



St Helens Primary School

Full Governing Body Meeting Minutes **Wednesday 9th February 2022 5:30pm**

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)	LA Governor
Sarah Maloney (SM)	Staff Governor
Rebecca Lovell (RL)	Parent Governor
Matt Searle (MS)	Parent Governor

In Attendance:

Claudine Russell	Clerk
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Absent:

Michael Murwill (MW)

**This meeting was quorate
with 7 Governors present**

Decisions

Actions

Challenge

Support

Item		Action
1	<p>Apologies The Chair welcomed everyone to the meeting. There were apologies from MM. The Chair also advised the Governors that MM has handed in his resignation from the end of February 2022.</p>	
2	<p>Declarations of pecuniary interest There were no declarations of pecuniary interest relating to this Agenda.</p> <p>The Chair reminded Governors to log into Governor Hub and register their interests.</p> <p>Clerk will send link to MS who cannot log in</p>	CLERK
3	<p>Declarations of any confidential matters There were no declarations of confidential matters relating to this Agenda.</p>	
4 4a 4b	<p>Minutes from the last meeting and actions The Chair asked if there was any feedback on the minutes from the last Full Governing Body meeting.</p> <p>All Governors agreed that the minutes were accurate, there were no matters arising, so happy to adopt these minutes. PR proposed and JB seconded in agreement that the minutes are an accurate record.</p> <p>Actions: 1 – Headteacher has not seen RK (LLP) but she is coming to the school next week for an audit. RK is also leaving at the end of the academic year and will be replaced by a new LLP. Headteacher will email new LLP, Louise, to discuss. Modern Foreign Language seems light in this school, from a curriculum point of view. St Helens would like to know what other schools are doing 2 – Complete 3 – Complete 4 – The Clerk has sent some items over to the Chair and the Chair has updated the front page. There was some discussion around Governor bios on the website, no more than 100 words. It was agreed that Governors would action this and send to the Headteacher. 5 – Complete 6 – Ongoing 7 – Ongoing 8 – Complete</p>	GOVERNORS

5	<p>Safeguarding Update</p> <p>The Chair reiterated that as Safeguarding is such an important issue this will be covered as a separate agenda item as well as within the Headteachers report</p> <ul style="list-style-type: none"> ➤ Internet Safety Day took place and KS2 assembly took place with follow up work in class ➤ Staff training ongoing on a weekly basis ➤ Weekly meetings with a safeguarding element and also includes training updates ➤ Safeguarding is the responsibility of everyone and the Headteacher has shared links with Governors. It was suggested these were shared in a google doc for ease of reference ➤ Police are keen for greater partnerships and have shared referral forms. There was a graffiti incident recently in the village, the school were unaware of this ➤ Safeguarding review is taking place on Wednesday with Rebecca Kingsland, LLP. The designated Safeguarding Governor, MS, is also attending ➤ LADDO location has changed as no longer on the Island so schools are using Hampshire for a 6 month trial period 	
6	<p>Headteachers Update</p> <p>The Headteacher circulated a report prior to this meeting and a copy is attached to these minutes. The Chair asked the Governors if they had any questions:</p> <p>Q: It was mentioned in the update around phonics and the need for a new scheme, what's the progress on this?</p> <p>A: Had a staff meeting today, Hampshire keen for all schools to adopt a recognised Phonics scheme which would include training programmes and resources such as new books. Certain books will target certain sounds. The school do have a scheme but this is not recognised nationally. A lot of the materials the school have are out of date. This will be a costly impact on the budget for the training and books, in the region of £5,000+. By the Spring the school must identify a scheme they are interested in and have someone coming in to help identify such schemes.</p> <p>Q: Do we have to have a new system by the deadline?</p> <p>A: The school must have plans in place and will be looking at changing the books. The expectation is that learning phonics is different from the love of reading. The school</p>	

widely promote a love of reading. Carly, who is a Teacher at the school is working with Jo Kenyon, Hampshire English Advisor to discuss options. The new LLP has an early year's background so the school will also seek advice from her

Q: Is this a legal requirement?

A: This is not a legal statutory requirement, if you can justify why you are not part of a scheme then this could be sufficient

Q: The report states that the schools strengths are sound ARE judgement in years R, 1, 2 and 6, is this the case?

A: This was comments by the LLP during her last visit

Q: The report states that there is a lack of evidence around narrative write, what is that?

