

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

FULL GOVERNING BOARD		DATE:	7th March 2022
CHAired BY: John Clements (JC)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Steph Harvey (SH) John Clements (JC) Jason Knight (JK) Russ Green (RG) Sam Jamieson (SJ) Claire Morrison (CM) Gemma Tozer-Howe (GTH) Jennifer Elliott (JE)		Brigid Thompson (BT), School Business Manager - part	
APOLOGIES: Liz Kane (LK), Melanie Jones (MJ)			
Absent without apology:			

Governor questions are highlighted in grey

Agenda Items	
1.	<p><u>Opening Prayer & Welcome</u></p> <p>1. Opening Prayer taken by JC.</p>
2.	<p><u>Apologies and sanctions of absence.</u></p> <p>1. Both LK and MJ had sent apologies, which were sanctioned by the GB.</p>
3.	<p><u>Declarations of Interest & Correspondence</u></p> <p>1. No declarations of interest.</p> <p>2. No correspondence.</p>
4.	<p><u>Approval of minutes from last meeting (14.2.22) and update on actions</u></p> <p>1. Agreed as accurate by the Full GB – to be signed by the Chair when next in school.</p> <p>2. Update on actions:</p> <ul style="list-style-type: none"> • Action 1 – in process. Action: Complete adding JC and RG as signatories to the Jackie Box Memorial Fund. • Action 2 – in process. Action: Arrange with DPO to deliver training on 9.5.22. • Action 3 – completed

	<ul style="list-style-type: none"> • Action 4 – the evaluation of the Hub is scheduled for 30.3.22 – JC will feedback at the Full FB meeting on 23.5.22 • Action 5 – in process, as there is an additional amendment to the Nursery policy to be made following discussion tonight. • Action 6 – Not due until 29.6.22 • Action 7 – JB has confirmed determination of admissions arrangements with Diocese and DCC but is waiting for finalised version to be sent back from DCC before it can be published on the website.
<p>5.</p>	<p><u>Finance</u></p> <p><u>1. Questions to Lead Governor.</u> Lead Governor report circulated prior to meeting. JK advised that due to increasing pupil numbers, the budget is currently in a very healthy position. JC asked what the projected carryforward is. BT advised it was £125,000 (5.3%). JC observed that any more than a 5% carryforward will be scrutinized and queried if this was an issue. BT advised this has always been the practice and is not an issue. BT will just be contacted by DCC and asked to explain the school's plans for spending it – this is to ensure that there will be an impact for the children.</p> <p>Decision: The GB approved the Finance policy – this has been updated to reflect the new model version.</p> <p><u>2. Approval of 2021-22 School's Financial Value Standard (SFVS).</u> The completed SFVS had been circulated to the GB prior to the meeting. All questions could be answered as 'yes' or 'in part' in terms of compliance. Governors noted the action plan items – this will be monitored later in the year. JK advised all new governors have now received their in-house finance training from BT. Admin staffing costs and school meal provision will be reviewed as a result of undertaking benchmarking, although governors were advised that benchmarking data used is always out of date by the time it is published e.g., the admin team structure has already reduced and therefore published data no longer reflects the current team costs.</p> <p>Decision: The GB formally approved the 2021-22 SFVS. Action: JC to sign the SFVS and JB to submit to Devon Audit Partnership by 31st March 2022.</p> <p><u>3. Approve buyback of DCC and Babcock services</u> The costings for these services had been circulated prior to the meeting. Costings are very similar to last year – the final total is less as Social, Emotional and Mental Health (SEMH) support will not be purchased this year.</p> <p>Decision: The GB approved the buyback of the services listed in the supporting documents.</p>
<p>16.2</p>	<p><u>Approve increase in Nursery fees 2022-23</u></p> <p>This item was moved to earlier in the agenda to allow BT to be present for the discussion.</p> <p>Decisions: The GB agreed that the nursery fees will be increased to £4.38 in September 2022 to be in line with Early Years funding. The GB agreed that going forward, rather than approving each raise, a statement will be added to the Nursery Admissions policy to say that the GB will keep nursery fees in line with (and raise them in line with) Early Years funding amounts. This statement will be reviewed on an annual basis. The GB approved the amended Nursery Admissions policy.</p> <p>JB raised that there needed to be additional clarity regarding the position of the school about whether refunds could be claimed by parents/carers for fees paid in the event of a nursery closure – the current Terms and Conditions wording could be seen as contradictory.</p>

