

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

<b>FULL GOVERNING BOARD – IN SCHOOL</b>		<b>DATE:</b>	<b>13<sup>th</sup> June 2022</b>
<b>CHAired BY: John Clements (JC)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</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) Gemma Tozer-Howe (GTH) Jennifer Elliott (JE)		Brigid Thompson (BT) – School Business Manger	
<b>APOLOGIES:</b> None			
<b>Absent without apology:</b> None			

***Governor questions 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. None
<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 Training Session 9.5.22 and meeting 23.5.22 and update on actions</u></b> 1. Minutes from 9.5.22 and 23.5.22 both agreed as accurate by the Full GB – to be signed by the Chair when next in school.

2. Actions update from 9.5.22 minutes:

- No actions from this meeting

3. Actions from 23.5.22 minutes:

- Action 1 – Not due to be completed until 11.7.22
- Action 2 – Not due to be completed until 1.7.22. **Action: It was agreed that this would be postponed until September when the next staff update is also undertaken.**
- Action 3 - Not due to be completed until 20.7.22
- Action 4 - Not due to be completed until 11.7.22. In process – SH has been liaising with a specialist Dyslexia teacher to arrange this.
- Action 5 - Not due to be completed until 11.7.22
- Action 6 - Not due to be completed until 11.7.22
- Action 7 - Not due to be completed until Autumn term 22
- Action 8 – Not yet due

**Termly Lead Governor Reports (SIP Monitoring Reports to be reviewed 4.7.22)**

5. **Finance**

1. Lead Governor report had been circulated prior to the meeting. BT is currently in the process of creating a revised budget which will include more recent staffing changes. JC noted that some of the new appointments are at a higher pay grade than previously and asked if there would be any impacts the GB should be aware of as a result. BT advised that this does impact upon the budget, but the budget allows for this.

Plans for the new building are in process – planning permission will be required but the school is looking at working with a company who will arrange for this to be obtained. SH explained to the GB that it will be a flexible use space which will allow room for interventions, appointments with external support agencies and during SATs etc.

JE asked if the Nursery could benefit from more space. SH advised that it could do, but so could the whole school. The space in the Nursery is sufficient for meeting the legal requirements for 41 children but places have been limited to 31 to the level of need. SH has also noted that the Nursery space uses a lot of rich playing equipment which not all Nurseries do – this also uses space.

JC noted that benchmarking had been undertaken and asked what the findings of this exercise had been. BT advised that benchmarking can be undertaken but is not always beneficial as it will always be based on data that is eighteen months old and therefore does not reflect the current position or structure. Benchmarking undertaken with JC was based on national data as there are very few comparatives locally.

SH advised also that staffing ratios in national data reference mainstream ratios. In the Hub, St. Martin's is inline with specialist provision due to the level of need. There are also some Nursery children who are having specialist provision despite being in a mainstream setting. SH suggested that it could be beneficial to benchmark against Willowbrook as a comparable.

LK asked if the benchmarking showed whether staffing costs were higher or lower than national levels at St. Martin's. BT advised that it varied, there were a range of costs within the types of staffing – some were lower, some higher. LK asked whether presumably the benchmarking data does not tell how successful budget decisions have been or how positive staff well-being is because of any budget decisions. BT agreed with this – the benchmarking just compares costs. Some schools also record different costs against different cost centres which also makes analysis of findings difficult.

2. Policies.

The GB noted that the Charging and Remissions policy has been reviewed and approved by JK. **Decision: the GB agreed to approve the Governors Allowances and Expenses policy (no amendments needed).**

**6. Health & Safety and Premises**

1. Lead Governor report had been circulated prior to the meeting. JC advised that it is clear that road safety in the town remains an issue but the Council has not provided any clear solutions.

**2. Policies.**

The GB noted that the Lockdown Procedure Policy has been finalised and will be circulated to staff shortly. This was approved by JE as Lead Governor, along with the Emergency Management Plan and the Data Protection policy.

JE asked whether a decision had been taken on the system to alert staff to a lockdown being called. BT advised that this is in the process of being determined as it needs to be different to the fire alarm. BT has discussed the Lockdown procedure with staff and a drill is being planned. The policy details how the school will communicate with parents and carers in the instance of a lockdown happening. It will also be published on the website and sent directly to families via dojo. SH advised the GB that the school has had to lockdown previously and it was done very quietly and safely.

