



## FGB MINUTES

Autumn Term 1: 2021.2022

### MIDDLE STREET SCHOOL – FGB Meeting

Date: Thursday 14<sup>th</sup> October 2021

Time: 4.00pm – 6.15pm

Venue: Virtual Link via Zoom

#### Present:

Oli Sharpe (OS)	CO-CHAIR / GOVERNOR		
Rob Cooper (HT)	HEADTEACHER	Ray Williams (RW)	VICE-CHAIR Co-Opted GOVERNOR
Sally Coleman-Lewis (SCL)	Parent GOVERNOR	Catherine Fehilly (LA GOV)	LA GOVERNOR
Karllyn Layzell (KL) Staff GOVERNOR			
Vanessa McGeachin (VM)	Co-Opted GOVERNOR	Rob Shepherd (RS)	Parent GOVERNOR

In attendance:

CLERK: Mr Donal McCarthy

Judicium Education

Item	Welcome & Apologies	By whom
1	<p>The Co-Chair welcomed Donal McCarthy as Clerk. The Clerk responded that he was delighted to be clerking Middle Street School GB. He said there were 3 key things that should be in every set of minutes to support member of the GB:</p> <ol style="list-style-type: none"> <li>1. When you read the minutes, you should recognise the meeting you attended or understand the main points discussed in your absence;</li> <li>2. The challenges &amp; questions from the GB to the school should be clearly identified (in <b>GREEN</b> / <b>BLUE</b>); and,</li> <li>3. The agree actions should be clear and attributed (in <b>RED</b>)</li> </ol>	
	<b>ADMINISTRATION MATTERS</b>	
2	<p><b>2.1:</b> Apologies for Absence: Apologies were received (and accepted) from <b>Hannah Jeffries</b> (Co-CHAIR) &amp; <b>Mark Juba</b></p> <p><b>2.2:</b> Confirmation of Quorum: <b>Yes</b> (50% of GB)</p> <p><b>2.3:</b> Requests for any declarations of interest at this meeting: <b>none noted</b></p> <p><b>2.4:</b> The Clerk asked Governors to check their Declarations of Interest and update, if Necessary – on Governor Hub.</p> <p><b>2.5:</b> The Clerk reminded all Governors that they needed to tick/declare that they had read the most recent Keeping Children Safe in Education – September 2021 – Part 1 &amp; Annex B. The Clerk alerted the GB to the Paragraph 74 changes.</p> <p><b>2.6:</b> Governors need to sign that they agree with the Governor Code of Conduct.</p> <p><b>2.7:</b> The Clerk offered to conduct a website compliance check at some point during this school year.</p> <p><b>Action:</b> <b>The GB agreed that this was a good idea.</b></p> <p><b>2.8:</b> The Clerk offered to support the NGA Audit of Governor Skills. It was agreed <b>not</b> to complete the NGA Audit of Governor skills but to re-visit this in Summer 2022.</p> <p><b>ACTION:</b> <b>It was agreed that the Clerk would check the matters above at the next FGB.</b></p>	<p>Clerk</p> <p>Clerk</p>

Item	Minutes
3	<p><b>4.1:</b> The draft Minutes of the last full Governing Body Meeting held on <b>22<sup>nd</sup> June 2021 (previously distributed) - AGREED</b> as an accurate record.</p> <p><b>Note: See Action Log below</b></p>

#### 4: Action Log from FGB Meeting held on 22<sup>nd</sup> June 2021

7.6	Guidelines for the role of Vice-Chair to be drawn up and distributed to Governors.	RW	CLOSED
8.19	Meeting at beginning of autumn term to discuss attendance <b>Note: Later in Autumn Term</b>	HT / RW	OPEN
8.26	Presentation on the new Balance system for connecting the curriculum to assessment and progress is made at the end of the autumn term.	HT	OPEN
10.6	Finance Governors to meet with Headteacher before end of summer term to complete monitoring.	Finance Governors	OPEN
11.4	Link Governors to access Link governor Folder on Governor Hub	Link Governors	CLOSED
11.5	Headteacher & Co-Chairs to meet to agree Annual planner and distribute before next FGB.	HT Co-Chairs	CLOSED
12.1	RW to meet HT re: Health & Safety and report t next FGB	HT / RW	OPEN
12.4	Headteacher to provide Health & Safety Checklist	HT	OPEN
13.8	Updates on parking issues	VM/RS/ RC	OPEN
15.1	Clerk to add statement provided by RC (re: policies) to Governor Hub and link it to policies next term	CLERK	CLOSED
16.7	Due to COVID Governors could not meet inside.	CHAIR	CLOSED

