

**MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY (FGB) OF
STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD VIA ZOOM ON 9 February 2022 AT 7.30PM**

Governors Present: Marie Gardner (Chair for the meeting), Christian Amadeo, Sam Brown, Gabrielle Edwards, Ryan Ellett (Associate Governor), Tracey How (Headteacher), Debbie Littlefair, Ann Lynn, Liz Martin, Karenza Nutley (Co Chair), 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:

1.	<p>Apologies for Absence</p> <p>NOTED: apologies were presented on behalf of Gillian McGuire who was unwell.</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>Election of Vice Chair</p> <p>NOTED: The position of Vice Chair remained unfilled. The Chair highlighted that it was an issue that needed to be resolved.</p> <p>AGREED: to consider the matter further at the next meeting.</p>	Co-Chairs / Clerk
4.	<p>Minutes of Last Meeting – 8th December 2021</p> <p>NOTED: the minutes of the full governing body meeting held on 8th December 2021 as circulated with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • several typos were highlighted. • Curriculum Committee (min. 6 refers) - the Headteacher would discuss PP with the Committee after half term. • Headteacher’s Report (min. 8 refers) – Marie Gardner would be attending a School Council Meeting after half term. • Headteacher’s Report (min. 8 refers) – The Headteacher would share the Safeguarding Training video with governors and confirm a deadline by which they should watch it. • Headteacher’s Report (min. 8 refers) – peer mentoring was covered in the February Headteacher’s Report. • Policies (min. 12 refers) – Ryan Ellet would review the school website before the next FGB meeting. • Governor Visits (min. 15 refers) – the report on the nativity had yet to be submitted. <p>AGREED: the minutes of the previous meeting held on 8th December 2021 as a true and correct record of the meeting. They would accordingly be signed by the</p>	<p>TH</p> <p>MG</p> <p>TH/ All</p> <p>RE</p> <p>GM/ AL</p>

	Chair for the meeting. The Clerk would send a copy of the corrected minutes to the school for uploading onto its website.	Clerk
5.	<p>Minutes of Meeting of Resources Committee - 26th January 2022</p> <p>NOTED: the minutes of the Resources Committee meeting as available in the governor folders. The Chair of Resources highlighted the following issues from the meeting's discussions: the school was financially sound; school expenditure had been conservative; the school would shortly be meeting with Ray Byford of the LA to discuss the 22/23 budget; the meeting had approved a number of contracts; the SFVS was scheduled for consideration; a possible letting; IT Capital expenditure on the school hub had been approved; staff vacancies and staff cover because of COVID; swimming. The school kitchen would be discussed at a separate meeting.</p>	
6.	<p>Minutes of Meeting of Curriculum Committee – 13th January 2022</p> <p>NOTED: the minutes of the Curriculum Committee meeting as circulated with the agenda. Karenza Nutley highlighted the following issues from the meeting's discussions: the school's curriculum statement for publication on the school website before half term; pupil targets and forecasts; strengths and areas for development; catch-up tuition and the Accessibility Plan.</p>	
7.	<p>Correspondence</p> <p>NOTED: the report about the school submitted to the Parochial Church Council, as circulated with the agenda. There had also been correspondence re. an incident referenced in the Headteacher's Report.</p>	
8.	<p>Headteacher's Report</p> <p>NOTED: the Headteacher's report as available in the governors' folders. It was briefer than normal because of the Head's current teaching commitments. Governors were invited to ask questions.</p> <p>NOTED: Governors queried the low pupil attendance in comparison with County averages. A large number of pupils had been absent because of COVID on the day in question. Governors asked if this was a one off or if COVID had resulted in low attendance rates longer term. There had been a high level of COVID infection in January and the start of February, but infection and absenteeism levels had now declined. Sibling groups had contributed to the absenteeism levels of the FSM group. The Headteacher commented that sadly, not all absent pupils had accessed the remote learning provided.</p> <p>NOTED: the Chairs had paid a well-being visit to the school the previous week. The Headteacher had taken on significant teaching commitments, as referred to above, and all staff were undertaking high levels of cover because of COVID. The Head advised that both the visit and the gifts brought by the Chairs were appreciated.</p>	
9.	Safeguarding	