	<p>Decision: The GB agreed that the Nursery Terms and Conditions would be amended to show that no refunds will be given since the running costs of the school continue even in the event of a closure.</p> <p>Action: JB to amend the Nursery policy and Terms and Conditions and publish these on the website.</p>
<p>6.</p>	<p><u>Health & Safety and Premises</u></p> <p><u>1. Questions to Lead Governor.</u> Lead Governor report circulated prior to the meeting. JC noted that CEOP (Child Exploitation and Online Protection) have produced more resources and asked if the school is doing enough to ensure online safety or if there is any more it could do. SH advised that the school uses SCARF resources and has internet safety embedded in the spiral curriculum in place. CEOP have undertaken bespoke safety work with Year 6 and the Police also undertook safety work with Year 5 last term. SH agreed it would be worth reviewing resources to ensure that the internet safety education provision is as well-covered as it can be.</p> <p>Action: SH to cross-reference CEOP and SCARF resources.</p> <p><u>2. Policies.</u> The GB noted that the lettings policy has been reviewed and approved and that the Emergency Management Plan is up to date. The Lead Governor has also had oversight of the updated Supporting Pupils with Medical Needs policy, which has been approved by the Lead Governor for SEND & Inclusion.</p>
<p>7.</p>	<p><u>Staffing</u></p> <p><u>1. Questions to Lead Governor.</u> Report circulated prior to meeting. SJ noted that the issues covered in the report around high Covid absence have now improved. Staff absence is generally not a concern – St. Martin’s levels compare well to the national average.</p> <p>SH advised that Amy Hardinge has been appointed permanent Deputy Head with effect from September. Four substantive teaching posts are currently being advertised. The GB discussed current advertised teaching positions. It was noted that the job share in place at the moment is working well and is a good partnership. It was queried whether this approach could be considered again if requested. SH advised that when job-shares were considered less favourably in the past, the school model was very different and issues that could have affected how well it might work are no longer a difficulty. Therefore, it is something that could be considered again.</p> <p><u>2. Policies.</u> The GB noted that the Lead Governor had approved the Acceptable Behaviour and Whistleblowing policies.</p> <p>Decision: The GB approved the Disciplinary and Redundancy policies.</p> <p><i>(BT left the meeting)</i></p>
<p>8.</p>	<p><u>Leadership & Management (SIP)</u></p> <p>1. Reports from SJ and JK had been circulated prior to the meeting. The GB discussed that the staffing structure will be reviewed in terms of SLT development/responsibilities. In conjunction with this, the job description for the Deputy Headteacher post is in the process of being finalised.</p> <p>2. JK explained that governor oversight of a year group each has been impacted by the work needed from governors with the Headteacher recruitment. The impact of each governor being linked with a</p>

