



FGB MINUTES

FGB 5

MIDDLE STREET SCHOOL – FGB Meeting

Date: Thursday 19th May 2022
Time: 4.00pm – 6.20pm
Venue: In-Person at Middle Street School.
Present:

Oli Sharpe (OS) *	Chair / Governor	Hannah Jefferies (HJ)	Governor
Rob Cooper (HT)	HEADTEACHER	Ray Williams (RW)	Co-Opted GOVERNOR
Sally Coleman-Lewis (SCL)	Parent GOVERNOR	VACANCY (LA GOV)	LA GOVERNOR
Vanessa McGeachin (VM)	Vice-Chair Co-Opted GOVERNOR	Rob Shepherd (RS) (From 4.45 pm)	Parent GOVERNOR
Karlynn Layzell (KL) Staff Governor			

*Chair of the FGB

In attendance: **Laura Burrows** [LB]

SEN LEAD – Item 5

Katie Jones [KJ]

Deputy Headteacher – Observer

CLERK: **Mr. Donal McCarthy**

Judicium Education

Item	Welcome & Apologies	By whom
1	<p>The Chair of the meeting, Oli Sharpe welcomed everyone to the meeting. He welcomed Laura Burrows [SEN Lead] – presenting Item 5 and Katie Jones [Deputy Headteacher] observing.</p> <p>It was noted that Ray Williams had been elected to serve (as a Co-opted Governor) for a further period of office effective from this meeting, 19th May 2022, and his details would be updated on Governor Hub.</p> <p>2 letters had been received from Fairlight School and Deb Austin from LA. These have been distributed to all Governors. Both relate to issues relating to the recent publication of the government White Paper.</p>	
	ADMINISTRATION MATTERS	
2	<p>2.1: Apologies for Absence: Mark Juba</p> <p>2.2: Confirmation of Quorum: Yes (50% of GB)</p> <p>2.3: Requests for any declarations of interest at this meeting: none noted</p>	

Item	Minutes
3	<p>3.1: The draft Minutes of the last full Governing Body Meeting held on 31st March 2022 (previously distributed) – AGREED as an accurate record. To be digitally signed on Governor Hub.</p> <p>Matters Arising: Minor changes noted and to be corrected by the Clerk.</p> <p>Note: Action Log below was updated</p>

4: Action Log from FGB Meeting held on 31st March 2022

Minute Reference	Item	By Whom	By When
Election of Chair	Clerk to inform Brighton Governance Services of the resignation of Hannah Jeffries as Co-Chair (but remaining as a Governor) and inform of Oli Sharpe's appointment as Chair.	CLERK	CLOSED
7	Covid-driven pressures, cost centre pressures, new higher NI contributions, rising inflation costs, energy costs, and fuel costs are to be reviewed in advance of FGB 5 & 6.	FINANCE COMMITTEE / SCHOOL	CLOSED
7	A recorded trail of actions on addressing school budget issues be prepared and used as evidence to external visitors – to illustrate strong strategic financial management against a backdrop of increased cost pressures.	CMG / FINANCE COMMITTEE	OPEN
5	Any comments, typos, or corrections on the Behaviour Principles or Health & Safety Policy are to be referred back to RC.	FGB	CLOSED
6	At FGB 5 (May 2022) there would be input on the whole school phonics programme (Little Wandle Letters & Sounds revisited)	Phonics Leader	FGB 6
6	The possibility of having Family Support Worker support at MSS to be discussed with Ashley Seymour Williams from the LA Finance Team.	RC / LA Team	OPEN
6	The Budget Support Group to consider future options around the role of Family Support Worker.	Budget Support Group	OPEN
6	RC to check the Minority / Ethnic group stated data in the dashboard.	RC	CLOSED
6	An exit survey for all staff to be implemented from the FGB.	FGB	ONGOING
6	Letter to parents on the update around the timetable to be prepared and sent out before the end of term.	RC	CLOSED
6	Joint Parent Newsletter from School/FGB to be prepared for issue by the end of term.	SCHOOL / FGB	OPEN
6	In FGB 6 consider what the FGB role might be in a future Ofsted visit.	FGB 6 Agenda Clerk / FGB	FGB 6
9	SFVS AGREED and to be forwarded to LA by 1st April.	FGB	CLOSED
9	An options paper (Discovery Report) is to be prepared for the FGB 6 meeting in June.	FGB – Strategic Group GIG	FGB 6
10	Governor Improvement Group to carry out further work on Working Groups Terms of Reference for further consideration at FGB 6.		FGB 6
AOB	FGB to investigate the potential options around applying for an exemption around the Collective Worship. It was agreed to be added to the FGB 5 Agenda. <i>It was agreed that there would be a conversation with the Humanist Group – a member of SACRE to discuss future options and ways forward.</i>	FGB	OPEN
AOB	Agreed to pay all TA's for the Spring Term 2022 the back payments.	RC / SBM	CLOSED
	Review summer term provision / options. Staffing structure to be considered.	RC	CLOSED

