



**St Helens Primary School**  
**Full Governing Body**  
**Wednesday 13<sup>th</sup> July 2022 5:30pm**

<b>Present:</b>		
Gary Booth (GBo) Carl Wake (CW) Peta Rainford (PR)	Co-opted Governor Headteacher Co-opted Governor	
Jacqui Lamb (JL) Johnathan Bacon (JB) Sarah Maloney (SM) Rebecca Lovell (RL) Christine Popple (CP) Sarah Elliott	Co-opted Governor LA Governor Staff Governor Parent Governor Co-opted Governor Co-opted Governor	
<b>In Attendance:</b>		
Claudine Russell	Clerk	
<b>This meeting was quorate with 8 Governors present</b>		

**Decisions**

**Actions**

**Challenge**

**Support**

Item		Action
1	<p><b>Apologies</b> The Chair welcomed everyone to the meeting.</p> <p>New Governor, Sarah Elliott, is attending this meeting. SE will need a school email address.</p>	
2	<p><b>Declarations of pecuniary interest</b> There were no declarations of pecuniary interest relating to this Agenda.</p>	
3	<p><b>Declarations of any confidential matters</b> There were no declarations of confidential matters relating to this Agenda.</p>	
4	<p><b>Minutes from the last meeting</b></p> <p>4a) Accuracy and Adoption The minutes from the last meeting were circulated prior to this meeting. The Chair asked the Governors to check the accuracy of the minutes. <b>All Governors agreed these minutes were a true reflection and agreed to adopt them. PR approved and MS seconded</b></p> <p>4b) Matters arising, review action log 1 – There were some issues with access, the host is being changed and this is still in hand due to security issues 2 – SM, PR, RL, GBo and MS have completed, others to please send in preparation for September 3 – Questions and proposals are being put forward to the council, further information to follow 4 – Complete 5 – Complete 6 – Complete 7 – H&amp;S Policy has been reviewed and the amendments have been made 8 – Complete 9 – Pay policy will be reviewed by in the autumn 10 – Complete</p> <p>5:35pm – JL joined the meeting</p>	
5	<p><b>Headteachers Update</b></p> <p>The Headteacher provided the Governing Body with a written report prior to this meeting. The SEF is a review of the school</p>	

	<p>throughout this academic year. A new one has been started with a picture of how things are now.</p> <p>The Chair advised the Governing Body about a visit yesterday from the LLP (Leadership and Learning Partner). The Chair explained a little about the background of the LLP and how often they come to visit the school. A report is provided at the end of these visits and the results are feedback to the Governor's.</p> <p>The Headteacher advised that yesterday's visit was a little different as the attainment results are now available so the meeting formed more of a review of this data. The LLP was happy with safeguarding, but none of the other measures were discussed or monitored. The school have slightly different cohorts due to being a smaller school and this affects the data. The school also have quite a few children with an EHCP and there is no recognition of this when it comes to the data results. Some of these children have made excellent progress. 2 years of minimal face to face support and no SATs results but now SATS are back it seemed that all other factors were secondary to the results. This pressure is affecting staff morale. This school is also attracting children with quite some significant needs and despite their needs they are still expected to meet ARE.</p> <p>There was some discussion around small school models. St Helens has always been a popular school and there was talk about extending the Year R intake as we can currently only take 15 children in this year group.</p> <p>The Headteacher said there were some positives from the meeting and things for him to consider.</p> <p><b>Q: What are some of the positive suggestions?</b>  A: It will be interesting to see how the new LLP works. As a recent working HT she will have good experience to offer.</p> <p><b>Q: Is there an issue with not having ready made answers and is there something else the school should be conveying?</b>  A: Not really, as the data doesn't lie and the pandemic has caused disruption. She advised that in Year 3 to target these children, something which the school are aware of. The quality of teaching in this school is very good. The progress and results are cohort dependant</p> <p><b>Q: Are you being compared to the larger schools?</b></p>	
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	<p>A: It is always a percentage</p> <p><b>Q: Do you think there is any agenda with this school and Hampshire's concern about the smaller schools?</b></p> <p>A: A good number of Headteachers have left, there is a huge change due to teaching pressures. Next term there are meetings taking place with small school Headteachers</p> <p>Progress measures are the same in every school and this carries on to secondary school.</p> <p>Ofsted will already have the data when they visit and can see that the data does not match with what the inspectors see in the classroom.</p> <p>One of the parent governors commented how engaged with the pupils this school is and what a great learning environment this is for the children who enjoy learning</p> <p>In September there are 15 children in Year R so a full cohort. There was a positive welcome evening, half a day transition for new children and 2 day transition for year 6 children. There have been internal transitions within the school as children go and explore their new classroom and teacher in preparation for the new academic year.</p> <p>The Chair has received an email from the new LLP who would like to come and meet with Governors to cover data.  <b>The Chair would welcome this and will set up a date.</b></p> <p>MS is involved in a charity for disadvantaged children and met families who were disappointed that their child did not have a place at St Helens as the reputation for helping children with additional needs is excellent.</p>	CHAIR
6	<p><b>Budget Update</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Finance meeting recently and all is looking healthy</li> <li><input type="checkbox"/> This will be reviewed again with the monitoring statement in the autumn term</li> </ul>	