	<p>year group is being reviewed, to consider whether this approach should continue or whether governors move to being aligned with a subject lead instead. SH suggested that feedback from the review could be incorporated into the annual SIP review session to evaluate how the year group work has impacted the role of governance. GTH observed that whether year group monitoring remains, or the GB move to aligning with a subject area, having a consistent format for this work will ensure a similar approach amongst governors which would be beneficial.</p> <p>SJ asked if learning walks could be an annual arrangement for all governors. SH will review how this could fit in the school calendar.</p> <p>JC observed that it is positive that the GB can reflect on what structure/work areas work for governance and that governors are open to changing/developing if this move is considered to have a more valuable impact.</p>
<p>9.</p>	<p><u>Data and Curriculum</u></p> <p><u>1. Questions to Lead Governor.</u> Report circulated prior to meeting. GTH commented that she was very impressed by how much work has been done by the school in the area and the amount of information SH provided to assist her in preparing her report.</p> <p>The GB noted that the policies for Collective Worship and Sex and Relationships have been reviewed and approved by the Lead Governor.</p>
<p>10.</p>	<p><u>Quality of Education (SIP)</u></p> <p>1. This term's monitoring will be carried across and reported on in the summer report as high levels of Covid and Covid absence has affected governors being able to evaluate this area this term.</p> <p>SH advised that the first data capture in December showed less progress made in Year 3. This is where a teaching assistant was being shared. The school has employed a Reading Recovery teacher to work with this year group and develop progress.</p> <p>The GB were advised that the school has had a number of children joining them in-year, and that it has been found especially in Year 4, that the learning behaviour and attainment of these children is less secure. St. Martin's is therefore having to work to address and improve this, which is having an impact on teaching. The format of lunchtimes has been changed to try and develop better behaviour. The school is seeking to recruit another teaching assistant to support this year group to back fill. Achieve for All will be covering more in the summer term so that an HLTA can also work more intensively with Year 4. There are some children joining the school with additional needs but who have arrived without any SEN history or graduated response so St. Martin's is having to start at the beginning of the process. The 0-25 Team is struggling with capacity at the moment, which means that less support is available, and St. Martin's is having to manage these issues internally.</p>
<p>11. and 12.</p>	<p><u>Parent and Christian Community Links/Personal Development (SIP)</u></p> <p>1. Due to the crossover between the Lead Governor work and the SIP priorities to monitor, RG reported on both in the same report.</p> <p>RG is seeing stakeholders having a lot on input into what is happening in school. A number of new community initiatives are either now established or in the process of being set up (Muddy Church, Youth Group etc.). There are plans to make more use of the bus to continue the rebuilding of the sense of community after Covid created so much separation between people.</p>

	<p>CM suggested that it might be beneficial for the new Education Ranger in Cranbrook to link in with the school as part of their remit involves working with children with additional needs. Action: CM to provide contact details to RG for the Education Ranger.</p> <p>The GB discussed that due to Covid, more children are not school-ready when they start and a lack of Early Years support in the community to families is exacerbating this. Consequently, the need for staff to support toilet training, and the development of speech and language skills and social skills has a really significant impact. Now that the school nursery is only taking children from the term that they turn three, SH is working with Jude Carter from the Church to assess the viability of a stay and play in the nursery when nursery children are in the forest. The stay and play sessions would be run by the nursery staff and would aim to familiarize the children with the setting and support them to be school-ready.</p> <p>Enrichment opportunities are now starting up again after Covid, although accessing these opportunities will need to be monitored as historically families have had issues with being able to transport their children to activities or events becoming full very quickly. Part of the SIAMS work has been to evaluate whether the school is challenging the most able pupils sufficiently. When provision was reviewed by Tatty Wilson from the Diocese, she felt that the school was achieving this.</p> <p>Links with Jude Carter are very positive whilst the new Minister recruitment is on-going.</p>
<p>13. and 14.</p>	<p><u>SEND & Inclusion/ Behaviour and Attitudes (SIP)</u></p> <p>1. These were reported in within the same report from JC and CM.</p> <p>The GB discussed examples of the school's ethos and learning behaviour being embedded (children being happy for another getting a book vending machine token) and that this is seen even in those whose additional needs might impact on how they may manage any disappointment felt. The sense of nurture and care for others is encouraged throughout the school.</p> <p>SJ asked if EK as the new SENDCo was settling well into their role and had been fully inducted. JC confirmed that EK had settled in well which was impressive given they are also completing their SENDCo qualification alongside working in school. This makes work/life balance tricky, but it does enable EK to choose areas to study/research which link well with the context of St. Martin's. CM said that she felt EK demonstrates real drive and enthusiasm for the role.</p> <p><u>2. Policies</u></p> <p>The GB noted that the Lead Governor had approved the reviewed Supporting Pupils with Medical Needs policy.</p> <p>Decision: The GB approved the reviewed SEND policy.</p>
<p>15.</p>	<p><u>Safeguarding</u></p> <p>1. Report circulated prior to the meeting. JC advised the GB that Safeguarding and Inclusion in school is very strongly led and delivered by experienced and knowledgeable staff. Lines of communication between staff are very clear. The nurturing ethos of the school creates space for safeguarding issues to be identified.</p> <p>It was confirmed that SJ had checked the Single Central Register this term – no issues identified.</p> <p>Issues related to in-year exclusions, bullying and safeguarding will be asked about by OfSTED. SH is ensuring that this specific information is extracted for easy monitoring and evaluation. This process has clarified for SH that processes in school are clear and consistent. No patterns have been identified within those safeguarding concerns identified.</p>

