



St Helens Primary School

Full Governing Body Meeting Minutes
Wednesday 1st February 2023 5:30pm

Present:		
Gary Booth (GBo) Carl Wake (CW) Peta Rainford (PR)	Co-opted Governor Headteacher Co-opted Governor	
Johnathan Bacon (JB) Sarah Maloney (SM) Christine Popple (CP) Rebecca Lovell (RL)	LA Governor Staff Governor Co-opted Governor Parent Governor	
In Attendance:		
Sharon Marlton	Clerk	
Apologies: Sarah Elliott(SE) Matt Searle (MS) JaquiLamb (JL)		
This meeting was quorate with 7 Governors present		

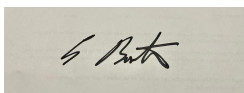
Decisions

Actions

Challenge

Support

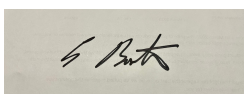
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Date.....29/03/2023.....


I t e m		Action
1	<p>Apologies The Chair welcomed everyone to the meeting. There were three apologies for this meeting. {MS JL SE} The apologies were accepted.</p>	
2	<p>Declarations of pecuniary interest There were no declarations of pecuniary interest relating to this Agenda.</p>	
3	<p>Declarations of any confidential matters There were no declarations of confidential matters relating to this Agenda.</p>	
4 4 a	<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 style="color: purple;">PR approved then CP seconded. All Governors agreed that the minutes were accurate. There were no matters arising. The minutes were formally adopted.</p> <p>4 b Actions: <u>Actions Summary:</u></p>	
Ite m		Status
1	Clerk to prepare information for the Governors section of the website and forward to the office.	Complete
2	JB to update on Parish Public Traffic meeting in relation to safety risk to children entering and exiting the school. JB however will request a targeted presence of a Parking Enforcement Officer.	No further updates
3	Governors to send bios to the Headteacher, no more than 100 words. Headteacher to inform clerk which Bios are outstanding.	4 Governors named. GBo highlighted that Ofsted are due and

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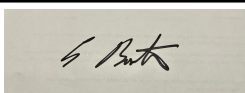


Date.....29/03/2023.....


St Helens Primary School – Full Governing Body Meeting 1.12.2021

	Further ACTION: Clerk to remind four Govs to send Bios to GBo.	that Governors will be an important part of the inspection.
4	New ACTION GBo asked the Clerk to share the Document of Acronyms with the Governing Body.	Complete
9	New ACTION GBo to check Item 109b of the budget with KW.	Complete
10	New ACTION SENDCO to seek expert advice and support on the relevant KS1 child.	Complete Plans are now in place for 2024 should the need arise.
11	New ACTION Clerk to arrange a month's trial of full Governor Hub starting in January 2023	Complete
12	ACTION - Clerk to contact Governors who have not yet updated the register of pecuniary interests on the Governor Hub	Complete
13	GBo to engage with FOSH on their thoughts on how we can enhance the interface between school and parents.	Complete
5	<p>Headteachers Report See Report for full details.  Copy of Headteacher Report Feb 23 CW reported that Attendance is not overly strong at the moment due to genuine illness. Certain children with attendance concerns are being monitored. EWO is contacted where needed. PR challenged CW Question: Are the figures very similar to September 2022? CW commented: The averages are misleading as there are fewer days this half term. GBo asked whether non attendance is due to parental anxiety. CW and SMal agreed that it has some effect.</p>	

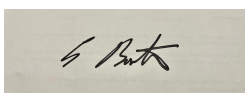
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Date.....29/03/2023.....

	<p>The Local Authority has a campaign to increase attendance as it is 93% which is below the national average of 96%.</p> <p>GBo said that School must be robust in monitoring attendance. An attendance report is produced daily. Attendance figures are included in the weekly newsletter to parents. The Governing body is to monitor attendance closely.</p> <p>RL commented: that is good to hear and important that CW is engaging with parents on this subject. There is a clear link between attendance and achievement.</p> <p>Foundation Stage preference for school admission give a good indication for numbers for 2023/24</p> <p>MFL : An IT based french speaking programme has been introduced. GBo asked that it be an Agenda item for the next FGB to find out how effective the programme is.</p> <p>Bespoke MFL secondary school teachers are to be invited to speak with Y6.</p> <p>ACTION: Clerk to add to next Agenda</p> <p>GBo to monitor MFL</p> <p>There will be an LLP monitoring visit on 22/3/23</p> <p>CW asked for Governor volunteers to help with reading.</p> <p>CP and Clerk agreed to help.</p> <p>RL queried fuel costs How are we going to spend the grant of £16,000? How are the school going to minimise the impact of fuel costs?</p>	Clerk/ GBo
6	<p>Safeguarding Update</p> <p>Included Headteachers Report attached.</p> <p> Copy of Headteacher Report Feb 23</p> <p>CW questioned Governors on their safeguarding knowledge. This will now be a regular event.</p> <p>GBo has monitored the Single Point Register.</p> <p>PR requested that Governors have a demonstration on CPoms. Agenda item for the next FGB meeting.</p> <p>ACTION:</p> <p>Clerk to add to Agenda</p> <p>CW to prepare short demonstration.</p> <p>CW to attend training on Early Help procedures to give family support.</p>	Clerk/ CW

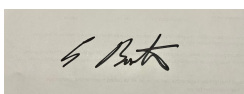
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Date.....29/03/2023.....

