

**St Matthew's Primary School  
Full Governing Body Meeting**

**Minutes of the meeting held on Wednesday 12th July 2023 at 6:00pm**

	<b>Time</b>
<p>1. <b>Apologies for absence</b></p> <p>Paul</p>	6:00
<p>2. <b>Introduction of New Governors</b></p> <p>All governors introduced themselves and their roles.</p>	
<p>3. <b>Declaration of direct or indirect pecuniary interests in any of the following items</b></p> <p>None.</p>	
<p>4. <b>Minutes of Full Governing Body meeting held on 10<sup>th</sup> May 2023 - Matters arising/agreed actions update</b></p> <p>Matters arising – a governor clarified that the question about financial compensation was in respect of the system not working (Sonar).</p> <p>Some link visits may be outstanding and parent governors have now been elected. There are two new parent governors.</p> <p>Christina commented that there is still a staff governor vacancy. This may be an agenda item for the next meeting.</p> <p>The minutes were approved.</p>	6:05
<p>5. <b>Head Teacher's Report</b></p> <p>The new financial system replacing Orovia is not yet ready and there has been an overlap. This means a report has not yet been generated. But broadly the budget is where it was predicted to be.</p> <p>There is significantly more money on the bank account as a result of this, due to PTA donations that have come in earlier than thought. The school is about £28,000 under budget at this point but this will dissipate as we progress through the year.</p> <p>It is unclear what will be happening with pay for teaching staff and support staff. The Treasury is suggesting no extra funding for the public sector but this is being debated. The recommendations for teachers' pay have not been published yet. This is a risk factor for all schools at the moment.</p> <p>A governor asked whether the new financial system is provided by the Local Authority and Tony confirmed that it was.</p>	6:15

<p>Attendance figures are above national averages but the national picture is quite alarming, particularly for persistent absence.</p> <p>A governor clarified what the meaning of “persistent absence” is and Tony confirmed the percentages for this.</p> <p>The school has had its first fixed term exclusion for a while, due to unsafe behaviour but the child is back in school now.</p> <p>The Sports’ Day events were a positive event for the whole school. There have been other sporting successes in football.</p> <p>A parent survey has been conducted, the results will be presented in September. So far the results have been hugely positive with 99% of children saying their child is safe and happy at school, for example. A governor asked what the current response rate is - 160 responses so far. A governor asked if there were written responses too, and Tony confirmed there is.</p> <p>The Head commented that it has been a very hard year and the school community have pulled together. The PTA have been very active this year. Governors were thanked for their contributions too, for their clear-sightedness and supportiveness.</p>	
<p>6. <b>Raising standards</b></p> <p>a. <b>Minutes of the Teaching, Learning and Outcomes Committee of 3<sup>rd</sup> July 2023</b>  These will be approved at the next TLOC meeting. No questions or comments from governors.</p> <p>b. <b>Initial Outcomes of Statutory Assessments for 2022-2023 (within Headteacher’s Report)</b>  National averages for KS2 seem to be similar to last year. National averages for EYFS and KS1 have not yet been released. The Head commented that post-pandemic life is accentuating differences between cohorts and this is something for governors to be aware of. Year 1 phonics has been low but this has followed the levels seen in EYFS for this cohort too. The school are thrilled with the KS2 results as they are significantly above national average for age-related expectations. We currently do not know value-added scores or other measures.</p> <p>The school’s combined score for Reading, Writing and Maths was well above the national average of 59%. A governor commented that this was to be congratulated, especially as there was some disruption in teaching in Year 6 due to staff absence. A governor asked whether there were other benchmarking measures. The Head replied that there were also Local Authority averages to look at. A governor suggested the Field Fisher Trust can provide some comparisons with other schools. The Head explained that it can be problematic to make direct comparisons between schools due to the context and/or cohorts. The Head commented that contextual value added scores have been stopped.</p>	<p>6:30</p> <p>6:45</p> <p>7:05</p> <p>7:15</p>

One governor commented that reading and maths seem to be higher but Liz, English lead, clarified that in the previous year's results writing was higher than reading and maths. The Head commented that it's important to look at results over years rather than looking at one year in isolation.

One governor asked if the new phonics scheme would be confusing for the children. The Head replied that he didn't think it would be and it would allow the school to develop delivery of phonics.

**c. Review of SDP for 2022-2023**

The Head said the SDP is broadly on track but medium priority tasks may not have been completed due to the difficulty of releasing staff. There was also a little bit of disruption from strike days which knocked out some staff meetings. A governor asked whether there is anything worth focusing on now from the 2022/23 SDP or if the new SDP will transfer this over. The Head clarified that the new plan will allow more time for things that have been difficult to achieve this year.

A governor asked about access to The Key and Tony replied that he would chase it up with Adrian. Another governor clarified who the Computing link governor was, as this area is rated Red under the RAG rating on the SDP.

A governor suggested that jobs within the governing body are rotated to allow governors to experience different areas.

**d. Developing the Leadership Team of St Matthew's**

The Head showed the governors a presentation. The Head commented that it's important to take stock of where the school is. The school has consistently good outcomes, a strong curriculum, good behaviour, good attendance, a strong team of teachers, good support staff, a good leadership team, actively involved governors and a hugely supportive parent body. The school is in a real position of strength but there should be long term aims to maintain this position, especially in a time of increasingly constrained resources.

