

**MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY (FGB) OF
STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD VIA ZOOM ON 22 SEPTEMBER 2021 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, Gillian McGuire, 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 for late arrival were received in advance from Karenza Nutley (Co Chair). Otherwise, all governors were present.</p>	
2.	<p>Declarations of Interest</p> <p>NOTED: there were no declarations of interest in relation to the meeting's agenda.</p> <p>NOTED: the Clerk had received signed, annual declarations of interest from all governors except for Christian Amadeo and Debbie Littlefair. Christian Amadeo subsequently submitted his declaration during the course of the meeting.</p> <p>AGREED: Debbie Littlefair would submit her annual declaration once she had returned home at the weekend.</p>	DL
3.	<p>Governing Body Vacancies and Appointments</p> <p>NOTED: The Clerk advised that the school had held parent governor elections in July 2021. Following a ballot, Marie Gardner had been re-elected as a parent governor by a majority of parents for a further four-year term. The clerk invited the meeting to confirm her appointment.</p> <p>AGREED: to re-appoint Marie Gardner as a parent governor for a further term of 4 years beginning on 22/9/21 and ending on 21/9/25.</p>	
4.	<p>Election of Chairs</p> <p>NOTED: The Clerk called for nominations for the role of Chair or Co Chairs for a period of between one to two years. Marie Gardner was nominated and seconded. Karenza Nutley was nominated and seconded. On behalf of both nominees, Marie Gardner indicated that they were willing to accept the nominations and serve jointly as co-Chairs for a period of one year, as indicated at the last meeting. There were no other nominations and a ballot was not required.</p> <p>AGREED: to appoint Marie Gardner and Karenza Nutley as Co-Chairs for a period of one year in keeping with Standing Orders.</p>	

	<i>Karenza Nutley joined the meeting at this point. Marie Gardner took the Chair for the meeting.</i>	
5.	<p>Election of Vice Chair</p> <p>NOTED: The Clerk called for nominations for the role of Vice Chair or Co Vice Chairs for a period of between one to two years. No nominations were proffered. The meeting discussed the role and value of Vice Chair. Anyone potentially interested in the role was invited to speak to the Co-Chairs outside of the meeting.</p> <p>AGREED: not to appoint a Vice Chair for the time being, but to consider the matter further at a later date.</p>	Co-Chairs
6.	<p>Minutes of Last Meeting – 15th July 2021</p> <p>NOTED: the minutes of the full governing body meeting held on 15th July 2021 as circulated with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Policies (min. 13 refers) – a response from the Diocese regarding the PSHE Policy had not yet been received. In the meantime, and as recorded in the minutes, the policy had been agreed and implemented. • Annual Schedule of Meetings (min. 14 refers) - the correct meeting dates had now been circulated • All other actions – had taken place or were on the agenda for the meeting. <p>AGREED: the minutes of the previous meeting held on 15th July 2021 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>	Clerk
7.	<p>Minutes of Meetings of Resources and Curriculum Committees</p> <p>NOTED: no meetings of the committees had been held since the July 2021 meeting of the FGB.</p>	
8.	<p>GB Standing Orders</p> <p>NOTED: the proposed Standing Orders for 2021/22 as circulated with the agenda. All proposed changes were highlighted. The main change was the extension of the end of the one or two year term of office of the Chair and Vice Chair from 31st August until the first FGB meeting of the Autumn Term.</p> <p>NOTED: a governor queried references to a Skills Audit or similar process. It was confirmed that the current Skills Audit should be refreshed at some stage in 21/22.</p> <p>AGREED: to the Standing Orders for 21/22 as circulated.</p>	Co-Chairs
9.	<p>GB Code of Conduct</p> <p>NOTED: the Code of Conduct for 2021/22 as circulated with the agenda. The Clerk advised that all governors except Christian Amadeo had written to her to confirm that they had read and would adhere to the Code. Christian Amadeo</p>	

	<p>orally advised that he had read and would adhere to the Code. He was reminded that he should read the code of conduct thoroughly before confirming he had read it. He advised he was happy for his affirmation to be minuted as a formal record of his acceptance of the Code.</p>	
10.	<p>Committee Structure, Terms of Reference and Appointment of Governors to Committees and Link Roles</p> <p>NOTED: the documents circulated with the agenda.</p> <p>AGREED: to maintain the Committee structure as set out in the meeting document.</p> <p>AGREED: to the Terms of Reference for the Resources and Curriculum Committees as circulated with the agenda.</p> <p>AGREED: to membership of committees and link roles as set out in the appendix to these minutes.</p>	
11.	<p>Governor Annual Attendance Figures 2020/21</p> <p>NOTED: the governor attendance record circulated with the agenda. The Chair highlighted the excellent attendance levels of governors and thanked them for their commitment.</p> <p>AGREED: the governor attendance record for 2020/21 as a true and correct record for publication on the school website.</p>	
12.	<p>Correspondence</p> <p>NOTED: since the agenda and papers had been circulated, the Chair had received a letter from a village resident complaining about parent parking. The Head had already and separately written to parents about the need for considerate parking. The Chair had invited the resident to write a letter to parents to be published in The Star.</p> <p>NOTED: the issue of the state of the side footpath discussed at the last meeting. Karenza Nutley had contacted Mr. P. Gaskin of the Highways Authority, but, following confusion over the venue, a face-to-face meeting had not taken place. Following further emails, Mr. Gaskin advised that if the school continued to use the footpath, it would, in effect be changing its status from recreational and the school would have to pay for the change of designation. It was not the problem of the Highways Authority if many people chose to use the path. Mr. Gaskin claimed he had already discussed the matter with the Clerk, but Jacquie Watts advised she had not spoken or written to Mr. Gaskin.</p> <p>NOTED: governors discussed the state of the path and its use. They also wondered whether Mr. Gaskin had been referring to the Clerk to the Parish Council rather than the Clerk to the Governors? Most parents used the main exit from the school and the school did not ask them to use the side path. A governor mentioned that Smarties already used the path and therefore use by school parents should not change the status of it.</p> <p>AGREED: the Headteacher would write to all parents, advising them that the side path was not school property and the school had no responsibility for it.</p>	<p>TH</p>

