

**MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY (FGB) OF  
STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD VIA ZOOM ON 23 MARCH 2022 AT 7.30PM**

**Governors Present:** Marie Gardner (Chair for the meeting), Sam Brown, Gabrielle Edwards, Ryan Ellett (Associate Governor), Tracey How (Headteacher), Debbie Littlefair, Liz Martin, Gillian 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:

<b>1.</b>	<p><b>Apologies for Absence</b></p> <p><b>NOTED:</b> apologies for absence were presented on behalf of Ann Lynn and Shamus Williams. Karenza Nutley apologised in advance for her late arrival. Christian Amadeo was absent without apologies.</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 Appointment, Roles and Recruitment</b></p> <p><b>NOTED:</b> Gillian McGuire had come to the end of her term of office as a Foundation governor. The Diocese had confirmed her re-appointment as a Foundation Governor for a period of four years from 1/4/22 to 31/3/26, but had also confirmed that she was appointed as a Foundation Governor from the period 1/3/22, when her term ended, to 31/3/22, to ensure continuity and to maintain voting rights.</p> <p><b>AGREED:</b> to ratify Gillian McGuire’s appointment as a Foundation Governor until 31/3/26.</p> <p><b>NOTED: in response to a question from the Head, the Clerk advised that the minutes would express the complexity of the timeliness for re-appointment, but the school GIAS should record Gillian McGuire’s four year appointment from 1/4/22 to 31/3/26.</b></p> <p><b>NOTED:</b> that Karenza Nutley, Christian Amadeo and Ryan Ellett all came to the end of their terms of office during 2022. <b>Questions were asked about the re-appointment processes.</b> The Clerk advised that Karenza would need to contact the LA if she wished to be re-appointed as an LA Governor. Appointments and re-appointments to the roles of Co-opted Governor and Associate Governor were under the control of the Governing Body. The clerk recommended contacting the LA sooner rather than later if Karenza wished to be re-appointed as an LA governor, in the expectation that any re-appointment could be agreed by the FGB at its July meeting in time for the Autumn Term 2022.</p> <p><b>NOTED:</b> The position of Vice Chair remained unfilled and there were no self-nominations. The Chair advised this had been raised as a point of concern by</p>	<b>TH</b>

	<p>the LA during its recent Governance Review. The Clerk highlighted potential repercussions to the school's pending OFSTED inspection and to the Governing Body itself, if there was no succession planning in place and no one willing to become either Vice Chair or Chair in due course.</p> <p><i>Karenza Nutley joined the meeting at this point.</i></p> <p><b>AGREED:</b> the Co-Chairs would approach individual governors regarding the vacant role of Vice Chair and future succession planning.</p>	<p><b>MG/ KN</b></p>
<p><b>4.</b></p>	<p><b>Minutes of Last Meeting – 9<sup>th</sup> February 2022</b></p> <p><b>NOTED:</b> the minutes of the full governing body meeting held on 9<sup>th</sup> February 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>Election of Vice Chair (min. 3 refers)</b> – this had been discussed as part of the previous item.</li> <li>• <b>Curriculum Committee (min. 4 refers)</b> – PP had been discussed with the Committee</li> <li>• <b>Headteacher's Report (min. 4 refers)</b> – Marie Gardner would be attending a School Council Meeting once a date had been agreed.</li> <li>• <b>Headteacher's Report (min. 4 refers)</b> – The Headteacher had shared the Safeguarding Training video with governors and confirmed a deadline of the end of March by which they should watch it.</li> <li>• <b>Policies (min. 4 refers)</b> – Ryan Ellet had reviewed the school website.</li> <li>• <b>Governor Visits (min. 4 refers)</b> – the report template for governor monitoring had only recently been circulated to Ann and Gill in order for them to complete their report on the nativity.</li> <li>• <b>School Development Plan (min. 10 refers)</b> – the Head had checked the RAG rating and the SDP was on the agenda for this meeting. She pointed out there were few changes as the school traditionally reviewed and updated the SDP once a term, at the end of term, and wondered whether it would be more appropriate for the governors to consider updated RAG rating of the SDP on a termly basis.</li> </ul> <p><b>AGREED:</b> the SDP would be placed on the FGB agenda once a term, during the first half of the term.</p> <ul style="list-style-type: none"> <li>• <b>Forthcoming Governance Review (min. 12 refers)</b> - Marie Gardner had submitted further safeguarding details to the Clerk for the review.</li> <li>• <b>Governor Training and Briefings (min. 14 refers)</b> - Catherine Seward had emailed the Chair with details of training she had undertaken since September, especially Safeguarding training. Christian Amadeo had not booked any training or refresher courses. The Chair had emailed the updated training record to the Clerk for the Governance Review and had reviewed the SCR for details of safeguarding training recorded separately there.</li> <li>• <b>Governor Training and Briefings (min. 14 refers)</b> - Prevent Training was on the agenda.</li> <li>• <b>GovernorHub (min. 16.1 refers)</b> - All governors had logged on and the Governing Body was now using GovernorHub for meetings. Best use of GovernorHub going forward would be discussed later in the meeting.</li> </ul>	<p><b>MG</b></p> <p><b>Clerk/ TH</b></p>

