

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE  
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD VIRTUALLY VIA ZOOM ON 28 SEPTEMBER 2022 AT 7.30PM**

**Governors Present:** Marie Gardner (Chair for the meeting), Sam Brown, Gabrielle Edwards, Tracey How (Headteacher), Debbie Littlefair, Ann Lynn, Liz Martin, Karenza Nutley (Co Chair), Gillian McGuire, Catherine Seward.

**Also in Attendance:** Jacquie Watts (Clerk), Victoria Hutter, Chiya Jones and Jane List (prospective Associate Governors)

*The meeting was quorate.*

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

Action By:

<b>1.</b>	<p><b>Apologies for Absence</b></p> <p><b>NOTED:</b> there were no apologies for absence as all governors were present.</p> <p><b>NOTED:</b> observers were welcomed to the meeting and everyone present introduced themselves.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p><b>NOTED:</b> the clerk confirmed that all governors had completed the annual declaration of interest via GovernorHub. There were no declarations of interest in relation to the meeting.</p>	
<b>3.</b>	<p><b>Election of Chairs</b></p> <p><b>NOTED:</b> Marie Gardner and Karenza Nutley were nominated and seconded as Co-Chairs for the academic year 2022/23 and until the first FGB meeting of the Autumn term 2023. There were no other nominations.</p> <p><b>AGREED:</b> Marie Gardner and Karenza Nutley were unanimously appointed as Co-Chairs for the academic year 2022/23 and until the first FGB meeting of the Autumn term 2023.</p>	
<b>4.</b>	<p><b>Election of Vice Chair</b></p> <p><b>NOTED:</b> the clerk asked for nominations for the role of Vice Chair. There were no nominations.</p> <p><b>AGREED:</b> that with the appointment of two Co-Chairs, the governing body could manage without appointing a Vice Chair.</p> <p><b>NOTED:</b> the Clerk reminded the meeting that, at such time as the two Co-Chairs stepped down, the governing body would be obliged to appoint a Chair. It would be sensible to make meaningful succession plans as soon as possible.</p>	
<b>5.</b>	<p><b>Governor and Associate Appointments</b></p> <p><b>NOTED:</b> the Co-Chairs were proposing George Lynn as a Co-opted Governor to fill the current vacancy. Although he was unable to attend the meeting, George Lynn had confirmed he was happy to be appointed. Married to an existing governor, Ann Lynn, he had previous governing body experience.</p>	

	<p><b>AGREED:</b> that George Lynn be appointed as a Co-opted Governor for a four-year period commencing on 29/9/22 and ending on 28/9/26, subject to satisfactory DBS and Section 128 checks being undertaken by the school.</p> <p><b>AGREED:</b> observers were not asked to leave the meeting while their appointments were discussed.</p> <p><b>NOTED:</b> the Co-Chairs were proposing Jane List as an Associate Member.</p> <p><b>AGREED:</b> that Jane List be appointed as an Associate Member for a one-year period commencing on 29/9/22 and ending on 28/9/23, subject to satisfactory DBS and Section 128 checks being undertaken by the school.</p> <p><b>NOTED:</b> the Co-Chairs were proposing Chiya Jones as an Associate Member.</p> <p><i>Chiya Jones joined the meeting at this point.</i></p> <p><b>AGREED:</b> that Chiya Jones be appointed as an Associate Member for a one-year period commencing on 29/9/22 and ending on 28/9/23, subject to satisfactory DBS and Section 128 checks being undertaken by the school.</p> <p><b>AGREED:</b> that once DBS and Section 128 checks had been cleared, all new appointees would receive a school email address and the clerk would be notified so she could invite them to join GovernorHub and confirm their appointments with the Local Authority.</p> <p><b>NOTED:</b> Victoria Hutter was willing to be considered as an Associate Member. As Chair of Smarties, she would provide a link to the organisation, though an interest in Smarties would need to be declared at meetings.</p> <p><b>AGREED:</b> Victoria Hutter’s appointment as an Associate Member would be placed on the agenda for the next FGB meeting.</p>	<p><b>TH</b></p> <p><b>TH</b></p> <p><b>TH</b></p> <p><b>TH/ Clerk</b></p> <p><b>Clerk</b></p>
6.	<p><b>Minutes of Last Meeting – 12<sup>th</sup> July 2022</b></p> <p><b>NOTED:</b> the minutes of the full governing body meeting held on 12<sup>th</sup> July 2022 as uploaded to GovernorHub with the agenda.</p> <p><b>NOTED:</b> the following MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>• <b>Skills Audit (Governance Matters) (min. 4 refers)</b> – the finalised governor skills audit had been uploaded to GovernorHub.</li> <li>• <b>Rock Steady (Matters Arising) (min. 5 refers)</b> – Sam Brown had not been able to write a visit report on the event, but would write a report on Rock Steady in 2022 and reference his 2021 visit.</li> <li>• <b>Correspondence (Matters Arising) (min. 5 refers)</b> – The Headteacher had discussed school meal options for the new academic year with the kitchen staff. Parents would pay for school meals in the usual way and pupils would choose their meal at the start of each day so meals could be cooked to order. The arrangement would be monitored. The school was currently experiencing problems with supply deliveries. Planned menus had to be changed to suit supplies delivered, as opposed to ordered.</li> </ul> <p><b>AGREED:</b> if food deliveries continued to be problematic, the matter should be discussed at the next but one Resources Committee Meeting.</p>	<p><b>SB</b></p> <p><b>TH</b></p>