A: This is creative writing such as story writing, this is an area of development and the teachers are giving the children more opportunities to write.

Q: What is MAPPA?

A: Multi Agency Public Protection Arrangements for violent and sexual offenders

Q: You mentioned some concern about expectations from staff, what are the changes looking like?

A: This report reflects the changes and has been written more directed at strategic leadership.

A confidential minute was recorded separately.

The Chair expressed some concerns about the expectations and demands on teachers, across all schools. There was some discussion around this.

From September 2022 St Helens will be staffed by all part time teachers, this could be a positive step towards staff wellbeing.

Q: SM is taking the lead on wellbeing for children and adults; who looks after her?

A: Its more of a leadership role and involves everyone within the school community. SM is supported by the team.

The school are also aware of an impending Ofsted inspection and the staff are in line with improvements.

	<p>There are some subjects which are not strong, and some plans are in place. The school monitoring has been the focus during strategy meetings. New ways of working have been introduced to ensure the school has evidence to support this. The main focus is on safeguarding and teaching and learning effectively. The Ofsted deep dive concern could be computing and MFL as these are not as strong. As part of the staff's performance management courses have been researched in relation to PE.</p> <p>Attendance was low during January, mostly in year 6. Some children were off for a significant amount of time which was up to 10 days. All of these were covid related. Pupil numbers are now significantly higher again.</p> <p>Ofsted will want to know how the school are closing the gap for those children who are struggling with their learning during the pandemic. The school are very much focused on knowing the children and identifying where their individual gaps are. This is being achieved through individual sessions for small amounts of time.</p> <p>Putting a plan together to ensure the school have a strategic outlook to push the school forward.</p> <p>The governors thanked the Headteacher for the report.</p>	
7	<p>Budget Update <u>2022/2023 Budget Position</u> KW was not present during the meeting. An update will be given at the next meeting.</p>	
8	<p>Feedback from Strategy Group The minutes from the last meeting were circulated to the Governors, highlights were:</p> <ul style="list-style-type: none"> ➤ Monitoring table was drawn up. Looked at RAG ratings which were sent to Jo Pryce-Jones at Hampshire Governor Services and agreed this is a good reference point. JPJ suggested including safeguarding and budget as explicit items in addition to the items around priorities. ➤ The school improvement plan is very general and Governors would like to know what areas they can focus on and where Governors roles fit in. This is being discussed prior to the next strategy meeting 	

	<p>➤ Monitoring of the school website also needs to be completed and this was looked at during the meeting. MS will liaise with FOSH to get a users view of the website</p>	
9	<p>Feedback from Resources Group A meeting will be taking place in MM's absence. Further information to follow at the next FGB.</p>	
10	<p>Policies for approval.</p>	
10a	<p><u>Appraisal and Capability (via Resources Group)</u> This policy was reviewed at the Resources Group.</p>	
10b	<p><u>Attendance Policy</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p>	
10c	<p><u>Complaints Procedure</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p>	
10d	<p><u>Data Protection</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p>MS informed the Governors that there are some changes with regards to Data so the policy will need to be updated once this information has come to light. Clerk to add to next agenda</p>	CLERK
10e	<p><u>Early Years Foundation Stage</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p>An amendment will be made due to the baseline assessment</p>	
10f	<p><u>Health and Safety</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p>Appendix A will need to be amended as it states the incorrect name.</p>	
10g	<p><u>Marking Policy</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p>	

<p>10h</p> <p>10i</p> <p>10j</p> <p>10k</p>	<p><u>Staff disciplinary, conduct and grievance</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p><u>Statement of procedures dealing with allegations of abuse against staff</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p><u>Teachers Pay</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p><u>Fair Access Protocol</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p>The Governors expressed some views that the policies need to come to the Governing Body in a ready to review state as some of the dates were outdated and not all of the policies were attached in their entirety. It was suggested that the review date is left blank until the Governors have reviewed at the FGB meeting.</p> <p>The Governing Board will approve policies during the meeting and then the Headteacher will amend the date and arrange for it to be put on the website.</p> <p>All of these polices were reviewed and proposed by SM, seconded by MS.</p> <p>The Clerk will update the policy review schedule and send these approved policies to the school office.</p>	<p>CLERK</p>
<p>11</p>	<p>Governor Reports It was agreed that the Governors would circulate monitoring visit reports to the Governing Body as and when the visits are completed. This means that there is not too much information attached to the agenda.</p> <p>The Governors have read and digested all the reports sent to date and the Chair thanked the Governors for the quality of the reports.</p> <p>Q: Do we know how many children from preschool may be joining the school?</p>	

