photographs of all governors available to the IT technician to add to the school website.**

8. Safeguarding

1. Data for Autumn term 1. SH shared the most recent safeguarding data with the GB, using the Babcock termly data form. Governors noted that this data is confidential. JW is attending Core Group meetings. JC has checked the Single Central Register and found no issues. The Safeguarding Audit for 2021-22 will be undertaken this term, by 17th December.

2. Update on actions from Safeguarding Audit 2020-21. SH advised these were as follows:

2020-21 Actions	Update on progress at Oct 21
Catering staff and after school staff (FISH) to be trained alongside school staff	Catering staff are being trained; FISH are not yet.
Podcasts, scenarios and Babcock information to be sent out to school staff, volunteers and governors	JW is continuing to do this.
Recruitment of new inclusion lead pending the appointment of substantive Headteacher who will oversee Young Carers and Children in Care	Completed. RG has been appointed as Inclusion Lead.
MASH information to be given to supply teachers upon arrival	Completed for 20-2. In the process of being updated by teachers for 21-22.
Make 7 golden rules explicit and displayed in every classroom	Completed.
Add 7 golden rules to induction and inhouse training	The rules are shared across the staffroom but still need to be added to the induction process.
To add a position statement highlighting our approach which celebrates diversity within our school, community, and wider world	Completed. An Equality & Diversity statement can be found on the school website in the SEND & Inclusion section.

JW has replaced CF, but the school is working to ensure that she is not acting as a lone worker as much as CF did or having to hold so much sole responsibility for work which can be highly complex and/or stressful.

JC advised that as Safeguarding Lead Governor, he has met with JW. JW had confirmed to JC that she is very positive about how staff work with families. She feels that the entries on CPOMS show a real understanding of the issues that exist for children and are evidence of the process followed to look at what is behind behaviours demonstrated. JW sees that staff pick up on both when things deteriorate for children and also when they improve.

SH agreed that JW is a real asset to the school.

9. **Term Dates 2022-23**
1. **Decision: The GB approved the term dates for 2022-23, including the setting of five inset days and two additional days.**
10. **Policies**
1. **Safeguarding.** A new model version has been issued by Babcock. This has been tailored for St. Martin's. **Decision: The GB agreed to adopt the new Safeguarding policy.**
2. **Amendments to 2021-22 and 2022-23 Admissions arrangements.** DCC Admissions Team has amended policies to comply with the revised School Admissions Code 2021 regarding giving priority for children adopted from state care outside England was added to oversubscription criterion 1. **Decision: The GB agreed to approve the amendments to the 2021-22 and 2022-23 admissions arrangements.**
- Actions: JB to update policy schedule and to ensure updated versions added to the school website and the school policies folder.**
11. **Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'**
- Identified as follows:

- Positive to see people's roles being valued, especially when it relates to support staff who may not receive as much acknowledgement as teachers
- The oversight of finances and how spending benefits children is evidence of good governance
- In classes, teachers are leading weekly reflections on what has been done to benefit the school and contribute to its Christian distinctiveness to echo this happening at Full GB meetings.
- The GB is now nearly full – this demonstrates the huge commitment from governors to the school and the children.

ACTIONS FROM THIS MEETING

<u>Action</u>	<u>Person responsible</u>	<u>Date to be completed by</u>
1. Amend Greater Depth figure in minutes of 20.9.21 meeting.	JB	8.11.21
2. Watch the Safeguarding training video and send SH their evaluation form.	All governors	8.11.21
3. Complete review of declarations of interest on GovernorHub.	All governors	8.11.21
4. Send further information to GB on becoming a signatory and governors to advise if they can take on this role.	JB, governors	22.11.21
5. Inform the GB of the outcomes of the funding consultation.	SH	6.12.21
6. Liaise with JB to finalise content for training sessions.	SH & JC	22.11.21
7. Upload the approved Terms of Reference to the school website and GovernorHub.	JB	22.11.21
8. Agree with MJ and GTH which year groups they will work alongside.	SH	22.11.21
9. Liaise with governors to ensure current photographs of all governors available to the IT technician to add to the school website.	JB	22.11.21
10. Update policy schedule and to ensure updated versions added to the school website and the school policies folder.	JB	22.11.21

SUMMARY OF DECISIONS

- The GB approved the updated Cycle of Work 2021-22.
- The GB approved all of the updated Terms of Reference for Lead Governors and Committees.
- The GB approved the term dates for 2022-23, including the setting of five inset days and two additional days.
- The GB agreed to adopt the new Safeguarding policy.
- The GB agreed to approve the amendments to the 2021-22 and 2022-23 admissions arrangements.

Next meeting: Monday, 6th December 2021 at 6.00 – 8.00pm

Signed as accurate by the Chair:

Name of Chair:

Date: