

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD VIRTUALLY VIA ZOOM ON 29 MARCH AT 7.30PM**

Governors Present: Karenza Nutley (Chair for the meeting), Mark Arnold (Associate Member), Gabrielle Edwards, Marie Gardner (Co Chair), Tracey How (Headteacher), Victoria Hutter (Associate Governor), Chiya Jones (Associate Governor), Debbie Littlefair, Jane List (Associate Governor), Ann Lynn, Liz Martin, Gill McGuire, Catherine Seward.

Also in Attendance: Jacquie Watts (Clerk)

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 were received from Sam Brown (travelling for work) and George Lynn (meeting clash).</p> <p>AGREED: to accept apologies tendered.</p>	
2.	<p>Declarations of Interest</p> <p>NOTED: there were no declarations</p> <p><i>Victoria Hutter and Jane List joined the meeting at this point, after declarations had been sought. Previously, Victoria Hutter had declared her role as Chair of Smarties.</i></p>	
3.	<p>Minutes of Last Meeting – 7th February 2023</p> <p>NOTED: the minutes of the full governing body meeting held on 7th February 2023 as uploaded to GovernorHub with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Rock Steady (Matters Arising) (min. 3 refers) – Sam Brown was not present to comment on his action regarding the outstanding visit report. • Committee Structure (Matters Arising) (min. 3 refers) – Chiya Jones preferred to remain solely as a member of the Curriculum Committee and had not accepted the additional invitation to join the Resources Committee. <p>AGREED: the Clerk would remove her as a member of the Resources Committee.</p> <p>AGREED: to confirm Ann Lynn’s change of membership from Resources Committee to Curriculum Committee. The Clerk would remove as a member of the Resources Committee.</p> <ul style="list-style-type: none"> • Minutes of Meeting of Curriculum Committee (min. 5 refers) – Gill McGuire and Ann Lynn had met with the EDRA on 8th March 2023. • Equality Information (min. 10 refers) – the clerk had circulated online links to DfE and OFSTED requirements and expectations. • School Website Compliance (min. 12 refers) – Ann Lynn had reviewed the school website. Her findings were a substantive item on the agenda. • Induction Policy (min. 13 refers) – the policy was on the agenda for approval. 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>

	<ul style="list-style-type: none"> • Governor Training and Briefings (min. 15 refers) – was an agenda item. • Governor Monitoring and Visits (min. 16 refers) – was an agenda item. <p>AGREED: the minutes of the previous meeting held on 7th February 2023 as a true and correct record. The Chair for the meeting would sign the minutes for publication on the school website.</p>	
4.	<p>Minutes of Meeting of Resources Committee – 8th March 2023</p> <p>NOTED: the minutes of the meeting as uploaded to GovernorHub before the meeting. In the absence of Sam Brown, Chair of Resources, Marie Gardner provided an update. Contracts had been renewed. The school was expecting to carry forward approximately £25k into the new financial year. The 23/24 budget meeting of the committee would be held in April. Staff vacancies and staff well being were discussed, along with pupil behaviour. Staff seemed positive but tired at the end of term. Swimming pool discussions were ongoing. Polices were approved and were on the FGB agenda for ratification. Most of the meeting was focused on the SFVS for 2023, which was item 10 on the FGB agenda.</p>	
5.	<p>Minutes of Meeting of Curriculum Committee – 2nd March 2023</p> <p>NOTED: the minutes of the recent meeting had been uploaded to GovernorHub with the agenda. Gill McGuire, Chair of Curriculum, summarised discussions. The Committee had focused on mid-year data and predictions. There were no surprises, but the impact on the data of just one pupil leaving the school had been highlighted. Each pupil contributed 4% of the data. With several children leaving Year 6 at Easter, this would have a significant impact on the data for the year group. The meeting had noted changes to the school in recent years, including an increase in the number of pupils on the SEND register. Curriculum updates had been considered. Changes were beginning to have an impact. There had been a change in the bus company because of a safeguarding incident. Christian distinctiveness had been discussed.</p>	
6.	<p>Correspondence</p> <p>NOTED: an email had been received from the Parish Council regarding a proposal for a 20mph speed limit at the centre of the village. A copy of the proposal had been uploaded to GovernorHub before the meeting. The Parish Council was seeking views on the proposal, especially from the school. The meeting was broadly in favour of the proposal, but felt that parking was as much a problem as speed. Possible solutions suggested to both issues by individual governors included double yellow lines, flashing speed lights, 20mph limit only during school times, recognition that parking was an issue for both Smarties and the school and that they were two separate organisations.</p> <p>AGREED: the Chair would respond to the proposal by confirming the school was in favour of a permanent 20mph speed limit, but that parking was also a problem and asking if the council would consider introducing double yellow lines around the school and between the school and the church, as well as the installation of a flashing speed indicator sign.</p>	KN