7	<p>Measuring Progress and the use of data</p> <p>GBo presented a paper on Data GBo Data for Y6 is based on 9 pupils. Statistically this is too low to give an accurate reflection. Data should be shared with Governors at the next FGB</p> <p>ACTION CW to share Data Clerk to add to Agenda.</p> <p>CW shared Data Attainment table from his report. A discussion followed. SMal commented that this Data is a snapshot of the children RL Challenged Are you confident that the children will be on track? RL/GBo How will the children attain this?</p> <p>GBo has requested that a separate training meeting for Governors be allocated on Understanding Data. Testing will help teachers track data using NFER Outside influences such as not reading at home affect progress.</p>	<p>CW/ Clerk</p> <p>GBo</p>
8	<p>Feedback from Groups</p> <p>a] Strategy Update Minutes attached and in Google Drive https://drive.google.com/drive/u/1/folders/1SmPqlqGWdGf33mqcezGveh42Ud-ypy9A</p> <p>No additional comments</p> <p>b] Resources/Finances Group There is a temporary new Bursar. She has found anomalies with the 2023/24 Budget. The 2022/23 Budget is in credit however the 2023/24 will be in deficit. There is a concern when planning for the next academic year. How will this be addressed? JB asked: Do we have an indication of deficit. GBo replied that it is too early to speculate. There needs to be further investigation. JB would like to know what the issues are. It was then discussed that any future Bursar will need to present a more thorough and detailed report. The temporary Bursar will continue until a replacement is found.</p> <p>c] Governors Visits? Subject reports No concerns or challenges from the reports in Google Drive folder. https://drive.google.com/drive/u/1/folders/1SmPqlqGWdGf33mqcezGveh42Ud-ypy9A</p> <p>d] Up grading the Governor Hub</p>	

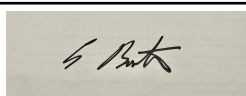
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Date.....29/03/2023.....

	<p>In view of the anomalies in the budget the upgrade has been put on hold.</p> <p>GBo Is the cost of Hants training value for money? What is the alternative.?</p> <p>ACTION:Clerk to contact Governor Hub and National Governance Association re cost of training and what is available.</p>	Clerk
9	<p>Policies for approval. Policies for approval:</p> <p>9a) Intimate Care 9b) Designated Teacher Policy LAC Policy 9c) ECT Policy 9d) Children with health needs who cannot attend school 9e) Capability 9f) e-safety 9g) Grievance Resolution 9h) Code of Conduct for Employees 9i) Disciplinary Procedure 9j) Equality 9k) PSHE 9l) RSE 9m) Behaviour 9n) First Aid</p> <p>All policies were unanimously approved. PR proposed, CP seconded all policies. https://drive.google.com/drive/u/1/folders/1SmPqlqGWdGf33mqcezGveh42Ud-ypy9A</p>	
10	<p>Governance Matters</p> <p>a] Governor Monitoring Governors need to refer to the Spring Term SIP There was a discussion on how do we monitor Strategy? More Governors should attend Strategy Group meetings.</p> <p>10b] The meeting time and day was reviewed . Monday is the day more Governors can attend. Governors will meet on Monday after half term. 20/2/2023 at 11.00am to prepare a monitoring schedule. A training session for all Governors was arranged for Tuesday 14th March at 6.00pm</p> <p>10c] There was a further discussion on the training available for Governors. See Item 7d</p>	Clerk All Governors
11	<p>Any other business</p> <p>SMal requested volunteers to help with Y6 SATs. SATs week will be 9–12th May 2023. There maybe mock SATs the week commencing 17th April.</p>	All Govs

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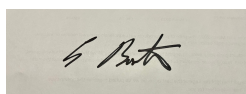
St Helens Primary School – Full Governing Body Meeting 1.12.2021

1 2	Any confidential business None Meeting ended 7.26pm	
1 3	Date of next meeting Wednesday 29th March 2023 at 5.00pm	
	The meeting closed at 7:30pm	

Actions Summary:

Item		Assigned	Status
1	Clerk to remind four Govs to send Bios to GBo	Clerk 4 Governors	
2	JB to update on Parish Public Traffic meeting in relation to safety risk to children entering and exiting the school. JB however will request a targeted presence of a Parking Enforcement Officer.	JB	Ongoing
3	MFL :GBo asked that it be an Agenda item for the next FGB to find out how effective the new MFL programme is.	GBo Clerk	
4	PR requested that Governors have a demonstration on CPoms. Agenda item for the next FGB meeting. CW to prepare a short demonstration.	PR Clerk CW	
6	GBo to chair a meeting on Data. Training Session on Data to be attended by all Governors on 14th March at 6.00pm	GBo All Governors	
7	Clerk to contact Governor Hub and National Governance Association re cost of training and what is available.	Clerk	

Signed



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