

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 18 MAY 2022 AT 7.30PM**

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

Also in Attendance: Jacquie Watts (Clerk)

The meeting was quorate. Prior to the start of the meeting all governors present were asked to complete the 2022 Governor Skills Audit form.

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

Action By:

1.	<p>Apologies for Absence</p> <p>NOTED: apologies for absence were presented on behalf of Shamus Williams and Ryan Ellett (Associate Member). Sam Brown was attending remotely because he was isolating with Covid.</p> <p>AGREED: to accept apologies tendered.</p>	
2.	<p>Declarations of Interest</p> <p>NOTED: there were no declarations of interest in relation to the meeting.</p>	
3.	<p>Minutes of Last Meeting – 23rd March 2022</p> <p>NOTED: the minutes of the full governing body meeting held on 23rd March 2022 as uploaded to GovernorHub with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Governor Appointment, Roles and Recruitment (min. 3 refers) – the role of Vice Chair remained unfilled. • Headteacher’s Report (min. 9 refers) – the Chairs had placed an item in the following week’s STAR, including reference to the successful school residential visit. • Safeguarding (min. 10 refers) – The majority of governors had watched the safeguarding video. Given that all governors had read the KCSiE and the school safeguarding policy, the governing body was satisfied with the level of safeguarding knowledge held by its members. As governors had undertaken a range of handling allegations courses, there was no need to identify a specific course. The allegations training undertaken by assorted governors was discussed. One of the Co-chairs was booked on a Safer Recruitment course in June. Everyone visiting the school was now signing in using the visitor log in reception, recording their initials, the name of the person they were visiting and the reason for their visit. • Location of Future Meetings (min. 14 refers) – when an in-person meeting was held at the school governors were expected to attend in-person unless isolating from Covid or other exceptional grounds for absence. • Governor Training and Briefings (min. 16 refers) – safer recruitment, safeguarding and allegations against staff, along with monitoring and 	

	<p>developing the primary curriculum were seen as priority training areas for 2022/23.</p> <ul style="list-style-type: none"> • Governor Monitoring and Visits (min. 17 refers) – the schedule of summer visits for the summer term was on the agenda. • Accessibility Plan (min. 18.1 refers) – Gabrielle Edwards had emailed the Headteacher about PP wording. • Rock Steady (min. 18.2 refers) – Sam Brown had received the visit report template, but had yet to write a visit report on Rock Steady <p>AGREED: the minutes of the previous meeting held on 23rd March 2022 as a true and correct record of the meeting. They would accordingly be signed by the Chair for the meeting. The Clerk would send a copy of the minutes to the school for uploading onto its website.</p>	<p>SB</p> <p>Clerk</p>
<p>4.</p>	<p>Minutes of Meeting of Resources Committee – 27th April 2022</p> <p>NOTED: the minutes of the Resources Committee meeting as uploaded to GovernorHub with the agenda. Marie Gardner, on behalf of the Chair of Resources, highlighted the following issues from the meeting’s discussions: Chris Amadeo’s resignation as a governor meant the committee was short of a member; budget discussions had taken place and a deficit budget for 22/23 had been agreed with the support of Ray Byford of the LA, who was of the opinion the school was doing the best it could with the resources available to it; the school faced funding challenges because of small class sizes; the school had yet to fill the vacancy for a cleaner and was trying various alternatives in order to do so; the industrial dishwasher in the kitchen would soon require replacing; the roofing tender and swimming were discussed; governors were concerned about the fire risk assessment report, which contained factual errors and elevated levels of risk incompatible with previous reports and evidence.</p> <p>AGREED: to ratify the minutes of the Resources Committee.</p>	
<p>5.</p>	<p>Minutes of Meeting of Curriculum Committee – 5th May 2022</p> <p>NOTED: the draft minutes of the Curriculum Committee meeting as uploaded to GovernorHub with the agenda. The Chair of Curriculum highlighted the following issues from the meeting’s discussions: behaviour training, Cambridgeshire Steps, was being undertaken by key staff. The school described the approach as not dissimilar to its current practice, but with a greater focus on all staff contributing to clear and consistent behaviour. The meeting had also discussed PP, which was now a standing item on the agenda, with governors seeking to monitor that PP expenditure was directly impacting on PP pupils. The meeting had also discussed the school’s work with the School Improvement Adviser and on Christian distinctiveness. The minutes would be agreed or amended at the next committee meeting.</p> <p>AGREED: to ratify the draft minutes of the Curriculum Committee as received.</p>	
<p>6.</p>	<p>Correspondence</p> <p>NOTED: the Co-Chairs had received a range of emails from parents, including one regarding the nature of food provided to pupils. The meeting briefly discussed the school menu.</p>	

