



Meeting of the Full Governing Body at St Matthew's Primary School

Wednesday 13th December 2023 – 6pm – 8pm

Action Grid

Task	Owner	Timeframe
Create a rota for governors taking meeting minutes	RM/DL	21.03.2024
Complete a skills audit	ALL	21.03.2024
Contact local organisations regarding the governor vacancy.	DL	21.03.2024
Make the suggested changes to the minutes of the previous meeting.	HT	21.03.2024
Circulate the updated Behaviour Management Policy.	HT	21.03.2024
Report their single central record (SCR) check findings to governors	AV	21.03.2024
Read KCSIE 2023 Update version.	ALL	ASAP
Update the TLOC committee on the Unit Lead roles	HT	08.02.2024
Governors to receive an update on the SDP	ALL	21.03.2024
LJ and NP to meet with Sarah to discuss PP and SEND.	LJ/NP	21.03.2024
Investigate the storage of prescription drugs at the school	HT	21.03.2024

Attendance Grid

Governor	Initial	Type	Present?
Anthony Davies	HT	Ex-Officio	In-Attendance
Rosa Mottershead	Co-Chair	Co-Chair	In-Attendance
Deborah Lucarelli	Co-Chair	Co-Chair	In-Attendance
Ricardo Herbane	RH	Co-Opted	In-Attendance
Linda Jones	LJ	LA	Virtual Attendance
Christina Bates	CB	Co-Opted	In-Attendance
Simon Richardson	SR	Parent	In-Attendance
Katie Hehir	KH	Co-Opted	In-Attendance
Sonia Ingersent	SI	Staff	In-Attendance
Kate Spencer-Allen	KSA	Associate	In-Attendance
Chris Jagger	CJ	Co-Opted	In-Attendance
Andrew Grieve	AG	Parent	In-Attendance
Aditi Vedi	AV	Parent	In-Attendance
John Parkin	JP	Co-Opted	In-Attendance
Elizabeth Steel	ES	Associate	In-Attendance
Ananay Aguilar	AA	Parent	In-Attendance
Neil Perry	NP	Co-Opted	Apologies Accepted



Minutes

Key: **Yellow** indicates governor challenge. **Blue** indicates an action. **Green** indicates task completion.

Item		Actions
1	<p>Welcome & Apologies <i>The HT opened the meeting at 6pm. Apologies were received and accepted by governors for NP.</i></p>	
2	<p>Declarations of Interest None.</p>	
3	<p>Governance – Part One <i>Re Co-Opting of Governors</i> Nomination forms were received from RM and CJ to be reinstated as co-opted governors. -RM and CJ left the meeting- <i>Governors voted in favour of reinstating RM and CJ as co-opted governors.</i> <i>Governors reinstated RM as Co-Chair.</i> -RM and CJ rejoined the meeting- <i>Clerking Update</i> The HT explained that the school has acquired an independent clerk for future meetings. Governors asked if the clerk would receive training for their role. The HT said yes as necessary and explained that they are already a clerk for other schools. The HT asked governors to vote on whether the clerk should be available for all meetings or FGB meetings only. The HT said that for all meetings it would cost approx. £1.5k - £2k whereas it will cost £650 for FGB-only. <i>Governors discussed the challenges and advantages of governors taking the minutes of committee meetings.</i> Governors asked if a parent group volunteer could be asked to minute the meetings. The HT explained that it could cause a conflict of interest and thus would not be appropriate. Governors asked how much £1.5k could buy the school in terms of resources. The HT said that the annual budget for resources is approx. £1.5k per year per year group. <i>Governors voted to have the clerk for FGB meetings only.</i> Co-Chairs RM and DL to create a rota for governors taking meeting minutes. <i>Governor Vacancies</i> Co-Chair (RM) said that there is one co-opted vacancy which they would like to fill with an individual external to the school. RM said that they have discussed the matter with the new clerk and will investigate advertising the vacancy online. Governors asked if they could recruit a new governor from another local school. RM said yes. <i>Governors suggested recruiting an individual from another board.</i> Governors to complete a skills audit to assess the needs of the governing body. Co-Chair (DL) to contact local organisations regarding the governor vacancy.</p>	<p>RM/DL</p> <p>ALL DL</p>
4	<p>Agree Minutes of Previous Meeting (04.10.2023) CJ said that the initial CB under Point 9 needs to be changed to CJ. ES and KSH said that they attended the meeting and should be listed as present on the minutes.</p>	