	<p><b>AGREED:</b> the minutes of the previous meeting held on 9<sup>th</sup> February 2022 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>	<b>Clerk</b>
5.	<p><b>Minutes of Meeting of Resources Committee – 11<sup>th</sup> March 2022</b></p> <p><b>NOTED:</b> the minutes of the Resources Committee meeting as uploaded to GovernorHub with the agenda. <b>The Chair of Resources highlighted the following issues from the meeting’s discussions: the date on the minutes needed to be corrected; a number of committee members were absent because of ill health; some projects had been completed, others would be carried over to the following financial year; the meeting had agreed the renewal of some contracts; the meeting had discussed the SFVS, school meals, staffing vacancies, staff well-being and COVID and had approved a number of policies.</b></p> <p><b>AGREED:</b> to ratify the minutes of the Resources Committee.</p>	
6.	<p><b>Minutes of Meeting of Curriculum Committee – 3<sup>rd</sup> March 2022</b></p> <p><b>NOTED:</b> the minutes of the Curriculum Committee meeting as uploaded to GovernorHub before the meeting. <b>The Chair of Curriculum highlighted the following issues from the meeting’s discussions: school data, pupil achievement, PP, EYFS, OFSTED preparation, pupil health and well-being. The Committee had concluded that it did not require an EYFS policy because Reception was embedded in school life and all existing school policies covered Reception. Data showed that there were still issues to be tackled in Maths and Writing. Other areas of the curriculum were at expected achievement levels or slightly better than expected. OFSTED preparation needed to involve all governors. Many pupils had contracted COVID at the time of the meeting.</b></p> <p><b>AGREED:</b> to ratify the minutes of the Curriculum Committee.</p>	
7.	<p><b>Correspondence</b></p> <p><b>NOTED:</b> no correspondence had been received.</p>	
8.	<p><b>Approval of SFVS and School Budget Process for 2022/23</b></p> <p><b>NOTED:</b> the SFVS document as uploaded to GovernorHub before the meeting. It had been discussed and completed by the Resources Committee and was being recommended to the Governing Body.</p> <p><b>AGREED:</b> the SFVS document for 2022 as uploaded to GovernorHub.</p> <p><b>NOTED:</b> it was recommended that the Resources Committee review and approve the school budget for 2022/23 in keeping with Standing Orders.</p> <p><b>AGREED:</b> to delegate authority to approve the school budget for 2022/23 to the Resources Committee.</p>	<b>SB</b>