	<p>AGREED: that all governors were welcome to respond to the survey individually. The Head would publicise the survey to parents and Victoria Hutter would complete the survey on behalf of Smarties, which had not been invited to contribute to the survey by the Parish council.</p>	<p>TH VH</p>
<p>7.</p>	<p>Headteacher's Update</p> <p>NOTED: the Head's oral update. She highlighted that, as discussed at the Curriculum Committee, losing 4 pupils at Easter because families were moving out of the area (3 in year 6 and 1 in year 1) would impact negatively on pupil data.</p> <p>NOTED: Building work would be taking place in relation to the Reception flooring (lifting at the sides) and the roof (the guttering had been put in the wrong place following previous roofing works) over the Easter holiday.</p> <p>NOTED: the school would need to consider government advice regarding school opening hours as the school was a little below the recommended level. The Resources Committee would be asked to consider the matter. Governors asked when a decision was needed and were advised by September 2023.</p> <p>NOTED: governors queried current pupil behaviour issues. The situation was ongoing with the same minority of pupils. Governors asked if additional resources had been provided to the school and whether they were working? The school was doing all it could, some additional resources had been received, but pupils were often responding to outside factors beyond the control of the school. The school had recently discussed the matter with the LA and additional administrative support for the SENCO had been requested, but the LA's resources were stretched. The Early Help Support Officer had reported difficulties in contacting the school.</p> <p>AGREED: Debbie Littlefair would contact the Early Help Support Officer to put her in touch with the right person.</p> <p>NOTED: in response to a further question from governors, it was confirmed the EDRA had sought possible support for the school, but the person concerned was unavailable and the school had heard nothing since. A governor asked about support for Ukrainian pupils. Additional funding had been provided to the school and a local resource had recently been identified by the school. A governor identified a number of free training courses that might be of assistance to school parents. She would send details through to the school.</p>	<p>DL</p> <p>DL</p>
<p>8.</p>	<p>Safeguarding</p> <p>NOTED: Debbie Littlefair, Liz Martin and the Head had met on 13th March. They checked that new staff had completed safeguarding training. New governors were reminded they should undertake safeguarding training. DBS checks and safeguarding training for auxiliary staff and volunteers were also scrutinised. The four levels of Prevent training were noted. The bus situation had been resolved with a new bus company and the school was investigating an online safeguarding reporting system. Pupil behaviour had been considered, along with any safeguarding risks posed by current industrial action. It was felt there were none. A further meeting would be held in the summer term.</p>	

	<p>NOTED: the meeting went on to discuss Prevent and Safeguarding training, especially the need for refresher training following recent changes to Prevent. Debbie Littlefair offered to circulate a link to Prevent Training.</p> <p>AGREED: by the next FGB meeting on 24th May, all new governors should have undertaken or signed up for induction training and safeguarding training and all governors should have had basic Prevent Training or signed up to a refresher course.</p>	<p>DL</p> <p>All</p>
9.	<p>School Development Plan</p> <p>NOTED: the RAG rated document uploaded to GovernorHub with the agenda. All areas were amber or red. Governor initials by key areas indicated lead responsibility. If anyone had any problems with the area allocated to them, they were asked to contact the Chairs. The Head was invited to comment on the red areas of the plan and explain progress to date. A number were activities scheduled for the Summer Term.</p> <p>NOTED: the three year strategic plan document uploaded with the agenda and particularly the areas where more governor input was required.</p> <p>AGREED: Christian Values would be an item on the next Curriculum Committee agenda.</p> <p>NOTED: the four key drivers behind the plan were discussed: environment, initiative, arts and spirituality. The meeting discussed the environmental reference in detail, including how specific it should be.</p> <p>AGREED: the four drivers should be added to GovernorHub.</p> <p>AGREED: the environmental section should be re-phrased to indicate generic pupil led activities.</p> <p>NOTED: and discussed the section on British Values and the history of the government initiative. Victoria Hutter emailed generic British Values statements to the Chairs for potential use.</p> <p>AGREED: any further thoughts on the three year strategy should be emailed as soon as possible to the Chairs. The document would be discussed further at Resources and Curriculum meetings and would be brought back to the next FGB meeting for approval.</p>	<p>GM</p> <p>MG</p> <p>Co-Chairs</p> <p>All</p>
10.	<p>SFVS 2023</p> <p>NOTED: the governor statement had been completed by the Resources Committee and was now being submitted, as uploaded to GovernorHub before the meeting, for approval. Most responses had not changed from those approved in previous years.</p> <p>AGREED: the SFVS for signature by the Chair and submission by the deadline of 31st March 2023.</p>	
11.	<p>School Website Compliance</p>	

