



## **St Helens Primary School**

### **Full Governing Body Meeting Minutes** **Wednesday 30th November 2022 5:30pm**

|  |   |  |
|--|---|--|
| <b>Present:</b>  |   |  |
| Gary Booth (GBo)<br>Carl Wake (CW)<br>Peta Rainford (PR)   | Co-opted Governor<br>Headteacher<br>Co-opted Governor   |  |
| Jacqui Lamb (JL)<br>Johnathan Bacon (JB)<br>Sarah Maloney (SM)<br>Sarah Elliott (SE)<br>Christine Popple (CP)<br>Rebecca Lovell (RL) | Co-opted Governor<br>LA Governor<br>Staff Governor<br>Co-opted Governor<br>Co-opted Governor<br>Parent Governor |  |
| <b>In Attendance:</b>  |   |  |
| Sharon Marlton<br>Katie Haugh - Observing the meeting for professional development as a potential clerk.                             | Clerk   |  |
| <b>Absent:</b><br><br>Matt Searle (MS)<br><br><b>This meeting was quorate with 9 Governors present</b>                               |   |  |

Signed .....

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|   | <p>possibility of Volunteers working alongside the trail which borders the school.</p> <p>JB also discussed the possibility of an environmental group in the Community.</p>  |                            |
| 5 | <p><b>Headteacher's Report</b></p> <p>The Headteacher circulated a report prior to this meeting and a copy is attached to these minutes.</p> <p><b>GBo said this was a comprehensive report.</b></p> <p><b>CW noted that attendance for this period last year is very similar to this year. Attendance is generally good.</b></p> <p><b>GBo commented that Attendance is an Island issue.</b></p> <p><b>Q. by PR</b></p> <p><b>Where is the Milestone Data for this term?</b></p> <p><b>CW replied that the data predictions have been included in the report.</b></p> <p>GBo and CW will arrange a data meeting and a report will be prepared.</p> <p>There is a possibility of a Phonics Inspection in 2023. Phonics and Reading are a large part of an Ofsted Inspection.</p> <p>Hants EYFS Advisor agreed there was good practice in Foundation Stage.</p> <p><b>Q. RL asked that if there were any issues with EYFS then she should be made aware so that she could discuss with the EYFS teachers.</b></p> <p>There was also a discussion on the views of EYFS children. These should take place in the classroom.</p> <p>RL was invited to an Early Years meeting on 11th January with CW and LA.</p> <p>RL also stated it would be useful to have national early years predictions .</p> <p><b>Q. What is expected progress?</b></p> <p><b>GBo ACTION Focus more tightly on actions of LLP. This will be discussed at the next Strategy Meeting.</b></p> <p><b>Q. PR Can you explain Acronyms in future.</b></p> <p>CW agreed that in future Acronyms will not be used and written in full.</p> <p><b>ACTION GBo asked the Clerk to share the Document of Acronyms with the Governing Body.</b></p> <p>The Governing Body were told that KW the Bursar will be leaving at Christmas. A replacement is possibly available to start in January 2023.</p> <p>A Safeguarding Review by the Local Authority took place. A positive report is awaited.</p> <p>The LLP also gave a positive review of Safeguarding. She met with MS. An issue on Privacy was spotted.</p> | <p>PR/GBo</p> <p>Clerk</p> |

Signed .....

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| 6 | <b>Safeguarding included in Headteacher Report</b>   |     |
| 7 | <b>Feedback from Strategy Group</b>  |     |
| 7 | <u>Minutes from the last meetings</u>  |     |
| a | <p>These were circulated prior to this meeting and a copy is attached to these minutes.</p> <p>It was agreed that reports will be sent to the Clerk.</p> <p>The reports can also be attached to the Governor Monitoring grid.</p>  |     |
| 7 | <b>Feedback from Finance/Resources Group</b>   |     |
| b | <p>An Interim Budget Statement was circulated to the Governors at the FGB meeting. See attached.</p> <p>GBo and CW met with KW earlier on 30th November before FGB.</p> <ul style="list-style-type: none"> <li>There is a Cumulative Surplus of 19,681 2022/23 but this is only just breaking even in 2023/24 and a Deficit in 2024/25.</li> </ul> <p><b>Q. SM Why is there a Deficit?</b></p> <p>GBo replied that this is based on projections such as Salary and Energy Bill. It is also based on an Island Wide dip in Pupil Numbers.</p> <p>St Helens numbers are growing however. The pupils at St Helens come from multiple areas of the Island.</p> <p>There was a discussion on PAN numbers. Our PAN is 15 and if this is increased the knock-on effect will result in a potential class size of 30+ in KS1. This contravenes the government pledge that no class will be above 30 in KS1. It also presents on-going bulges in KS2. The current building capacity would also be compromised.</p> <p><b>Q. SM item 108b Why is income for some facilities reduced in 2023/2024?</b></p> <p><b>ACTION GBo to check Item 108b with KW.</b></p> <p>The Interim Budget will be submitted to the LA on 1/12/2022. It was signed by both CW and GBo.</p> <p>The Pay Committee made recommendations which were included in the budget.</p> <p>The Pre-School License was extended for a further three years. A meeting will take place on 5th December where terms and conditions will be agreed with SS (Pre-school Manager).</p> | GBo |
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Signed .....

