



## **St Helens Primary School**

### **Full Governing Body Meeting Minutes** **Wednesday 22<sup>nd</sup> September 2021 5pm**

#### **Present:**

|                      |                   |                 |
|----------------------|-------------------|-----------------|
| Gary Booth (GBo)     | Co-opted Governor |                 |
| Carl Wake (CW)       | Headteacher       |                 |
| Peta Rainford (PR)   | Co-opted Governor |                 |
| Jacqui Lamb (JL)     | Co-opted Governor |                 |
| Johnathan Bacon (JB) | Co-opted Governor |                 |
| Sarah Maloney (SM)   | Staff Governor    |                 |
| Michael Murwill (MW) | LA Governor       | Joined remotely |
| Rebecca Lovell (RL)  | Parent Governor   |                 |
| Matt Searle (MS)     | Parent Governor   |                 |

#### **In Attendance:**

|                  |       |
|------------------|-------|
| Claudine Russell | Clerk |
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#### **Absent:**

N/A

**This meeting was quorate  
with 8 Governors present**

**Decisions**

**Actions**

**Challenge**

**Support**

| Item                                  |   | Action |
|---------------------------------------|---|--------|
| 1                                     | <b>Apologies</b><br>The Clerk welcomed everyone to the meeting and explained the procedure for the first meeting of the academic year. The Governors went round the table introducing themselves to the Clerk. There were no apologies for this meeting.  |        |
| 2                                     | <b>Declarations of pecuniary interest</b><br>There were no declarations of pecuniary interest relating to this Agenda.  |        |
| 3                                     | <b>Declarations of any confidential matters</b><br>There were no declarations of confidential matters relating to this Agenda.  |        |
| 4<br>4a<br><br><br><br><br><br><br>4b | <b>Minutes from the last meeting and actions</b><br>The Clerk asked if there was any feedback on the minutes from the last Full Governing Body meeting.<br><br><b>All Governors agreed that the minutes were accurate, there were no matters arising, so happy to adopt these minutes.</b> The Vice Chairs signed a copy of these minutes and they will be filed in the Governors Folder kept in the office.<br><br>Actions:<br>1 – Rescheduled for the 4 <sup>th</sup> October<br>2 – Ongoing<br>3 – Ongoing. MM and CW will meet virtually<br>4 – Complete and can be removed<br>5 – New parents will be asked at the Parents Evening on 13 <sup>th</sup> October<br>6 – This will be fed back at the Strategy Group. Item complete and will be removed<br>7 – This will be covered in the meeting under an agenda item |        |
| 5<br>5a                               | <b>Membership of the Governing Board</b><br><u>Election of Chair and Vice Chair</u><br>Gary Booth confirmed that he is happy to continue as Chair of Governors. The Clerk asked the Governors if there were any objections and to raise their hands in agreement. <b>The governors voted unanimously in agreement.</b><br><br>Peta Rainford and Matt Searle confirmed they are happy to continue as joint Vice Chair. The Clerk asked the Governors if there were any objections and to raise their hands in agreement. <b>The governors voted unanimously in agreement.</b>  |        |

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| <p>5b</p> <p>5c</p> <p>5d</p> <p>5e</p> | <p><u>Decide Committee structure</u><br/>St Helens Primary consist of two committees, Strategy and Resources. The governors feel this works well.</p> <p>Finance and Resources – TOR were sent prior to this meeting and a copy is attached to the minutes. Nominations were cast for the Chair of this committee. The governors nominated MM to assume this role. This group is to include 3 governors, the Headteacher and the Bursar. MS and GBo confirmed they will sit on this committee. <b>MM will check with the Bursar to see if he could do any other day of the week</b> as SM is interested in being a part of this if it can work around her teaching.</p> <p>Strategy – The TOR suggest that the Strategy meeting consists of a quorum of 3 Governors who will report back to the FGB. There was some discussion around the ways these meetings will take place. Nominations for Chair took place and Governors voted for PR who confirmed she will take on this role. <b>Strategy Group terms of condition will need refining at first meeting and bringing to the governing board.</b></p> <p><u>Agree required panels</u><br/>The pay committee will come from the Resources group and will consist of GB, MS and MM.</p> <p>The HTPM panel requires trained governors, PR and MS have received this training and will continue in their roles. A date has been set in November. <b>PR to let MS know the date.</b></p> <p><u>Review and agree Terms of Reference for Resources and Strategy Committee</u><br/>The Clerk sent out the Terms of Reference prior to the meeting a copy is attached to these minutes. <b>These will be reviewed at the first meetings and shared at the next FGB.</b></p> <p><u>Agree 2021/2022 Meeting Dates</u><br/>The Clerk circulated the suggested meeting dates for the Governors to peruse. <b>All Governors agreed to these dates.</b></p> | <p>MM</p> <p>PR</p> <p>PR</p> <p>CLERK<br/>add to<br/>agenda</p> |
| <p>6</p>                                | <p><b>Safeguarding Update</b><br/>The Headteacher gave a verbal update. There are no child protection issues at present. The school had one looked after</p>  |  |