	<p>NOTED: the safeguarding details within the Headteacher's Report. The Safeguarding Link Governor would be visiting the school after half term. She highlighted the safeguarding training video mentioned under matters arising, and the importance of all governors watching it.</p>	
10.	<p>School Development Plan</p> <p>NOTED: Governors asked if the SDP could be RAG rated for the next Resources Committee meeting?</p> <p>AGREED: the Headteacher would RAG rate the SDP for the next Resources Committee meeting.</p> <p>NOTED: The Headteacher commented that, whilst the school had made progress on the SDP, it was slower than hoped in some areas because of COVID.</p>	TH
11.	<p>Policies</p> <p>NOTED: the policies as listed on the agenda and available in the governors' folders:</p> <ul style="list-style-type: none"> • Discretionary Leave of Absence Policy • Safer Recruitment Policy • Internal Financial Procedures • Fire Safety <p>AGREED: all policies listed.</p>	
12.	<p>Forthcoming Governance Review</p> <p>NOTED: Anna-Marie Cooper of School Governance at the LA would be conducting a Governance Review of the school at the beginning of March. The Headteacher, Co-Chairs and Clerk were currently preparing for the review. Marie Gardner would be submitting further safeguarding details to the Clerk. The likely imminence of a full OFSTED inspection was highlighted. The Governance Review was one aspect of preparing for this.</p>	MG
13.	<p>Health and Safety</p> <p>NOTED: the Health and Safety Link governor advised that a quotation had been obtained for Fire Risk Assessment. Some minor remedial work around the school had been undertaken. He hoped to undertake a full Health and Safety review before Easter.</p>	
14.	<p>Governor Training and Briefings</p> <p>NOTED: the training register circulated with the agenda. The Chair reviewed individual entries with governors. Some updates were not appearing on the spreadsheet. It seemed that a duplicate copy had been created and some updates were appearing on that rather than the main record. It was felt that such issues would not occur when the school migrated to GovernorHub.</p> <p>AGREED: Catherine Seward would email the Chair with details of training she had undertaken since September, especially Safeguarding training. Christian Amadeo had not undertaken expected training and would consider and book any</p>	CS CA

	<p>training or refresher courses that seemed suitable and list the planned sessions on the spreadsheet. The Chair reminded governors there was an expectation that each governor would undertake two training or refresher sessions a year. The Chair would email the updated training record to the Clerk for the Governance Review. She would also review the SCR for details of safeguarding training recorded separately there.</p> <p>NOTED: NGA training sessions were useful and could be accessed in addition to LA events.</p> <p>AGREED: the Headteacher would circulate Prevent Training Links so governors could access them.</p>	<p>MG</p> <p>TH</p>
15.	<p>Governor Monitoring and Visits.</p> <p>NOTED: no significant updates to the list of governor visits, other than the Well-Being Visit undertaken by the Co-Chairs the previous week, had been advised in advance. Follow up visits to those previously undertaken had been discussed at the Curriculum Committee. They could potentially take place in the next half-term subject to COVID. The SEN Link Governors reported orally they had undertaken a visit recently, as had the Safeguarding link governors. Ryan Ellett advised he was planning a follow up Maths visit. It was reported that some governors were undertaking voluntary roles at the school such as reading with pupils and the Cross County event, but had not produced reports for these. Shamus Williams took a monthly assembly at the school.</p> <p>AGREED: The Chair would pull together an up to date list of historic and planned visits and monitoring activities, as reports were not available for all visits.</p>	<p>MG</p>
16.	<p>AOB</p> <p>NOTED: the following matters:</p> <p>16.1 GovernorHub – the LA had now transferred school data to GovernorHub and the Clerk had checked and corrected it. The Clerk had invited all governors to sign up to it. All were asked to log on, look around and check the data listed for them. At this stage they should not attempt to add any data to the listings. The Headteacher and the Co-Chairs would be discussing how best to use GovernorHub going forward and would discuss it at a future meeting. Many of the incomplete areas, such as pecuniary interests, would be populated with data if the school chose to use the systems feeding into them.</p> <p>16.2 OFSTED – a useful governor prompt sheet was available in the governors' folders.</p>	<p>All</p> <p>TH/ KN/ MG</p>
17	<p>Date and Time of Next Meeting</p> <p>AGREED: the next scheduled meeting of the Full Governing Body would take place on Wednesday, 23rd March 2022 at 7.30pm via Zoom. The Chair hoped that, COVID permitting, meetings could be held at the school in the summer.</p> <p style="text-align: right;">The meeting finished at approximately 20:33</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
10th February 2022

Approved by the Full Governing Body on:

Date:23rd March 2022.....

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