

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 7 FEBRUARY AT 7.30PM**

Governors Present: Marie Gardner (Chair for the meeting), Sam Brown, Gabrielle Edwards, Tracey How (Headteacher), Victoria Hutter (Associate Governor), Debbie Littlefair, Ann Lynn, George Lynn, Liz Martin, Gill McGuire, Karenza Nutley (Co Chair), 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 Jane List (Associate Member).</p> <p>AGREED: to accept apologies tendered.</p> <p>NOTED: Mark Arnold and Chiya Jones (Associate Members) were absent. As a result of delays in completing the DBS process, Chiya had not yet received a school email address and did not have access to GovernorHub. Whilst she had been advised of the meeting a while back, she would not have received more recent notifications.</p>	
2.	<p>Declarations of Interest</p> <p>NOTED: Victoria Hutter (Associate Governor) declared herself to be Chair of Smarties. George Lynn advised that he was Chair of the Audit Committee of Ely Diocese and a Member of the Bishop’s Council of Ely Diocese. Education fell within their remit.</p>	
3.	<p>Minutes of Last Meeting – 14th December 2022</p> <p>NOTED: the minutes of the full governing body meeting held on 14th December 2022 as uploaded to GovernorHub with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Apologies for Absence (min. 1 refers) – George Lynn and Jane List had joined GovernorHub. As noted above, as a result of delays in completing the DBS process, Chiya had not yet received a school email address and still did not have access to GovernorHub. • Associate Appointments (min. 3 refers) – Victoria Hutter and Mark Arnold had successfully completed DBS and Section 128 checks and joined GovernorHub. • Rock Steady (Matters Arising) (min. 4 refers) – Sam Brown had yet to complete his visit report on Rock Steady. <p><i>Gabrielle Edwards joined the meeting at this point.</i></p> <ul style="list-style-type: none"> • Committee Structure (Matters Arising) (min. 4 refers) – there was further discussion regarding the allocation of new governors and associates and 	SB

	<p>whether the document listing roles and committee membership on GovernorHub had been updated. The Clerk advised that the GovernorHub governor records were up to date and reflected decisions made at the last meeting.</p> <p>AGREED: that Chiya Jones was accordingly invited to join the Resources Committee as well as the Curriculum Committee.</p> <ul style="list-style-type: none"> • Safeguarding (Matters Arising) (min. 4 refers) – Gabrielle Edwards had confirmed she had read part I of the 22/23 KCSiE. • Minutes of Previous Meeting (min. 4 refers) – the approved minutes of the previous meeting had been submitted to the school by the clerk for electronic signature and publication on the school website. • Safeguarding (min. 9 refers) - Debbie Littlefair had included details of LA safeguarding initiatives shared with the school in the safeguarding meeting notes. • School Development Plan (min. 11 refers) - The Co-Chairs had met to discuss the way forward for the strategic plan and had shared their thoughts with the Headteacher. • Policies (min. 12 refers) - The Head had made the SEND Policy available to governors after the changes had been made. • Policies (min. 12 refers) - The Chair had highlighted the typo in the Code of Conduct for all adults by email. • Policies (min. 12 refers) – agreed changes to the Pay Policy had been made. • Contact By Text (min 16.1 refers) - some governors who were willing to be contacted by text had provided their private phone numbers to the Co-Chairs. <p>AGREED: the minutes of the previous meeting held on 14th December 2022 as a true and correct record. The Chair for the meeting signed the minutes and handed them to the school for safekeeping.</p>	CJ
4.	<p>Minutes of Meeting of Resources Committee – 25th January 2023</p> <p>NOTED: the minutes of the meeting as uploaded to GovernorHub with the agenda. Sam Brown, Chair of Resources, provided an update. Jane List had been elected Vice Chair of the committee. The meeting received a training presentation on School finances. HR issues were discussed and purchases approved. The post of Midday Supervisor was in hand but not advertised. The impact of the Behaviour Specialists was considered, as was the policy review process. Work had begun of the 2023 SFVS. It was noted that, in terms of Health and Safety, a fire door needed replacing. There as a long discussion about the future of the swimming pool.</p> <p>NOTED: a governor queried the status of the previous fire report and how much of the recommended work had been carried out? A compartmentalisation survey needed to be carried out to ascertain what further work was needed. Other than that and the Fire Door, all other works had been completed or mediated. Governors asked if parents were aware of the situation regarding the swimming pool? A letter had been drafted but not yet sent to parents. The meeting discussed the condition and use of the pool in further detail.</p>	

