

St Michael's CE Primary School

Minutes of the Meeting of the Governing Board

Date and Time: Wednesday, 21st September 2022, 4:30-6:30pm
 Location: St Michael's CE Primary School
 Governors Present: Ross Settles (RS) - Chair Shona Bishop (SB)
 Gerard Carlton-Blake (GCB) Samantha James (SJ)
 Cherane Marshall (CM) - Headteacher Tim Rowbottom (TR) - Vice-chair
 Sophie Smith (SS)
 Quorum: 4 (50% of the FGB in post)
 Attending:
 Clerk: Sue Redstone (SR)
 Apologies: Peter Challans (PC)

Item	Discussion	Action
1.	<p><u>Welcome & Apologies:</u></p> <ul style="list-style-type: none"> - The Chair welcomed everyone to the meeting at 4:30pm and introduced Gerard Carlton-Blake, the new Parent Governor. - Apologies were received from PC and accepted. - The following requests were received for other business to be added to the agenda: <ul style="list-style-type: none"> o Governing Board Code of Conduct (Covered under Item 3). o Governing Body Statement of Behaviour Principles <p>Action: All Governors to review the Governing Body Statement of Behaviour Principles and feedback via email to RS.</p> <ul style="list-style-type: none"> o Finance Update from Lesley Bowles (Bursar) (Covered under Item 5). 	All
2.	<p><u>Declaration of Business Interests:</u></p> <ul style="list-style-type: none"> - Declarations of Interests sheets were distributed and signed by all Governors present. - The Keeping Children Safe in Education (KCSiE) Sept. 2022 register was signed by all Governors present. 	
3.	<p><u>Governance:</u></p> <ul style="list-style-type: none"> - Chair & Vice-Chair: Both RS and TR confirmed that they were happy to continue in their roles, if the Board were happy for them to do so. RS and TR were re-elected as Chair and Vice Chair respectively. - Governor Roles and Responsibilities: RS confirmed the current list of roles and responsibilities, with GCB added. School Improvement – all Governors Curriculum and Quality of Education – GCB (EYFS), TR (KS1), RS (KS2) Data and Assessment – RS, TR, SB SEND – RS, GCB Finance – RS, TR, SS HT Performance Management – RS, TR Health & Safety – PC Information Governance – SB Mental Health and Wellbeing – SS 	

	<p>Relationship, Sex and Health Education – SS SIAMS – CM, PC Equality and Diversity – SB Policies – CM, Clerk Communications and PR – CM, TR, SB Training – RS, Clerk Safeguarding – to be confirmed.</p> <p>Action: Discuss with PC whether he would be happy to be Safeguarding Link Governor.</p> <ul style="list-style-type: none"> - Governor Handbook Appendix (school details): RS confirmed that this has been updated and thanked CM for doing so. - Dates for the FGB: The following dates for the FGB 2022-23 were agreed: <ul style="list-style-type: none"> o Wednesday 2nd November (St. Michael’s) o Wednesday 7th December (St. Michael’s) o Wednesday 25th January o Wednesday 8th March o Wednesday 10th May o Wednesday 21st June - Governor Recruitment. RS has received an expression of interest from a retired member of the clergy, with 20 years’ experience as a school Governor. A further expression of interest has been received from Sydney Lazenby, a Pursuit Leader based in Kent. RS summarised the skills of both applicants for the benefit of the Board and recommended that they both be appointed to the FGB. <p>Decision: The Board agreed to co-opt Sydney Lazenby as a Governor and recommend the appointment of a further Foundation Governor. RS will liaise with both new governors regarding their roles and responsibilities.</p> <ul style="list-style-type: none"> - Website (governance section): RS thanked GCB for his profile, which is now on the school website and asked SJ if she was happy to provide a profile, which she agreed to do. <p>Action: Provide a short profile for the website.</p> <ul style="list-style-type: none"> - Headteacher Recruitment: RS reported that the advert had been placed on the East Sussex Jobs website for 3 weeks and the closing date has been confirmed as Wednesday 28th September. Both the LA and Diocese are supporting the process. - Board Priorities: RS asked the Board to consider what the priorities should be for the coming year. The following were considered: individual monitoring visits against the SIP, transition to the new HT, understanding academisation, promoting the school, meeting subject leaders, forming committees, (e.g. curriculum committee, premises), developing relationships with parents and carers, collaboration with the PSA, potential sources of school funding, Governors’ corner once per term. <p>Action: Provide an update for Governors’ Corner by 12th October (for Friday 14th October issue).</p> <p>Action: Provide potential dates for coffee morning with the PSA.</p>	<p>RS</p> <p>RS</p> <p>SJ</p> <p>TR</p> <p>SB/SS</p>
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	<ul style="list-style-type: none"> - Training Courses. The Clerk reminded the Board that the data from Governors Online is currently being moved to the new system. - Monitoring Visits. RS reminded the Board of the need for monitoring visits. The Board agreed that the new EY provision would be a good area for an early visit so that progress could be measured across the year. GCB/SB to visit on Thursday 20th October. - Review of SEND Provision: RS to attend the first of a series of meetings on Monday 3rd October. - RS confirmed the HT Performance Management Review (RS, TR) was scheduled for Monday, October 10th at 11am. - The Harvest Festival service will be at 9.15, if any governors would like to attend. 	<p>GCB/SB</p> <p>RS</p>
<p>4.</p>	<p><u>Approval of Last GB Minutes & Actions:</u></p> <ul style="list-style-type: none"> - The minutes of the previous meeting were accepted. <p><u>Matters Arising Not Covered on the Agenda:</u></p> <ul style="list-style-type: none"> - None. <p><u>Action Points:</u></p> <ol style="list-style-type: none"> 1. Contact Rev Teresa Munro, and possibly others, to discuss support for school services. TM is unable to provide additional support, due to her work with the Genesis Federation. This will be addressed by the new Governor, discussed under Item 3. 2. Provide feedback to CM on SEND Information Report. Done 3. Provide a one-page summary of the structure of the Discovery Village. Done 4. Provide contact details for the Street Pastor to CM. 	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>PC</p>
<p>5.</p>	<p><u>Headteacher's Report:</u></p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> - The new Education Welfare Officer is in place and will be in school every Friday from 8:00am. Monitoring has started from the beginning of the academic year and this has been communicated to parents via the school newsletter. <p><u>Staffing</u></p> <ul style="list-style-type: none"> - Low level anxiety and questions regarding the Head Teacher transition are evident from the children and staff. Few concerns from the parents. - One member of staff has requested a reduction to 4 days per weeks, the shortfall can not be filled with current staff. In addition, an Individual Needs Assistant has been advertised for. 	