9.	<p><b>Headteacher's Report</b></p> <p><b>NOTED:</b> the document as uploaded to GovernorHub before the meeting. It had only been 6 weeks since the previous report. Pupil attendance was down because of ill health, both COVID and other ailments. Pupil numbers would be increasing by 2 post-Easter. <b>Governors were surprised there were only 20 first choice applications for the school's reception class. They queried the number of second choice applicants and the likely number of Reception pupils at the start of 22/23?</b> The school felt the Reception Class would contain a pupil figure in the middle twenties come September, as per previous years. <b>The meeting considered why this might be the case.</b></p> <p><b>AGREED:</b> possible recruitment strategies and scenarios should be considered outside of the meeting.</p> <p><b>NOTED:</b> it would be helpful if the next Curriculum Committee meeting could discuss the recent visit of the School Improvement Adviser.</p> <p><b>NOTED:</b> the Chairs hoped to put an item in next week's STAR, including reference to the recent successful school residential visit. The school had started planning residential visits for years 5 and 6 in 22/23.</p>	<p>TH/ KN/MG</p> <p>GM</p> <p>KN/MG</p>
10.	<p><b>Safeguarding</b></p> <p><b>NOTED:</b> The Safeguarding Link Governor highlighted training available to governors – all governors needed to watch the Safeguarding and Prevent videos by the end of March. Liz Martin and Debbie Littlefair had undertaken a Safeguarding Visit the day before and worked on the safeguarding checklist. The Safeguarding Link Governor asked if all governors had undertaken training on handling allegations against staff? Governors thought it may have been included in training undertaken, but no one remembered doing a specific course. The specific course to be undertaken was discussed.</p> <p><b>AGREED:</b> Liz Martin would ring George Hayes to ask which course governors should take.</p> <p><b>NOTED:</b> Governors had received contact details of the LADO. Liz Martin needed to know who had undertaken Safer Recruitment training and when. Those who had not undertaken it, or not undertaken it recently were asked to book themselves onto a training or a re-fresher course. The meeting discussed the training undertaken by some governors and how to collect evidence of safeguarding visits to the school. A note would be made against entries on the visitor log to indicate a safeguarding visit. It was pointed out that the visitor log could be annotated to indicate other link visits. The data could then be collected by the Co-Chairs and put into a document to be stored on GovernorHub.</p> <p><b>AGREED:</b> everyone visiting the school would sign in using the visitor log in reception, recording their initials, the name of the person they were visiting and the reason for their visit</p>	<p>All</p> <p>LM</p> <p>All</p> <p>All</p>
11.	<p><b>School Development Plan</b></p>	

	<p><b>NOTED:</b> the document uploaded to GovernorHub before the meeting. As noted previously under matters arising (min. 4), there were few changes. The updated document would be considered in the first half of the summer term.</p>	
12.	<p><b>Policies</b></p> <p><b>NOTED:</b> the policies listed on the agenda and uploaded to GovernorHub with the agenda:</p> <ul style="list-style-type: none"> <li>• Records Management</li> <li>• Admissions</li> </ul> <p><b>AGREED:</b> all policies listed.</p> <p><b>NOTED:</b> as discussed during feedback from the Curriculum Committee (min. 6) the school had concluded that it did not require an EYFS policy because Reception was integrated into school life and all existing school policies covered Reception.</p>	
13.	<p><b>Governance Review Update</b></p> <p><b>NOTED:</b> Anna-Marie Cooper of School Governance at the LA had conducted a Governance Review of the school at the beginning of March. The Co-Chairs and the Headteacher had met with her. <b>The meeting had felt positive and had discussed areas to be addressed and aspects of governance that were working well. The school website required updating and had now been checked. Updating was ongoing. Governor pecuniary interests had not been included on the site.</b></p> <p><b>AGREED:</b> the Clerk would re-forward the 21/22 pecuniary interest information she had previously sent to the school.</p> <p><b>NOTED: all governors were invited to review the equality and diversity information on the website so they knew it was there and where it was.</b> Governors needed to be clearer about the annual schedule of agenda items. More evidence of SEND discussions at the Curriculum Committee was needed. It had been recommended that Curriculum and Resource Committee agendas should be standardized. The agenda template used by the Clerk was seen as a good example to copy. The quality of minutes was seen as good and the mirroring of the Clerk's minute style by the two committees was seen as positive. The Skills Audit would be undertaken in the summer. <b>Given the positivity of the meeting with Anna-Marie Cooper, the Chairs had been surprised to receive a formal report summarising a list of urgent actions. The Co-Chairs were preparing a response to Anna-Marie's action points.</b></p>	<p><b>Clerk</b></p> <p><b>KN/MG</b></p>
14.	<p><b>Location of Future Meetings</b></p> <p><b>NOTED:</b> the meeting discussed the benefits of Zoom meetings, but also the advantages of meeting at the school. Holding the next FGB meeting at the school was proposed. There were no objections.</p> <p><b>AGREED:</b> to interchange Zoom and in-person meetings in the future. The next FGB meeting on 18<sup>th</sup> May 2022 would be held in-person at the school. The Curriculum and Resources Committees were invited to decide how to hold their Summer Term meetings and to record on their minutes where they were held.</p>	<p><b>Clerk/ TH</b></p> <p><b>SB/GM</b></p>

