

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 4 OCTOBER AT 7PM**

Governors Present: Mark Arnold (Co-Chair), Gabrielle Edwards, Marie Gardner, Tracey How (Headteacher), Ann Lynn, George Lynn, Gill McGuire, Catherine Seward, Leanne Holt.

Also in Attendance: Jacquie Watts (Clerk), Annie Bowen and Lucy Nightingale (Prospective Associate Governors)

The meeting was quorate.

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

Action By:

1.	<p>Apologies for Absence</p> <p>NOTED: apologies for absence had been received from Karenza Nutley (Co-Chair), Debbie Littlefair and Helen Ogilvie.</p> <p>AGREED: to accept all apologies tendered.</p> <p>NOTED: Victoria Hutter was also absent from the meeting. [Her belated apologies were considered under AOB.]</p>	
2.	<p>Declarations of Interest</p> <p>NOTED: there were no declarations in relation to items on the agenda.</p> <p>NOTED: annual declarations of interest had been made via GovernorHub by everyone except the following: Mark Arnold, Gabrielle Edwards, Marie Gardner, Victoria Hutter, George Lynn, Karenza Nutley, Catherine Seward. Karenza Nutley would cease to be a governor as of the following day. A number of governors completed their declarations online during the meeting.</p> <p>AGREED: if they had not already done so, the following governors would make their declarations of interest via GovernorHub as soon as possible: Mark Arnold, Gabrielle Edwards, Marie Gardner, Victoria Hutter, George Lynn, Catherine Seward</p>	<p>MA/GE /MG/ VH/GL/ CS</p>
3.	<p>Governor Appointments and Resignations</p> <p>NOTED: the vacancies and forthcoming resignations, as listed on the agenda. Karenza Nutley would cease to be the LA governor and Co-Chair as from 5/10/23, leaving Mark Arnold as the remaining Chair. Marie Gardner would cease to be an Associate Governor from 13/10/23. The Foundation (ex-officio) governor position was still unfilled, as Steeple Morden Church and group parish had not yet appointed a replacement minister. Other governors would be resigning at the end of December 2023.</p> <p>AGREED: Annie Bowen and Lucy Nightingale were not required to leave when their appointments were considered.</p> <p>NOTED: the personal summaries provided by Annie Bowen and Lucy Nightingale and the summary regarding Jan Saunders provided by the Chair.</p> <p>AGREED: to appoint Victoria Hutter as the LA Governor for a period of 4 years</p>	



	<p>commencing on 5/10/23 until 4/10/27.</p> <p>AGREED: to appoint Annie Bowen, Lucy Nightingale and Jan Saunders as Associate Governors from 5/10/23 until 31/10/24 subject to satisfactory DBS checks (all three had already cleared section 128 checks). The Head advised that DBS checks were in hand and one had almost been completed.</p>	
4.	<p>Minutes of Last Meeting – 11th July 2023</p> <p>NOTED: the minutes of the full governing body meeting held on 11th July 2023 as uploaded to GovernorHub with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Minutes of Last Meetings (min. 6 refers) – the spelling of Helen Ogilvie’s name had been corrected. • Minutes of Last Meetings (min. 6 refers) – governor training was an item on the agenda. • Minutes of Last Meetings (min. 6 refers) – The Chair had signed the approved minutes. • Correspondence (min. 9 refers) – Karenza Nutley had met with Annie Bowen • Headteacher’s Update (min.10 refers) - the general visit form had been uploaded to GovernorHub. • Governor Training and Briefings (min. 15 refers) – governor training was an item on the agenda. • Governor Monitoring and Visits (min. 16 refers) – a governor link and visit schedule for 23/24 had been drawn up. • Recruitment of New Headteacher (min.18 refers) – an advert had been designed and circulated. • Recruitment of New Headteacher (min.18 refers) – Mark Arnold had contacted “MyNewTerm” and agreed an advertisement and recruitment service. <p>AGREED: the minutes of the previous meeting held on 11th July as a true and correct record. The Chair signed the minutes at the meeting. They were passed to the school for safekeeping and publication on the school website.</p>	
5.	<p>Minutes of Meetings of Resources and Curriculum Committees</p> <p>NOTED: the Resources Committee had not met since the July FGB meeting. Its next meeting would take place on 11/10/23.</p> <p>NOTED: the Curriculum Committee had met on 21st September 2023. Its provisional minutes had been uploaded to GovernorHub that day. The Committee Chair provided an oral summary of the meeting activities, which included review of KS1 and KS2 data and consideration of “Insight”, the school’s new data tracking software. Results had been as expected, with scope for improvement. The high proportion of SEND pupils in small classes had an impact on the percentage data. The school would not receive a SIAMS inspection in 23/24. The Committee wished to minute its thanks to Karenza Nutley as a longstanding member of the committee. With her departure, more members were needed on the committee.</p>	