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|    | <p>child who has now moved on to yr7. There was an issue within the school that will be escalated to social services. There are some concerns with regards to child wellbeing and these are being monitored by the teaching team. An internal investigation is taking place with regards to a substance package found in a child's PE kit and this has been reported to the relevant authorities. <b>The governors commended the school for taking the right action.</b></p> <p>It was mentioned by one of the Governors that perhaps the teachers may need some support in being able to identify illegal substances should this come up again. MS worked with the crime reduction team and can put together a presentation for the teaching team if required. Safeguarding is covered at every staff meeting. The Chair also meets with the Headteacher on a weekly basis.</p>   |  |
| 7  | <p><b>Headteachers Report</b></p> <p>The Headteacher sent a written report prior to the meeting and a copy is attached to these minutes. The Headteacher is really pleased with the high standard of teaching and learning within the school. There are some significant needs within the school and 2 children need one to one focus time. This affects the capacity of the small teaching team. There is a NQT who has been stepping in to help on Fridays. The school are currently advertising for a couple of part time posts to help support this. Apprenticeship roles are also being considered.</p> <p>Due to the current pupil numbers, there are 19 children in year 5 and 17 children in year 4. This could potentially result in 36 children in the year 5 and year 6 classes from September 2022. This will be discussed at the Finance committee. <b>The goodwill of the workforce was commended by the Governors.</b> The Headteacher will be looking for variation of tasks that support all children in the teaching and learning.</p> <p><b>Q: Does the 15% free school meals relate to just SEN children or is it across the board?</b></p> <p>A: No, this is across the whole school and not just SEN</p> |  |
| 7a | <p><u>Covid-19 risk assessment</u></p> <p>DfE provide infrequent updates, the school follow the relevant advice. All the staff have been double vaccinated. One staff member is off at the moment and awaiting the PCR test results. New parents were invited in at the end of last summer as the school feel they have all the safety precautions in place. Appointments are being made for early years enquiries</p>   |  |

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| 7b                    | <p>and small assemblies are taking place. The school are trying to open the school up as much as they can. Parents' evening is taking place on the 13<sup>th</sup> October and parents will have the option of a phone call or face to face. The only thing the school will not taking part in is Harvest Festival as this would not be feasible with too many people in the small hall.</p> <p><u>Agree policy review schedule</u><br/>A copy of the schedule was circulated prior to this meeting and a copy is attached to these minutes.</p> <p>The governing body have been working at ways to keep on top of when policies need updating and so created a policy review schedule. The Governors will revisit this at the Strategy meeting and can link it in with the FGB meeting dates. <b>The Clerk commended the Governors on this chart</b> and it will be noted on the FGB minutes what policies were updated and when. A copy of this is kept on google docs so <b>the Clerk and Strategy team can keep this up to date.</b></p> <p>The clerk will take responsibility for FGB policies due to be approved and all other policies that don't need to come to FGB level will go to the relevant committee for approval and then noted and signed off at FGB level. <b>The Clerk will update the procedure notes and circulate.</b></p> | <p>CLERK/PR</p> <p>CLERK</p> |
| 8<br>8a<br><br>8b     | <p><b>Feedback from Groups</b><br/><u>Strategy Group Update</u><br/>PR circulated the notes prior to this meeting and a copy is attached to these minutes.</p> <p><u>Resources/Finance Group Update</u><br/>This group is yet to meet and will set the first meeting date.</p>  |                              |
| 9<br><br>9a<br><br>9b | <p><b>Policies for approval</b></p> <p><u>Children with Health Needs who cannot attend school</u><br/>This policy was circulated prior to the meeting for Governors to peruse. A copy of this policy is attached to the minutes. <b>JB and JL were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b></p> <p><u>SEN Policy</u><br/>This policy was circulated prior to the meeting for Governors to peruse. A copy of this policy is attached to the minutes. <b>JB and JL were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b></p>  |                              |