Item	Election of Co-Chairs & Vice Chair of FGB
5	<p>All members of the GB were invited, in writing, to self-nominate for the positions of Chair, Co-Chair and Vice-Chair of the Governing Body. The Clerk received nominations, in writing, for the position of Co-Chair and Vice -Chair.</p> <p>Self-nominations were received from Oli Sharpe (OS) &amp; Hannah Jeffries (HJ) for the position of Co-Chairs. OS left the meeting. After discussion <b>Oli Sharpe</b> and <b>Hannah Jeffries</b> were elected unanimously from the Governors present as Co-Chairs of the Governing Body until the first FGB meeting in the Autumn Term 2022.</p> <p>A single self-nomination was received from Sally Coleman (SC) for the position of Vice-Chair. SC left the meeting. After discussion <b>Sally Coleman- Lewis</b> were elected unanimously from the Governors present as Vice-Chair of the Governing Body until the first FGB meeting in the Autumn Term 2022.</p>

	Ray Williams, past Vice-Chair was thanked for his contribution to the Governing Body as Vice-Chair most recently and prior to that as Chair of Governors of Middle Street School.
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Item	Consent Items	By whom
6	<p>6.1: <b><i>Scheme of Delegation</i></b>: Changes made to Section B to be added, accurate dates placed on SoD Policy and it was <b><u>agreed</u></b> to leave the tracked changes (in yellow) within the document.</p> <p>It was a key role of the GB to know and understand the Scheme of Delegation and further work to create clarity was needed to ensure that the GB took responsibility for monitoring processes and financial monitoring.</p> <p>Some discussion took place around the possibility of establishing a Resources Committee/Finance Committee to ensure the SoD is properly utilised.</p> <p>In conclusion; it was <b><u>agreed</u></b> that the Budget Monitoring Group would continue and it was <b><u>agreed</u></b> that further discussion will take place around the role of a Finance Committee/Resources Committee.</p> <p>The Chair was clear that there was a need to link the budget monitoring outcomes with GB scrutiny and a process needs to be established to ensure the FGB fully understand and approve the financial monitoring/outcomes at its termly meetings, in addition to Audit &amp; Internal Scrutiny procedures. It was suggested that there should be a financial monitoring committee to liaise with the school and report to the FGB at the termly meetings.</p> <p><i>The Clerk advised the FGB to consider the establishment of a Finance Committee of more than 2 governors to fulfil the above functions.</i></p> <p><b>ACTION</b> – Off-line further conversations would take place on the above points, including an appropriate grid-based SoD and report back to the next FGB.</p> <p>6.2: <b><i>Admission Policies</i></b> – <b><u>Noted</u></b> for 2022/23 and for 2023/24 following the consultation process. Policies are agreed by the LA and schools can contribute to the consultations. Some schools are being consulted around the numbers of pupils in future years but not at Middle Street – could be an on-going risk!!</p>	RS / RW / HT / OS

Item	HEADTEACHER REPORT	By whom
7	<p>The Headteacher Report had been uploaded and it was assumed that it had been read. He shared his report through the on-line screen. In particular he noted:</p> <ul style="list-style-type: none"> <li>The Headteacher Report is normally produced in the 2<sup>nd</sup> half of each term but it has been agreed that certain information, through 'The School Dashboard' at every FGB meeting.</li> <li>The dashboard shows a variety of contextual data – pupils on roll, diversity of pupils, SEND pupils, EAL numbers and performance data for 2019.</li> <li>The performance data is benchmarked against national standards in 2019 – red (below), yellow (in-line) and Green (above) – last time data was recorded pre-Covid. It is this figure that we are now going to be judged against.</li> <li>The HT shared the view that the areas deemed read were Covid affected and also it was where pupil needs were not being met appropriately.</li> <li>The next assessment point is later this term and this outcome data will be reported at the next FGB.</li> <li>Pupils with EHCP is 2% (4 children), SEND pupils at 16.7% (34 children) – national figure for 2019 was 12.6%</li> <li>The Safeguarding Audit (Section 175) with LA is a key priority and will be very detailed. The action plan will be built around the key issues identified.</li> </ul>	

