



St Helens Primary School

Full Governing Body Meeting Minutes

Wednesday 12th July 2023 5:30pm

Present:		
Gary Booth (GBo) Carl Wake (CW) Peta Rainford (PR) Matt Searle Arrived 5.50pm	Co-opted Governor - Chair Headteacher Co-opted Governor Vice-Chair Parent Governor Vice-Chair	
Sarah Maloney (SM) Christine Popple (CP) Rebecca Lovell (RL) Sarah Elliott (SL) Jacqui Lamb (JL) Arrived 5.50pm In Attendance:	Staff Governor Co-opted Governor Parent Governor Co-opted Governor Co-opted Governor	
Sharon Marlton	Clerk	
Apologies: Jonathan Bacon Sarah Elliott This meeting was quorate with 9 Governors present	LA Governor Co-opted Governor	

Decisions

Actions

Challenge

Support

Signed

Date

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Actions Summary:

Item		Assigned	Status
1	FOSH to be an agenda item at every FGB	Clerk	Each agenda
2	Clerk to update pecuniary interest declarations following each FGB	Clerk	Following each FGB meeting
3	AT to provide more detailed information regarding the HIAS charges	AT/CW	To follow
4	AT/CW to request an extension for submitting 23/24 budget	AT/CW	Budget Submitted
5	Emergency FGB to be convened to approve budget	Clerk/GBo	Not necessary
6	RL to make contact with FOSH chairperson	RL	RL met with Fosh

The Meeting:

Item		Action
1	Apologies GBo welcomed everyone to the meeting. There were apologies for this meeting from JB and SE. The apologies were accepted.	None
2	Declarations of pecuniary interest There were no declarations other than those already declared and these are listed also on GovernorHub	Clerk to update GovernorHub after each FGB meeting
3	Declarations of any confidential matters There were no declarations of confidential matters relating to this agenda	None
4a	Minutes from the last meeting GBo asked if the minutes of 23/05/23 were a true record of the meeting. PR approved. CW seconded	Agreed Proposed PR Seconded CW

Signed

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	All governors agreed the minutes were accurate and they were formally adopted	
4b	Actions from the 23/05/23 were reviewed - see above	
5	<p>Headteachers Report</p> <p>See attached HT Report and Governors Challenge Questions and answers. Headteacher Report July 23 Copy of Head Teacher Report Challenge Questions</p> <p>It was agreed by the Governors that the Challenge questions were making sure the Headteacher is held accountable.</p> <p>GBo felt it was time to celebrate the SATs results and sent the Governors congratulations to the staff. Across the school results were good including Y4, EYFS and Phonics Screen.</p> <p>CW has appointed a temporary EYFS teacher.</p> <p>It was decided after discussion that Special Circumstances would not be listed and an authorised absence would depend on the circumstances.</p> <p>HT can take advice from LA and discuss with Governors. Ultimately it is the Headteacher's decision.</p> <p>It was decided that a Wellbeing Survey for staff should be completed before the end of term.</p> <p>GBo stated that ALL Governors should pose questions from the Headteachers report.</p>	<p>SM to send out Wellbeing Survey to staff.</p> <p>All Governors to pose Challenge questions.</p>
6	<p>Safeguarding Update: Headteacher Report July 23 Safeguarding Review</p> <p>MS has asked if Football Coaches and other Club leaders know St Helens Safeguarding procedure.</p>	<p>DSL to ensure Outside Coaches know and understand the Safeguarding</p>

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	<p>The Governors took part in a safeguarding learning walk before this meeting. See separate report. A Discussion took place on DBS checks. CW stated there is a 5 year cycle for updating them. JB needs to update his DBS.</p>	<p>Procedures.</p> <p>JB to update DBS.</p>
7	<p>Performance Data See Headteacher's Report Item 5</p>	
8	<p>Feedback from Groups 8a) Strategy Group update See Report It was felt that the Strategy Group needed to be more strategic. In the new academic year strategic goals need to be set with Headteacher CW and SM (Senior Teacher)</p> <p>8b) Resources/Finances Group update Budget Approved 2023/2024 Meeting with LA to follow 13/07/23 See report</p> <p>8c) Governor Visits/ Gov Subject Reports Discussed matters arising from visits Verbal feedback on PSHE and Early Years from RL. Pupil Voice was included on PSHE. Some children would like more group work and more visitors. There were book looks in the staff meeting. An assessment grid is used. There was an excellent assembly on road safety in St Helens with photographs of the area surrounding school. EYFS have worked with Hants on phonics. They have had visits to local places such as the library GBo was invited to attend the LLP visit and scrutiny. He also said that Governors need to visit school more frequently, at least once per half term and be more accountable. JL responded by saying some Governors need more flexibility.</p>	<p>Strategic Goals to be set with CW and SM PR to organise.</p> <p>GBo to organise Governor Review with LA</p>

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	<p>LA are offering a Governor effectiveness review and training by Hants LA. There followed a discussion on the pros and cons of this review. <i>It was decided to go ahead with this but not to review the teaching and learning.</i></p> <p>JL said it should be a two way review. CW and SM agreed the review of Governors should go ahead but NOT school. <i>GBo felt it was necessary and that the Governors scrutiny needs to improve.</i> <i>RL said it would be helpful to have a review and some governors may welcome support and direction.</i></p> <p>CW stated that the Governors are very proactive at holding him to account. PR would appreciate support on strategic direction. PR posed the question <i>What skills and interests do the governor s have?</i> A new skills audit should be sent out.</p>	
9	<p>Policies for approval: 9a)Accessibility Plan <i>Not Approved</i> needs further updating.</p> <p>9b)Drugs Policy CW posed further questions. Should we refer to our PSHE scheme - SCARF. perhaps download relevant sections or a link to the scheme of work? Do we need to check up to date info regarding managing drug related incidents? Do we need to include our own procedures? SM said that Vaping should be included. This policy was approved subject to SCARF links and vaping being included. <i>Approved by all Governors</i></p> <p>9c)Freedom of Information After advice from MS and WH <i>it was decided this policy is now out of date and has been superseded.</i></p>	<p><i>Accessibility Policy to be updated and approved in Autumn 23</i></p> <p><i>Drugs Policy to be updated by CW to include Scarf links and vaping. Send to WH Complete cover sheet on completion.</i></p> <p><i>Remove from Policy Schedule and Website.</i></p> <p><i>Send to WH Complete cover</i></p>

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	<p>9d) Governors Allowances Strategy. It is now a FGB Policy. <i>It was approved by all governors.</i></p> <p>9e) Lettings Policy This Policy does not include costs. <i>It was not approved</i> and will be discussed at the next Resources?Finance Group meeting.</p>	<p>sheet.</p> <p>Policy to be updated and approved in Autumn 23</p>
10	<p>Governance Matters:</p> <p>10a) Governor Monitoring - Summer Term Analysis was read before the meeting. There were no matters arising.</p> <p>10b) Code of Conduct - Reviewed and updated on Website</p> <p>10c) Potential Meeting Dates for 2023-2024? See below Item 14</p> <p>10d) <i>Collaboration Agreement has been agreed</i> Now on Website.</p> <p><i>It was also decided that a Governors skills Audit be sent to all Governors to complete before the beginning of September 2023.</i></p>	<p>Clerk to send Agreement to Di Hiscock.</p> <p>Clerk to send Skills Audit to Governors. Governors to return by 31st August 2023.</p>
11	<p>Feedback from FOSH</p> <p>RL spoke with FOSH members. How the staff can request resources was discussed. The FOSH require a paper trail and have a form to be completed.</p> <p>Teachers are now attending FOSH meetings. CR and SM.</p> <p>FOSH accounts to May 31st have been sent to GBo.</p> <p>It was felt by the Governors that better communication is needed on how requests for resources are made.</p> <p>The teachers feel that the money raised is not being used for resources. There was a discussion on how the money was spent and who is making those decisions in FOSH.</p> <p>A meeting has been arranged for September where <i>the HT will recommend that</i> significant spending must be approved by the Headteacher. It was feedback that parents are questioning who is benefiting from funds</p>	<p>Meeting to be arranged by CW.</p>

Signed

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	<p>raised. A Y6 trip has been arranged with no consultation to staff. JL challenged that there should be a DBS person accompanying the children. MS seconded this. It was agreed that a text would be drafted by MS and CW and sent to Y6 parents saying that this event is not a school event.</p>	<p>CW to make a phone call to FOSH member. Admin to send text to parents.</p>
12	<p>Any other business: Email access Personal emails are NOT to be used for Governance issues. Papers will not be shared or accessed. Governors are to use their St Helens email. And should inform the clerk if there are any IT issues. RL is not on the Staff Structure page of the web site.</p>	<p>All Governors to check St Helens email and inform Clerk if there are any issues. Clerk to then inform WH if necessary. Clerk to inform WH</p>
13	<p>Any confidential business None</p>	
14	<p>Date of next meeting September 2023 Proposed 23/24 FGB meetings Proposed dates: 27/09/23 06/12/23 07/02/24 20/03/24 22/05/24 10/07/24 The meeting ended at 7.47pm.</p>	<p>Governors are to notify the Clerk if any dates are not suitable before the September meeting.</p>

Actions Summary see below.

Signed

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Actions Summary

ITEM		Assigned	Status
1	SM to send out Wellbeing Survey to staff.	SM	
2	All Governors to pose Challenge questions.	All Govs	
3	DSL to ensure Outside Coaches know and understand the Safeguarding Procedures.	KW	
4	JB to update DBS.	JB	
5	Strategic Goals to be set with CW and SM PR to organise.	CW SM PR	
5a	GBo to organise Governor Review with LA	GBo	
6	Accessibility Policy to be updated and approved in Autumn 23	CW	
7	Drugs Policy to be updated by CW to include Scarf links and vaping. Send to WH Autumn 23 Complete cover sheet on completion.	CW	
8	Freedom of Information Policy Remove from Policy Schedule	Clerk WH	

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	and Website.		
9	Governors Allowances Policy Send to WH Complete cover sheet.	Clerk WH	
10	Lettings Policy to be updated and approved in Autumn 23	CW	
11	Collaboration Agreement to be sent to Di Hiscock	Clerk	
12	Clerk to send Skills Audit to Governors. Governors to return by 31st August 2023.	Clerk	
13	FOSH meeting to be arranged with CW	CW	
14	FOSH Y6 trip CW to make a phone call to FOSH member. Admin to send text to parents.	CW	
15	All Governors to check St Helens email and inform Clerk if there are any issues. Clerk to then inform WH if necessary. Clerk to inform WH	All Govs	
16	Governors are to notify the Clerk if any dates are not suitable before the September meeting.	All Govs	

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