| 9c                 | <u>Admissions Policy</u><br>This policy was circulated prior to the meeting for Governors to peruse. A copy of this policy is attached to the minutes. The Clerk mentioned that the Governors received 4 different attachments relating to this policy and wondered if this was clear as to what needed to be approved. This is an LA policy which the school adopts accordingly. It was discussed and agreed that the Governing Body will ratify the amendments to this policy which was the main attachment to focus on. <b>JB and JL were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b> |                    |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
|--------------------|---|--------------------|----------------------|-------------|------------------|----|-------------|-------|----|---------------|---------|----|------------|-----|----|------------|-----------|----|----------------|-------------|----|-------------|--|
| 9d                 | <u>Supporting Pupils with medical conditions Policy</u><br>This policy was circulated prior to the meeting for Governors to peruse. A copy of this policy is attached to the minutes. <b>JB and JL were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b>  |                    |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| 9e                 | <u>Intimate Care Policy</u><br>This policy was circulated prior to the meeting for Governors to peruse. A copy of this policy is attached to the minutes. <b>JB and JL were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b>  |                    |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| 10                 | <b><u>Governance Matters:</u></b>   |                    |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| 10a                | <u>Governor training/CPD update</u><br>One of the Governors completed a monitoring visit and the report is attached to these minutes. The Clerk will circulate to the Governors any training emails that come from the Governance Team. The school sign up to the training service and Governors are encouraged to attend a least 2 training sessions per academic year.  |                    |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| 10b                | <u>Strategy for monitoring SIP</u><br>A discussion will need to take place at the next Strategy meeting. Monitoring reports will continue and the governors will look at how visits can resume.   |                    |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| 10c                | <u>Governor roles and areas of responsibility</u><br><table border="1"> <thead> <tr> <th>Area of curriculum</th><th>Governor responsible</th><th>School link</th></tr> </thead> <tbody> <tr> <td>English Literacy</td><td>PR</td><td>Rose Leslie</td></tr> <tr> <td>Maths</td><td>GB</td><td>Sarah Maloney</td></tr> <tr> <td>Science</td><td>JL</td><td>Carly Rees</td></tr> <tr> <td>Art</td><td>JL</td><td>Carly Rees</td></tr> <tr> <td>Computing</td><td>MM</td><td>Jordan Pearson</td></tr> <tr> <td>Early Years</td><td>RL</td><td>Sarah Lacey</td></tr> </tbody> </table>   | Area of curriculum | Governor responsible | School link | English Literacy | PR | Rose Leslie | Maths | GB | Sarah Maloney | Science | JL | Carly Rees | Art | JL | Carly Rees | Computing | MM | Jordan Pearson | Early Years | RL | Sarah Lacey |  |
| Area of curriculum | Governor responsible  | School link        |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| English Literacy   | PR  | Rose Leslie        |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| Maths              | GB  | Sarah Maloney      |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| Science            | JL  | Carly Rees         |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| Art                | JL  | Carly Rees         |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| Computing          | MM  | Jordan Pearson     |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |
| Early Years        | RL  | Sarah Lacey        |                      |             |                  |    |             |       |    |               |         |    |            |     |    |            |           |    |                |             |    |             |  |

