

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD VIRTUALLY VIA ZOOM ON 14 DECEMBER 2022 AT 6.30PM
(the meeting having moved, with the agreement of the majority of governors, from
7.30pm at the school because of bad weather)**

Governors Present: Karenza Nutley (Chair for the meeting), Gabrielle Edwards, Marie Gardner (Co Chair), Tracey How (Headteacher), Debbie Littlefair, Ann Lynn, Liz Martin, Catherine Seward.

Also in Attendance: Jacquie Watts (Clerk), George Lynn (Co-opted Governor in waiting), Jane List (Associate Governor in waiting), Mark Arnold and Victoria Hutter (prospective Associate Governors).

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, Gill McGuire and Chiya Jones (Associate Governor in waiting).</p> <p>AGREED: to accept all apologies tendered.</p> <p>NOTED: George Lynn, Jane List and Chiya Jones were still completing DBS and Section 128 checks, as original DBS certificates had yet to be seen by the school. As soon as the process was complete, they would be allocated school email addresses and granted access to GovernorHub. When notified of completion, the Clerk would finalise the governor appointment process and notify the LA.</p>	TH/ Clerk
2.	<p>Declarations of Interest</p> <p>NOTED: Victoria Hutter (prospective Associate Governor) declared herself to be Chair of Smarties.</p>	
3.	<p>Associate Appointments</p> <p>NOTED: Victoria Hutter and Mark Arnold were nominated and seconded for appointment as Associate Governors.</p> <p>AGREED: observers were not asked to leave the meeting while their appointments were discussed.</p> <p>AGREED: that Victoria Hutter and Mark Arnold be appointed as Associate Members for the rest of the academic year 2022/23 as from 15 December 2022, subject to satisfactory DBS and Section 128 checks being undertaken by the school.</p> <p>AGREED: Victoria Hutter would become a member of the Curriculum Committee, Mark Arnold would become a member of the Resources Committee, though both were welcome to observe the other committee.</p> <p>AGREED: that once DBS and Section 128 checks had been cleared, both new appointees would receive a school email address and the clerk would be notified</p>	TH

	so she could invite them to join GovernorHub and confirm their appointments with the Local Authority.	TH/ Clerk
4.	<p>Minutes of Last Meeting – 28th September 2022</p> <p>NOTED: the minutes of the full governing body meeting held on 28th September 2022 as uploaded to GovernorHub with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Governor and Associate Appointments (min. 5 refers) – the appointment process was continuing as noted in minutes 1 and 3 above. • Rock Steady (Matters Arising) (min. 6 refers) – Sam Brown was not present to comment on this action. • Food Deliveries (Matters Arising) (min. 6 refers) – The Headteacher advised the situation was no worse than previously. • Headteacher’s Report (Matters Arising) (min. 6 refers) – The Headteacher had met with the EDRA. Related documentation was available on GovernorHub in the SIAMS folder. The new SIAMS framework was noted. The Headteacher was continuing to push for support and training from Ely Diocese. • Governor Message to Staff (Matters Arising) (min. 6 refers) – the message from relevant governors was circulated. • GB Standing Orders (min. 8 refers) – standing orders had been amended as agreed. The Governor Allowances Policy had been attached to the document. The Chair thanked governors for their flexibility in rearranging the meeting as allowed for by Standing Orders. • Committee Structure (min. 10 refers) – the list of roles and committee membership had been posted on GovernorHub, but would need to be further updated in keeping with minute 3 above. • Correspondence (min . 12 refers) – a report had been prepared for the PCC, though the meeting had subsequently been cancelled. • Safeguarding (min. 14 refers) – Gabrielle Edwards advised she had read part I of the 22/23 KCSiE, but had not confirmed this in writing or via GovernorHub. She would send the clerk an email to confirm her action. • Presentations from LA Termly Briefing (min 21.2 refers) - Debbie Littlefair shared links to the slides on GovernorHub during the meeting. <p>AGREED: the minutes of the previous meeting held on 28th September 2022 as a true and correct record. They would accordingly be submitted to the school by the clerk for electronic signature and publication on the school website.</p>	<p>SB</p> <p>MG</p> <p>GE</p> <p>Clerk</p>
5.	<p>Minutes of Meetings of Resources Committee – 12th October and 23rd November 2022</p> <p>NOTED: the minutes of the two meetings as uploaded to GovernorHub with the agenda. Sam Brown, the Chair of Resources, was not present to provide an update. Marie Gardner summarised discussions on his behalf. The October meeting had discussed items that would have been discussed by the cancelled Curriculum Committee meeting. Issues with pupil behaviour were noted. Other schools were experiencing similar issues post-COVID. Work on the roof had now been completed, The work was primarily funded by the LA, but the school would make a small contribution. Work on the pitched roofs was still required. Progress against the Fire Risk Assessment report had been noted. Much of the budget</p>	