	<p>AGREED: to refer the matter of the school menu to the Resources Committee.</p> <p>NOTED: A report on the school had been provided to the PCC. The meeting discussed the frequency of such reports. Correspondence from the LA regarding the recent OFSTED inspection was also noted.</p>	SB
7.	<p>Headteacher's Report</p> <p>NOTED: the document uploaded to GovernorHub before the meeting. The meeting discussed pupil attendance and governors asked what attendance had been like during the recent SATs tests? The school reported 100% attendance for the KS2 test and only one pupil absence for the KS1 test.</p> <p>NOTED: two Ukrainian pupils were joining the school but had not yet enrolled. Governors asked how they were settling in, whether more Ukrainian pupils would be joining the school and whether the school was receiving additional funding to help them? The LA had promised to pass on government support funding when received, but it had not yet been given to the LA, so the school was managing without additional resources.</p> <p>NOTED: governors queried what was happening about the pupil who had only joined the school a few weeks before the SATS test? The Head was asking for his data to be attributed to his previous school.</p> <p>NOTED: governors asked how long before the school rolled out the Cambridgeshire Steps programme? The school was hoping to do so before the end of term. It would then review its behaviour policy.</p>	
8.	<p>Safeguarding</p> <p>NOTED: there were no significant issues to report. Training opportunities were being considered and the link governors would be arranging a meeting with the Head. Governors queried whether the school had published whistleblowing information. Posters were in all toilets, though following further input from governors the Head said she would check the toilet in the kitchen used by lunchtime staff.</p>	TH
9.	<p>School Development Plan and SEF</p> <p>NOTED: the documents uploaded to GovernorHub prior to the meeting. In response to a request from governors, the Head provided further information on the few areas in the Development Plan shaded red, such as Metacognition and the development of pupil houses. The school would create a new three year plan once the Ofsted report was available. The school now planned to develop pupil houses from September 2022 onwards. Governors commented on the amount of activities shaded amber. The Head hoped that most, but not all, of them would be shaded green by the end of term.</p> <p>NOTED: a meeting date for the School Council was being set.</p> <p>NOTED: OFSTED comments evidenced the accuracy of the SEF. The Headteacher provided an oral update on the OFSTED process as recently</p>	

	<p>experienced by the school. OFSTED had undertaken a deep dive in early reading, maths and languages.</p> <p>AGREED: governors should consider the broad range of curriculum in the school when planning visits and monitoring activities in 22/23.</p> <p>AGREED: the governors thanked the staff of the school for all their efforts during the recent OFSTED inspection.</p>	All
10.	<p>GovernorHub</p> <p>NOTED: the folder structure on GovernorHub as recently formatted by the Chairs. Uploaded information was from 21/22 onwards. Historical information would not be uploaded. Documents could not be edited online, but needed to be downloaded, changed and then uploaded under the same title. Governors, other than the Co Chairs and the Committee chairs, were asked not to create new folders but to insert documents in to those already available. If governors were not certain where to upload an item they should ask a Co-Chair.</p> <p>AGREED: policies for approval by the FGB would be uploaded into the policy folder and the Clerk would annotate the agenda in the Governing Body folder to show their location.</p> <p>NOTED: a governor asked what was happening to the Google Drive folders? Google Drive was being used for emails and the folders would remain as archive material, but would not be updated.</p> <p>AGREED: selected key staff would have access to GovernorHub in addition to governors. Marie Gardner would set this up and then advise the Clerk so she could check they had been appropriately added as non-governor users. The Clerk reminded all governors that these staff would be able to see all Noticeboard posts and governors should be mindful of this when posting.</p>	<p>All</p> <p>Clerk</p> <p>MG/ Clerk</p>
11.	<p>Policies</p> <p>NOTED: the policies listed on the agenda:</p> <ul style="list-style-type: none"> • Records Management • Admissions • First Aid and Supporting Medicines in School • Attendance and Absence • E Safety <p>NOTED: the first three policies did not require approval.</p> <p>AGREED: the Attendance and Absence policy.</p> <p>AGREED: the E-safety Policy, subject to the correction of typos.</p>	
12.	<p>Health and Safety</p> <p>NOTED: there was nothing significant to report other than previously discussed governor concerns about the Fire Risk Assessment report.</p>	
13.	<p>Governor Training and Briefings</p>	

	NOTED: governor training had been discussed as part of earlier items. As discussed previously, Karenza Nutley had attended the Allegations against the Headteacher course.	
14.	Governor Monitoring and Visits. NOTED: the visits schedule for the rest of the academic year and the blank visit report proforma uploaded to GovernorHub before the meeting. Governors were reminded to include follow up points where indicated in the report and were encouraged to book their scheduled visit for the following half term as soon as possible.	All
15.	AOB NOTED: the following matters: 15.1 Use of PP funding – a PP pupil who was eligible for school transport was unable to use the school bus. The parents had advised they could no longer afford to drive the pupil to school. The school felt it was in the pupil’s best interests to be in school. AGREED: PP funding should be used to pay retrospective petrol costs to the parents on journeys undertaken based on fuel cost, but not exceeding the mileage allowance paid to staff. The arrangement would last until the end of the 21/22 academic year and would be reviewed further at the July Governing Body meeting.	TH Clerk
16.	Date and Time of Next Meeting AGREED: the next scheduled meeting of the Full Governing Body would take place virtually on Tuesday, 12 July 2022 at 7.30pm via Zoom. NOTED: Ann Lynn submitted her apologies for the meeting in advance because of personal commitments. The meeting finished at approximately 21:20	Clerk

Drafted by: Jacquie Watts
Clerk To The Governors
19th May 2022

Approved by the Full Governing Body on:

Date: 12th July 2022.....

Signature (Chair):..... 