6.	<p>GB Standing Orders</p> <p>NOTED: the 22/23 Standing Orders, as uploaded to GovernorHub with the agenda, for governors to consider in relation to 23/24.</p> <p>AGREED: references to Co-Chairs should be amended to read Chair. Sections 15 and 16 should be amended to read Y, as opposed to Y/N. References to the Office/Premises Manager should be amended to indicate they applied equally to a similar job or jobs with a different title. The Clerk would make the amendments and any other necessary adjustments of a non-substantial nature and upload the finalised document to GovernorHub.</p> <p>AGREED: the Standing Orders for 23/24 subject to the above changes.</p> <p>AGREED: Skills Audit would be an agenda item for the next meeting to enable the FGB to agree a timetable for undertaking the 23/24 Skills Audit.</p> <p>AGREED: Ann Lynn would send the Governor Welcome letter to new governors and Associates.</p>	<p>Clerk</p> <p>Clerk</p> <p>AL</p>
7.	<p>GB Code of Conduct</p> <p>NOTED: the current NGA model Code of Conduct as provided by the Head and uploaded to GovernorHub.</p> <p>NOTED: confirmation of adherence to the Code had been made via GovernorHub by everyone except the following: Mark Arnold, Gabrielle Edwards, Victoria Hutter, George Lynn, Karenza Nutley, Catherine Seward. Karenza Nutley would cease to be a governor the following day.</p> <p>AGREED: if they had not already done so, the following governors would make their confirmations via GovernorHub as soon as possible: Mark Arnold, Gabrielle Edwards, Victoria Hutter, George Lynn, Catherine Seward.</p> <p>AGREED: the NGA Model as the GB Code of Conduct for 23/24. The Clerk would provide the Chair with a clean copy to sign and pass to the school for safekeeping.</p>	<p>MA/GE /VH/GL /CS</p> <p>Clerk/ MA</p>
8	<p>Committee Structure, Terms of Reference and Governor Appointments.</p> <p>AGREED: to maintain the Committee structure of previous years, including a Resources and a Curriculum Sub-Committee.</p> <p>NOTED: the Chair had drawn up revised Committee, panel and link governor membership, but had not shared it with other governors. He read through proposed membership of the two sub-Committees and undertook to send the proposed names to the Clerk for inclusion in the minutes. Gabrielle Edwards would remain on the Curriculum Committee until her resignation in December 2023.</p> <p>AGREED: the Pay Panel would consist of Mark Arnold, Debbie Littlefair and George Lynn.</p> <p>AGREED: the HTPM panel for the outgoing Head needed to be convened as</p>	<p>MA</p>