	<p>A: The numbers from the local authority confirmed that 10 children put St Helens as a first-choice school, 6 children as a second choice and 7 children as a third-choice school.</p> <p>Q: During PSHE visit, road safety was raised and the concerns around the road to the school</p> <p>A: There have been many discussions over the years, a zebra crossing was not an option due to the junction. Many children walk to school and the older children meet their parents at the park. Road safety is covered throughout the school as well as advising children and parents about wearing helmets. Road safety initiatives have taken place in school before and this can be covered on wellbeing day.</p> <p>There was some discussion around the barriers by the main road. This would need addressing with Island roads. JB will investigate this.</p>	JB
12	<u>Governance Matters:</u>	
12a	<p><u>Governor training update</u> Governors to try and attend 2 training courses per academic year.</p> <p>PR attended SEND training recently.</p> <p>The Chair would like SM to re-create the training on how teachers assess pupils progress at the beginning of the summer term. The suggested date was Wednesday 27th April at 5:30pm for 1 hour. All Governors to attend.</p>	GOVERNORS
12b	<p><u>Update on Wellbeing Working Party</u> SM and RL confirmed this is a multi-teaching party, going for the bronze award. Mental health leadership needs a new strategy for wellbeing for staff and children and SM is working on this to launch from September. SM will send info to the Clerk for circulation prior to the next meeting.</p>	SM/CLERK
12c	<p><u>Governor SFVS contribution</u> GBo and MS will meet to discuss this as they form the Resources committee.</p>	GBo/MS
12d	<p><u>Governor monitoring update</u> This was discussed above.</p>	
12e	<u>Terms of Office update</u>	

12f	<p>The terms of office for SM, Staff Governor is due to expire in May 2022, therefore a decision will need to be made at the next FGB Meeting on the 30th March 2022. Clerk to add to the Agenda.</p> <p>The terms of office for GBo, Cop-opted Governor, is due to expire in July 2023 so a decision will need to be made at 25th May FGB meeting.</p> <p><u>Governing Board Health Check</u> This is available on Governor Hub and the Chair encouraged all Governors to log on and complete this.</p> <p>An application has been received for the co-opted governor vacancy. GBo will meet with her following the guidance from the governor recruitment policy. If the candidate is interested in the role and the match is right then she will be invited to the March FGB where a vote will take place.</p>	<p>CLERK</p> <p>GBo</p>
13	<p>Any other business JB advised the Governing Body that as part of the Jubilee celebrations in the village the parish would like the school to be involved. SM will speak with JB regarding this.</p>	SM/JB
14	<p>Any confidential business None</p>	
15	<p>Date of next meeting Wednesday 30th March 2022</p>	
	The meeting closed at 7:15pm	

Actions Summary:

Item		Assigned	Status
1	MFL to be discussed with RK	CW	Complete
2	Well-Being working party set up	SM/RL	Complete
3	MM, MS, KW and GBo to meet and scrutinise the budget.	MM, MS, KW, GBo	Complete
4	MS, RL and GBo to meet with SM to look at the data in the provision maps	MS, RL, GBo	Complete
5	MS to make sure single central record is checked termly	MS	Complete

6	Clerk to update policy schedule and share ratified and signed policies with the office team.	CLERK	Ongoing
7	Governors to go on to Governor Hub and update register of business interests	GOVERNORS	Complete
8	Clerk to prepare information for the Governors section of the website and forward to the office.	CLERK	Ongoing
9	New action – Governors to send bios to the Headteacher, no more than 100 words	GOVERNORS	
10	New action – Clerk to add Data Protection update to next Agenda	CLERK	
11	New action – Clerk to update policy review schedule and send policies to the office once signed by Chair	CLERK	
12	New action – JB to investigate barriers at the end of the road	JB	
13	New action – Attend training on Assessing Pupils Progress on 27 th April at 5:50pm	GOVERNORS	
14	New action – SM to send info on Wellbeing Working Party to the Clerk prior to the next meeting	SM/CLERK	
15	New action – GBo and MS to meet to discuss SFVS	GBO/MS	
16	New action – Add Staff Governor terms of office to next Agenda	CLERK	
17	New action – Meet with prospective new Governor	GBO	
18	New action – Discuss schools involvement in Jubilee celebrations	SM/JB	