- With H&S - there has been a Covid outbreak leading to 8 children and 2 staff being absent. It is the policy of the school to retain the present mitigations until at least half term and then review.
- There are some issues around the front entrance to the school following a child being able to leave the building.
- There has been a request from the school to the LA to conduct a Condition Survey but the LA has responded – will be in 2023. ***This does present a challenge and risk to the school.***
- There are 203 pupils on roll – with a budget set for 210. (55.7% boys & 44.3% girls).
- The staffing structure was shared and explained.
- There will be a wellbeing offer to staff in Term 2.

**Q: The flood that took place in the hall – why & how?**

**A:** Was caused by a tennis ball being stuck in a 3.3inch pipe – remedial action was taken by LA. Insurance claim and this has been approved.

**Q: Performance in Year 2 is low based on Year 1 assessment. What is the plan to improve this performance?**

**A:** Performance Management with staff has commenced and the pupil progress analysis is focussed on specific targets in reading and writing. The HT did warn that it would take time and that it was likely to take 2 years for this cohort to start performing at national levels for this year group cohort. It is hoped that levels will rise from 59% to a target of 75%. If the provision is right pupils will breach the gaps.

**Q: Where are we with the role of School Business Manager?**

**A:** The provision is in the budget for a SBM and it is hoped to recruit in January 2022 and be operations from early in Term 3 or as soon as after is possible.

**Q: Attendance in Year 1 – is it Covid related?**

**A:** Partly co-vid and on-going sickness absence – a possible ‘hangover’ from being the reception cohort during lockdowns. Staff will conduct in-service with parents. Covid is an issue in Year 5. The HT stated that attendance, across the school, was a key priority – presently at 92%.

**Challenge: OS shared his concern around pupil outcome data and asked what the school is doing to raise standards – governors need to know how this will happen.**

It was agreed that the FGB needed to know what the school was doing to improve standards in all year groups and in particular year groups. The Headteacher explained that the actions within the SIP focussed on raising standards and that pupil and subject monitoring outcomes would be reported regularly to the FGB through his reports. Governors were actively encouraged to visit the school to view the work in action ... and frequently.

**Q: OS asked about the work being undertaken, across the City of Brighton & Hove through the Trans Working Group and other projects and how would Middle Street be involved?**

**A:** The HT was clear that there were many on-going projects that were going to involve Middle Street and he was proposing a TLR position (no capacity with the SLT) for a member of staff to lead on these projects and Middle Street’s involvement.

**Q: With regard to Values – will there be an explanation to parents?**

**A:** The school values were published as KINDNESS, RESPECT, AMBITION. The HT was preparing an explanatory video on the values and work would continue within the School Council, in classes and with parents.

**Challenge: Given a wide-ranging school inset, attended by Governors, how did we arrive at the three words of Kindness, Respect and Ambition appearing on a school newsletter without a final agreement from Governors?**

	<p><b>A:</b> These three words came from a staff inset day and volunteers from across the school discussed the issues and arrived at the 3 key words. The HT acknowledged that sharing it in a school newsletter, before a sign-off from the FGB or a detailed discussion with staff, was a mistake and he apologised.</p> <p><b>ACTION: HT will complete an input on Values at the next FGB</b></p> <p>It was acknowledged that a review should take place in 9 months' time but it was considered to be a good and useful journey for pupils', staff and governors.</p>	HT
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Item	Policies	By whom
8	<p>The Policy Review Cycle had been circulated in advance for discussion and approval.</p> <p>The HT stated that he would circulate policies, each half term on a rotating basis, seek comment and views from Governors, revise, update and re-date and confirm approval at the following FGB meeting.</p> <p>Using the consent agenda items documents should be circulated 10 days in advance of meetings enabling time to read and review.</p>	