	<p>soon as possible. Debbie Littlefair and Ann Lynn would serve on the panel. A third governor would be required for the panel for the new Headteacher.</p> <p>NOTED: the meeting discussed the proposed membership of other panels and suggested link governor roles. It was felt the SEND and PP Governor should be a member of the Curriculum Committee and the Health & Safety Link Governor should be a member of the Resources Committee. The Chair and Vice Chair should not both serve on the Staff Dismissal Panel.</p> <p>AGREED: because of the complexities involved in allocating governors, the Chair would withdraw his proposals, re-draft the document, share it on GovernorHub or via email for online approval prior to the next FGB meeting. The online decision of the FGB would then be ratified at the December FGB meeting.</p> <p>NOTED: the 22/23 Terms of Reference for the two sub-committees as uploaded to GovernorHub with the agenda. The Curriculum Committee had not considered the TOR at its September meeting. The Resources Committee had not yet met.</p> <p>AGREED: the Curriculum and Resources Committees would consider and approve their Terms of Reference for 23/24 at their next meetings and would submit the documents for approval to the next FGB meeting.</p>	<p>MA/ Panel</p> <p>MA Clerk</p> <p>Curric ulum/ Resour ces</p>
<p>9.</p>	<p>Governor Annual Attendance Figures 2022/23</p> <p>NOTED: the attendance figures up to and including 11th July 2023 as uploaded to GovernorHub with the agenda for governors' approval. The Clerk had subsequently created a version that reflected the appointment changes made at the 11th July FGB meeting and also uploaded it to GovernorHub. Governors were welcome to comment on it.</p> <p>NOTED: both the Head and Staff governor had been marked as absent with apologies for the FGB Headteacher Appointment meeting they had been asked not to attend.</p> <p>AGREED: the Head and Staff governor should not be recorded as attending fewer meetings in percentage terms because of their requested non-attendance at a meeting. The Clerk would amend the records accordingly.</p> <p>AGREED: to approve the 22/23 governor attendance record for publication on the school website, subject to the above change.</p>	<p>Clerk</p>
<p>10.</p>	<p>Correspondence</p> <p>NOTED: correspondence had been received from:</p> <ul style="list-style-type: none"> • George Hayes of the LA. A Zoom call with the Chair, Vice Chair and Head had been arranged for that Friday. • potential candidates for the Headteacher position. The Chair advised this would be discussed under item 20 on the agenda. 	
<p>11.</p>	<p>Headteacher's Update</p> <p>NOTED: The Head's written report on PE and Sports Premium and oral update on school activities. The School was expecting an OFSTED inspection</p>	

	<p>imminently. Several pupils at the school had experienced significant bereavements. Staff were supporting the children, and the Head was supporting the staff. Various positive events had taken place including Harvest Assembly at the Church earlier that day. Previously discussed changes to the school day had been made successfully. Reception Class teachers were taking or about to take maternity leave. The Head was considering cover arrangements. Cath Watters was leaving the school at half term to take up a post elsewhere. In the short term, Lisa Childs would cover the Office Manager/ Premises role. The meeting discussed the vacancy and cover arrangements.</p> <p>NOTED: governors who were parents praised the school's approach to the pupil bereavements. Communications with parents were well received and pupils were talking about the situation constructively.</p> <p>NOTED: governors asked if there had been any change in pupil behaviour since the last academic year? Behaviour had not worsened. The high profile children with behavioural needs were still at the school, which was receiving support from the LA.</p>	
12.	<p>Safeguarding</p> <p>NOTED: confirmations that governors had read Part I of the 2023 KCSiE had been made via GovernorHub by everyone except the following: Gabrielle Edwards, Victoria Hutter, George Lynn, Karenza Nutley, Catherine Seward. Karenza Nutley would cease to be a governor the following day. A number of governors completed their declarations online during the meeting.</p> <p>AGREED: if they had not already done so, the following governors would make their KCSiE confirmation via GovernorHub as soon as possible: Gabrielle Edwards, Victoria Hutter, George Lynn, Catherine Seward.</p> <p>NOTED: the school's Annual Safeguarding Report. The school's emphasis was on the local reality of Safeguarding issues – "it does happen here" rather than "it could". The school had introduced CPOMS as its new safeguarding and pupil behaviour software. Teachers had received training and were using it. Other staff would be trained shortly. The Head highlighted safeguarding challenges experienced by the school. Meetings had taken place with the police and Children's Services. The school had been persistent and gradual progress was being made. A governor emphasised the value of CPOMS.</p> <p>NOTED: although absent, Debbie Littlefair, as Safeguarding Link Governor, had provided Ann Lynn with a briefing note. All governors were urged to undertake Safeguarding and Prevent training, or a refresher course. Upon completion, training certificates should be sent to Ann Lynn and Cath Watters. Debbie Littlefair was seeking a second Safeguarding Link Governor to join her because of the importance of the role. She was recommending that, when visiting the school, governors should sign in indicating the reason for their visit beyond the generic "Governor visit".</p> <p>NOTED: governors asked the Head how the school ensured Safeguarding leads were available at all times? The Head sought to timetable arrangements so that she and the Deputy were not away from the premises at the same time; all staff were aware of their movements via the staffroom board and the school diary; all staff had access to their personal phone numbers; in the rare event of staff being unable to contact either of them, the LADDO could be contacted.</p>	<p>GE/ VH/GL/ CS</p> <p>All</p> <p>All</p>

