

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

<b>FULL GOVERNING BOARD - VIRTUAL</b>		<b>DATE:</b>	<b>6<sup>th</sup> December 2021</b>
<b>CHAired BY: John Clements (JC)</b>		<b>CLERKED BY: John Clements/Steph Harvey</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Steph Harvey (SH) John Clements (JC) Jason Knight (JK) Russ Green (RG) Liz Kane (LK) Sam Jamieson (SJ) Claire Morrison (CM) Melanie Jones (MJ) Gemma Tozer-Howe (GTH) Jennifer Elliott (JE)			
<b>APOLOGIES:</b> Jacqueline Brooks (JB) - Clerk			
<b>Absent without apology:</b>			

***Questions from governors are highlighted in grey***

<b>Agenda Items</b>	
<b>1.</b>	<b><u>Opening Prayer &amp; Welcome</u></b> 1. Opening Prayer taken by JC.
<b>2.</b>	<b><u>Apologies and sanctions of absence.</u></b> 1. JB had sent apologies. Minutes were created by JC and SH and finalised by JB after the meeting.
<b>3.</b>	<b><u>Declarations of Interest &amp; Correspondence</u></b> 1. No declarations of interest. 2. No correspondence.
<b>4.</b>	<b><u>Approval of minutes from last meetings (18.10.21, 8.11.21 and 17.11.21) and update on actions</u></b> 1. All minutes agreed as accurate by the Full GB – to be signed by the Chair when next in school.

2. Update on actions from 18.10.21 meeting:
- Action 1 – figures were amended
  - Action 2 – In process. **Action: all governors to ensure evaluation forms are submitted. RG will re-send out forms.**
  - Action 3 – In process. **Action: JB to confirm at next meeting whether all declarations of interest have now been reviewed for the year.**
  - Action 4 – In process. **Action: JB to advise who has volunteered to be a Jackie Box account signatory at next meeting.**
  - Action 5 – complete
  - Action 6 – in process. **Action: JC and SH to finalise training sessions for Spring and Summer terms.**
  - Action 7 – complete
  - Action 8 – complete
  - Action 9 – in process. This is being arranged between Helen Bridle (Admin Team) and James Cook.
  - Action 10 – in process. **Action: JB to update policy review schedules and ensure correct policies are published on the website/school policy folder as appropriate.**
3. Update on actions from 8.11.21 meeting – all completed.
4. Update on actions from 17.11.21 meeting:
- Action 1 – completed
  - Action 2 – completed
  - Action 3 – completed
  - Action 4 – completed
  - Action 5 - Initial meeting held with head teacher. Further meetings to be held to determine developmental and support needs

### Termly Lead Governor Reports & SIP Monitoring Reports

5. **Finance**

1. JK had no further issues to raise other than those outlined in the report. The position is healthy at this time and although the reserves are now £16,641 additional funding is due to be received before the end of the financial year. This will be in the region of £47,000. Additionally, it is anticipated the baseline budget for 2022/23 will increase by approximately 10% based on the increase in numbers of children attending the school as recorded in the October 2021 census. JC asked about the financial viability of the Learning Hub and asked when it would be a good time to review its value. SH stated a meeting had been arranged with Dawn Stabb, the Director of Education for Devon County Council on 21 January 2022. It would be appropriate to conduct a thorough review after this meeting, the review to look at the benefits both behavioural, academic and financially.

6. **Health & Safety and Premises**

1. JK had no further issues to raise other than those outlined within his report. JC made mention of the issue raised in the Head teacher report over the relocation of the Yurt and replacing it with a more useful building. SH stated that she was looking at the possibility of securing new funding to be able to move and re-use the Yurt and develop a new building. This would partially address the pressures on the school at the moment over the amount of space available. SH stated she would report back at future meetings.