	<ul style="list-style-type: none"> <li>• <b>Minutes of Last Meeting (min. 5 refers)</b> – The Clerk had sent a copy of the approved minutes to the school for uploading onto its website</li> <li>• <b>Minutes of Meeting of Curriculum Committee (min. 7 refers)</b> -The Headteacher had uploaded results to the Fischer Family Trust in order to obtain data comparisons and the matter was on the agenda for the next Curriculum Committee meeting.</li> <li>• <b>Headteacher’s Report (min. 9 refers)</b> – The Headteacher was considering arrangements for a suitable SIAMS presentation for governors and would discuss the matter with the EDRA the following day. <b>In response to a question from governors, it was confirmed that the school had not been listed for a SIAMS inspection in 2022/23, but was likely to be subject to one in 2023/24.</b></li> <li>• <b>School Development Plan (min. 11 refers)</b> – the Chairs had considered the 3-year Strategic Plan, discussed it with the Head and shared it with the committees for further development.</li> <li>• <b>Governor Message to Staff (min. 17.2 refers)</b> – Shamus Williams had provided the text for the next message. Liz Martin and Sam Brown were scheduled to produce text within the next couple of weeks. An alternative for Sam Brown could be identified if he did not have time to write a piece.</li> </ul> <p><b>AGREED:</b> the minutes of the previous meeting held on 12<sup>th</sup> July 2022 as a true and correct record. They would accordingly be submitted to the school by the clerk for electronic signature and publication on the school website.</p>	<p>TH</p> <p>LM/ SB/ MG</p> <p>Clerk</p>
7.	<p><b>Minutes of Meetings of Resources and Curriculum Committees</b></p> <p><b>NOTED:</b> no meetings of the committees had taken place since the July meeting of the FGB.</p>	
8.	<p><b>GB Standing Orders</b></p> <p><b>NOTED:</b> the previous year’s Standing Orders and the proposed updates, especially those in relation to holding meetings either virtually or in-person. <b>The meeting discussed why hybrid meetings were not considered desirable and why, at an in-person meeting, only one person could participate via video-link.</b></p> <p><b>AGREED:</b> that a sentence permitting the school to change the venue/ nature of a meeting at the last moment in extreme circumstances would be added. The proposed Standing Orders for 2022/23 were agreed subject to the above addition. Marie Gardner would make the changes and upload the final document to GovernorHub. The most recent version of the Governor Allowances policy would be attached to the Standing Orders.</p>	<p>MG</p> <p>TH</p>
9.	<p><b>GB Code of Conduct</b></p> <p><b>NOTED:</b> the Code of Conduct uploaded to GovernorHub with the agenda. The clerk confirmed all governors had declared via GovernorHub that they would adhere to it.</p>	
10.	<p><b>Committee Structure, Terms of Reference, Committee Membership and Link Governor Roles</b></p>	