7	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Considering CPOMS where information is stored on the staff server. Logs all concerns and the history can be reviewed. Everything is in one place and this is very secure</li> <li><input type="checkbox"/> Single Central Register is looking better</li> <li><input type="checkbox"/> No child protection issues</li> <li><input type="checkbox"/> Full staff Child Protection training on Monday 5<sup>th</sup> September, all Governors are invited to attend</li> <li><input type="checkbox"/> Safeguarding will continue to be monitored</li> </ul>	
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8	<b>Feedback from Strategy Group</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minutes were circulated this morning</li> <li><input type="checkbox"/> The main thing to note is the SIP (School Improvement Plan) there is a column for Governor monitoring</li> <li><input type="checkbox"/> Governors need to add a link from monitoring visit to tie in with the SIP</li> <li><input type="checkbox"/> A Governors get together is proposed for 7pm at The Vine on Monday</li> </ul>	
9	<b>Feedback from Resources Group</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Grounds maintenance contract has expired, the service charge for this had risen by 37%</li> <li><input type="checkbox"/> The Headteacher has researched an alternative as the Caretaker has expressed an interest in extending his contract and undertaking these duties. The Headteacher has spoken to the insurance department and health and safety department who do not have any issues with this. A risk assessment needs to be carried out and protective clothing needs to be supplied</li> <li><input type="checkbox"/> JB suggested speaking to the Parish Clerk to see if there are other options with regards to a new provider, or equipment hire etc. <b>Headteacher will contact the Parish Clerk</b></li> <li><input type="checkbox"/> CP has another contact at the cricket club who may be able to help with cutting the grass</li> <li><input type="checkbox"/> KW presented issue around Teachers pensions due to changes with legislation. <b>The Chair proposed that the school can realign the recruitment and retention payment to ensure that nobody is penalised. MS seconded and all Governor's approved</b></li> </ul>	HEAD
10	<b>Feedback from Wellbeing working party</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> SM asked if all Governors can complete the competency tool and share with her as a self-assessment</li> <li><input type="checkbox"/> Some of the links in the document don't work, use the key words within the document to search for these</li> <li><input type="checkbox"/> This is a work in progress and will be reviewed at the next meeting</li> </ul>	

