

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE  
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 12 JULY 2022 AT 7.30PM**

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

**Also in Attendance:** Jacquie Watts (Clerk)

*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> apologies for absence were presented on behalf of Gabrielle Edwards, Ann Lynn and Ryan Ellett (Associate Member).</p> <p><b>AGREED:</b> to accept apologies tendered.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p><b>NOTED:</b> there were no declarations of interest in relation to the meeting.</p>	
<b>3.</b>	<p><b>Governor Appointments</b></p> <p><b>NOTED:</b> Karenza Nutley was coming to the end of her term of office as an LA governor as of 1/10/22. The LA had proposed her as an LA governor for a further four-year period.</p> <p><b>AGREED:</b> Karenza need not leave the meeting while her reappointment was considered.</p> <p><b>AGREED:</b> unanimously, that Karenza Nutley be re-appointed as an LA governor for a further four-year period commencing on 1/10/22 and ending on 30/9/26.</p> <p><b>NOTED:</b> Ryan Ellet was coming to the end of his term of office as an Associate Governor as of 31/7/22. He had indicated he would stand down as of that date and not seek re-appointment. The meeting thanked Ryan, in absentia, for all his work, especially in relation to the school website and health and safety matters.</p>	
<b>4.</b>	<p><b>Governance Matters</b></p> <p><b>NOTED:</b> the Co-opted governor vacancy since the resignation of Chris Amadeo. The governing body was seeking to fill the vacancy and to appoint new Associate Governors. The meeting discussed the recruitment process and possible locations for recruitment advertisements. Ads would be placed shortly. Having regard to the recent skills audit, individuals with skills in relation to finance and resource management were especially welcome. All governors were encouraged to identify suitable individuals known to them.</p> <p><b>NOTED:</b> the Co-Chairs were willing to stand as co-Chairs for one additional year, but would then be looking to stand down. Succession planning was important and they were hoping to support and induct someone into the role of Chair before they resigned. The benefits of Co-chairing were discussed.</p>	

	<p><b>NOTED:</b> the recent skills audit was being completed. Marie Gardner would circulate the document when finalised. The governing body scored well in terms of compliance matters and a balance of skills. Its weakest levels of experience were in chairing meetings and finance and resources skills.</p> <p><b>NOTED:</b> Shamus Williams was retiring in the summer and would cease to be an ex-officio governor. His final assembly for the school would take place the following week. <b>Governors asked if a replacement had been found?</b> Arrangements for replacing him in the Parish were unclear, but the school could contact the Archdeacon to ask if a suitable ex-officio replacement could be found. <b>Governors queried if the absence of a minister on the governing body would impact negatively on SIAMS? It was felt it would not be.</b> The meeting said farewell to Shamus and made a small presentation to him. Governors praised him as an integral part of Steeple Morden School and stressed he would be strongly missed. In return, Shamus thanked the school and its governors.</p>	<p><b>MG</b></p>
<p>5.</p>	<p><b>Minutes of Last Meeting – 18<sup>th</sup> May 2022</b></p> <p><b>NOTED:</b> the minutes of the full governing body meeting held on 18<sup>th</sup> May 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>Rock Steady (Matters Arising) (min. 3 refers)</b> – Sam Brown would write the outstanding report on Rock Steady.</li> <li>• <b>Correspondence (min. 6 refers)</b> – the Resources Committee had discussed the matter of the school menu and school meals in general. <b>School meals were not achieving the savings planned and the take-up of school meals had not increased. Governors discussed the booking process for school meals, options and possibilities, the prevalence of packed lunches and what strategies might be applied to encourage more pupils to eat school meals. The Headteacher would discuss school meal options for the next academic year with the kitchen staff.</b></li> <li>• <b>Safeguarding (min. 8 refers)</b> – Safeguarding posters were in all toilets.</li> <li>• <b>School Development Plan (min. 9 refers)</b> – governor monitoring and visits would be discussed later in the agenda.</li> <li>• <b>GovernorHub (min. 10 refers)</b> – GovernorHub was working well, but the procedure for uploading policies had not yet been resolved. <b>AGREED:</b> policies to be agreed would be clearly labelled Draft – name of policy and placed in the policies folder. The Clerk could then annotate the agenda in the Governing Body folder to show their location. Once agreed, policies would be labelled as Ratified – name of policy and kept in the policy folder.</li> <li>• <b>Governor Monitoring and Visits (min. 14 refers)</b> – governor monitoring and visits would be discussed later in the agenda.</li> <li>• <b>Use of PP funding (min. 15.1 refers)</b> – this was on the agenda as item 12, but the meeting noted the school’s actions following the governing body’s previous decision. The parents had accepted the school’s offer for the remainder of the term, but this would now cease at the end of term as the pupil would be able to access the school bus in the new academic year.</li> </ul> <p><b>AGREED:</b> the minutes of the previous meeting held on 18<sup>th</sup> May 2022 as a true and correct record of the meeting. They would accordingly be signed by the</p>	<p><b>SB</b></p> <p><b>TH</b></p>