	<ul style="list-style-type: none"> - Governor Question: What has the impact been on the other children? - CM: Communication is an issue and there is a need for tight supervision. <p><u>Finance Update</u></p> <ul style="list-style-type: none"> - CM outlined a concern raised by the Bursar regarding an additional energy bill of £9,184, due to underestimated meter readings since April 2021. This has been funded from the short-term contingency. The school have requested a more modern meter to be installed to avoid incorrect meter readings in future and weekly readings are being taken to mitigate the issue in the short-term. <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> - A pre-start meeting has been held for playground equipment. Installation is planned for 16th to 19th January, 2023. Playground markings are planned for October. - A pre-start meeting has been held for the heating upgrade. Old storage heaters will be replaced with more modern/efficient units. This will be carried out at weekends only, to minimise disruption. The completion date is unknown, due to the lead times associated with the supply of units. <p><u>Rye Alliance</u></p> <ul style="list-style-type: none"> - Meeting held on 8th September. The new Alliance Partner is Anna McGrath. Academisation is on the agenda for the next Alliance meeting on 3rd November. <p><u>KS2 Results</u></p> <ul style="list-style-type: none"> - The results show no surprises, which is heartening. Writing has generally been weak, due to COVID and lockdown. Resilience and stamina is taking time to build up. - Governor Question: Are there any changes to be implemented in view of the results? - CM: No. Current processes are having an impact, but this is dependent on the cohort. Tracking progress is more valid than attainment. 	
6.	<p><u>SIP/SEF priorities for school improvement - 2022/2023</u></p> <ul style="list-style-type: none"> - Governor Question: What is the latest on the Boxall and digital workspace? - CM: These are not currently being pursued as priorities, as other there are other priorities. The priorities have been slimmed down, although the strong focus on Maths mastery and reading will obviously continue. - Governor Question: What does the “the curriculum beyond the academic” refer to? CM: This relates to items such as after school clubs and the outdoor learning provision. 	
7.	<p><u>Safeguarding:</u></p> <p><u>Designated Safeguarding Lead (DSL) Report</u></p> <ul style="list-style-type: none"> - There have been many policy updates, which have been highlighted in the report. 	
8.	<p><u>Policies that have changed for approval (all in line with KCSiE 2022):</u></p> <ul style="list-style-type: none"> - The documents contain highlighted changes which will be removed before publishing. 	

	<p>Decision: The following Policies were approved by the Governing Board:</p> <ul style="list-style-type: none"> - Online Safety - Staff Code of Conduct - Child Protection & Safeguarding - Acceptable Use Policy Agreements - Safer Recruitment - Working Time Policy Statement - Appraisal Policy - First Aid - Equality of Opportunity and Diversity Policy Statement - Disability Equality in Employment - Promoting Diversity and Equality of Opportunity in Employment - Supporting Trans Employees Guidance - Recruitment and Selection Policy <p>Other Policies reviewed with no change from last year:</p> <ul style="list-style-type: none"> - Safeguarding and Child Protection - Staff Induction Policy - Anti-Bullying Policy - Whistleblowing Policy - Late Collection Policy - Supervision of Children Policy - Data Protection and Information Security - Privacy Notice - Special Category Data Policy - Data in Transit Policy 	
<p>9.</p>	<p><u>SIAMS</u></p> <ul style="list-style-type: none"> - An action plan is in place. <p>Decision: The Board agreed to this being put on hold until Term 3.</p>	
<p>10.</p>	<p><u>AOB</u></p> <p><u>Rye Arts Donation</u></p> <ul style="list-style-type: none"> - The school received £1,000 donation from the Rye Arts Gallery. The Head Teacher proposed commissioning a permanent art work focused on the theme of “Treating others as you wish to be treated”. All pupils would be involved. <p>Decision: The Board endorsed the proposal.</p>	
<p>11.</p>	<p><u>Agenda items for the next meeting</u></p> <p>Date: Wed 2nd November 2022 in person at St Michael’s C of E School.</p> <p><u>Items:</u></p> <ul style="list-style-type: none"> - Finance - Pay awards <p>The meeting closed at 6:25pm.</p>	

	<u>Actions</u>	<u>Due Date</u>	
	1. Provide contact details for the Street Pastor to CM.	30/9	PC
	2. All Governors to review the Governors Behaviour Guidelines and feedback via email to RS.	30/9	All
	3. Discuss with PC whether he would be happy to be Safeguarding Link Governor, and discuss roles with the two new governors.	30/9	RS
	4. Provide a short profile for the website.	30/9	SJ
	5. Provide an update for Governors' Corner by 12 th October	12/10	TR
	6. Provide potential dates for coffee morning.	12/10	SB/SS

Agreed at the GB meeting on November 2nd that these minutes are an accurate record of the September 21st GB meeting.



Chair