Item	Presentation on SEN
5	Laura Burrows [SEN Lead] led this item on SEN provision and reporting at Middle Street School. She noted that SEN data published on the school website takes place after the validated data is received by the school in the latter part of the autumn term. Next January (FGB 3) the most up-to-date data will be presented for 2021/2022 and looking forward to it.

	<p>SCL and LB meet regularly to discuss SEND issues and at least once termly. The SEN Information Report is presently on the school website. KB took Governors through the data from the last academic year and invited questions.</p> <p>KB shared how pupils are identified. Pupils are first identified through quality first teaching in the classroom. Using in-school assessments and/or diagnosis pupils are referred to the SEN Lead. The SEN register is updated twice yearly and includes a monitoring list and pupils identified placed on SEN Register. To be placed on the SEN Register pupils must meet the category of need and be 2 years below age-related levels. Parents of SEN pupils meet formally 2x per year along with informed face-to-face meetings, emails, and telephone conversations. Pupils can be removed from SEN Register when the data supports appropriate progress. Any parent conversations are noted and recorded on the CPoms system.</p> <p>Each pupil on SEN Register has an Individual Education Plan [IEP] which details the child's needs and the strategies being deployed to support the pupil. The IEP is shared with parents and transfers with pupils to the next Key Stage of their learning.</p> <p>It was noted that Middle Street's school average of pupils with SEN is higher than both local and national averages. The number of the Education, Health & Care Plans (EHCP) is lower than the national average. There was a discussion about why the present SEN numbers are higher than both local and national levels.</p> <p>ACTION: Safety & Wellbeing Group to monitor how children are identified for the SEN Register and why numbers on the SEN Register are higher than local and national averages [LB & Safety & Wellbeing Group]]</p> <p>LB shared the current provision to support pupils on SEN Register, the role of external services, and set out the priorities for next year – see Presentation Notes. It was noted, based on progress data, that pupils with SEN make good progress in key subjects at Middle Street.</p> <p>There was a discussion/debate about the increase in pupil learning needs that require additional support, and the difficulties in accessing external services support, particularly from within the local authority. It was agreed that this needed to be kept under review and the Headteacher was asked to keep Governors updated on issues that affected the first-class service to pupils, especially those requiring <u>additional</u> needs and support.</p> <p>Laura was thanked for her presentation and the Governors stated they were looking forward to receiving regular updates on SEND. LB left the meeting at 4.40 pm.</p>
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Item	Consent Items
6	<ul style="list-style-type: none"> • First Aid in Schools – AGREED • Equality Information & Objectives – AGREED • School Complaints – AGREED <p>It was noted that the formats needed to be consistent – RC to format and check for consistency.</p>

Item	Headteacher Report
7	<p>The Headteacher Report was uploaded and the dashboard was shared. In addition to the report RC noted the following points:</p> <ul style="list-style-type: none"> • Staff attendance is now really good with fewer absences. • The Wild Beach project has commenced with Year 2. • Curriculum structure going well and developing well – in place for September 2022. • There are 2 vacancies for teachers. Adverts have been placed, there has been strong interest, and interviews are scheduled for next week. This was considered very positive. Phonics Screening Checks will take place in early June 2022. <p>The SEF has been reviewed and revised as has the School Improvement Plan (SIP) which has been updated and presented to Governors.</p> <p>ACTION: A review of the SEF & SIP is to take place at the FGB 1 meeting in Autumn Term 2022.</p>