	<p>JP said that they were not in attendance of the meeting and this should be reflected in the minutes. SR said that they have been added to 2 link roles instead of 1. HT to make the above-suggested changes to the minutes of the previous meeting. <i>Governors agreed the minutes of the previous meeting were a true and accurate record once the above-suggested changes have been actioned.</i></p>	HT																
5	<p>Matters Arising The HT to circulate the updated Behaviour Management Policy.</p> <p>Action Grid from the Previous Meeting (04.10.2023):</p> <table border="1" data-bbox="268 551 1265 891"> <thead> <tr> <th data-bbox="268 551 368 645">Agenda Item</th> <th data-bbox="368 551 1015 645">Action</th> <th data-bbox="1015 551 1134 645">Owner</th> <th data-bbox="1134 551 1265 645">Timeframe</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 645 368 703">6.3</td> <td data-bbox="368 645 1015 703">Headteacher to add pay scales to the Pay Policy.</td> <td data-bbox="1015 645 1134 703">Head</td> <td data-bbox="1134 645 1265 703">10/10/2023</td> </tr> <tr> <td data-bbox="268 703 368 797">7.1</td> <td data-bbox="368 703 1015 797">Headteacher to review the presentation of the SDP for school website</td> <td data-bbox="1015 703 1134 797">Head</td> <td data-bbox="1134 703 1265 797">ASAP</td> </tr> <tr> <td data-bbox="268 797 368 891">10.</td> <td data-bbox="368 797 1015 891">Headteacher to agree date for the HT Appraisal meeting with committee governors.</td> <td data-bbox="1015 797 1134 891">Head</td> <td data-bbox="1134 797 1265 891">10/10/2023</td> </tr> </tbody> </table>	Agenda Item	Action	Owner	Timeframe	6.3	Headteacher to add pay scales to the Pay Policy.	Head	10/10/2023	7.1	Headteacher to review the presentation of the SDP for school website	Head	ASAP	10.	Headteacher to agree date for the HT Appraisal meeting with committee governors.	Head	10/10/2023	HT
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6	<p>Headteacher's Report <i>The HT shared their report with governors prior to the meeting.</i> Safeguarding <i>The HT shared anonymised safeguarding data with governors prior to the meeting.</i> The HT said that the recent governor safeguarding training brought questions regarding the nature of concerns and therefore they wanted to share this information with governors. The HT said there have been 280 logs of concern in total for this year so far with the most common themes being neglect, inappropriate behaviour, and domestic abuse. The HT explained that attendance is also a safeguarding issue. <i>Governors spoke positively about the safeguarding training they received.</i> Governors asked if their safeguarding training and resources from the school are the same as the staff safeguarding training provision. The HT said that they purchased the Educational Child Protection Service training and resources for both governors and staff. AV to report their single central record (SCR) check findings to governors at FGB meetings. Governors to ensure they have read KCSIE 2023 Update version. Governors asked how many logs of concerns are considered good/acceptable. The HT explained that there is no specific amount and that the size of the school will impact the number of safeguarding concerns. Governors asked, if the safeguarding concerns for a pupil are recurrent, could that indicate that the school interventions were not effective in this case. The HT said yes and explained the individual nature of safeguarding cases and how many of them will be ongoing concerns due to external factors. Governors asked when they will receive the annual safeguarding report. The HT said that it usually came through in the summer term.</p> <p><i>School Trip – Panto</i> <i>The HT and governors praised staff for their efforts with the school trip to the pantomime.</i> <i>Governors shared positive feedback from pupils from the pantomime visit.</i></p>	AV ALL																



<p>7</p>	<p>Resources for Learning <i>Minutes of Resources Committee Meeting</i> CJ said that one of the key issues has been adjusting the budget to create a breakeven plan that reduces deficits without having negative implications for pupil education. CJ said that governors also discussed the finance systems migrations and the challenges surrounding this. Governors asked if they had received a response from Jonathan Lewis (Service Director for Education – LA) regarding the issue. The HT said no. Governors asked if the new finance system has integrity. The HT said that the reports now being generated now seemed to be correct. <i>Finance Update</i> Co-Chair (DL) said that there has been an increase in rates by £20k. Governors asked if the school would be required to apply for an overdraft. The HT said it will depend on how the budget continues as they are currently £4k underspent. The HT explained that if staff absences persist they may pressurise the budget. The school will be receiving their universal infant free school meal funding in January. The HT said that they will also be receiving an extra £20k at the beginning of the next financial year as the school was re-rated from the census. The HT explained that they may need to apply for a deficit cash flow loan if they do not break even. Governors asked what the interest on the loan would be. Co-Chair (DL) said that rates are typically low at around 0.8-1.1%.</p>	
<p>8</p>	<p>Raising Standards <i>Minutes of TLOC Meeting</i> The HT said that governors discussed pupil data and shared the positive letter that the school received from the LA complimenting their pupil results. In the meeting, governors also discussed the new Monster phonics scheme as well as the progress of pupils in different vulnerable groups. Governors asked what the KH meant in the TLOC minutes when talking about how they address poor concentration by making the sessions ‘shorter, snappier and more visual’. KH said the concept is good practice for all pupils and focuses on keeping pupil attention using visuals instead of words. KH explained that it is also especially effective for SEND pupils. <i>School Development Plan Update & Progress So Far</i> The HT said that governors discussed the issues regarding the presentation of the SDP at the previous FGB meeting. The HT spoke about moving from having a ‘live list of issues’ to ‘big moves they will address’. Governors asked if the SDP on the website could include day-to-day activities. The HT said explained that this could put them at risk of misrepresenting the SDP. The HT told governors that the SDP will be updated to include exciting developments such as the use of technology to support pupil learning. <i>Governors suggested having an executive summary version of the SDP on the website.</i> The HT said that they value being open with parents about the strengths and challenges of the school and that they believe this has helped to build positive and supportive relationships with the parents. Governors asked how the teachers have adjusted to the new phonics scheme and timetable.</p>	