Item	Finance	By whom
9	<p>A verbal update was given.</p> <ul style="list-style-type: none"> <li>The expected deficit is likely to be £28,882 against an agreed, licensed deficit, of £28,570.</li> <li>The picture looks better than predicted.</li> <li>There will be a Finance Audit &amp; Governance review in the week commencing 19.10.2021 based around policies and controls in place. A report will follow.</li> </ul> <p><i>NOTE: a question was asked if the FGB had a Finance Committee?</i></p> <ul style="list-style-type: none"> <li>There is an expectation that the Business Manager appointment will take place in time for January 2021. This is a follow up action from a previous report.</li> </ul>	

Item	School Evaluation Form (SEF) / School Improvement Plan (SIP)	By whom
10	<p>RC took Governors through the format of the School Evaluation Form (SEF) and explained how the 'bite-sized' questions linked to the potential Ofsted judgements – based around evidence from within the school. The plan is colour coded – Green = in place with evidence, Red = not in place yet and Blue = more evidence needed to securely be rated good.</p> <p>The next steps will be to</p> <ul style="list-style-type: none"> <li>Review judgements and statements;</li> <li>Re-assess judgements with SLT to agree a base-line judgement; and,</li> <li>Share with staff, governors and parents.</li> </ul> <p>The present SEF/SIP identifies priorities to get the school from Requires Improvement to a Good status under Ofsted and is RAG rated linked to actions &amp; success criteria – based around who, when, deadlines and status. Critical to the SIP will be understanding the impact of actions and the evidence that supports these judgements. This links with the governor visiting system to check against declared action and the evidence of success.</p> <p><b>ACTION 1: There will be a presentation/priority item on the SIP at the next FGB meeting in December 2021. There will also need to be a monitoring cycle for the SEF/SIP – see item 12.</b></p> <p><b>Action 2: Data Analysis/ Performance Report to FGB in December 2021 – a priority item.</b></p> <p><b>Action 3: HT to share the updated SEF/SIP to Governors ASAP by way of a presentation by early November 2021. This would be achieved as a video prepared by HT, sent to Governors, with questions at the FGB meeting.</b></p>	<p>HT</p> <p>HT</p> <p>HT</p>

	<p>There will be a School Improvement Partner Report (visit 19.11.2021) before the next FGB meeting that should help triangulate the data and evidence included in the SEF/SIP.</p> <p>It was <b>AGREED</b> that the SIP was the key piece of work for Governors for the year ahead.</p> <p>Website update agreed as good.</p>	
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Item	Monitoring Reports	By whom
11	There were no reports at this meeting.	