	<p>They could use it if they wished and at their own risk for recreational purposes, but there were other exits available from the school. Karenza Nutley would write to the Highways Authority reiterating that the school took no responsibility for the path or its users and claimed no rights over the path. She would also send to the Authority a copy of the Head's article in the Star so they were aware of what the school was telling parents.</p> <p>NOTED: the Diocese had written to all Church School clerks asking them to provide it with the names and responsibilities of all governors along with their individual school email addresses, so it could contact them separately. The Clerk asked for governors' approval to do this.</p> <p>AGREED: the Clerk could provide the Diocese with the details requested, on the understanding that the Diocese did not intend to send an excessive amount of emails that could better be channelled through the Head, Chairs or Clerk.</p>	<p>KN</p> <p>Clerk</p>
<p>13.</p>	<p>Headteacher's Report</p> <p>NOTED: the Headteacher's report as available in the governors' folders. Governors were invited to ask questions.</p> <p>NOTED: The Chair highlighted the good pupil attendance evidenced within the report. The Head highlighted the section on positive lessons learned from the pandemic and lockdown. The Chair commented that the school felt calmer than it had done during the previous term, though it was recognised that matters were not totally back to normal. The school was being careful given its experiences of COVID during the previous year. A governor working at the school described it as normal but different. Two PGCE students had commented favourably on the atmosphere of the school.</p> <p>NOTED: Governors highlighted that there had been a case of COVID infection at Guilden Morden School. So far Steeple Morden had not had any pupil or staff infections this year, although some family members had allegedly contracted COVID. The school was offering remote learning to pupils kept at home because of an infection in the family. Governors noted that some school clubs were being reinstated and saw this as a positive step forward. Governors queried the impact of COVID on volunteers at the school. Some volunteers were returning to school, but the school was keen to encourage more volunteers to undertake a broad range of activities.</p> <p>NOTED: the Headteacher's report still adhered to the structure suggested because of the pandemic. She asked if governors were happy to continue with the format or would prefer a return to the previous more detailed format? Governors were welcome to email her with their preferences. A few governors indicated orally that they would be content with either format, others preferred the older format.</p> <p>AGREED: The Head, Co-Chairs and Clerk would agree the best report structure to be used.</p>	<p>TH/KN/ MG/ Clerk</p>

	<p>NOTED: Governors commented on the reference to school trips, asked if they were day trips and queried the uptake of the same. In light of the pandemic, the planned trips were day trips. It was too early in the term to comment on uptake, but response to date had been satisfactory.</p>	
14.	<p>Safeguarding</p> <p>NOTED: there was no specific update from the Safeguarding Link Governor.</p> <p>NOTED: the revised Safeguarding Policy as available on the governor shared folders. There was an increased focus on peer on peer abuse. The school added that it took the matter very seriously and highlighted its approach to dealing with it. The school was working with pupils to ensure that all felt able to approach school staff about it. Governors queried if peer on peer abuse was included in the Child Protection Policy and were advised that it was.</p> <p>AGREED: the school's Safeguarding Policy.</p> <p>NOTED: all governors had a duty to read part 1 of the KCSIE. The Clerk confirmed that all governors, with the exception of Christian Amadeo and Ann Lynn, had written to her to confirm that they had read it. Liz Martin, as the Safeguarding Governor, had read parts I and II. Both the Headteacher and Debbie Littlefair had also read all parts of the document.</p> <p>AGREED: Christian Amadeo and Ann Lynn should read part I of the KCSIE as soon as possible and write to the Clerk to confirm they had read it.</p>	CA/ AL
15.	<p>School Development Plan</p> <p>NOTED: the draft document as available via the governor folders. The Head asked governors to endorse the broad objectives, so that the detail could be discussed with staff and shared with the Curriculum Committee. She also pointed out that the pandemic had prevented the school from achieving all of its objectives for 2020/21. A governor queried the reference to 19/20 in the document. The Head confirmed it was a typo that she would correct, whilst checking for any further anomalies and required updates.</p> <p>NOTED: Governors queried why COVID catch up was specifically referenced in Area 1, but was less clearly referenced in the targets? The Headteacher advised that it was difficult to identify specific groups in need of homogenous catch up activities as individual children had lost or gained uniquely because of lockdown and required customised input. By Half Term all teachers would have concluded individual catch-up assessments.</p> <p>AGREED: the draft version of the School Development Plan.</p>	
16.	<p>Health and Safety</p> <p>NOTED: there was no specific update from the Health and Safety Link Governor and no matters to report.</p>	
17.	<p>Governor Training and Briefings</p> <p>NOTED: the training information circulated by the Clerk with the agenda. Because of the proximity of the Termly Briefing date, Marie Gardner would</p>	