5.	<p>Minutes of Meeting of Curriculum Committee – 30th January 2023</p> <p>NOTED: the minutes of the recent meeting had been uploaded to GovernorHub before the FGB meeting. Gill McGuire, Chair of Curriculum, summarised discussions. The Committee had agreed to follow the LA standard in terms of its RE Statement and had determined it did not need a Collective Worship Policy. Progress against the Curriculum Development and School Development Plans was monitored. The main focus of the meeting was Christian Distinctiveness and SIAMS. A new SIAMS framework, as discussed at the January INSET day, was being introduced from September 2023, against which the school was expecting to be inspected. The Head had been discussing the framework with the EDRA and had been advised that the Diocese expected school assemblies to be called “Collective Worship”, not “Assembly”. The Diocese had also offered advice on how Collective Worship should take place. The school took the view that it held school assemblies during which collective worship took place. Governors supported this approach and expressed surprise at Diocesan expectations. They felt the school should determine its approach in the context of what was right for the school and its community. The SIAMS documents had been placed on GovernorHub for governors’ information. Governors identified discrepancies between the SIAMS documentation and the Diocesan “Guide To Greatness”. They highlighted that the school was a community village school as well as a Church school, and supported its approach to inclusivity, catering for all faiths and none.</p> <p>NOTED: the meeting went on to discuss the issues of Christian Distinctiveness and Collective Worship in greater detail. Information regarding Diocesan training, as circulated by the clerk, was noted. There was also a specialist all day event for Heads, Chairs and RE leads. The Headteacher would be attending, Maree Bowmer had been invited as RE lead and a Foundation governor was welcome to attend.</p> <p>AGREED: Gill McGuire and Ann Lynn would meet with the EDRA when she next visited the school.</p>	GM/ AL/ TH
6.	<p>Correspondence</p> <p>NOTED: there had been no correspondence.</p>	
7.	<p>Headteacher’s Report</p> <p>NOTED: the detailed document uploaded to GovernorHub before the meeting. Governors asked whether the 2023 Reception intake was known yet? The Head believed it was in the low twenties and similar to the previous year. After further checking, she confirmed there were 21 first choice applications. Governors queried the absence data and asked if attendance was more of a problem than previous years and, if so, which children were worse affected, was there a clear group at risk such as SEND or PP pupils? The Head advised that some pupils with behavioural needs had been given part time timetables. A number of children had ongoing health problems. There was also a small group of persistent absentees and letters about attendance were being sent to the families concerned. The school was also dealing with a couple of persistent and long term absentees. In response to further questions from governors, the school confirmed 96% was a good level of attendance for the school to aim for and further advised that temporary exclusions</p>	

	<p>counted as authorised absences. Unauthorised absences were issues such as family holidays and absences without a reason being provided. Letters home and meetings with the family did serve as a wake up call for some families.</p> <p>NOTED: Governors commented favourably on the number of school trips and asked if any had not been resumed post Covid? The school advised that none were in abeyance and, if anything, the number of trips had increased post Covid. The school was hosting the LA Maths Challenge. Governors queried arrangements for sport and how the school became involved in events. the school explained the different approaches for different sports and events.</p> <p>NOTED: Governors commented on the safeguarding issues highlighted in relation to Social Media and asked if the school shared advisory material with parents? Information was published on the school website, regular communication was sent via The Star and Parentmail and the school ran workshops for parents. All approaches were ongoing and not necessarily in response to any specific event or pupil feedback. Parents who regularly used social media themselves often seemed less aware of the issues for younger children. It was a national problem, but the school was trying to keep its own children as safe as possible.</p>	
8.	<p>Safeguarding</p> <p>NOTED: the safeguarding issues discussed under item 9 above. The Link governor advised she had nothing to report as she had not had a recent meeting with the school. She reminded all new governors of the need to undertake safeguarding training.</p>	
9.	<p>School Development Plan</p> <p>NOTED: the document uploaded to GovernorHub The Chairs had been reviewing the three year plan and had fed back their thoughts to the Head, including governors' names to be linked to specific issues.</p>	
10.	<p>Equality Information</p> <p>NOTED: this was an agenda item suggested by the LA. The equality information available on the school website was noted. Governors queried the requirements of the Public Sector Equality duty compared to DfE and OFSTED requirements.</p> <p>AGREED: the clerk would circulate online links to DfE and OFSTED requirements and expectations to all governors.</p> <p>NOTED: and discussed equality issues in relation to SIAMS and the need to promote inclusivity. Governors suggested that when reviewing decisions in the light of SEND, Safeguarding and health and safety issues, thought should also be given to equality and diversity impacts and any equality issues should be recorded.</p>	Clerk
11.	<p>Risk Register and Emergency Plan</p>	