**7. Staffing**

1. Lead Governor report had been circulated prior to the meeting. SJ advised that a number of issues had changed since writing the report. SJ advised that there are many staffing challenges at the moment that governors need to be conscious of. There are pressures on SH and the rest of the SLT and they are doing their best but there are inevitably impacts on their well-being. SH advised that regular staff well-being support has been bought in and already been delivered.

SJ advised that there are currently no concerns around absences/sickness.

JC acknowledged the time taken to recruit new staff for the Autumn term. JC asked whether given the numbers of new teachers joining if the number of inset days available will be enough and whether the GB could support the process in any way.

SH advised that three of the new teachers are known to AH already. Two of them are coming in for a day this term and that training is being offered early. They are being very pro-active.

SH advised that AH's contacts and networks have been very beneficial in recruiting staff who have known skills/abilities. SH is keen to ensure that the St. Martin's culture continues to grow even with several new staff coming from the same school.

SJ observed that CPD looks good, and that staff are doing the courses required. She is confident that CPD is happening as it should be. SH advised that there are plans in process for a system for CPD to be delivered to both teachers and teaching assistants at the same time. At present, support staff are often doing CPD in their own time without being paid.

JC asked whether given that the budget is in a comfortable place, could any money be used to thank staff or provide something to support their well-being.

SH advised that the Council Covid thank you money has been used carefully to deliver three staff events. It was discussed that at a previous Audit, the auditor had questioned use of the school budget to fund staff well-being support. Therefore, any use of monies in this way would need to be checked to ensure how this could be doable in a way that was considered appropriate. The GB discussed that in many organisations, it is very usual for staff well-being support to be funded by the work budget. GTH advised that in her workplace Staff Development Days are run which offer a variety of well-being sessions.

JC proposed that further consideration be given to exploring how funding could be found/allocated for sessions to show staff how they are valued.

	<p><u>2. Policies.</u>  The GB noted that the Capability policy had been reviewed and approved by the Lead Governor.  <b>Decision: the GB agreed to approve the new version of the Grievance policy.</b></p> <p><i>(BT left the meeting)</i></p>
<p>13.</p>	<p><b><u>Early Years</u></b></p> <p>1. Lead Governor report had been circulated prior to the meeting. LK advised that Little Wandle outcomes have been significant in laying secure foundations for reading. SH confirmed this and explained it is a very rigorous approach but works very well. It is being used in the Hub in a different way and still works well. Little Wandle does place high demands on staffing, but the school is better prepared going in to the second year of using it, as the staff requirements are better understood.</p> <p>SH advised the GB that SLT are looking at taking the best parts of some of the more prescriptive approaches to the primary curriculum and melding these with the St. Martin’s approach to ensure teaching remains engaging and fun.</p> <p>JC asked if there are any concerns around learning behaviour in Early Years. SH advised that all behaviour has been manageable. One four-year-old is now in the Hub.</p> <p><i>(LK left the meeting)</i></p>
<p>8.</p>	<p><b><u>Termly Data Analysis</u></b></p> <p>1. The data had been circulated prior to the meeting. The GB discussed that there have been some real successes e.g., a Year 1 child who was in the Hub in the Autumn term, was then able to rejoin their class and proceeded to pass their Phonics test. SH advised that overall outcomes are positive. There are some concerns regarding individual classes – these have been analysed so that plans to address issues can be put in place. It was noted that many classes are finishing the year with a different teacher to the start of the year. SH advised that there was nothing unexpected within the data results.</p> <p>SJ said that an outsider looking at the scaled scores data might think that the school is not meeting FFT standards in every year, but this is not the picture being presented to governors and asked how this can be explained.</p> <p>SH advised that the scaled scores are being compared to pre-Covid data when learning was consistent. Dips in attainment and progress were expected given learning during Covid was disrupted and had gaps. The focus has been on accelerating progress for children who are eligible for Pupil Premium, as the gap for them over Covid had been the largest. It has been identified that nationally, the gap between Pupil Premium and non-Pupil Premium children has returned to levels from ten years ago.</p> <p>SJ asked how, in the context of the impact of Covid, the progress at St. Martin’s compares to other similar schools. SH advised that the data shared in this report is not benchmarked. It will be possible to benchmark the Year 2 and 6 results at the end of the school year when these are received. SH advised that expectations of primary school children also impact upon data and can suggest that attainment is poorer than it really is. SH gave the example that there are Year 6 children who did the GCSE Maths Foundation papers as an exercise and achieved a level 3 which is one away from a pass, but they are yet to obtain greater depth scores at KS2. For Year 6 writing, it has been advised that for children to achieve greater depth they need to be writing “like adults”, yet they are ten years old. This raises questions as to whether expectations for primary school children are reasonable.</p> <p>JK commented that FFT data shows that Year 2 Maths improved substantially even if it is not yet quite where the school would like it to be. This demonstrates that outcomes are moving in the right direction.</p>

	<p>SH advised that it is important to identify where children are in relation to the age-appropriate score, but this changes on a yearly basis. Context also needs to be considered – in some cases, attendance issues have impacted upon progress, in other groups there has been a high level of in-year admissions where children have had high levels of SEN.</p> <p>JC noted that there are clear differences between girls’ and boys’ data in Years 4 and 5 and asked what the reasons for this were and how it might be addressed.</p> <p>SH advised that there is a high level of SEND in Year 4 and most of this is amongst the boys. Of these a number joined in-year from another school with low reading and core skills. This has impacted upon the data. Chris Conibere (TA) who has been delivering Reading Recovering interventions with good impacts, will be working with Year 4 next year (when they are Year 5). In this year’s Year 5, there are again high numbers of boys with PP and/or SEN e.g., one class has four boys with EHCPs. This impacts upon the average data.</p> <p><b>Action: SH to arrange for NP to deliver a FFT data presentation to the GB in the Autumn Term.</b></p>
<p>9.</p>	<p><b><u>Data and Curriculum</u></b></p> <p>1. Lead Governor report had been circulated prior to the meeting.</p> <p>JC asked GTH for her view of the curriculum as an educator herself. GTH advised that she feels links made within the provision are very good and well done. The curriculum maps on the website are very clear and evidence the richness of the provision. GTH also felt it is very positive that there is such a high number of after-school clubs available, and these are full and well-attended.</p> <p>JC asked what actions are being taken considering the Phonics results. SH agreed that there are some children who are not yet where they need to be and that gaps have been identified. In response to this, vigorous Phonics catch up is happening, although this is impacted by some staff not being available to offer interventions. CC will be picking up some of this Phonics work as part of her Reading Recovery role. KS2 Reading Input is being planned for the Autumn term (to be delivered by NP) and Phonics progress is being closely tracked.</p> <p><u>2. Policies.</u></p> <p>The GB noted that the Spiritual, Moral, Social and Cultural (SMSC) policy has been reviewed and approved by the Lead Governor – it now contains information on the Hub and the core values of the school.</p>
<p>10.</p>	<p><b><u>Parent and Christian Community Links</u></b></p> <p>1. Lead Governor report had been circulated prior to the meeting. JC asked for detail on Parent events held regularly. Parent Voice is held once a term and parents are also represented on the school’s ETHOS Group. Recent Parent Sharing events run by the children for Year 2 were very positive and well-received. ‘Play in the Park’ sessions are being run for children who will be new in Reception. The Year 3 Parent Session feedback is now available for governors to see if they wish.</p> <p>JC asked how well attended the events were. RG advised that numbers were not counted, but events have been busy. JC suggested it could be useful to monitor attendance numbers for events.</p> <p>The new Minister for Cranbrook will be starting at the beginning of July. JE advised that she is aware of a local Minister who is happy to support the school if needed before the new Minister arrives.</p>
<p>11.</p>	<p><b><u>SEND &amp; Inclusion</u></b></p>

	<p>1. CM will be attending the Inclusion Meeting next week. EK has now begun her Maternity Leave and the SENDCo role is being covered by SH, JW, and RG as a team. The GB discussed the impact of delays from DCC in processing EHC applications and Annual Reviews. Payments to the school are not being made as needed, and EK has not been able to upload reviewed EHCPs due to the ones from last year still not being finalised yet. SH advised the GB that children with outstanding EHCPs are not currently being well-served by the 0-25 Team. CAMHS are currently only able to provide a response if there is a threat to life, so the school has bought in support from Sarah Lewis.</p> <p>SH advised that the level of need of children within the new Reception intake is very high – there will be six children who either already have or need EHCPs. SH advised it is much more difficult if a child arrives without an EHCP and then it is found out that the school will not be able to meet their needs. Having the range of ages of children in the Hub being 4-12 creates real challenges.</p> <p><u>2. Policies.</u></p> <p><b>Decision: the GB noted that the Behaviour policy has been reviewed and agreed to approve it again.</b> SH reviewed this following work undertaken with Catherine Dunnnett and Matt Jones. SH raised that more school are adopting zero tolerance approaches but there is more evidence showing that this type of approach does not work well. St. Martin’s uses a relational approach.</p> <p><b>Decision: the GB reviewed the Behaviour Principles which underpin the Behaviour policy and agreed that these will continue to be the 'Being the Best We Can Be' principles which form the school’s ethos.</b></p>
<p>12.</p>	<p><b><u>Safeguarding</u></b></p> <p>1. Lead Governor report had been circulated prior to the meeting. JC advised that there are very high levels of need in school and the school is helping many that fall outside of the formal support structures such as Children in Need, Early Help etc. JC confirmed that he has seen evidence of strong connections between JW, staff and families. He checked the Single Central Register today and said everything was in place, and no concerns were identified.</p> <p><b>Actions: JC to follow up on progress on the audit action plan and to discuss any attendance issues with JW.</b></p> <p><u>2. Equality Objectives</u> These are listed on the school website. SH confirmed that the information published on the website still meets statutory requirements and no amendments are needed.</p> <p><b>Decision: The GB agreed to approve the equality objectives again.</b></p> <p><u>3. Termly Safeguarding Data Update</u> SH talked through the most current data to the GB. SH advised that those children who are on part-time timetables and flexi-schooling are being monitored closely.</p>
<p>14.</p>	<p><b><u>Term Dates 2023-24</u></b></p> <p>1. The draft dates have not yet been provided to the school from DCC. This will need to be added to the agenda for the next GB meeting. SH advised that she is currently exploring whether it would be beneficial for St. Martin’s to follow other schools locally in having a two-week half term in the Autumn term. This would then tie in with CEC and be helpful for parents who have children at both schools.</p>
<p>15.</p>	<p><b><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian ethos and distinctiveness of the school?'</u></b></p> <p>1. These were identified as follows:</p>

- the focus of the meeting has been on considering how the school targets impacts for children and ensures that all aspects benefit the children
- governors have recognized the importance of ensuring staff feel valued and discussed ways in which their well-being might be able to be supported
- governors acknowledged how positive it is that the school uses a relational approach to managing behaviour in school rather than 'zero tolerance'. This ties in with the school's Christian values of love, hope, faith, grace and kindness.

**ACTIONS FROM THIS MEETING**

<b><u>Action</u></b>	<b><u>Person responsible</u></b>	<b><u>Date to be completed by</u></b>
<b>1. Create SIAMS briefing for GB with structured outline of inspection expectations to tie in with next staff update.</b>	<b>JC and SH</b>	<b>September 2022</b>
<b>2. Arrange for NP to deliver a FFT data presentation to the GB in the Autumn Term</b>	<b>SH (JB to add to agenda)</b>	<b>26.9.22</b>
<b>3. Follow up on progress on the Safeguarding audit action plan and to discuss any attendance issues with JW.</b>	<b>JC</b>	<b>11.7.22</b>

**SUMMARY OF DECISIONS**

- The GB agreed to approve the following policies: **Governors' Allowances and Expenses, Grievance, Behaviour – A Relational Approach**
- The GB reviewed and approved the **Behaviour Principles**
- The GB reviewed and approved the **Equality Objectives**

**Next meetings:**

**Monday, 4<sup>th</sup> July 2022 at 6.00 - 8.00pm – SIP Review Session**  
**Monday, 11<sup>th</sup> July 2022 at 6.00 – 8.00pm – Full GB Meeting**

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

**Name of Chair:** .....

**Date:** .....