	<p><b>NOTED:</b> the Committee structure, committee membership and governor link roles agreed for the previous academic year.</p> <p><b>AGREED:</b> the Committee structure of Governing Body, Resources Committee and Curriculum Committee.</p> <p><b>AGREED:</b> 2022/23 membership of the Resources Committee as Sam Brown, Marie Gardner, Tracey How, George Lynn, Jane List, Chiya Jones (and potentially Victoria Hutter).</p> <p><b>AGREED:</b> 2022/23 membership of the Curriculum Committee as Gillian McGuire, Gabrielle Edwards, Tracey How, Ann Lynn, Liz Martin, Karenza Nutley, Debbie Littlefair, Catherine Seward, Chiya Jones (and potentially Victoria Hutter).</p> <p><b>AGREED:</b> membership of other committees, panel and link governor roles for 2022/23 as follows:</p> <p>Pay Panel - Karenza Nutley, Debbie Littlefair, Liz Martin.  Staff Dismissal – Karenza Nutley, Gabrielle Edwards, Ann Lynn.  Appeals – Gillian McGuire, Gabrielle Edwards, Jane List.  Headteacher Performance – Karenza Nutley, Debbie Littlefair, Ann Lynn.  Health and Safety Link – Chiya Jones with Tracey How.  Safeguarding Link – Debbie Littlefair with Liz Martin.  SEND/PP Link – Gabrielle Edwards (PP focus) and Sam Brown (SEND focus)  Smarties Link - Gillian McGuire (and potentially Victoria Hutter with acknowledged declaration of interest)  PTA Link – Catherine Seward  Training Link – Marie Gardner</p> <p><b>AGREED:</b> Marie Gardner would post an updated list of roles on GovernorHub.</p> <p><b>AGREED:</b> no changes to the Terms of Reference to all Committees. Marie Gardner would produce documents with updated dates for 22/23 and post them on GovernorHub.</p>	<p><b>MG</b></p> <p><b>MG</b></p>
<p><b>11.</b></p>	<p><b>Governor Annual Attendance Figures 2021/2022</b></p> <p><b>NOTED:</b> the attendance figures uploaded to GovernorHub with the agenda and already published on the school website.</p> <p><b>AGREED:</b> the figures as a true and correct record of governor attendance in 21/22 and ratified their publication on the school website.</p>	
<p><b>12.</b></p>	<p><b>Correspondence</b></p> <p><b>NOTED:</b> there had been correspondence with prospective governors and associates. The PCC had requested a report on the school. <b>The meeting discussed possible items for inclusion in the report including work on the school’s new roof, a recent phonics workshop that would be repeated to</b></p>	<p><b>KN</b></p>

	<p><b>allow more parents to attend, traffic and parking in Hay Street.</b> Karenza Nutley would produce the report.</p>	
13.	<p><b>Headteacher's Report</b></p> <p><b>NOTED:</b> the document uploaded to GovernorHub before the meeting and the oral update provided by the Headteacher. The school roll was currently at 174 pupils. 2 children were out of year group, with a potential third joining them. <b>Reasons for this were discussed.</b> Attendance, pupil support needs and staffing were discussed. <b>Governors asked questions about the behavioural issues being experienced with a small number of children and the new TA/ Behaviour Support Assistant being proposed by the school to assist with this. The possible impact of Covid and lockdowns were explored.</b></p> <p><b>AGREED:</b> the appointment of a TA/Behaviour Support Assistant.</p> <p><b>NOTED:</b> the Diocese had not yet appointed a replacement for Canon Shamus Williams, but Ann Bol was coming into the school to assist with Collective Worship and the Headteacher was hoping that a Minister from Gamlingay Baptist Church might also be able to visit the school. Changes to the "Open the Book" re-enactment of Bible Stories were noted. <b>Governors asked questions about the introduction of the Steps behavioural approach within the school.</b></p>	
14.	<p><b>Safeguarding</b></p> <p><b>NOTED:</b> the Clerk confirmed that all governors except one had confirmed they had read part I of the 22/23 KCSiE via GovernorHub.</p> <p><b>AGREED:</b> Gabrielle Edwards would read part I of the 22/23 KCSiE as soon as possible and confirm she had done so via GovernorHub.</p> <p><b>NOTED:</b> the update from Debbie Littlefair as the Safeguarding Link Governor. There were changes to Safer Recruitment Practice and online safety. The new safeguarding policy had been reviewed by the school and the Link Governor. Changes to KCSiE were embedded within it. New governors needed to undertake safeguarding training as part of their induction. The safeguarding audit had been completed in 21/22 and would be used as a guidance document for 22/23. <b>In response to a question, it was confirmed that staff would be undertaking safeguarding training later in the year.</b></p> <p><b>AGREED:</b> the Safeguarding Policy and Statement for 22/23.</p>	<b>GE</b>
15.	<p><b>School Development Plan</b></p> <p><b>NOTED:</b> the document of SDP priorities uploaded to GovernorHub prior to the meeting. <b>Governors asked questions about the document including devolved responsibility for curriculum development and PP matters.</b></p> <p><b>AGREED:</b> the SDP priorities as proposed by the Headteacher.</p>	
16.	<p><b>Health and Safety</b></p>	