	<p>KSA said that the new timetable requires additional organisation, but teachers have managed the adjustment to the new system well. KSA said that reader volunteers are frequently used to support the phonics sessions in the case of staff absences. KSA explained that the recommended 3 sessions with Monster phonics have been condensed into 2 sessions and learning is then consolidated at home through additional reading. Children should be reading at 90% accuracy from the sessions and then 95% accuracy at home. KSA said that they are having to adapt the activities from Monster phonics which is taking additional teacher time.</p> <p>Governors asked if the teachers have noticed a positive impact of Monster phonics yet.</p> <p>KSA said that they are expecting to notice the impact in terms of results next year. It was too early to assess impact at this point.</p> <p>Governors asked if the school has enough books for the pupils.</p> <p>KSA said yes, though not to send Monster Phonics reading books home. This was being achieved through sending ebooks home.</p> <p>Governors asked if parents can buy the resources for Monster phonics.</p> <p>KSA said that parents can purchase resources through their website if required. The HT said that there has been a lot of reallocations for the Assistant HT and that they have recruited for the Unit Lead posts. There will be training for the Unit Leads in January and ongoing as they begin the various tasks within their roles. The HT explained that they are now moving to the 'deliver' stage with these roles – to be discussed at the next TLOC meeting.</p> <p>Governors to receive an update on the SDP at the next FGB meeting.</p> <p>LJ and NP to meet with Sarah Barratt and Christina Bates in January to discuss PP and SEND.</p>	<p>ALL ALL LJ/NP</p>
<p>9</p>	<p>Salary Committee & HTAR Update</p> <p>AG said that the Salary Committee met in November to discuss, review, and scrutinise pay recommendations from the HT. AG said that governors agreed the recommendations from the HT.</p> <p>The HT said that a meeting for the HTAR has now been arranged.</p> <p>Governors to arrange a staff wellbeing survey.</p>	<p>ALL</p>
<p>10</p>	<p>Policies</p> <p>The following policies were brought to governors for ratification:</p> <ul style="list-style-type: none"> • Attendance • Medical Needs <p>The HT said that the Attendance Policy now includes a line saying that if pupils are absent for 15 days or more for mental health reasons the school should consider referral for additional LA support.</p> <p>Governors asked if this support is funded by the LA.</p> <p>The HT said yes.</p> <p>Governors asked what attendance letter 3 is for.</p> <p>The HT explained that Letter 3 is sent when the attendance has dropped and is not improving after support.</p> <p>Governors asked who drafts the attendance letters.</p> <p>The HT said that they come from the LA though are then personalised to fit specific circumstances.</p> <p>Governors asked if the 'control drugs' in the Medical Needs policy refers to prescription drugs.</p> <p>The HT said yes.</p> <p>Governors asked if the prescription drugs are locked in a safe space.</p> <p>Prescription drugs are stored in a place that is inaccessible to children.</p>	<p>RM</p>



	<p>Governors asked if the expiry dates for the medications are monitored.</p> <p>The HT said yes.</p> <p>Governors asked how pupil medical records are kept secure yet accessible for the relevant members of staff.</p> <p>The HT said that pupil medical records are kept on a secure system and that relevant medical equipment for pupils is kept in the classroom. The HT said that there are 8 pupils in the first instance who will require the new Individual Health and Education Plans.</p> <p><i>Governors ratified the policies listed above.</i></p>	HT
11	<p>Governance</p> <p>Co-Chair (RM) said that TLOC have created a list of their planned visits for the new year.</p>	
12	<p>Any Other Business (AOB)</p> <p>Governors asked that an 'achievement team' meeting is.</p> <p>The HT said that it is a structured conversation where staff brainstorm and resolve issues surrounding teaching and learning in classrooms.</p> <p><i>Governors thanked staff for their efforts this year.</i></p>	
13	<p>Closing the Meeting/Date of Next FGB Meeting (21.03.2024)</p> <p>The HT closed the meeting at 19:58.</p>	

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