	Chair for the meeting. The Clerk would send a copy of the minutes to the school for uploading onto its website.	<b>Clerk</b>
<b>6.</b>	<p><b>Minutes of Meeting of Resources Committee – 29<sup>th</sup> June 2022</b></p> <p><b>NOTED:</b> the minutes of the Resources Committee meeting as uploaded to GovernorHub. <b>Sam Brown, as Chair of Resources, highlighted the following issues from the meeting’s discussions: school meals, Sports Premium, HR matters including the appointment of a new cleaner, facilities issues, Health and Safety.</b> The Headteacher summarised the school staffing structure for the new academic year. The LA was funding a new roof for the school. A schedule of works had yet to be agreed. The school had challenged inaccuracies in the recent fire safety audit, but with little success. It was now working through the action plan. <b>Sam Brown would be undertaking a governor health and safety visit in the next couple of weeks. The cost of reinstating the school swimming pool was prohibitive. The school was continuing to hold discussions with Smarties.</b></p> <p><b>AGREED:</b> to ratify the minutes of the Resources Committee.</p>	
<b>7.</b>	<p><b>Minutes of Meeting of Curriculum Committee – 7<sup>th</sup> July 2022</b></p> <p><b>NOTED:</b> after the agenda had been uploaded, a meeting of the Curriculum Committee had been held on 7<sup>th</sup> July 2022. Minutes had been uploaded to GovernorHub that afternoon. <b>Gilliam McGuire, as Chair of Curriculum, highlighted that the main focus of the meeting had been school data. EYFS data had been as expected and reflected the impact of Covid. The decline in results mirrored national trends.</b> The Headteacher would upload results to the Fischer Family Trust in order to obtain data comparisons. Further work was required in terms of writing for EYFS pupils. Phonics results were low, but reflected the needs and abilities of individual children. KS1 SATs results were broadly average, with few high or low results. The multiplication tests were as expected. KS2 SATs results were good and likely to be above the national average. <b>The maths results evidenced the value of previous maths interventions. The Greater depth result of 37% was pleasing. The committee had also scrutinised extra-curricular activities, including clubs and trips. Governors asked what the feedback from pupils had been in relation to school trips? The Head advised it was primarily favourable. A governor identified she had heard negative feedback regarding the Stibbington trip.</b> The Head explained the trip was designed to deliver the Geography curriculum and was not just for fun. The venue had changed facilities at the last minute, which may have disappointed some pupils, though the curriculum was still delivered. The Headteacher had drawn up a schedule for subject review and the possibility of reintroducing subject link governors had been discussed in order to facilitate governors monitoring developments. This had yet to be discussed with staff. <b>Given the focus on results data, the analysis of PP funding had been postponed to the new academic year.</b></p>	<b>TH</b>
<b>8.</b>	<p><b>Correspondence</b></p> <p><b>NOTED:</b> no correspondence had been received.</p> <p><b>NOTED:</b> A report on the school had been provided to the PCC.</p>	