	<p><b>NOTED:</b> Sam Brown had followed up on the planned health and safety audit at the end of the previous year, but because of pressure of work at the school the audit had been deferred. He was now waiting on a new date for the audit from the school. The Headteacher had been working with the roofing contractors on maintaining health and safety at the school for pupils, staff and visitors, as well as the contractors.</p>	
17.	<p><b>Governor Training and Briefings</b></p> <p><b>NOTED:</b> the training folder on GovernorHub was now up to date. Debbie Littlefair had attended the LA termly briefing on behalf of the FGB and Gabrielle Edwards would attend the next one. <b>The recording of training on GovernorHub was discussed. If training was booked via GovernorHub or uploaded to an individual's profile it automatically updated the training record. In response to a query, the Clerk explained how to download a spread sheet version of the training record for all governors.</b></p> <p><b>NOTED:</b> Debbie Littlefair would provide a written summary of the termly briefing meeting, and advised it had covered GovernorHub, an increase in Covid and flu infections, finance, exam results, OFSTED focus, increasing deprivation, safeguarding, finance audit recommendations and school websites.</p>	DL
18.	<p><b>Governor Skills Audit</b></p> <p><b>NOTED:</b> the findings of the completed Skills audit as uploaded to GovernorHub.</p>	
19.	<p><b>Governor Monitoring and Visits.</b></p> <p><b>NOTED:</b> visits in 22/23 would focus on the curriculum and would be discussed at the Curriculum Committee.</p>	
20.	<p><b>Arrangements for Headteacher Appraisal</b></p> <p><b>NOTED:</b> this would take place on 12<sup>th</sup> October 2022.</p>	
21.	<p><b>AOB</b></p> <p><b>NOTED:</b> the following matters:</p> <p><b>21.1 Questions From Governors</b></p> <p><b>NOTED:</b> a governor asked if the school would be organising a firework display this year? The school would be making arrangements and had publicised the date in The Star.</p> <p><b>21.2 Presentations From the LA Termly Briefing</b></p> <p><b>NOTED:</b> Debbie Littlefair would share the slides from specific presentations with governors and via GovernorHub</p>	DL
22.	<p><b>Date and Time of Next Meeting</b></p> <p><b>NOTED:</b> the Chair thanked governors for their time and focus, as the first meeting of the Autumn Term was always a lengthy one.</p>	

	<p><b>AGREED:</b> the next scheduled meeting of the Full Governing Body would take place at the school on Wednesday, 14<sup>th</sup> December 2022 at 7.30pm.</p> <p><b>NOTED:</b> this was the same day as the KS2 Church Service. All governors were invited.</p> <p style="text-align: right;"><b>The meeting finished at approximately 21:30</b></p>	
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Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**29<sup>th</sup> September 2022**

**Approved by the Full Governing Body on:**

**Date: .....14<sup>th</sup> December 2022.....**

**Signature (Chair):.....**