11	<b>Policies for approval</b>	
11a)	<p>E-Safety</p> <p>This policy was circulated prior to the meeting. There is a proforma at the end that Teachers and Governors are due to sign. This is only if school machines are being used or using own machine and connecting to the school wifi.</p>	
11b)	<p>Photographic Images</p> <p>This policy was circulated prior to the meeting. This policy combines with image consent form that the school will send out. There are specific instructions that need to be followed in this so the Headteacher will need to make a verbal statement at school events such as Sports Day</p> <p><b>Q: What is the status of the CCTV?</b></p> <p>A; It does not operate, there are stills at the door.</p> <p>MS has offered to look in to the CCTV</p>	
11c)	<p>Privacy Policy</p> <p>This policy was circulated prior to the meeting. This policy also combines with image consent form that the school will send out</p>	
11d)	<p>Charing and Remissions</p> <p>This policy was circulated prior to the meeting. There is no reference to fees here which might need changing. This is something to consider depending on the circumstances.</p>	
11e)	<p>Governors Allowances</p> <p>This policy was circulated prior to the meeting.</p> <p><b>All policies proposed by JB, seconded by JL</b></p>	
12	<p><b>Governors Reports</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Chair thanked the Governors for submitting their reports, these were very detailed and well received</li> <li><input type="checkbox"/> Other visits are taking place within the next week and reports will follow</li> <li><input type="checkbox"/> There was some discussion around healthy eating being promoted more in school and literature to go out to the parents in the new academic year</li> </ul>	
13	<p><b>Governance Matters</b></p> <p>7:10pm – JB left the meeting</p>	

13a )	<p>Governor training update</p> <p>Governors need to undertake more training from September as they have signed up to the training contract. This will be reported on in more detail during Governor meetings. The training programme will be looked at during the next meeting</p> <p>There are some issues with availability of training courses, such as Governor Inductions and Safeguarding for new Governors</p>	
13b )	<p>Governor recruitment update</p> <p><input type="checkbox"/> The Governing Body is now full and complete</p>	
13c )	<p>Governor monitoring update</p> <p>Already reported on.</p>	
13d )	<p>Co-opted Governor terms of office</p> <p>Current terms of office due to expire this month so Governors need to vote</p>	
13e )	<p>GBo is happy to continue as a Co-opted Governor. GBo left the meeting</p> <p><b>The governors voted to re-elect CBo as Co-opted Governor for a term of 4 years. The Clerk will update Governor Hub.</b></p> <p>Agree meeting dates for 2022/2023</p> <p>The Clerk provided the Governing Body with suggested meeting dates for the next academic year.</p> <p><b>All Governors were happy with these dates and they were agreed</b></p>	CLERK
14	<p><b>Any other business</b></p> <p><input type="checkbox"/> Traffic meeting in the village – school to advise parents about considerate parking</p> <p><input type="checkbox"/> Funding has been received from FOSHH for many new items for the school with lots of ideas for next year. There was also some discussions around funding available for families who need support with school uniform</p>	



	<input type="checkbox"/> Governors could get something separately for staff members who are leaving  <input type="checkbox"/> Appointed a new Clerk today and the Chair thanked the current Clerk for her hard work the last academic year	
15	<b>Any confidential business</b> There was no confidential business	
16	<b>Date of next meeting</b> – Wednesday 21 <sup>st</sup> September at 5pm	
	<b>The meeting closed at 7:25pm</b>	

### **Actions Summary:**

Item		Assigned	Status
1	Clerk to prepare information for the Governors section of the website and forward to the office.	CLERK	Ongoing
2	Governors to send bios to the Headteacher, no more than 100 words	GOVERNORS	Ongoing
3	JB to investigate barriers at the end of the road	JB	Ongoing
4	SM to send info on Wellbeing Working Party to the Clerk prior to the next meeting	SM/CLERK	Complete
5	Discuss schools' involvement in Jubilee celebrations	SM/JB	Complete
6	Remove agreed paragraph from minutes from last meeting and record as a confidential minute.	CLERK	Complete
7	Amend Complaints policy and Health and Safety policy as agreed so Governors can ratify	HEAD	Complete
8	Ensure policy review schedule is updated to reflect recent policies which have been ratified	CLERK	Complete
9	Teachers Pay Policy, PSHE assessment feedback and Chair's terms of office to be added to May's Agenda	CLERK	Complete
10	Update Governor Hub with SM's new terms of office and add CP to Governor Hub	CLERK	Complete
11	<b>New action</b> – Chair to set up meeting with LLP who would like to come and discuss data	CHAIR	

12	<b>New action</b> – Contact Parish Clerk re Maintenance Provider	HEAD	
13	<b>New action</b> – Update Governor Hub with GBo's terms of office	CLERK	