9.	<p><b>Headteacher's Report</b></p> <p><b>NOTED:</b> the document uploaded to GovernorHub before the meeting. Much of it had been discussed in earlier items.</p> <p><b>NOTED: Governors asked how the Ukrainian pupil was settling in?</b> the school shared details with governors. No further Ukrainian pupils were expected, other than the sibling of the current pupil. <b>Fluctuations in the school roll were discussed. Attendance data was scrutinised.</b> EHCP attendance was low, but this related to a very few children, which skewed percentage figures. <b>Governors asked if there had been any further cases of Scarlet Fever?</b> To date, there had been none. <b>The meeting discussed SIAMS and what governors could do to support the school?</b> The school would consider arranging a suitable SIAMS presentation for governors.</p>	TH
10.	<p><b>Safeguarding</b></p> <p><b>NOTED:</b> the annual Safeguarding Report, which had been prepared early. Some parent had raised concerns regarding the bus company and these had been addressed. OFSTED had been satisfied with the SCR. <b>Liz Martin was stepping down as the Safeguarding Link Governor and Debbie Littlefair would be taking on the role as of September 2022. Governor safeguarding training was up to date. In response to a question from governors,</b> the Head advised she would be undertaking her planned training on peer on peer abuse as soon as a suitable course had been identified. As the Safeguarding Lead she met termly with the Safeguarding Link Governor. <b>Governors asked if this was frequent enough?</b> OFSTED had been satisfied with the level of frequency.</p>	
11.	<p><b>School Development Plan</b></p> <p><b>NOTED:</b> the document uploaded to GovernorHub prior to the meeting. <b>Governors commented favourably on the level of green shading in the first Quality section, but queried the more mixed RAG rating for other areas of the plan.</b> The Head advised that progress had been influenced by staffing limitations. The Head was considering a more detailed two-year development plan for the next academic year and beyond. The governors' three-year strategic plan was also due to be updated. <b>The meeting discussed how the two documents should inform one another.</b></p> <p><b>AGREED:</b> the Chairs should consider the 3-year Strategic Plan, discuss it with the Head and then share it with the committees for further development.</p>	Co-Chairs
12.	<p><b>Use of PP Funding</b></p> <p><b>NOTED:</b> this had been discussed under matters arising.</p>	
13.	<p><b>Policies</b></p> <p><b>NOTED:</b> the policies listed on the agenda and those subsequently uploaded to GovernorHub. All had been scrutinised by the Resources Committee and were based on official templates.</p> <ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>	

	<ul style="list-style-type: none"> <li>• Charges and Remissions</li> <li>• Premises Management</li> </ul> <p><b>AGREED:</b> all three policies.</p>	
14.	<p><b>Health and Safety</b></p> <p><b>NOTED:</b> with Ryan Ellett standing down, Sam Brown would be undertaking the Health and Safety audit in the next couple of weeks, as previously advised.</p>	
15.	<p><b>Governor Training and Briefings</b></p> <p><b>NOTED:</b> a good volume of governor training had been undertaken. The meeting updated the existing record. The Summer Briefing had been cancelled by the LA. The value of the Safer Recruitment refresher course was stressed.</p>	
16.	<p><b>Governor Monitoring and Visits.</b></p> <p><b>NOTED:</b> the meeting updated the current record of visits and monitoring activities. <b>Because of school events and activities, some visits were being postponed until the Autumn Term. Those visits undertaken were discussed.</b></p>	
17.	<p><b>AOB</b></p> <p><b>NOTED:</b> the following matters:</p> <p><b>17.1 Questions From Governors</b></p> <p><b>NOTED:</b> a governor asked if parental engagement should be a standing item on the agenda? It was felt it was already covered in a variety of topics. The meeting discussed ways in which the school engaged with parents and others it might try. Some suggestions had safeguarding implications.</p> <p><b>NOTED:</b> a governor queried why the school did not use coloured lanyards to identify different types of visitor, including those who were DBS checked and those who were not. The meeting discussed the appropriateness of this approach for very young children.</p> <p><b>NOTED:</b> a governor asked if induction training included online safety and was advised it did.</p> <p><b>17.2 Governor Message to Staff</b></p> <p><b>NOTED:</b> another message was due.</p> <p><b>AGREED:</b> Shamus Williams would provide the text for the next message. Liz Martin and Sam Brown would produce text for September. Examples of previous text were available on Governor Hub.</p>	<p><b>SW</b></p> <p><b>LM/ SB</b></p>

<b>18.</b>	<p><b>Date and Time of Next Meeting</b></p> <p><b>AGREED:</b> the schedule of meetings for 2022/23 as uploaded to GovernorHub. They would either be by video link or in-person. Hybrid meetings were not favoured.</p> <p><b>AGREED:</b> the school should continue to use Zoom for video meetings and pay the fee for unlimited time.</p> <p><b>AGREED:</b> the next scheduled meeting of the Full Governing Body would take place virtually on Wednesday, 28<sup>th</sup> September 2022 at 7.30pm <b>via Zoom.</b></p> <p style="text-align: right;"><b>The meeting finished at approximately 21:35</b></p>	
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Drafted by: Jacquie Watts  
**Clerk To The Governors**  
13<sup>th</sup> July 2022

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

**Date:** .....28<sup>th</sup> September 2022.....

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