

# St Matthew's Primary School Full Governing Body Meeting

Wednesday 22<sup>nd</sup> March 2023 at 6:00pm

**Present:** Rosa Motterhead (Co-Chair); Debora Lucarelli-Stockwell; Tony Davies (Headteacher); Annabelle Lewis; Aditi Vedi; Ricardo Herbane; Andrew Grieve; Neil Perry; Christopher Jagger; Linda Jones; Katie Hehir; Kate Spencer-Allen

Apologies: Christina Bates; Liz Steel

John Parry?

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| <b>1. Apologies for absence</b>  |
| <b>2. Declaration of direct or indirect pecuniary interests in any of the following items</b><br>No further declarations of pecuniary interest were made.  |
| <b>3. Minutes of Full Governing Body 8<sup>th</sup> of December 2022 - Matters arising/agreed actions update</b><br><br>Linda updated that she's following up with the traffic control and a new barrier can be used for the morning closing of the road.  |
| <b>4. Raising standards</b><br><br><b>a. Draft Minutes of the Teaching Learning and Outcomes Committee, 8<sup>th</sup> March 202</b><br>Minutes were acknowledged and will be approved at the next TLOC meeting<br><br><b>b. Head Teacher's Report</b><br>Tony reported about the latest strike actions and that negotiations between the unions and the government are taking place. There is no update on the impact as of today.<br>The school was fully closed for 2 days and partially opened for 2 days. Most children have lost 4 days and it's not clear if the lost time can be recovered.<br>Tony also reported that the school is full and also the number of applications for the reception list September 2023 is looking very strong.<br>A governor asked about the governor election and no application was received.<br><br><b>c. School Development Plan Update</b><br>Work was put in on the relocation of the library, a staff meeting has been held to review the behaviour management policy, there has been an update on "Key Stage History". At the "Meet the Head" meeting the increase in parent and child anxiety was discussed.<br>Staff absence has affected the training relating to EAL assessment, and this will move to next academic year.<br>A governor is asking about the music target and Tony will be checking.<br>Odizzi is a geography platform that was going to be updated but investigation found that teachers were not using this resource and so it is instead going to be discontinued.<br>A governor asked what children would like to do with the roof redevelopment. Tony reported that there is no money for the work at this stage.<br>Tony reported that the governor actions on the SDP had now been RAG-rated as requested. There are a few Link Governor visits are planned for this term. Neil updated that he will visit in the second week of April. Ricardo asked where information about the visit is available and Rosa informed that on the google drive there is material to support the visit. Governors were advised to use the Key material. Linda reported that her training was cancelled and asked if she could join the school training / assessment. She couldn't manage the visit as a link-governor but Tony encouraged her to come in |

and visit and have some initial discussions and understand the existing setting. Chris's Literacy visit was cancelled and is re-scheduled for after Easter.

Safe-guarding's visit/inspection is scheduled for the summer and Aditi is planning to visit after Easter.

## **5. RESOURCES FOR LEARNING**

### **a. Draft Minutes of the Teaching Learning and Outcomes Committee, 8<sup>th</sup> March 2023**

Minutes were acknowledged and will be approved at the next TLOC meeting

### **b. Finance update**

Current planning shows a deficit of ~£109k. Ray Byford is visiting the school on Monday for a sense-checking of the budget and advice to the headteacher and governors (Andrew and Rosa attending). Ray will also provide a general overview of the position of Cambridgeshire schools.

What is being presented is not the final version of the budget as the Senior Leadership Team will be meeting to review alternatives for reductions, additions and changes to the final budget to be presented in April to the governors for approval. Tony is preparing a budget proposal which will include a couple of scenarios as well as implications and risks.

Andrew asked if other head teachers have been consulted and confirmed he did. Rosa reported that a meeting with neighbor schools' chairs is organized for her and Debora to discuss how other schools are approaching the budget set-up and decisions.

Tony reported that negotiations are ongoing for support staff pay increase. Negotiations are starting at 8.5%. Concerns were raised about the funding availability to support this proposal.

## **6. PUPIL PREMIUM REVIEW**

The school need to publish a strategy and make it available on the website. The 2021-2024 strategy was reviewed. This strategy incorporates the use of funding for the National Tutoring Program and COVID catch-up. The school is on track with the delivery of the targets. Tony warns that there will be an impact next year due to inability to deliver the national tutoring program in the same way. Pupil Premium also funded the employment of a proportion of teaching assistants in the school. Wider budget constraints is going to put pressure on this area.

Rosa queried what the impact on children would be. Tony explained that this would most directly affect "vulnerable learners" such as some pupil premium children and those with special educational needs, but this has a wider impact too. The school needs to target resources with largest needs and is now making difficult decisions.

Tony is meeting the PTA to discuss how the fundraising could support some of the areas where provisions are at risks e.g. mental health support.

## **7. Safeguarding – Annual Child Protection Report for Governors**

- a. Draft Mobile Phone Policy
- b. New – Draft Policy for the Education of Children who Have or Have Had a Social Worker
- c. New - Draft Support and Supervision Policy

Most policies are templated but several amendments to the mobile phone policy were made for H&S reasons. A discussion about the use of phones and security in separating the information highlighted that it is relevant for the school to meet the requirements and use a written policy. The team decided to make it fit for their use.

Rosa and Tony noted that the other 2 policies are newly adopted and in line with recommended advice. It is recognized that a paper trail with the introduction of Supervision Meetings is generating more work but it's useful for documentation.

All policies are unanimously approved.

## **8. Governance**

### **a. Governor Training**

Prevent training has been completed by most governors.

A strategic safeguarding training for all governors has been organised for the 30<sup>th</sup> of March

### **b. Governor Elections and Clerk to Governing Body**

No nominations have been received.

A suggestion was made that a couple of governors could attend the "Meet the head" forum and encourage parents to apply. Aditi, Andrew and Ricardo have offered to attend the next meeting, planned for the 21<sup>st</sup> of April.

Kate mentioned that some school volunteers would be interested in a more active role in the school. Overall response was to encourage them for a potential co-opted governor post.

The school have been trying to recruit a clerk for a while and it was agreed that someone Tony should talk with EPM about their clerking service. A suggestion was made to try to recruit a clerk to work across multiple schools. Rosa and Debora will ask if any of the schools might be interested in sharing the service.

**c. Election of Disciplinary Panel and Disciplinary Appeals Panel**

The governors elected the following governors to the Disciplinary Panel and Disciplinary Appeals panels:

Disciplinary Committee: Linda, Andrew, Chris

Disciplinary Appeals Committee: Aditi, Neil, Ricardo

Members of the appeal committee might be reserved for the disciplinary panel should any member of this committee not be available in the event that the panels are needed.

**9. Any Other Business**

Nothing to report

**10. Agenda items for next meeting and dates for future meetings**

- 26<sup>th</sup> April 5.30pm for Resources meeting
- 4<sup>th</sup> May 6pm for FGB meeting
- 13<sup>th</sup> July 6pm for FGB