	had been spent on staff pay increases. Also, the LA was no longer meeting school internet costs. The use of catch-up funding had been discussed, as had staff well-being, given current workloads.	
6.	<p>Minutes of Meeting of Curriculum Committee – 17th November 2022</p> <p>NOTED: the minutes of the meeting as uploaded to GovernorHub with the agenda. Gill McGuire, the Chair of Curriculum, was not present to provide an update. Karenza Nutley summarised discussions on her behalf. The main focus of the meeting had been SEND, with the meeting considering both the SEND report and the SEND Policy. The SENDCO had attended the meeting to discuss the policy, report and situation with SEND students.</p>	
7.	<p>Correspondence</p> <p>NOTED: there had been no correspondence.</p>	
8.	<p>Headteacher’s Report</p> <p>NOTED: the document uploaded to GovernorHub before the meeting. The Behaviour Support Worker post had been finalised, with two part time staff taking on the role from January 2023. Governors asked questions about the work being done with children with behavioural issues and specifically what support from outside agencies the school had received. Governors asked if there was anything they could do to support the school? The Headteacher had spoken to the EDRA about support from the Diocese and was still waiting for a response.</p> <p>NOTED: governors asked questions about the reallocation of roles to the Assistant Headteachers. It was still early in the process, but the School Council was now up and running and more activities would be launched in the Spring Term. Marie Gardner had attended the School Council and had been impressed by the process.</p> <p>NOTED: governors questioned the high number of pupils defined as SEND. 30% of the school roll now fell into this category, which was close to double the national average. The Head confirmed that some pupils had diagnoses from professionals in their specialist field, others were acknowledged by the school. The SEND category included children with mental health and well being issues. Other schools had also experienced increases in SEND levels. Governors asked how they could find out about the experiences of other schools and whether such a high percentage of SEND pupils was sustainable. The meeting discussed the funding implications of the situation.</p> <p>NOTED: in response to a question from a governor, that the school was supporting 3 Ukrainian children. The support arrangements for the children and their families were discussed. Governors asked if the school would receive additional funding? It was noted that the LA had received additional funding from central government but had not yet decided how to allocate it. A governor was aware of someone living locally who might be</p>	