Item	Governance / Strategic Development	By whom
12	<p>This item was intended to address the following key points:</p> <ol style="list-style-type: none"> <li>1. Role &amp; Responsibilities of Governors</li> <li>2. Review a governance monitoring &amp; reporting planner</li> <li>3. Discuss governor training priorities</li> <li>4. Discuss and agree governor strategic priorities</li> <li>5. Discuss when to complete and review the Governor Skills Audit.</li> </ol> <p>The Co-Chair (OS) shared his thinking around how the governance function and strategic development of the FGB could be strengthened as per items cited in the agenda above. He pointed out the following:</p> <ul style="list-style-type: none"> <li>• We need to know what the Governor Values and Priorities are.</li> <li>• Terms of Reference are needed for all committees to give structure and guidance.</li> <li>• Communication between meetings needs to be clearer with notes of discussions that have taken place, the main points discussed and any actions agreed. These would then be reported back at FGB meetings under a separate item – this would ensure all Governors are in the loop on issues.</li> <li>• We need to fully articulate the unique aspects of Middle Street School's offer that makes it obvious why it should continue to exist for the community.</li> </ul> <p><b>ACTION: Co-Chairs to hold off-line conversations about how the above can be achieved.</b></p> <p><u>Roles &amp; Responsibilities:</u></p> <p>OS has started to prepare a governance planner with specific items being discussed at specific FGB meetings during the year including specific staff presentations and the receipt of monitoring reports (e.g., Wellbeing Report / Safeguarding Reports). There needed to be a clear rhythm to ensure the SIP/SEF, Safeguarding, Health &amp; Safety, Finance Monitoring, data monitoring, teaching monitoring are all covered regularly and at the most appropriate time within the school year.</p> <ul style="list-style-type: none"> <li>• Allocating Governors to specific areas for monitoring – linked to specific staff/subject areas was agreed to be a good starting point.</li> <li>• Governors playing a critical role in meeting regularly with school staff to review monitoring priorities.</li> <li>• There needed to be a conscious effort not to overload FGB agendas – ensuring there was both a structure and time allocation to ensure the identified priority items were discussed and clear actions and timelines defined.</li> <li>• The Action Log, that follows an FGB, should clearly identify the priorities.</li> </ul> <p>The following key Governor positions were confirmed:</p> <ul style="list-style-type: none"> <li>• <b>Health &amp; Safety Governor:</b> Ray Williams</li> <li>• <b>Safeguarding Governor:</b> Hannah Jeffries</li> <li>• <b>Assessment &amp; Pupil Premium Lead:</b> Karlyn Layzell</li> <li>• <b>Monitoring of the School Improvement Plan:</b> Rob Shepherd</li> </ul> <p><b>ACTION: OS to circulate the draft governance planner and invite comments from Governors.</b>  <b>ACTION: An off-line discussion with Chairs and Vice-Chairs to agree roles and responsibilities to be confirmed at FGB 2 in December 2021.</b></p>	<p>OS / FGB</p> <p>OS / FGB</p>

	<p><u>Governor Strategic Priorities</u> After discussion and building upon discussions that took place at the end of the summer term 2021 the following were agreed as the Governor Strategic Priorities for 2021/2022:</p> <ol style="list-style-type: none"> <li>1. Monitoring Responsibilities / Procedures</li> <li>2. Challenge on pupil performance</li> <li>3. Managing financial protocols/monitoring and SoD</li> <li>4. Staff Strategy</li> <li>5. Car Parking / Traffic Issues / Street Safety Issues.</li> </ol> <p><u>Training</u> There are many opportunities for governors to attend training and governors are encouraged to attend training that develops and widens their skills set. <i><u>It was important that Governors attend training to support their key monitoring responsibilities. Equally, all training will be both reported and recorded at FGB meetings.</u></i></p>	
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Item	Risk / New Risk	By whom
13	<p>The Risk Register has commenced and was shared. It identifies real risks within the school. Presently Staffing &amp; Wellbeing are considered significant risks.</p> <p>It was agreed that Risk/New risk be a standing item on each FGB agenda.</p>	

Item	STANDING ITEMS	By whom
14	<p><b>14.1:</b> DfE/LA Updates – <b>none noted</b></p> <p><b>14.2:</b> Correspondence – <b>none received</b></p>	

Item	MEETING DATES	By whom
	<p>To confirm the next of Middle Street FGB Meeting for the Autumn Term 2 (2021-2022) to be held on:</p> <p style="text-align: center;"><b>Thursday 9<sup>th</sup> December 2021 @ 4.00pm.</b> (In-Person/ Virtual)</p> <p><b>Future FGB Meetings</b> Thursday 3<sup>rd</sup> February 2022 @ 4pm Thursday 31<sup>st</sup> March 2022 @ 4pm Thursday 19<sup>th</sup> May 2022 @ 4pm</p>	

Item	CONFIDENTIAL ITEMS	By whom
15	No item identified as Confidential.	

**AOB:**

- It was agreed that Teams be used as the vehicle to conduct future virtual FGB meetings.
- **Q:** Now we have agreed Co-Chairs, Vice-Chair and Clerking could an Agenda allow Governors to add items? The Clerk set out the procedure for Agendas (agreed only with Chair & HT) and the timescales. It was noted that priority items be identified, as part of the agenda and that, in advance of a FGB, Governor's request inclusion of items through the Co-Chairs.

**Meeting ended at 6.15pm**