

**MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY (FGB) OF
STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD VIA ZOOM ON 15 JULY 2021 AT 7.30PM**

Governors Present: Karenza Nutley (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, 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 absence were received from Marie Gardner (Co Chair) and Catherine Seward.</p> <p>AGREED: to accept all apologies tendered.</p>	
2.	<p>Declarations of Interest</p> <p>NOTED: there were no declarations of interest in relation to the meeting's agenda.</p>	
3.	<p>Governing Body Vacancies and Appointments</p> <p>NOTED: Marie Gardner's current term of office as a parent governor was coming to an end on 1/9/21. In anticipation of this, the school was in the process of holding parent governor elections. Two self-nominations had been received. The ballot would start the following day and run until 26/7/21. Each candidate had submitted a brief textual comment about themselves. All parents, including governors who were parents, were strongly encouraged to vote.</p> <p>NOTED: Separate from the above, the two Co Chairs had been considering succession planning arrangements. They had initially intended to serve for two years. Given the disruption of the pandemic, they were both willing to stand again for another year, if they remained governors, but were happy for others to volunteer for the role. Alternatively, at the first autumn term meeting when elections were to be held, they would be seeking a Vice Chair who might be willing to stand for Chair in 22/23. Governors were invited to reflect on this before the autumn term meeting.</p>	
4.	<p>Minutes of Last Meeting – 19th May 2021</p> <p>NOTED: the minutes of the full governing body meeting held on 19th May 2021 as circulated with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Headteacher's Report (min. 7 refers) – the Head had circulated details of the proposed improvement partner contractual changes for governor approval. Governors had supported contracting with the LA. • All other actions – had taken place or were on the agenda for the meeting. 	

	<p>AGREED: the minutes of the previous meeting held on 19th May 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
5.	<p>Minutes of Meeting of Resources Committee – 30th June 2021</p> <p>NOTED: the minutes as circulated with the agenda. The Chair of Resources summarised the committee’s areas of discussion including: contracts, the end of COVID funding, staffing and staff well-being, the energy report and premises surveys, which indicated the need for major capital investment in future years.</p> <p><i>Christian Amadeo joined the meeting at this point</i></p> <p>NOTED: The school was considering ways in which such major works could be financed. The meeting had also considered school credit cards and Smarties. The Headteacher had met with the new Smarties Chair, who was investigating ways forward for the premises used by Smarties.</p> <p>AGREED: to receive and ratify the Resources Committee minutes of 30th June 2021.</p>	
6.	<p>Minutes of Meeting of Curriculum Committee – 5th July 2021</p> <p>NOTED: the minutes as available in the shared folders. The Chair of Curriculum summarised the committee’s discussions as including: PSHE (advice was currently awaited from the Diocese), headline data and the School Development Plan.</p> <p>NOTED: in terms of data, Reception outcomes had been lower than expected as a result of lockdown, Year 2 data was a mixed picture, but close to the previous year’s outcomes, KS2/ Year 6 data was less positive. The Headteacher commented that Year 6’s return to school post lockdown had been less enthusiastic than other years’, as pupils saw the return as temporary prior to moving on to five different secondary schools.</p> <p>NOTED: in terms of the SDP, what could be done, had been done. COVID catch up and interventions were taking place, but the need to stay within bubbles was limiting developments. On a positive note, governors highlighted the success of the Year 3 walk to Ashwell.</p> <p>AGREED: to receive and ratify the Curriculum Committee minutes of 5th July 2021.</p>	
7.	<p>Correspondence</p> <p>NOTED: the Chair reported that requests for reports on the school from local parish councils and the Parochial Church Council were becoming frequent. She had added a folder to the shared drive so all governors could read the reports submitted. Shamus Williams commented that the PCC appreciated the report and felt its contents fully met the PCC’s needs.</p> <p>NOTED: the Chair was in communication with Peter Gaskin of the Highways Agency regarding the poor winter condition of the side path.</p>	