|     |   |       |                 |  |
|-----|---|-------|-----------------|--|
|     | Wellbeing   | RL    | Sarah Maloney   |  |
|     | PSHE  | RL    | Louise Allman   |  |
|     | RE  | RL    | Sarah Lacey     |  |
|     | History   | GBo   | Sarah Maloney   |  |
|     | Geography   | GBo   | Sarah Maloney   |  |
|     | Music   | GBo   | Louise Allman   |  |
|     | PE  | GBo   | Lyndsey Shenton |  |
|     | Other areas to be covered:  |       |                 |  |
|     | Pupil Premium   | GBo   |                 |  |
|     | LAC   | GBo   |                 |  |
|     | SEN   | PR    |                 |  |
|     | Equality  | PR/MS |                 |  |
|     | Safeguarding  | MS    |                 |  |
|     | PREVENT   | MS    |                 |  |
|     | Data  | MS    |                 |  |
|     | Health and Safety   | JB    |                 |  |
|     | Development and Training  | PR    |                 |  |
| 10d | <u>Reminder of the Governing Board Code of Conduct</u><br>A copy of this was circulated to the governing body for perusal prior to this meeting. A copy is attached to these minutes. <b>All governors have agreed to abide by this.</b>  |       |                 |  |
| 10e | <u>Review Governing Body Instrument of Governance and agree a plan for managing and filling vacancies</u><br>The Instrument of Governance was circulated prior to this meeting and a copy is attached to these minutes. The school have a co-opted vacancy. The governors complete a yearly skills audit and are looking to recruit around the skill set they may need. The skills audit will be looked at during the first strategy meeting. |       |                 |  |
| 10f | <u>Register of business interests</u><br>The Clerk attached to the agenda a master copy of the pecuniary interest form. <b>Governors need to complete this and return to the Clerk ASAP.</b> Alternatively, Governors can log on to Governor Hub and complete the form this way.  |       |                 |  |
| 10g | <u>Guidance on SFVS</u><br>Guidance was circulated prior to this meeting for Governors to peruse and a copy is attached to these minutes.   |       |                 |  |
| 10f | <u>Collaboration agreement</u><br>This agreement was circulated prior to this meeting for Governors to peruse and a copy is attached to these minutes.  |       |                 |  |

GOVS

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|    | The governors are happy to sit on other boards as and when required.   |  |
| 11 | <p><b>Any other business</b></p> <p><u>Equality Policy</u><br/>MS circulated the above policy after the Strategy meeting</p> <p><u>Car movement at school gates.</u><br/>Some concerns have been raised by parents, a suggestion was made that the school gates should be closed 15 minutes before and after. It was felt that this was not practical.</p> <p><u>Smart payments for snack and lunch</u><br/>Under investigation as this is an alternative to using cash.</p> <p><u>School communication</u><br/>Confusion from parents as communications can be received by paper, email and text. CW clarified that email is first port of call then text messages are sent as a reminder.</p> <p><u>Artsmark</u><br/>SM finished statement of commitment which is a 2-year journey. She will need support from parents, teachers and governors. The focus is on opportunities for drama and dance as CPD for teachers or potentially getting outside people in. The school are looking at extending arts offer for the children. Bigger use of pupil voice. The school will set up an arts council. This is linked to school improvement plan objectives and will involve producing a timeline of events for the school. Governors asked for a link to the artsmart information.</p> <p><u>Staff wellbeing charter needs looking in to</u></p> <p><u>Parish Clerk wishing to make contact</u><br/>JB is the chair of parish council and the parish clerk would like to make contact with CW. Platinum jubilee will include a village fair with involvement from the school as well as a commemorative tree.</p> <p><u>Health and Safety and Safeguarding committee</u><br/><b>JB, MS, CBo will sit on this committee</b></p> |  |
| 12 | <p><b>Any confidential business</b></p> <p>None</p>  |  |



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|----|--|--|
| 11 | <b>Date of next meeting</b><br>Wednesday 1 <sup>st</sup> December at 5pm |  |
|    | <b>The meeting closed at 7:20pm</b>                                      |  |

### **Actions Summary:**

| <b>Item</b> |   | <b>Assigned</b> | <b>Status</b> |
|-------------|---|-----------------|---------------|
| 1           | MFL to be discussed with RK   | CW              | Ongoing       |
| 2           | Well-Being working party set up   | SM/RL           | Ongoing       |
| 3           | MM to meet with CW to further computer discussion   | CW/MM           | Ongoing       |
| 4           | Ensure governor information is more explicit on website   | CW/WH           | Complete      |
| 5           | Invite parent views on what might be included on website  | CW              | Ongoing       |
| 6           | Governors to make regular checks on school's website  | All             | Complete      |
| 7           | Propose future dates for FGB  | CW/GBo          | Complete      |
| 8           | <b>New action</b> – MM to liaise with Bursar to see if the Resources Committee can be held on another day of the week         | MM              |               |
| 9           | <b>New action</b> - Strategy Group terms of condition will need refining at first meeting and bringing to the governing board | PR              |               |
| 10          | <b>New action</b> – Add review of Strategy and Resources Terms of Reference to next FGB Agenda                                | CLERK           |               |
| 11          | <b>New action</b> – Update policy review schedule and circulate new procedure   | CLERK           |               |
| 12          | <b>New action</b> - Governors to complete register of business interest form  | GOVS            |               |
| 13          | <b>New action</b> - PR to let MS know the date of HTPM Panel.   | PM              |               |