	<p>NOTED: governors queried the few negative responses in the annual report. Whilst the Head had not attended a specific course on the topics, she had been trained in them as a key element of other training.</p>	
13.	<p>School Development Plan</p> <p>NOTED: the document uploaded to GovernorHub with the agenda. The SDP was an evolving and developing document. It built upon the 22/23 SDP and was being reviewed at Sub-Committee level. The Head expected to discuss the document with the LA that Friday.</p>	
14.	<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"> Attendance Policy <p>AGREED: the Attendance Policy.</p> <ul style="list-style-type: none"> Education of Care Experience Children – there were no children with Care Experience currently on roll. There had been no changes to the policy since it had last been agreed. <p>AGREED: Education of Care Experience Children.</p> <ul style="list-style-type: none"> Safeguarding Policy – the policy included reference to KCSiE 2023. Governors queried arrangements for absent children. The process of following up, and if necessary fining, absenteeism was discussed. Pupils on part time timetables impacted on attendance rates. A governor queried the rollout of CPOMS. The Head repeated that all teaching staff had received training and were using the system. Further staff training was planned. The capturing and retaining of previous paper-based records was described, as was the passing on of records to a child's new school. Records for those being home-schooled were retained until the individual was 24. A governor highlighted the duplication of some weblinks within the document. <p>AGREED: the Safeguarding Policy subject to the deletion of duplicated information.</p> <ul style="list-style-type: none"> Whistleblowing Policy <p>AGREED: the Whistleblowing Policy</p> <ul style="list-style-type: none"> Complaints Policy <p>AGREED: the Complaints Policy</p> <ul style="list-style-type: none"> Admissions – the Clerk questioned the dates on the document as she had assumed it was for the academic year 24/25. 	TH

	AGREED: the Admissions document, subject to the Head checking the dates on the document and advising the Clerk.	TH
15.	Health and Safety NOTED: Mark Arnold was temporarily acting as H&S link governor. He had last carried out a H&S visit in May 2023. He had had no concerns then and thought he had received replies to his queries. Given Cath Watters' departure, it was impractical to arrange another visit before she left the school. A H&S checklist was available to all governors on GovernorHub.	
16.	Governor Training and Briefings NOTED: the governor training section on GovernorHub and the training programme links. All governors were reminded to book their training as soon as possible before courses became full. Completion certificates for CCC and other courses should be sent to Ann Lynn for updating on the training record. New governors should take the CCC governor induction course and governor safeguarding training. NOTED: no governor had been able to attend the LA's Autumn Term briefing. The Headteacher would forward the slides for the event to Ann Lynn.	TH
17.	Governor Monitoring and Visits. NOTED: the schedule on GovernorHub. A link for MFL was required. The role of the link governor was discussed. Languages were studied at the school as below: <ul style="list-style-type: none"> • Reception – a mix • Year 1 – Sign Language • Year 2 – Spanish • Year 3 - French • Year 4 – Mandarin • Year 5 – Italian • Year 6 – German AGREED: to appoint Annie Bowen as MFL link governor, Leanne Holt as PE Link and Helen Ogilvie as Science link. A History link was still required. NOTED: example visit reports were available on GovernorHub, as were safeguarding questions that all visiting governors should consider in addition to curriculum focused questions. Reports should be agreed with the member of staff visited before being uploaded. The NGA advised governors should visit the school once a term. Parent visits to school events were relevant and a brief general visit report should be completed for them. AGREED: Ann Lynn would lead on co-ordinating the visits schedule and related monitoring matters.	
18.	Arrangements for Headteacher Appraisal NOTED: as previously discussed, the review for the outgoing Head needed to take place as soon as possible after half-term. Ann Lynn and Debbie Littlefair were discussing dates. Going forward, a third panel member was required	

