



**St Helens Primary School**

**Full Governing Body Meeting Minutes**  
**Wednesday 21st September 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) Christine Popple (CP) Sarah Maloney (SM) Rebecca Lovell (RL) Matt Searle (MS)	Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Parent Governor Parent Governor	
<b>In Attendance:</b>		
Sharon Marlton	Clerk	
<b>Absent: With Apologies</b>  Sarah Elliot		
<b>This meeting was quorate with 9 Governors present</b>		

**Decisions**

**Actions**

**Challenge**

**Support**

Signed .....

Date.....

St Helens Primary School – Full Governing Body Meeting 22.9.2021

Item		Action
1	<p><b>Apologies</b> The Clerk welcomed everyone to the meeting and explained the procedure for the first meeting of the academic year. The Governors went round the table introducing themselves to the Clerk. There were apologies for this meeting from Sarah Elliott via Jonathon Bacon.</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 4a       4b	<p><b>Minutes from the last meeting and actions</b> Accuracy and Adoption The Clerk asked if there was any feedback on the minutes from the last Full Governing Body meeting. <b>All Governors agreed that the minutes were accurate, there were no matters arising, so happy to adopt these minutes.</b> Proposed By Peta Rainford and seconded by Jacqui Lamb The Chair signed a copy of these minutes and they will be filed in the Governors Folder kept in the office.</p> <p>Actions: 1 Clerk to prepare information for the Governors section of the website and forward to the office. This is ongoing. 2 Governors to send bios to the Headteacher, no more than 100 words. This is ongoing. CP's received by Clerk. Clerk to send to HT. 3 JB to investigate barriers at the end of the road. This action is ongoing and awaiting a Public Meeting. RL raised the point that in the previous minutes (20220713) under 14. "Traffic meeting in the village – school to advise parents about considerate parking" it needed to made clearer that this was linked to an ongoing issue raised by the governing body about the risk of physical harm to children entering and exiting the school. JB noted that the situation had moved on from 'investigating barriers' <b>Q. SM asked whether it would be a good idea to have a school representative at this meeting?</b> JB felt that it would.</p> <p>4 <b>New action – Chair to set up a meeting with LLP Louise Close who would like to come and discuss data.</b> LLP had</p>	<p>Clerk</p> <p>Clerk</p> <p>Chair</p> <p>JB</p>

Signed .....

Date.....

	<p>attended school on 20th to meet with CW. Ideas were given for SEF.</p> <p><b>5 New action – Contact Parish Clerk re Grounds Maintenance Provider.</b> This was discussed further in the finance committee report.</p>	
5	<p><b>Membership of the Governing Board</b></p>	
5a	<p><u>Election of Chair and Vice Chair</u></p> <p>Gary Booth confirmed that he is happy to continue as Chair of Governors. GBo left the meeting. The Clerk then asked the Governors if there were any objections and to raise their hands in agreement. <b>The governors voted unanimously in agreement.</b></p> <p>Peta Rainford and Matt Searle confirmed they are happy to continue as joint Vice Chair. The Clerk asked the Governors if there were any objections and to raise their hands in agreement. <b>The governors voted unanimously in agreement.</b></p> <p><b>The Chair did raise the need for succession planning for the future, especially the Vice Chair. This will be discussed later in the year.</b></p>	
5b	<p><u>Decide Committee structure</u></p> <p>St Helens Primary consist of two committees, Strategy and Finance and Resources. This will be discussed in Section 8. The governors feel this continues to work well.</p> <p>Resources – TOR were sent prior to this meeting and a copy is attached to the minutes.</p>	
5c	<p>Strategy – The TOR suggest that the Strategy meeting consists of a quorum of 3 Governors who will report back to the FGB. There was some discussion around the ways these meetings will take place. Nominations for Chair took place and Governors voted for PR who confirmed she will continue this role. Meetings take place on a Monday morning. All Governors are welcome to attend. There was some discussion on changing the time if it was needed at any time.</p> <p><u>Agree required panels</u></p> <p>The finance committee will consist of GB, CW, MS and KW. However, any Governor is welcome to attend. It was suggested that CP join this committee and she agreed.</p> <p>The HTPM panel requires trained governors, PR and MS have received this training and will continue in their roles.</p>	<p><b>PR</b></p> <p><b>RL to undertake</b></p>

Signed .....

Date.....