	<p>NOTED: the LA had written to the Chairs in the middle of June unexpectedly requesting the creation of an Annual Governance Statement by the middle of July. The Co Chairs had drafted a statement and added it to the shared folders. Governors' comments were welcome. The document had to be submitted the following day.</p> <p>NOTED: the governors' annual update to parents, which was not routinely read by many, was being replaced by shorter regular updates in The Star. The first one would be going out at the end of the week. The aim was to provide a small written piece half-termly and governors' input would be sought.</p>	
8.	<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: governors asked how Sports Days without parents (because of COVID) had gone? The Headteacher said they felt different, but children who did not normally enjoy such events seemed to enjoy them more. The school would think about this for future events.</p> <p>NOTED: governors queried the "unexpected maths opportunity" referred to. The Headteacher explained that the absence from sickness of staff who were scheduled to lead a maths event had meant that staff had had more time to explore new approaches and materials and consolidate their learning.</p> <p>NOTED: governors asked if there were any pandemic experiences the school would be using in future years? The Headteacher listed a variety of identified positives including: a member of staff attached to each class at lunchtime; more frequent use of Zoom; hybrid parents' evenings involving both physical attendance and Zoom; assemblies and performances via Zoom as well as in person; over all, a greater and more flexible openness.</p> <p>NOTED: Governors asked about the increase in SENCO work and whether it was manageable? The term's workload had been heavy. Needs were being identified amongst Reception pupils who had arrived at the school without prior evidence of need. Some pupils had required support returning to school. Over all, the delays of lockdown had caused a bottleneck. The meeting discussed some of the identified needs in more detail. The Chair thanked the Headteacher for a detailed report.</p>	
9.	<p>Safeguarding</p> <p>NOTED: there were a number of related reports on the shared drive, including a Checklist for Governors that Liz Martin, as the Safeguarding link governor, was using as a working document. The aim was to complete the documents by the second FGB of the Autumn Term. Governors were invited to contribute. The meeting went on to discuss the documents in detail and how they were being used.</p> <p>NOTED: Liz Martin had visited the school on the previous Monday to check the SCR and the Annual Safeguarding Report. She had begun work on the Checklist for Governors at the same time. She reported that she had no major</p>	

	<p>concerns with the SCR, but some areas required updating. She would check these at the next review. There were no issues with the Annual Safeguarding Report.</p> <p>AGREED: from September 2021, the termly SCR review would form part of the standing FGB agenda item on Safeguarding.</p>	Clerk/ LM
10.	<p>School Development Plan</p> <p>NOTED: the document had been reviewed and discussed in detail at the recent Curriculum Committee meeting. Governors were invited to ask any further questions. There were none.</p>	
11.	<p>School Improvement Adviser Annual Monitoring Visit</p> <p>NOTED: Belinda Harvey had visited the school in June. The visit had been positive and she had made the following comments/ recommendations:</p> <ul style="list-style-type: none"> • More curriculum information to be placed on the website – this had already been actioned; • A safeguarding tab to be added to the website – this would be actioned in September. Governors asked what it would include, given the safeguarding information already on the website? There would need to be links to existing policies, an emphasis on the school’s commitment to safeguarding, and information about online safety. Governors queried whether parents seeking advice on online security would think to look under safeguarding? It was suggested that the tab be labelled to indicate the range of information that “safeguarding” covered. • Reading and phonics schemes to be listed on the website – governors commented on the large amount of information required, given that the school used a variety of different schemes. • Parent and pupil questionnaires – a parent questionnaire was being circulated the following week. The pupil questionnaire would also take place within the next week and a half. • Increased governor communication with parents – this had prompted the half-termly pieces in the Star. • Checking pupil safety during governor visits – during all visits, governors should ask pupils if they felt safe at school. The question had been put on governor visit proformas. • Impressions of the school – the adviser had commented on her positive welcome to the school and the school’s positive atmosphere. <p>NOTED: the written visit report had been received that day and was now available to read on the shared drive.</p>	
12.	<p>Health and Safety</p> <p>NOTED: this had been discussed at Resources Committee. Ryan Ellet, as the Health and Safety Link Governor, had completed the Health and Safety Checklist in May. Updates would shortly be provided to the school and would be included on the governor drive. Governors asked if there were any recent major Health and Safety issues? There had been none.</p>	