**2. Policies.**  
The Health & Safety policy has been reviewed and approved by the Lead Governor.

<p>7.</p>	<p><b><u>Staffing</u></b></p> <p>1. SJ had no further issues to raise other than that outlined within her report. SH mentioned the current difficulties with filling short-term gaps due to sickness. Supply teachers are in high demand and not always available at short notice. Staff absences are having the greatest impact on the Early Years Foundation Stage as their staffing levels are more critical. This is being actively monitored and staff's well-being is being taken into account.</p> <p>The meeting was notified that the Leadership and Teachers Pay Committee had taken place with relevant decisions being made regarding advancements up scales and across scales for relevant staff.</p> <p><b><u>2. Policies</u></b></p> <p>The Appraisal policy has been reviewed and approved by the Lead Governor.</p>
<p>8.</p>	<p><b><u>Leadership &amp; Management SIP Report</u></b></p> <p>1. SH outlined the work she is currently undertaking to determine the shape and structure of the school leadership team.</p> <p>The development of the visibility of governors was discussed and it is hoped that in the Spring Term the increased number of governors and the lighter workload will enable more governors to develop the relationships with their year groups and their opposite numbers within the staff team. SH outlined the updates from the recent visit of School Improvement Partner Helen Eversett – who again advised that ‘less is more’ with the curriculum. SH has tasked the acting deputy heads with overseeing the refinement of the foundation subject curriculums; more experienced subject leads have been attached to new subject leads to support. The January inset will focus on the foundation stage curriculum to further embed our key intent for each subject area ensuring this is easily understood by children and adults alike.</p>
<p>9.</p>	<p><b><u>Data and Curriculum</u></b></p> <p>1. JC did not have anything to add further to his report other than it was apparent during the recent head teacher visits that our phonics offer is much more developed than many other schools. The progress that has already been made was making a difference and was a good demonstration of how effective the school is.</p> <p>JE asked how we knew that what was on the website was what was happening in class. SH outlined the multiple formal and informal methods of monitoring which enabled us to be confident that what is on the website is also happening in class, including: subject leader monitoring; learning walks; Parent Teas; HT report; pupil conferencing; parent feedback.</p>
<p>10.</p>	<p><b><u>Quality of Education SIP Report</u></b></p> <p>1. JC stated that in respect of Reading Fluency this had already been covered within his Data and Curriculum report. He added that in the course of his work he had been assured that children's vocabulary and oracy skills have been developed.</p> <p>SH explained the focus on PPG within performance management and reminded governors of the progress already identified in the Covid Catch up Report on the website. SH also added that ‘pupil voice’ is a key measure of the impact of learning and feedback – as this is a key measure Ofsted will use. SH reported that children were able to talk about their learning and clearly were able to evidence the process of learning, however the focus for teachers was to make their marking more explicit and enable children to have time to reflect on this marking feedback.</p>

<p>11.</p>	<p><b><u>Parent and Christian Community Links</u></b></p> <p>1. RG did not have any thing further to add than covered within his report. SH reported positive feedback being received regarding the use of the bus. Information had been circulated explaining how the bus was being used. This gave parents and others a greater understanding of the amount of use it is currently getting answers proved to be very reassuring.</p>
<p>12.</p>	<p><b><u>Personal Development SIP Report</u></b></p> <p>1. RG outlined how the school has made good links with the East Devon Mission with ministers regularly coming into school to support Collective Worship. The school has held a Faith Event allowing children to understand the different faiths that are within our society, their values and introduce them to representatives from those faiths. SH also gave a number of examples where the cultural capital of children has been developed. This includes educational visits, the visit of the fire service to the school and the future residential visits that are due to take place.</p>
<p>13.</p>	<p><b><u>SEND and Inclusion</u></b></p> <p>1. SH outlined the SEND review that had been undertaken at the school. She gave the feedback that have been received from the assessor's which was very positive indicating a very positive and inclusive approach at the school. A small number of recommendations will be made, and these will support the school on moving this topic further forward. The school SENCo is due to leave at the end of term and the board wished to recognize the hard work she had undertaken on behalf of our school. The board wish her well in her new role. A replacement has been identified and will start in the role at St. Martin's at the start of the Spring Term.</p> <p><u>2. Policies</u></p> <p>The review of the SEND and Supporting Pupils with Medical Needs policies will be completed in the Spring Term 2022.</p>
<p>14.</p>	<p><b><u>Behaviour and Attitudes SIP Report</u></b></p> <p>1. The Learning Hub and Inclusion Bus have been successfully introduced within school and are both operating effectively. A full review of the Learning Hub will be undertaken in the new year. The use of the bus is under constant review but is being widely used for a number of different purposes. The Inclusion Lead role is being developed as the Learning Hub evolves and the long-term position of this role will be considered in the Learning Hub review.</p> <p>RG raised that some parents had initial misgivings about the Hub – seeing it as a ‘naughty corner’, but those parents were now fully engaged and appreciating the positive impact the Hub is having on school life.</p> <p>SH added that the Hub was also showing a positive impact on some children’s attendance – one child (on a part-time timetable) is increasing their hours in school and progress has been seen in the attendance of several others who are identified as persistent absentees.</p> <p>SJ asked how we could evidence the impact on learning of the children being in the Hub – RG explained about the Success Books and SH also explained how behaviour incidents in CPOMS are significantly lower.</p>
<p>15.</p>	<p><b><u>Safeguarding</u></b></p> <p>1. JC outlined that, in his opinion, safeguarding is being effectively managed at the school. There are good systems in place which are being used and staff individual responsibility and performance is fit. All statutory requirements are being complied with. A safeguarding audit is being completed which will be carefully reviewed when completed.</p>