	<p>Attendance was an issue raised from the last Ofsted. Positive comments were made that Attendance is always highlighted in the School weekly Newsletter. CW meets regularly with EWO. There is a new EWO Sarah Occomore whom CW is meeting soon.</p>	<p>This should be added to future FGB Agendas. HT, Clerk and Chair</p>
<p>7</p>	<p><b>Headteachers Report</b>  The Headteacher sent a written report prior to the meeting and a copy is attached to these minutes.  CW also said that there is no data to share with the Governors at this time. He highlighted that Summer 2022 outcomes were down and that this was an IOW trend.  SM, CW and GBo to attend a launch event online.</p> <p>This year the main focus will be on Outcomes and Cohort. LLP asked whether the school make accurate SEND assessments. She said if children are not reaching outcomes by the end of Y1 then they are SEN.  Hants SEN Advisor has a different approach focussing on the needs of the child rather than data assessments.  LLP also suggested that the SEF be contextual.</p> <p>CW reported that there is already some interest in 2023/2024 Reception Class and whether an Open Day was a possibility. PAN is 15 children at the moment. Space would be an issue if this was increased. There followed a short discussion on this.</p> <p>This year is a period of transition with a change in teaching staff. The new staff are ECTs.  GBo said the Governors are mindful that certain members of the staff have the lions share of responsibility. CW is heavily reliant on SM at the moment.</p> <p>Priority 1  To develop quality first, <b>inclusive</b> teaching is key. The Strategy Group will look at this priority and how best to monitor its effectiveness.  GB said that OFSTED will expect that the Governing Body robustly monitor this priority.  GB said this report is a good HT report.</p>	
<p>8 8a</p>	<p><b>Feedback from Groups</b>  <b>Strategy Group Update</b></p>	

Signed .....

Date.....

8b	<p>PR circulated the notes prior to this meeting and a copy is attached to these minutes.</p> <p><u>Resources/Finance Group Update</u> This group met today [21st] and notes will be circulated by the clerk after this meeting. A copy is attached to these minutes.</p>	Clerk
9	<p><b>Policies for approval</b></p> <p>9a <u>Safeguarding</u> This policy was circulated prior to the meeting for Governors to peruse. A copy of this policy is attached to the minutes. <b>MS and SM were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b></p> <p>9b <u>Child Protection</u> This policy was circulated prior to the meeting for Governors to peruse. A copy of this policy is attached to the minutes. <b>MS and SM were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b></p> <p>9c <u>Prevent and Radicalisation</u> This policy was on the school website for Governors to peruse. <b>JB and JL were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b></p> <p>9d <u>Lost Child</u> This policy was on the school website for Governors to peruse. <b>JB and JL were the proposers of this policy followed by all governors agreeing unanimously to ratify this policy.</b></p> <p>9e <u>Images</u> <b>Question by MS. When do you update the Images list, is this annually ? Do new pupils get added to the list?</b> This policy was not ratified.</p> <p>9f <u>Attendance Policy</u> A discussion was held as to whether the Attendance Policy should be updated at the beginning of the school year.</p>	CW to check Procedures

Signed .....

Date.....

9g	<p><u>e-safety</u> A discussion was made on whether these policies were signed by parents. Both appendix 1 and 2 need to be signed. 1 by parents 2 by Governors</p>	Parents and Gobs to sign e safety appendix									
10 10a	<p><b>Governance Matters:</b> <u>Governor training/CPD update</u> <a href="https://app.governorhub.com/s/hampshire/training">https://app.governorhub.com/s/hampshire/training</a> The Clerk will circulate to the Governors any training emails that come from the Governance Team. The school sign up to the training service and Governors are encouraged to attend a least 2 training sessions per academic year. The Chair suggested that IOW Governance Training should be shared between the Governors. The LLP Louise Close is providing training on Tuesday 27th September 2022 for Using Data for Self-Evaluation. All Governors are asked to attend.</p> <p>Training on Induction for New Governors was discussed for SE and CP. Clerk to email both with link on Gov Hub.</p> <p>Other training was suggested to Governors with the request that they book onto relevant courses such as Understanding the Primary Curriculum.</p> <p><u>Strategy for monitoring SIP</u> A discussion will need to take place at the next Strategy meeting. Monitoring reports will continue and the governors will look at how visits can resume.</p>	Governors to attend training.  Clerk  All Governors to look at the Hub and sign up for relevant courses.									
10b	<p><u>Governor roles and areas of responsibility</u></p> <table border="1" data-bbox="288 1738 1166 1886"> <thead> <tr> <th>Area of curriculum</th> <th>Governor responsible</th> <th>School link</th> </tr> </thead> <tbody> <tr> <td>English Literacy</td> <td>PR</td> <td>Carl Wake</td> </tr> <tr> <td>Maths</td> <td>GBo</td> <td>Sarah Maloney</td> </tr> </tbody> </table>	Area of curriculum	Governor responsible	School link	English Literacy	PR	Carl Wake	Maths	GBo	Sarah Maloney	
Area of curriculum	Governor responsible	School link									
English Literacy	PR	Carl Wake									
Maths	GBo	Sarah Maloney									

Signed .....