13.	<p>Policies</p> <p>NOTED: the policies listed on the agenda and available on the shared drive:</p> <ul style="list-style-type: none"> • Home/school agreement <p>AGREED: the policy.</p> <ul style="list-style-type: none"> • PSHE, including relationships and sex education <p>NOTED: the matter being queried with the Diocese.</p> <p>AGREED: the policy, subject to any changes recommended by the Diocese to be brought back to the FGB.</p> <ul style="list-style-type: none"> • Attendance and registration of pupils <p>AGREED: the policy.</p> <ul style="list-style-type: none"> • Charging and Remissions <p>AGREED: the policy.</p> <ul style="list-style-type: none"> • Premises management and security (new policy) <p>AGREED: the policy.</p>	
14.	<p>Annual Schedule of Meetings 2021-2022</p> <p>NOTED: the proposed meeting dates. One governor could not make one of the Resources Committee dates. It was felt the meeting should go ahead as listed.</p> <p>AGREED: the proposed meeting dates for 21/22, subject to 19th February 2022 (a Saturday) being amended to 9th February 2022 (a Wednesday). The Chair would circulate the correct meeting dates for 21/22.</p>	KN
15.	<p>Governor Training and Briefings</p> <p>NOTED: the current record of governor training as updated and available online. The Chair reminded all governors that they should be aiming to undertake at least two activities per year and that, once undertaken, they needed to record activities on the training record. She thanked the two newest governors for having already attended events.</p>	
16.	<p>Governor Visits.</p> <p>NOTED: a range of visits had been undertaken or were scheduled. Three written reports had already been uploaded to the shared folder. Governors were invited to feedback orally on their experiences:</p> <ul style="list-style-type: none"> • RE - SW's report was on the shared drive. He had visited an RE lesson via Zoom. It had been a positive experience. 	

	<ul style="list-style-type: none"> • PE – LM had gone into the playground to observe Bikeability and to talk to year 1 pupils. She had also observed some practice running. All pupils said they felt safe. • Writing – AL had discussed writing with a member of staff and considered documents sent to her. The subject had been negatively affected by COVID. Year 3 was expected to catch up by Year 6. The Headteacher commented that the school was aspiring to a quicker catch up process for writing and further improvements would be achieved when TAs were freed from bubble constraints. • Science – GM had observed a science lesson the previous day. It was a good example of different subjects being drawn together, including maths and science. All pupils asked felt safe and had been keen to stress that they loved the school. GM had been very impressed by what she had observed. • SEND – SB planned to visit the following Tuesday to discuss SEND and the learning gap. He would be visiting again in September to consider learning interventions. The SENCO was extremely busy, as previously discussed. • Reading – DL would be monitoring this on Monday • Maths - RE would be monitoring this on Tuesday • Visit to be scheduled – CA had yet to schedule a visit, but would do so shortly. <p>AGREED: once visits had been undertaken, all governors would email the Chair with their visit reports for inclusion on the shared drive.</p>	All
15.	<p>AOB</p> <p>NOTED: the following matters:</p> <p>15.1 Year 6 End of Year Performance – would be streamed online the following Wednesday. The Headteacher would send an invitation/ link to all governors.</p> <p>15.2 Leaving Party – governors asked if a Year 6 leaving party would be held? It was taking place after school the next day, outdoors on the school field.</p> <p>15.3 Additional Closure Day - the school would be scheduling an additional closure day for the Queen’s Jubilee.</p>	
16.	<p>Date and Time of Next Meeting</p> <p>AGREED: the next scheduled meeting of the Full Governing Body would take place on Wednesday, 22nd September at 7.30pm in accordance with the agreed Annual Schedule of Meetings for 2021/22.</p> <p style="text-align: center;">The meeting finished at approximately 21:07pm</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
16th July 2021

Approved by the Full Governing Body on:

Date:22nd September 2021.....

Signature (Chair):..... 