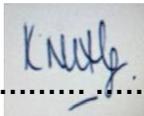
	<p>be attending the autumn term briefing. Ryan Ellett would attend the spring term event.</p> <p>NOTED: the Chair highlighted the considerable amount of training undertaken by many governors over the previous year and reminded the meeting that all governors should seek to undertake at least two training activities per year. She invited all governors to indicate training events already booked or their preferences for the same on the governor training record so the detail could then be discussed at Committee level and any identified gaps filled. It was noted that event spaces filled quickly and timely booking was recommended. It was also highlighted that if governors booked and did not attend an event, the school would be charged £50, which it could ill afford.</p> <p><i>Shamus Williams left the meeting at this point</i></p>	
18.	<p>Governor Monitoring and Visits.</p> <p>NOTED: a range of visits had been undertaken in the previous term and nine written reports had been uploaded to the shared folder. Gillian McGuire, Marie Gardner, Christian Amadeo and Debbie Littlefair had still to upload theirs and were invited to do so by 30/9/21 so that Karenza Nutley could collate the visit reports. Christian Amadeo advised that he had yet to undertake his visit and would not be able to do so by the end of September.</p> <p>AGREED: Gillian McGuire, Marie Gardner, and Debbie Littlefair would upload their visit reports by 30/9/21. Karenza Nutley would collate the visit reports as then uploaded. Christian Amadeo would undertake his visit as soon as possible and notify Karenza of the planned date.</p>	<p>GM/MG /DL CA</p>
19.	<p>Headteacher's Appraisal</p> <p>NOTED: the appraisal would be undertaken by Karenza Nutley, Debbie Littlefair, Ann Lynn and Christian Amadeo. The date was being arranged and was likely to be 6/10/21 if Ann Lynn was available.</p> <p>AGREED: Ann Lynn would notify the Head of her availability and the Head would advise the panel of the agreed date by the end of the week.</p>	<p>AL/ TH</p>
20.	<p>AOB</p> <p>NOTED: the following matters:</p> <p>20.1 The Star Artists' Draw – Governors were referred to the <i>Art is for All</i> feature in the previous week's Star and encouraged to submit a drawing to be included in a future edition.</p> <p>20.2 GovernorHub – the County Council was recommending the use of GovernorHub as a meeting and document platform instead of the school's shared folders and the Clerk's use of emails. The school and Co-Chairs would like to trial it for a month. The Head, Co-Chairs and Clerk would discuss and agree trial arrangements. Further information would be provided in due course.</p>	<p>All</p> <p>TH/KN/ MG/ Clerk</p>

12	Date and Time of Next Meeting	
	AGREED: the next scheduled meeting of the Full Governing Body would take place on Wednesday, 8 th December 2021 at 7.30pm	
	The meeting finished at approximately 21:00	

Drafted by: Jacquie Watts
Clerk To The Governors
24th September 2021

Approved by the Full Governing Body on:

Date:8th December 2021.....

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

Appendix to Minutes

GOVERNING BODY - COMMITTEE & PANEL MEMBERS: 2021 – 2022

Agreed at September 2021 FGB

RESOURCES COMMITTEE

S Brown (Chair)
C Amadeo (Vice-chair)
M Gardner
T How
R Ellett
A Lynn

CURRICULUM COMMITTEE

G McGuire (Chair)
L Martin (Vice-chair)
K Nutley
T How
G Edwards
D Littlefair
C Seward

PAY COMMITTEE

K Nutley
D Littlefair
L Martin

**STAFF DISMISSAL
COMMITTEE (Mandatory)**

K Nutley
G Edwards
A Lynn

**APPEALS (INCLUDING PAY)
COMMITTEE (Mandatory)**

Canon S. Williams
G McGuire*
G Edwards

**APPOINTED GOVERNORS
(HT Performance)**

K Nutley
D Littlefair
A Lynn

**HEALTH & SAFETY
LINK GOVERNOR**

T How
R Ellett

**SAFEGUARDING
GOVERNOR**

L Martin
D Littlefair

**SEND
GOVERNOR**

G Edwards
S Brown

**SMARTIES LINK
GOVERNOR**
G McGuire

**PTA LINK
GOVERNOR**
C Seward

**TRAINING LINK
GOVERNOR**
M Gardner

* Should any appeal case be in relation to a member of staff involved in regular contact with either Governor's children, another governor may be asked to take their place by the Co-Chairs of Governors.