	<p>able to help with translation services. The individual was welcome to approach the school as a potential volunteer.</p>	
9.	<p>Safeguarding</p> <p>NOTED: the update from Debbie Littlefair as the Safeguarding Link Governor. A safeguarding meeting would take place on the following Friday and she would report back to the next FGB meeting. If anything was urgent she would circulate an email. Debbie Littlefair had been sharing details of LA safeguarding initiatives with the school.</p> <p>AGREED: Debbie Littlefair would include details of LA safeguarding initiatives shared with the school in the safeguarding meeting notes.</p>	DL
10.	<p>PP Strategy</p> <p>NOTED: the annual PP Strategy as approved by the Curriculum Committee.</p>	
11.	<p>School Development Plan</p> <p>NOTED: the document uploaded to GovernorHub with the agenda. The Headteacher's agreed Performance Management objectives were closely linked to the document and focused on the Curriculum Plan, Assessment and Pro-Social Behaviour. In response to a question from governors, it was confirmed that staff were aware of elements of the plan, but the plan in its entirety would be reviewed by staff in January 2023.</p> <p>NOTED: governors asked questions of the plan detail and raised issues including a number of typos, whether the evaluation of the Steps approach planned for February should be specifically referenced within the plan, the curriculum breakdown on page 10, SEND issues and the relationship to the Governors' strategic plan. The Governors' three year plan begun in 2019 had been interrupted by the pandemic.</p> <p>AGREED: The Co-Chairs would meet to discuss the way forward for the strategic plan and would then share their thoughts with the Headteacher. Other governors were welcome to participate in their discussions.</p>	KN/MG
12.	<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"> • SEND Policy – the document contained some typos and reference to the YMCA counsellor had yet to be included as agreed at the Curriculum Committee AGREED: the SEND Policy subject to the above changes. The Head would make it available to governors once the changes had been made. • Appraisal and Capability Policy – this was based on the EPM model. AGREED: the Appraisal and Capability Policy. • Disciplinary Procedures Relating To Staff Misconduct AGREED: the procedures. 	TH

	<ul style="list-style-type: none"> Grievance Procedure AGREED: the procedure. Allegations Against Staff and Volunteers AGREED: the document. Code of Conduct For All Adults – the document contained a typo. The Chair would highlight it by email. AGREED: the Code of Conduct subject to the correction of the typo. ECT Policy – the document did not accurately reflect the two year period for ECTs. AGREED: the policy subject to it referencing the two year period. Equality and Diversity Policy AGREED: the policy. Governors’ Allowance Policy AGREED: the policy. Pay Policy – Annex H had been added, but needed to be referenced in the contents. In response to a question, salary safeguarding was explained. The reference to the Governor Pay Committee needed to reflect actual arrangements and should remain highlighted to remind governors of the same. The Head would check the date referenced in the document. <p><i>Jane List joined the meeting at this point</i></p> <p>Governors discussed support staff progression. AGREED: the policy subject to the above changes</p> <ul style="list-style-type: none"> Sickness Absence Policy AGREED: the policy. 	<p>KN</p> <p>TH</p>
13.	<p>Health and Safety</p> <p>NOTED: Chiya Jones was not present to provide an update as the link governor. Marie Gardner advised there would be a health and safety meeting in the New Year.</p>	
14.	<p>Governor Training and Briefings</p> <p>NOTED: the GovernorHub training log. New governors were encouraged to undertake training, especially the induction session for new governors and safeguarding training as required by the safeguarding policy.</p> <p>NOTED: Gabrielle Edwards was scheduled to attend the LA spring briefing, but had been advised there would be no spring briefing because of the governor conference. Marie Gardner would be undertaking SFVS training.</p>	

15.	<p>Governor Monitoring and Visits.</p> <p>NOTED: visits in 22/23 would focus on the curriculum. If governors had any specific areas of interest they were invited to email Karenza Nutley so they could be included in the Spring Term visits.</p> <p>NOTED: the EDRA was hoping to meet with Foundation Governors in the Spring Term.</p>	
16.	<p>AOB</p> <p>NOTED: the following matters:</p> <p>16.1 Contact By Text</p> <p>NOTED: given the last minute change of time and venue of the meeting and the fact that some governors had not been able to check their emails, contact by phone text in case of emergency was suggested.</p> <p>AGREED: governors who were willing to share their private phone number for text purposes should email it to Marie Gardner and confirm if it could be shared with all governors or just the Chairs.</p> <p>16.2 Christmas Church Services</p> <p>NOTED: KS2 church services were taking place the following day. Governors were invited to attend.</p>	All
17.	<p>Date and Time of Next Meeting</p> <p>AGREED: the next scheduled meeting of the Full Governing Body would take place at the school on Tuesday 7th February 2023 at 7.30pm.</p> <p>NOTED: the Chair wished everyone a Happy Christmas.</p> <p style="text-align: right;">The meeting finished at approximately 20:05</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
15th December 2022

Approved by the Full Governing Body on:

Date:7th February 2023.....

Signature (Chair):.....