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| 7<br>d                                    | <p>There was a discussion on the multiple monitoring reports. EYFS</p> <p>Q RL asked whether funds would be available for improvement of EYFS outside area?</p> <p>CW is awaiting final cost of The Cabin to see if any Capital Funding can be allocated to the EYFS outside area.</p> <p>SEN Monitoring Report will be available for the next FGB meeting.</p> <p>PR reported that the SENCO is frustrated about the lack of private personal hygiene provision for the KS2girls.</p> <p>There is also a KS1 pupil with physical difficulties who will not be able to access KS". There is a possible inadequacy for children with SEN physical needs.</p> <p>CW agreed to discuss the possibility of a Sensor Light on the steps to the main building.</p> <p>The KS2 mobile also needs to provide a disabled toilet.</p> <p>ACTION SENDCO to seek expert advice and support on the relevant KS1 child.</p> <p>It was agreed to trial an upgrade on the Gov Hub.</p> <p>ACTION Clerk to arrange a month's trial starting in January 2023</p> | <p>HG/PR</p> <p>CW</p> <p>Clerk</p> |
| 8<br>8<br>a<br><br><br><br><br><br>8<br>b | <p><b>Policies for approval.</b></p> <p><u>SEN Policy</u></p> <p>This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p>PR felt the model used was lacking in personal St Helens detail.</p> <p><b>PR proposed, JB seconded this policy.</b></p> <p><u>PolicyMental Health and Wellbeing Policy</u></p> <p>This policy was circulated prior to this meeting and a copy is attached to these minutes. It was agreed to review this policy annually.</p>   |                                     |

Signed .....

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|        | <p>SM will be drawing up an Action Plan.<br/>It is intended to Survey Parents and Children.<br/>This will then be linked to the National picture.<br/><b>Proposed by RL and seconded by JL</b></p> <p>Policies that have been adopted by the LA will be reviewed by Strategy.<br/>Home based Policies will be scrutinised by FGB.</p>  |       |
| 9      | 9 not used as Agenda numbered incorrectly.   |       |
| 0      | <p>10a) Agreed format for Monitoring Visits agreed at Strategy</p> <p>10b) <b>ACTION</b> - Clerk to contact Governors who have not yet updated the register of pecuniary interests on the Governor Hub</p> <p>10c) The Governors have agreed that all documentation for the FGB meeting will be submitted at least 7 days before the meeting so that it can be circulated alongside the Agenda 7 days prior to FGB<br/>If any Governor wishes to add a new Agenda item please contact the Chair.</p> | Clerk |
| 1<br>1 | <p><b>Any other business</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A book has been donated by Author Dr Maggie Aderin Pocock<br/><i>"Am I made of Stardust?"</i></li> <li><input type="checkbox"/> Donations received from Village of Angels will be donated to the School.</li> <li><input type="checkbox"/> <b>ACTION</b> - GBo intends to engage with FOSH on their thoughts on how we can improve the interface between school and parents.</li> </ul>             | GBo   |
| 1<br>2 | <p><b>Any confidential business</b></p> <p>None</p>  |       |
| 1<br>3 | <p><b>Date of next meeting</b></p> <p>Wednesday 1st February 2023</p>  |       |
|        | <b>The meeting closed at 7:20pm</b>  |       |

Signed .....

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**Actions Summary:**

| <b>Item</b> |  | <b>Assigned</b> | <b>Status</b>                              |
|-------------|--|-----------------|--|
| <b>1</b>    | Clerk to prepare information for the Governors section of the website and forward to the office.   | Clerk           | Ongoing                                    |
| <b>2</b>    | JB to update on Parish Public Traffic meeting in relation to safety risk to children entering and exiting the school.<br>JB however will request a targeted presence of a Parking Enforcement Officer. | JB              | New Action as there are no further updates |
| <b>3</b>    | Chair to set up meeting with LLP Louise Close who would like to come and discuss data  | GBo             | Meeting took place.                        |
| <b>4</b>    | Contact Parish Clerk re Grounds Maintenance Provider.  | Head CW         | Complete                                   |
| <b>6</b>    | New Action Clerk will contact Di Hiscock to ascertain the legal requirements that the Governors must include on Web-Site.  | Clerk           | Done                                       |
| <b>7</b>    | Governors to send bios to the Headteacher, no more than 100 words. Headteacher to inform clerk which Bios are outstanding.   | Governors       | Ongoing                                    |
| <b>8</b>    | New ACTION GBo asked the Clerk to share the Document of Acronyms with the Governing Body.  | Clerk           |  |
| <b>9</b>    | New ACTION GBo to check Item 108b of the budget with KW.   | GBo             |  |
| <b>10</b>   | New ACTION SENDCO to seek expert advice and support on the relevant KS1 child.   | SEND/CO/PR      |  |
| <b>11</b>   | New ACTION Clerk to arrange a month's trial of full Governor Hub starting in January 2023  | Clerk           |  |
| <b>12</b>   | ACTION - Clerk to contact Governors who have not yet updated the register of pecuniary interests on the Governor Hub   | Clerk           |  |

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|  | GBo to engage with FOSH on their thoughts on how we can improve the interface between school and parents. | GBo |  |
|--|---|-----|--|

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