16.	<p><u>Early Years</u></p> <p>1. It was noted that the Lead Governor report and SIP monitoring report need to be carried across to the summer term – it has not been possible for LK to do these due to work commitments and the impact of Covid in school.</p> <p>The GB discussed the proposed outreach work for nursery children. SH feels that the healthy budget currently held allows the school to trial projects and if it can be shown it have an impact it will then be more possible to apply for funding. The aims would be:</p> <ul style="list-style-type: none"> • Development of speech and language skills • Supporting toilet training • Supporting parents/carers to feel able to set boundaries with their child and not be fearful of doing so • Creating positive relationships with families before the children start school <p>Achieving these would all make the nursery run so much more easily. An additional Foundation Stage worker would have to be recruited to allow MT or ET to deliver the above.</p> <p>RG noted that outreach work linked to those children in the Hub could also be very valuable. GTH queried if outreach work might also support the reduction of progress regression that can happen over school holidays.</p> <p>SJ asked if Little Parrots coffee mornings could be started up again as these had been a very positive experience and a good opportunity for building relationships. SH confirmed that they would be – they only stopped due to Covid.</p>
17.	<p><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian ethos and distinctiveness of the school?'</u></p> <p>1. These were identified as follows:</p> <ul style="list-style-type: none"> • The reports from governors highlight good governance and the depth and quality of the reports demonstrates the knowledge of the Board • The enthusiasm of the Board is evidenced within the discussion • The focus is always on the children and the impacts for them. • Governors understand that it is important to move things forward, but governance should not just be about compliance – the children are at the heart of it all.

<u>ACTIONS FROM THIS MEETING</u>		
<u>Action</u>	<u>Person responsible</u>	<u>Date to be completed by</u>
1. Complete adding JC and RG as signatories to the Jackie Box Memorial Fund.	JB	9.5.22
2. Arrange with DPO to deliver training on 9.5.22	JB	4.4.22
3. Sign the SFVS	JC	14.3.22
4. Submit signed SFVS to Devon Audit Partnership	JB	31.3.22
5. Add item to Annual Cycle of Work that the GB will review the agreement that the school will keep nursery fees in line with (and raise in line with) Early Years funding amounts.	JB	9.5.22
6. Undertake all policy work, update policy schedules, and ensure correct versions published on school website as appropriate.	JB	8.4.22

7. Provide contact details to RG for the Education Ranger.	CM	8.4.22
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SUMMARY OF DECISIONS

- The GB approved the following policies: Finance, Disciplinary, Redundancy, SEND
- The GB formally approved the 2021-22 SFVS.
- The GB approved the buyback of Devon County Council and Babcock services listed in the supporting documents.
- The GB agreed that the nursery fees will be increased to £4.38 in September 2022 to be in line with Early Years funding. The GB agreed that going forward, rather than approving each raise, a statement will be added to the Nursery Admissions policy to say that the GB will keep nursery fees in line with (and raise them in line with) Early Years funding amounts. This statement will be reviewed on an annual basis. The GB approved the amended Nursery Admissions policy.

Next meeting: Monday, 4th April 2022 at 6.00pm-8.00pm

Signed as accurate by the Chair:

Name of Chair:

Date: