

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD IN PERSON AT THE SCHOOL ON 11 JULY AT 7.30PM**

Governors Present: Marie Gardner & Karenza Nutley (Co Chairs), Mark Arnold, Gabrielle Edwards, Tracey How (Headteacher), Debbie Littlefair, Ann Lynn, George Lynn, Liz Martin (Associate Governor), Gill McGuire, Helen Ogilvie (Associate Governor), Catherine Seward, Leanne Holt.

Also in Attendance: no others were in attendance.

The meeting was quorate.

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

Action By:

1.	<p>Apologies for Absence</p> <p>NOTED: informal apologies for absence had been received from the clerk, Jacque Watts, because of significant family issues.</p> <p>AGREED: to appoint George Lynn to record the draft minutes of the meeting for the clerk to finalise when circumstances permitted.</p> <p>NOTED: Victoria Hutter was also absent from the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>NOTED: there were no declarations.</p>	
3.	<p>Governor Appointments and Resignations</p> <p>NOTED: the following resignations from the Governing Body –</p> <p>Jane List (Associate Governor) as from 1/6/23 Marie Gardner (Parent Governor) with effect from 15/7/23 Liz Martin (Associate Governor) with effect from 31/7/23</p> <p>NOTED: the Chairs thanked Liz Martin for the service provided to the school during her term of office.</p> <p>NOTED: the following proposed appointments were listed on the agenda –</p> <p>Marie Gardner (Associate Governor) from 15/7/23 to 31/12/23 Vicky Hutter (re-appointed as Associate Governor) for next academic year 23/24 with effect from 1/8/23 until 31/7/24. Helen Ogilvie (Parent Governor from Associate) for a four year period with effect from 15/7/23 until 14/7/27. Gabrielle Edwards (re-appointed as Co-Opted Governor) from 24/9/23 to 31/12/23.</p> <p>NOTED: that when KN stepped down as LA Governor in October 2023, it was expected Vicky Hutter would be appointed into that role. MG & KN explained the appointments for limited time periods were designed to facilitate Headteacher recruitment.</p> <p>AGREED: the appointments as listed on the agenda and as minuted above</p>	

	(proposed LM, seconded CS).	
4.	<p>Election of Chair</p> <p>NOTED: a proposal to elect Mark Arnold as Chair for the academic year 23/24 until the first meeting of the autumn term 2024. The new Chair would serve as Co-Chair with Karenza Nutley until her term of office came to an end. (Proposed GL, seconded CS). There were no other nominations.</p> <p>AGREED: unanimously to elect Mark Arnold as Co-Chair with Karenza Nutley until her term of office came to an end and then to serve as sole Chair for the remainder of the 23/24 academic year until the first FGB meeting of the 2024 autumn term.</p>	
5.	<p>Election of Vice-Chair</p> <p>NOTED: a proposal to elect Ann Lynn as Vice-Chair for the academic year 23/24 until the first meeting of the autumn term 2024. (Proposed KN, seconded GM.) There were no other nominations.</p> <p>AGREED: unanimously to elect Ann Lynn as Vice Chair for the 23/24 academic year until the first FGB meeting of the 2024 autumn term.</p>	
6.	<p>Minutes of Last Meetings – 24th May 2023 and 19th June 2023</p> <p>NOTED: the minutes of the full governing body meeting held on 24th May 2023 as uploaded to GovernorHub with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Governor Appointments (min. 3 refers) – DBS checks had been completed and passed. The spelling of HO’s name was incorrect and should be corrected to Ogilvie. • School Website Compliance (min. 4 refers) – MG advised the audit report had been completed. • Safeguarding (min. 10 refers) – Debbie Littlefair reminded new governors to ensure they undertook safeguarding training in addition to reading the new KCSiE. DL asked governors to let the clerk know when they had read the KCSiE. Governors were asked to book training courses as soon as they became available in August 2023. Debbie Littlefair highlighted that, with Liz Martin stepping down, another Safeguarding Link governor was needed in addition to herself. • Three Year Strategy (min. 12 refers) – MG noted there were still a few changes to be dealt with before the autumn term. She was pleased to report that Jacquie had been confirmed as clerk for another year. <p>AGREED: the minutes of the previous meeting held on 24th May 2023, subject to the amendment of the spelling of Helen Ogilvie’s name, as a true and correct record. The Chair would sign the minutes for publication on the school website.</p> <p>NOTED: the minutes of the extraordinary full governing body meeting held on 19th June 2023 as uploaded to GovernorHub with the agenda.</p>	<p>Clerk</p> <p>New governors & associates</p> <p>MG</p>

	<p>NOTED: matters arising would be dealt with with under item 19 on agenda (minute no. 18 below).</p> <p>AGREED: the minutes of the previous meeting held on 19th June 2023 as a true and correct record. The Chair would sign the minutes for publication on the school website.</p>	MG
7.	<p>Minutes of Meeting of Resources Committee – 21st June 2023</p> <p>NOTED: the minutes of the meeting as uploaded to GovernorHub with the agenda. Marie Gardner provided an update as Chair of the Meeting. The new finance system has been introduced and staff had received training to provide financial reports to future meetings. Several contract renewals had been discussed, including SIMS, governor services, alarm & lighting, and mental health support for YMCA. It was noted that, with the headteacher changes, there was an opportunity to seek payroll savings. Charging & Remissions and Health & Safety Policies had been approved for recommendation to the FGB. MG noted that GL had agreed to take on the role of Chair of Resources.</p>	
8.	<p>Minutes of Meeting of Curriculum Committee – 6th July 2023</p> <p>NOTED: the minutes of the recent meeting had not yet been uploaded to GovernorHub. Gill McGuire, Chair of Curriculum, summarised discussions. The Committee had undertaken a data review, but noted that not all stats were available (see Headteacher's Update – minute 10). It was expected that generally data would be lower than previous years. In KS1, there was a higher proportion of SEN children, which, combined with lower numbers of pupils, led to a greater statistical impact on data. In reception classes, GM noted that phonics data was good. GM reported on a discussion on extra-curricular activities, noting far fewer clubs after school compared with pre-Covid levels. Parents had been approached for support, but with limited impact.</p> <p>NOTED: none of the pre-Covid inter-school sports competitions had returned. There were some clubs running, namely football, photography, and sewing – some of which were run by year 5/6 children. HO commented that this concurred with her experience, with pressures on teachers and timetabling. With respect to school visits, the Head advised the school was trying to seek visit opportunities for subjects other than geography.</p> <p>NOTED: with regards to Christian Distinctiveness, TH reported that the Ely Diocesan representative had visited the school and had made complementary comments on the school's approach. A SIAMS visit was expected next year.</p>	
9.	<p>Correspondence</p> <p>NOTED: that correspondence had been received from:</p> <ul style="list-style-type: none"> • Planet Protectors – who had provided the school with a good assessment. KN reported she had responded to thank them. • Respondents to New Governor adverts. • Jan Saunders (ex-headteacher) who attended the Zoom curriculum meeting, and was keen to observe an in person meeting. She would be invited to the next Resources Committee meeting. • Annie Bowen – new churchwarden, with a background in police & 	

	primary education. KN would meet her shortly.	KN
10.	<p>Headteacher's Update</p> <p>NOTED: The Head provided an oral report, as she explained there was not much to update. Key points that she wanted to refer to were as follows:</p> <ul style="list-style-type: none"> • Autumn Term timetabling –now the new finance system was operational, the Head and staff were working through staffing plans for next term; • Pupil Numbers – the HT reported that 22 children were leaving at the end of term. Currently 18 pupils were due in reception next term. Along with some small and largely neutral changes the Head did not expect any other changes. There was discussion on the benefit of maintaining year classes and not mixing year groups, as distinct from other local schools. • End of Term Activities – TH noted how busy staff were with end of term activities. • Year 6 Data – TH noted that she had just received year 6 SATS data results. These covered 22 children, including 6 children with either specific needs or anticipated low expectations. Results covered Maths, Spelling, Punctuation & Grammar & Reading – all the initial scores were estimated to be c.5% below national levels, with “greater depth” being achieved by c. 20%-30% of pupils. On Writing (not a SATs paper and therefore teacher assessed), a similar level below national levels was expected, but the level of greater depth was much lower. The detailed results would be shared with governors for more detailed discussion, although TH noted the following points: <ul style="list-style-type: none"> ○ There was a correlation between reading achievement and level of parental support ○ The results were very cohort dependent, with different issues from year to year <p>NOTED: in discussion, MG asked if the school would now look at the year 4 & 5 cohorts to highlight any potential issues? TH confirmed this would be part of the follow-up work.</p> <p>NOTED: a few events at the school that the governors might wish to attend. KN asked governors to complete and return visit forms if they did attend. KN would create a 'general visit form' and upload it onto GovernorHub.</p>	KN
11.	<p>Safeguarding</p> <p>NOTED: Debbie Littlefair advised she would be meeting with the Head on 13 July and had nothing to report for the time being.</p>	
12.	<p>School Development Plan</p> <p>NOTED: this would be updated with staff and shared with governors in October.</p>	
13.	<p>Policies</p> <p>NOTED: the list of policies recorded on the agenda and uploaded to GovernorHub for approval.</p> <ul style="list-style-type: none"> • Charging & Remissions Policy - was a single policy document 	

	<p>AGREED: the Charging & Remissions Policy.</p> <ul style="list-style-type: none"> Health & Safety Policy - KN queried the position of TAs in the H&S structure? TH explained they fell into the category of "all employees". Under the terms of the H&S Policy they acted under the direction of teachers, who remained directly responsible for pupils. <p>AGREED: the Health & Safety Policy.</p>	
14.	<p>Health and Safety</p> <p>NOTED: there was nothing to report.</p>	
15.	<p>Governor Training and Briefings</p> <p>NOTED: the amount of governor training undertaken and booked. MG thanked governors for undertaking training, but noted certain gaps which she asked governors to sign-up for. In particular, these included:</p> <ul style="list-style-type: none"> Safer recruitment Safeguarding Equality & Diversity Exclusions & Appeals <p>NOTED: the above courses got booked up quickly and governors were asked to sign-up as they were released in August.</p>	ALL
16.	<p>Governor Monitoring and Visits.</p> <p>NOTED: A number of visits had been logged on GovernorHub. These included financial audit (George Lynn) and H&S Audit (Mark Arnold), in addition to a subject-specific visits by other governors.</p> <p>NOTED: KN suggested it would be useful to have a planned schedule of visits in each term for 2023-24. She would draft a schedule for governors to identify links and visits.</p>	KN
17.	<p>Annual Schedule of Meetings 2023-24</p> <p>NOTED: The schedule of proposed meeting dates for 2023-24 uploaded to GovernorHub with the agenda.</p> <p>AGREED: the following:</p> <ul style="list-style-type: none"> All Meetings to commence at 7.00pm Resources Committee would start on 11th October 2023. The first meeting would be by zoom, the second in person and then alternately thereafter. Curriculum Committee – meeting dates were changed to 21st September 2023; 23rd November 2023; 19th January 2024; 7th March 2024; 9th May 2024; 4th July 2024. The first meeting would be in person, the second via Zoom and then alternately thereafter. FGB – all dates confirmed. The first meeting would be in person, the second via Zoom and then alternately thereafter. 	

<p>18. Recruitment of New Headteacher (item 19 on agenda)</p>	<p>NOTED: governors suggested an Appointment Panel should be appointed to act on behalf of the governing body. (Proposed by DL & Seconded by KN)</p> <p>AGREED: that an Appointment Panel would be appointed to act on behalf of the governing body to oversee the Recruitment, Selection and Appointment of the new Headteacher. The FGB would ratify the decisions made on its behalf by the Appointment Panel.</p> <p>AGREED: that the Appointment Panel would comprise:</p> <ul style="list-style-type: none"> • Mark Arnold (Chair & Co-Opted Governor) • Ann Lynn (Vice-Chair & Foundation Governor) • Gill McGuire (Foundation Governor) • Gabrielle Edwards (Co-Opted Governor) • Belinda Harvey (LA Representative) <p>NOTED: the Diocese might wish to provide an additional resource, but this was not yet clear.</p> <p>NOTED: that Ann Lynn had largely drafted a new headteacher application pack with the support of members of the appointment panel.</p> <p>NOTED: the appointment panel had been considering employing EPM to advertise, receive and sift applications for the cost of £850. It was noted that none of these services were included in the school's current HR contract with EPM. As alternatives "MyNewTerm" and "TES" were highlighted by governors. Precise costs and service provisions were not known, but the TES was known to be expensive.</p> <p>NOTED: the advert and service arrangement would be organised in the next couple of days to enable prospective candidates to visit the school before the proposed application closing date in September.</p> <p>AGREED:</p> <ul style="list-style-type: none"> • Ann Lynn would design an advert and circulate it to the Appointment Panel asap. • Mark Arnold would contact "MyNewTerm" the following day and agree a service to advertise and recruit for the new role. • to thank Ann Lynn, in particular, for putting together to the recruitment pack, and other members of the Appointment Panel for their efforts in getting the governing body to the point of being able to start the recruitment process. 	<p>AL MA</p>
<p>19. AOB – Ofsted Visit (Item 18 on agenda)</p>	<p>NOTED: the Head reported she had been contacted by Ofsted wishing to make a visit the next week on 18th & 19th July 2023. She had been able to obtain a formal deferment (probably) to next term. She confirmed that rumours of the Ofsted visit had been posted on Facebook that same morning and she had begun an investigation to identify the source.</p> <p style="text-align: right;">The meeting finished at 21:50</p>	



Drafted by: George Lynn
Minutes Produced by : Jacquie Watts (based on draft minutes)
Clerk To The Governors
26th July 2023

Approved by the Full Governing Body on:

Date: 4/10/2023

Signature (Chair): 