<p>16.</p>	<p><b><u>Early Years</u></b></p> <p>1. LK had nothing further to add than that outlined in her report. JC reflected on the positive energy that always comes from EYFS – it feels like a vibrant part of the school. SH confirmed this, with a reminder that staff needed to be mindful of their work life balance.</p>
<p>17.</p>	<p><b><u>SIP Monitoring Calendar</u></b></p> <p>This was moved forward to the first meeting of the Spring Term. <b>Action: JB to add this to the 14.2.22 meeting.</b></p>
<p>18.</p>	<p><b><u>Headteacher Report</u></b></p> <p>1. Further questions were asked regarding the Learning Hub and how it would be possible to determine its effectiveness. SH and RG outlined a range of measures including the individual progress of children using the Hub, the number of CPOMS entries relating to those children, feedback from the teachers who the Learning Hub is supporting.</p> <p>2. A number of risks were discussed including:</p> <ul style="list-style-type: none"> <li>– Covering the new SENDCo – in the short term, both RG and SH have been school SENDCos and JW has been a SEND assistant, so school is well covered.</li> <li>– Office staff resilience – following significant absence at the start of term the business manager has introduced measures to ensure that all office staff are familiar with all admin roles</li> <li>– Ongoing duty work</li> <li>– High number of children in Key Stage Two. SH was asked if there was an upper limit. SH advised that the school can have up to 32 in each class, but this would be dependent on the level of need within the class. If the class was full at 32, parents still could appeal a decision. There is one appeal on-going at the moment.</li> </ul> <p>For all issues the Governing Board received assurance that measures are either in place or are being introduced to mitigate the risks.</p>
<p>19.</p>	<p><b><u>Safeguarding</u></b></p> <p>1. Outcomes of Safeguarding Audit 2. Data Update</p> <p><b>The GB agreed to move both these items to the 14.2.22 Full GB meeting.</b></p>
<p>20.</p>	<p><b><u>Governance</u></b></p> <p>1. Note balance of Jackie Box Memorial Fund 2. Receive reports from governors who have attended training this term and review impact of training for GB 3. Collate evidence of governor impacts for this half term.</p> <p><b>The GB agreed to move all these items to the 14.2.22 Full GB meeting.</b></p>
<p>21.</p>	<p><b><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></b></p> <ul style="list-style-type: none"> <li>– It has demonstrated the increased number of governors on the Governing board on how the board is now able to have a greater scope supporting children</li> <li>– A continued focus on the outcomes being achieved for our children, especially developing their connections with their faith.</li> </ul>

- A strong focus on the next stages for the school and stimulating a further discussion about how the school operates going forward.
- A growing confluence among the Governing Board to offer challenge and be a critical friend to the school

<b><u>ACTIONS FROM THIS MEETING</u></b>		
<b><u>Action</u></b>	<b><u>Person responsible</u></b>	<b><u>Date to be completed by</u></b>
1. Submit evaluation forms for viewing Safeguarding training to JB.	All governors	14.2.22
2. Confirm at next meeting whether all declarations of interest have now been reviewed for the year.	JB	14.2.22
3. Advise who has volunteered to be a Jackie Box account signatory at next meeting.	JB	14.2.22
4. Finalise training sessions for Spring and Summer terms.	JC and SH	14.2.22
5. Update policy review schedules and ensure correct policies are published on the website/school policy folder as appropriate.	JB	14.2.22

**Items to include on 14.2.22 Full GB Meeting Agenda**

- SIP Monitoring Calendar
- Safeguarding Audit Outcomes
- Safeguarding Data Update
- Jackie Box Memorial Fund balance update
- Governor Training reports
- Collation of governor impacts

**Next meeting: Monday, 17<sup>th</sup> January 2022 at 6.00pm-8.00pm (this will be a training session for all governors)**

Signed as accurate by the Chair: .....

Name of Chair: .....

Date: .....