	<p>NOTED: Ann Lynn’s review of the school website had identified that it was mostly compliant, but some changes and additions were needed, including the addition of school uniform details. The school felt the uniform details were on the site. A check was made during the meeting and it was confirmed that the uniform details were available, but their location could be made clearer.</p> <p>AGREED: Ann Lynn would modify her audit report to reflect that school uniform details were published, date and sign it and upload it on GovernorHub. Marie Gardner would contact the school to ask them to amend some old governance information. The meeting thanked Ann Lynn for carrying out the website check.</p> <p>NOTED: some of the photos on the website were of former pupils, but the parents had given permission for their use and the photos did not have to be of current pupils.</p>	AL MG
12.	<p>Governance – Succession Planning</p> <p>NOTED: as previously advised, the two Co-Chairs were stepping down as Chairs and governors in July. Two other long serving governors would also be resigning. The Chairs had been discussing succession planning with governors, but no one had agreed to stand as Chair. The FGB had to have a Chair or Chairs and would not be permitted to operate without one. The role of the Chair was discussed, and possibilities for sharing the workload between two or many governors or across terms were highlighted. Training and support were available and the departure of four governors meant that Associates could consider becoming full governors and standing for Chair. Governors and Associates were asked to consider volunteering individually or collectively. The Clerk suggested that governors could identify what was holding them back from volunteering so ways round any obstacles could be identified in advance.</p> <p>AGREED: all should consider the need for the FGB to have a Chair or Chairs and consider volunteering, otherwise a special meeting would have to be convened to resolve the situation.</p>	All
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"> • Induction policy AGREED: the Induction Policy. • Online Safety Policy – there was a typo on page 26. AGREED: the Online Safety Policy subject to the correction of the typo. • Supporting Children with Medical Conditions and First Aid – was one policy, not two. AGREED: the Supporting Children with Medical Conditions and First Aid Policy. 	
14.	<p>Health and Safety</p> <p>NOTED: there was nothing new to add to the discussions that had taken place at the Resources Committee.</p>	

15.	<p>Governor Training and Briefings</p> <p>NOTED: training had been discussed under minute 8, Safeguarding. Some governors had undertaken a commendable amount of training. Others had yet to undertake their two training activities of the year. Marie Gardner would circulate the training log so all could check that training was accurately recorded. Tracey and Catherine were asked to send details of their training to Marie so their INSET could be added to the log. Gill McGuire would attend the summer governor briefing if it took place.</p> <p>AGREED: governors who had not yet undertaken their annual training should book it as soon as possible. The Head stressed the need for more governors to be Safer Recruitment trained. Other available training was noted.</p>	<p>MG</p> <p>TH/ CS</p> <p>GM</p> <p>All</p>
16.	<p>Governor Monitoring and Visits.</p> <p>NOTED: the programme of visits as published. Liz Martin had undertaken her visit and was writing her report. A number of governors reported difficulties making contact with staff and/ or arranging a date for their visit. The difficulties of finding a suitable visit time were discussed, but it was a clear OFSTED expectation that governors would make visits to see the school. A visit day, as held historically, was suggested, but the Head did not feel that would be suitable given the needs of some current pupils.</p> <p>AGREED: the Head would highlight to staff at the April INSET day the need for visits to be arranged.</p>	
17.	<p>AOB</p> <p>NOTED: a governor queried the dates of future meetings. The date of the next FGB meeting was published on the current agenda. A list of future FGB and committee dates was available on GovernorHub.</p> <p>AGREED: Karenza Nutley would check to ensure the list of meeting dates was still available. The clerk would check governor permissions on GovernorHub, to ensure all had correct access to documents.</p>	<p>KN</p> <p>Clerk</p>
18.	<p>Date and Time of Next Meeting</p> <p>AGREED: the next scheduled meeting of the Full Governing Body would take place on Wednesday, 24th May 2023 at 7.30pm via Zoom. The FGB meeting on 11th July would take place in person at the school.</p> <p style="text-align: right;">The meeting finished at approximately 21:35</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
30th March 2023

Approved by the Full Governing Body on:

Date:24th May 2023.....

M Gardner

Signature (Chair):.....