	for the new Headteacher.	
19.	<p>Recruitment of New Headteacher (item 20 on agenda)</p> <p><i>The Headteacher and Catherine Seward left the meeting at this point</i></p> <p>NOTED: prior to the approval of the Headteacher appointment panel at the last meeting in July, the Diocese had been approached to join the panel but had not responded. The panel had therefore been approved by the FGB without a Diocesan representative. Sarah Conant, Diocesan Deputy Director of Education had since requested membership of the panel, but had been advised by the Chair that only the FGB could confirm the appointment. Emails had subsequently been sent to individual governors, which were felt to be demands for a Diocesan member of the appointment panel. The meeting discussed and considered the Diocesan request.</p> <p>AGREED: Sarah Conant should be invited to join the appointment panel on behalf of the Diocese, but governors asked to have minuted their concerns regarding what they considered to be undue pressure on individual governors to approve the belated request for Diocesan panel membership.</p> <p><i>George and Ann Lynn left the meeting at this point.</i></p> <p>Noted: the brief recruitment update provided by the Chair. Dates were to be determined for the shortlisting panel meeting and the interview date.</p> <p><i>The Headteacher rejoined the meeting at this point</i></p>	<p>MA</p> <p>Appt. Panel</p>
20.	<p>AOB – (Item 19 on agenda)</p> <p>20.1 Governor Farewells</p> <p>NOTED: with the planned departure of a number of long-serving governors, it was felt a formal farewell should be said to all those leaving or already left, preferably at the December FGB meeting.</p> <p>AGREED: all governors should consider possible arrangements and email the Chair with ideas.</p> <p>20.2 Retrospective Apologies</p> <p>NOTED: Victoria Hutter had been contacted by text. She had advised she had returned home too late to attend the meeting and forwarded her apologies informally to a governor. She would send her formal apologies to the Clerk.</p> <p>AGREED: to accept Victoria Hutter's apologies for absence.</p> <p>20.3 Steeple Morden and Group-Parish Minister</p> <p>NOTED: the selection process for a new minister was currently taking place. Requests for reports on the school by the Church or the Parish should be addressed to the Chair.</p> <p>20.4 Telephone Line</p>	<p>All</p> <p>VH</p>

	<p>NOTED: a governor asked if there had been any responses to the message posted on GovernorHub by the school? The Head didn't know, but the matter would be discussed by the Resources Committee.</p>	
21.	<p>Date and Time of Next Meeting and Consideration of Future Meeting Venues</p> <p>AGREED: the date and time of the next meeting as Wednesday, 6th December 2023 at 7pm at the school.</p> <p>NOTED: the Clerk raised the matter of meeting venues as minuted at the last meeting and as subsequently raised as requiring further review. Governors advised that it had been collectively, informally agreed that each meeting (FGB and Sub-Committees) would determine the venue of the next meeting. The next meeting of the Curriculum Committee would be in-person at the school. Generally, it was felt that most meetings were being arranged as in-person events at the school.</p> <p style="text-align: right;">The meeting finished at approximately 21:20</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
6th October 2023

Approved by the Full Governing Body on:

Date: 6/12/2023

Signature (Chair): 