	<p>NOTED: this was an agenda item suggested by the LA. The Headteacher advised that the school Emergency Plan was a live and constantly evolving document that was fit for purpose. Contact details for staff and relevant organisations were regularly updated. In terms of current industrial action, only Teaching Staff in the NEU or without a union were eligible to strike. There was no requirement for staff to advise in advance if they were going on strike, but both the LA and the DfE expected schools to stay open if at all possible. The school had not experienced any significant issues on the first strike day and would assess the situation closer to the next day of industrial action, but the Headteacher was not overly concerned by the potential impact on the school.</p> <p>Governors asked if other unions were considering balloting or re-balloting their members? The meeting considered the current stance of NAHT, NASUWT and support staff unions.</p>	
12.	<p>School Website Compliance</p> <p>NOTED: this was an agenda item suggested by the LA, but the school website was due to be reviewed again. It had been reviewed the previous year by an Associate Governor, but there had been changes since then and another review was due. A template was available to assist the process and a volunteer to undertake the review was sought.</p> <p>AGREED: Ann Lynn would review the school website by the end of March 2023. Marie Gardner would send her a template checklist. Information from the previous review was available on GovernorHub.</p>	AL/ MG
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 – this had been considered at the last Resources Committee meeting, but the recommended version had not yet been uploaded to GovernorHub. AGREED: to defer the policy for agreement at the next FGB meeting, but in the meantime the document would be uploaded to GovernorHub for governors' scrutiny. • Behaviour Policy AGREED: the Behaviour Policy • Privacy Notices – had only just been received from the ICT service and had been uploaded in a folder prior to the meeting. AGREED: the range of privacy notices. • Data Protection Policy – this was not on the agenda and was to have been raised as AOB. It was an updated model policy. The Head highlighted areas of change. AGREED: to consider this item in advance of AOB and to approve the Data Protection Policy. 	Clerk/ TH
14.	<p>Health and Safety</p>	

	<p>NOTED: Sam Brown had intended to undertake a Health and Safety review earlier in the day, but had been obliged to reschedule his visit.</p>	
15.	<p>Governor Training and Briefings</p> <p>NOTED: George Lynn was booked on training for new governors. Victoria Hutter had yet to book her sessions. The Chair reminded the meeting of the process for updating the training activities document. Finance training received during the Resources Committee meeting could be added to the register. Gabrielle Edwards reminded the meeting that there was no spring briefing event because of the annual governor conference.</p>	VH
16.	<p>Governor Monitoring and Visits.</p> <p>NOTED: an outline governor visits schedule had been built into the curriculum plan indicating who, what and approximately when. Karenza Nutley explained the process for arranging visits. Ideally each governor should aim to meet with the subject lead, some older children and some younger children, though this was not always possible. A visit proforma was available on GovernorHub along with a list of terms it would be better for governors not to use out of context, e.g, “observation”, as technically governors could not “observe” a class in the formal sense and had no right to see a lesson in progress unless specifically invited by the member of staff concerned. Suggested questions were listed. Non-curriculum visits were included in the schedule.</p> <p>AGREED: named governors were invited to contact the school by email to arrange a visit within the indicated timescales, though it would not be possible to arrange any visits before half-term.</p>	All
17.	<p>Governance Issues</p> <p>NOTED: Marie Gardner and Karenza Nutley would be stepping down as Co-Chairs and governors at the end of the summer term. Gabrielle Edwards and Liz Martin would also be stepping down as governors at the end of the summer. The reason for all four resignations was length of time served on the governing body, which was ten years in one case. This would provide an opportunity for Associate Governors who wished to, to apply to become full governors. The FGB would also need to elect new co-Chairs or a Chair and Vice Chair. The current co-Chairs were happy to talk to anyone who was interested, but as the school was likely to experience both SIAMS and OFSTED inspections in 2023/24, a timely decision and handover was recommended.</p>	
18.	<p>AOB</p> <p>NOTED: the following matters:</p> <p>18.1 Data Protection Policy</p> <p>NOTED: the document had been considered under minute 13 above.</p>	
19.	<p>Date and Time of Next Meeting</p> <p>AGREED: the next scheduled meeting of the Full Governing Body would take place on Wednesday, 29th March 2023 at 7.30pm. The venue would be</p>	

	<p>confirmed closer to the meeting to take into account the Headteacher's commitments in relation to school trips.</p> <p style="text-align: right;">The meeting finished at approximately 21:10</p>	
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Drafted by: Jacquie Watts
Clerk To The Governors
9th February 2023

Approved by the Full Governing Body on:

Date:29th March 2023.....

Signature (Chair):.....