15.	<p><b>Health and Safety</b></p> <p><b>NOTED:</b> the Health and Safety Link governor hoped to undertake a Health and Safety visit in the Summer Term. There were no health and safety issues to report.</p>	
16.	<p><b>Governor Training and Briefings</b></p> <p><b>NOTED:</b> the training register uploaded to GovernorHub with the agenda. Certificates forwarded by governors had been added to the register. The Chair would add the Safeguarding Video to the register so names could be added once the video had been viewed by the end of the month. It would also be recorded on the SCR and was a key element of evidencing safeguarding. The Head advised that Shamus Williams had watched the Safeguarding video and should be added to the register.</p> <p><b>AGREED:</b> Governors should email Marie Gardner with their information so she could update the record. The updated training register would then be added to GovernorHub with instructions on how to update it.</p> <p><b>NOTED:</b> Following safeguarding discussions under minute 10 above, a governor pointed out that a number of courses about handling complaints against staff were available and listed by the LA.</p> <p><b>AGREED:</b> training priorities were safeguarding, Prevent training and handling complaints and allegations against staff.</p>	<p><b>MG</b></p> <p><b>MG</b></p> <p><b>All</b> <b>MG</b></p>
17.	<p><b>Governor Monitoring and Visits.</b></p> <p><b>NOTED:</b> Karenza Nutley would consider a schedule of activities for the Summer term. The nature of the visits was discussed. It was suggested a governor's role was to monitor monitoring activities and to evidence progress against the SDP. Discussions with subject leaders were a positive approach and, if invited by the school, governors could visit to see an activity, but it was not appropriate to carry out formal classroom observations. The Head confirmed it was now acceptable to visit the school. <b>Ryan Ellett was planning a follow up visit to his previous Maths visit. Liz Martin was planning a welfare visit to Year 6. Ann Lynn should undertake a visit to look at writing and Debbie Littlefair would continue to make reading visits and produce a brief visit report. Karenza Nutley offered to consider languages.</b> Shamus Williams made regular RE visits and others were welcome to do so. It was felt that a governor visit protocol would be useful and a schedule of visits would help to avoid overloading staff.</p> <p><b>AGREED:</b> The Co-Chairs would draw up a schedule of governor visits for the Summer Term.</p>	<p><b>KN</b></p> <p><b>MG/</b> <b>KN</b></p>
18.	<p><b>AOB</b></p> <p><b>NOTED:</b> the following matters:</p> <p><b>18.1 Accessibility Plan</b> – this had recently been uploaded to GovernorHub by the Head. It had been considered at the Curriculum Committee in January. All governors were invited to forward their comments by the end of the week.</p>	<p><b>All</b></p> <p><b>GE</b></p>

	<p>Gabrielle Edwards would email the Headteacher with some thoughts about the PP wording.</p> <p><b>AGREED:</b> if governors were content with the Accessibility plan as uploaded, it would be approved.</p> <p><b>18.2 Rock Steady</b> – parents were being invited into the school to see a concert. Any governors attending were encouraged to write a brief visit report on the concert as an extra-curricular activity.</p> <p><b>AGREED:</b> the Chair would send Sam Brown a governor visit report template so that he could write-up a visit report On Rock Steady.</p> <p><b>18.3 GovernorHub – governors had found GovernorHub easy to access and use. Some governors complained they could not download documents from Google Drive straight onto Governor Hub and could only upload documents from their computer.</b> The clerk advised they were two separate platforms and documents could only be uploaded from folders directly linked to/on the PC in question. School staff who were not governors could not access GovernorHub, although they had previously been able to access aspects of the School’s Google Drive for governors.</p> <p><b>AGREED:</b> in principle that key staff should be allowed access to specific folders in GovernorHub. The Clerk advised that aspects of GovernorHub, such as the noticeboard, would be visible to anyone granted access to the GovernorHub platform. The Chairs said they would consider access levels. They would also try to mirror the structure of the Google Drive folders when establishing a broader structure on GovernorHub. The aim was to relocate current documents from Google Drive to GovernorHub. The Chairs would circulate an email regarding access to GovernorHub once they had considered the matter.</p>	<p><b>MG/ SB</b></p> <p><b>KN/MG</b></p> <p><b>KN/MG</b></p>
<p><b>19.</b></p>	<p><b>Date and Time of Next Meeting</b></p> <p><b>NOTED:</b> the timing of governing body meetings was discussed. A number of governors would have problems joining meetings that took place before 7.30pm.</p> <p><b>AGREED:</b> the next scheduled meeting of the Full Governing Body would take place on Wednesday, 18<sup>th</sup> May 2022 at 7.30pm <b>at the school.</b></p> <p style="text-align: right;"><b>The meeting finished at approximately 21:15</b></p>	

Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**24<sup>th</sup> March 2022**

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

**Date:** .....18<sup>th</sup> May 2022.....

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