Some key strategic issues: allocating roles previously fulfilled by Annabelle Lewis, financial constraints necessitating a reduction in senior leadership time, significantly increasing workloads for senior leaders, an increase in vulnerable learners and logistical challenges.

Acronyms were clarified for the governors. The Head commented that there are a lot of interconnected issues and changing the approach to school development planning will help address them. This will take a significant amount of work in the autumn term to get the right distribution of roles but it should be ready in full in January. To enable some of these things to happen there will be a change in the way staff meetings are organised: 1) Development, 2) Curriculum Leadership, 3) Business, 4) Achievement Team Meeting

The Head clarified what a Pupil Progress Meeting is to explain how

these are changing. He talked about the processes behind it and how this process is changing. He also talked about the financial implications of the new system.

A governor asked how the staff feel about the new plans. The English lead Liz commented that it will be a long process and lots of work to hand aspects of English over to another person. Christina commented that the autumn term may be difficult for everyone and she is concerned about the unit leaders. Debora asked who the teachers will report to and how this structure would work. The Head commented that there will be more multiple points of checks between different groups. If there are concerns around the practice of a teacher this will be addressed by senior leaders.

A new governor asked if it was possible to have an overview or map of leadership responsibilities. The Head replied that the roles may grow or change over time so may not be able to be properly defined yet. He then clarified what the current leadership team looks like, including TLRs and subject leaders.

A governor asked if there was any potential outside school for career development. The Head answered that some members of staff that may be considered for the role already have middle leadership qualifications.

Debora asked whether this structure would lead to hidden costs such as release time (as some teachers are already finding it difficult to manage classroom teaching and subject leadership) and whether the senior leadership team have discussed this. The Head replied that it is modelled correctly, financially, but some time will be needed to explore whether the system is right for the school. This may lead to more money being spent in certain areas. The school currently has less money to effectively do things such as SEND provision, so something needs to change.

A governor asked about the TLR 2.2 and what precisely they would be leading and whether September is the right time to change this. Liz, English lead, clarified what the selected person would be doing.

John commented that it sounds exciting and more empowering for teachers. He said there shouldn't be a duplication between roles with Assistant Heads – would this be clarified by a job description? He suggested that coaching is used to make the modelling effective. He asked whether teachers would be getting leadership time for this, particularly during appraisal time. The Head clarified that they would be given extra time.

Rosa summarised what had been said so far and how this would impact the workload of the unit leaders. She said it would be useful to build in enough time for feedback about the new system. There has to be a good process for that feedback.

Debora questioned whether it is better to distribute the costs to lots of people or to have one Assistant Head doing all of those roles. Is it the most effective way to spend the money? The Head answered this and also stated that the biggest concern at the moment is leadership for SEND and the demand on time for that.

A governor asked whether teachers would want to do the new roles. Kate SA answered that the systems currently in place need looking at, due to workload, so if changes are made teachers may have more capacity to take on something new.

A governor asked what other checks will be in place to ensure workload remains manageable. The Head replied that the staff will need to have a lot of conversations to define what the roles are and how they are going.

A governor asked if the school would want to have another Assistant Head if the financial situation changed. The Head answered that the new structure is likely to remain the same even if the financial situation were to change.

Rosa asked what Tony would like the governing body to do to support the new system. Tony replied that it will take time to develop the new system and they may need to appoint a link governor to look at this area.

Governors discussed different aspects of the new system at length, including the workload impact on unit leaders and how their increased workload would impact subject leadership and other members of staff.

This discussion ended at 19:50.

**e. A New Approach to School Development Planning**

Governors agreed to postpone this point to the autumn term meeting.

**f. Revised Behaviour Management Policy**

Liz Steel will email this out again with differences and changes highlighted.

**7. Governance**

**a. Model Complaints Policy for Schools**

Approved.

**b. Governor Training**

Postponed

**c. Dates and agenda items for future meetings – including for Postponed Safeguarding Training**

FGB - Wednesday 4<sup>th</sup> October 6:00pm

TLOC - Thursday 16<sup>th</sup> November 5:30pm

Resources – Wednesday 11<sup>th</sup> October 6:00pm

FGB – Wednesday 13<sup>th</sup> December 6:00pm

TLOC – Thursday 8<sup>th</sup> February 5:30pm

Resources – Thursday 15<sup>th</sup> February 6:00pm

Resources – Wednesday 1<sup>st</sup> May 6:00pm

7:30  
7:40

FGB – Wednesday 8 <sup>th</sup> May 6:00pm TLOC – Thursday 20 <sup>th</sup> June 5:30pm FGB – Thursday 11 <sup>th</sup> July 6:00pm	
8. <b>Any Other Business</b> None.  The meeting finished at 20:12	7:45

**Attachments:**

- Draft minutes of Full Governing Body – 10<sup>th</sup> May 2023 (to follow)
- Minutes of the TLOC Meeting of 3<sup>rd</sup> July 2023
- Head Teacher’s Report (including initial data re Statutory Assessments for 2022-2023)
- School Development Plan Executive Summary – July 2023 Update
- Presentation – Leadership Structure and School Development Planning
- A New Approach to School Development Planning
- Draft Revised Behaviour Management Policy (to follow)
- CCC Model Complaints Policy 2023