Date.....

	Science	JL	Carly Reece	
	Art	JL	Carly Reece	
	Computing	MS	Carl Wake	
	Early Years	RL	Louise Allman	
	Wellbeing	RL	Sarah Maloney	
	PSHE	RL	Louise Alman	
	RE	RL	Sarah Maloney	
	History	GBo	Sarah Maloney	
	Geography	GBo	Sarah Maloney	
	Music	GBo and CP	Louise	
	PE	GBo	MR	
	MFL	PR	Sarah Maloney	
	Other areas to be covered:			
	Pupil Premium		GBo	Govs to make contact with linked curriculum staff member
	LAC		GBo	
	SEN		PR	
	Equality		PR/MS	
	Safeguarding		MS	
	PREVENT		MS	
	Data		MS	
	Health and Safety		JB	
	Development and Training		PR	
	ACTION Governors to make contact with their link member of staff to share their curriculum plans after half term.			
10c	<u>Reminder of the Governing Board Code of Conduct</u> A copy of this was circulated to the governing body for perusal prior to this meeting. A copy is attached to these minutes. <b>All governors have agreed to abide by this.</b>			
10d	<u>Review Governing Body Instrument of Governance and agree a plan for managing and filling vacancies</u> The Instrument of Governance was circulated prior to this meeting and a copy is attached to these minutes.			
10e	<u>Register of business interests</u> New Action: The Clerk will share a pecuniary interest form. <b>Govs need to complete this and return to the Clerk ASAP.</b> Alternatively, Governors can log on to Governor Hub and complete the form this way.			
10f	<u>Collaboration agreement</u>			

Clerk  
GOVS

Signed ..... Date.....



	This agreement was circulated prior to this meeting for Governors to peruse and a copy is attached to these minutes.  The governors are happy to sit on other boards as and when required.	<b>GOVS</b>																		
10g	Receiving Information																			
11	<b>Any other business</b> SS emailed RL to discuss Pre School Numbers. Pre School Numbers as of 15/08/2022 September numbers are as follows (out of a possible 20 places)  <table style="margin-left: 40px;"> <tr> <td></td> <td>Am.</td> <td>Pm</td> </tr> <tr> <td>Mon.</td> <td>16.</td> <td>13</td> </tr> <tr> <td>Tue.</td> <td>14.</td> <td>10</td> </tr> <tr> <td>Wed.</td> <td>11.</td> <td>10</td> </tr> <tr> <td>Thurs.</td> <td>11.</td> <td>11</td> </tr> <tr> <td>Fri.</td> <td>13.</td> <td>11</td> </tr> </table>		Am.	Pm	Mon.	16.	13	Tue.	14.	10	Wed.	11.	10	Thurs.	11.	11	Fri.	13.	11	
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Thurs.	11.	11																		
Fri.	13.	11																		
12	<b>Any confidential business</b> None																			
11	<b>Date of next meeting</b> Wednesday 30th November at 5pm walkabout and 5.30 start.																			
	<b>The meeting closed at 7:20pm</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. This is ongoing. CP's received by Clerk. Clerk to send to HT.	GOVERNORS Clerk	Ongoing
3	JB to update on Parish Public Traffic meeting in relation to safety risk to children entering and exiting the school.	JB	Ongoing
4	<b>New action</b> – Chair to set up meeting with LLP Louise Close who would like to come and discuss data	CHAIR	
5	.Contact Parish Clerk re Grounds Maintenance Provider.	HEAD	

Signed ..... Date.....

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6	CW to check Procedures.	HEAD	
7	Parents and Gobs to sign e safety appendix	HEAD	
10	RL to undertake PM training	RL	
11	ACTION by the Governors to Monitor Attendance Issues. This should be added to future FGB Agendas. HT,Clerk and Chair	Clerk/Chair/ HT	
12	<b>New action</b> - Governors to complete register of business interest form. Clerk to circulate.	GOVS Clerk	

Signed ..... Date.....

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