	<p>Q: With the curriculum drivers – how is communication going?</p> <p>A: RC stated that a meeting had been arranged but no one attended. The information was and is ready and will now be sent to those who were planning to attend and seek their views.</p> <p>ACTION: Curriculum Driver updates to be sent to parents after half-term, with a full September launch.</p> <p>RC reported that SATS 2022 had gone very well – with lots of support staff involved in supporting individuals and groups. Thanks were extended to all involved.</p> <p>Reception numbers for 2022/23 are good with 29 places offered (26 were the first choice). This reflects well on the invested work to improve the reception space over recent years.</p>
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Item	Finance
8	<p>The Finance Report was noted and received. The finance working group met today to consider the draft budget for 2022/2023 and offered up the final draft budget for approval.</p> <p>The agreed deficit is -£61K and approval was requested to submit a budget to the LA on 20.5.2022 with a deficit figure of £-30,329 and is likely to be approved by the LA.</p> <p>The Draft Budget for 2022/23 was AGREED upon. To be forwarded to LA on 20.5.2022 The following two years (2023/24 & 2024/2025) budgets were briefly discussed and work is ongoing with estimates and projections – but is proving difficult with issues around inflation and energy costs.</p> <p>Discussion took place around the security of the school buildings and the need to provide additional fencing, likely to be for £20k, to secure the building. A loan has been proposed by the LA. This could be used to fix outstanding issues within the school buildings – repairs and maintenance.</p> <p>ACTION: FGB (Finance Group) to consider a loan from LA.</p> <p>ACTION: Premises Team to consider the options and priorities and make recommendations of what should be carried out up to a limit of £65k. Agreement (approval) by FGB by email.</p> <p>Issues of repayment of any loan (can be up to £200k repaid over 3/5/7 years) needs to be considered in the decision making but Governors felt this approach was both appropriate and a way to proceed.</p>

Ray Williams left the meeting at 5.40 pm

Item	Monitoring Reports
8	It was agreed that the Pupil Progress Monitoring Report [MJ] be read offline by Governors.

Item	Working Groups Brief Verbal Updates
9	<p>Verbal updates were taken from the following working groups:</p> <p>9a: Education</p> <p>The group has met with the Headteacher on two occasions an updating for summer ter. A further meeting is planned for July 2022 with SEND a focus.</p> <p>9b: Safety & Wellbeing</p> <p>Policies have been updated on the school website, a safeguarding monitoring meeting took place in May, a model policy on Prevent was discussed and the Safer Recruitment Policy was updated. The Single Central Register (SCR) is to be followed up.</p> <p>The Wellbeing Questionnaire and feedback are presently being discussed. Communication was identified as a key issue. A Wellbeing Policy is being planned to take into account the views of all staff. 'Treat Fridays' to be explored.</p> <p>ACTION: Responses from Wellbeing Questionnaire to be fed back at a future FGB meeting.</p>

	<p>9c: Finance & Resources: This group's work over the past term has largely focussed on the school budget process. The new SBM is settling well and is now concentrating on the monitoring processes.</p> <p>9d: Strategic Leadership This group will be drafting the 'Future Options' paper. The Headteacher & CoG attended as observers a meeting of another governing body where a federation and an Academy Trust gave generic introductory presentations.</p> <p>ACTION: 'Future Options' paper to be prepared and considered at FGB 6. [RC & OS]</p> <p>It was noted that the role of the PTA needs further development work and actions as no volunteers had come forward to lead the PTA. This was partly explained by Covid's impact, especially in years Reception/Year 1. It was agreed to involve the SBM to support PTA ideas and events.</p> <p>A lengthy discussion took place arising from the letters from the LA and Fairlight School on it was felt appropriate that schools within the Brighton & Hove Partnership should have open conversations and Middle Street would be an active participant in the government White Paper.</p> <p>ACTION: FGB agreed to continue to explore future options and to hold (confidential) informal discussions with Fairlight School and others within the Brighton & Hove Partnership.</p>
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Item	Governance / Strategic Development
10	SCL briefly discussed the question of how parent governors can best respond when parents ask them to raise an issue with the governors. One part of this was for all governors to be familiar with the school's formal Complaints Policy.

Item	Risk Register / New Risk
11	It was agreed that the Risk Register would be considered by and at the FGB 6 meeting.

Item	MEETING DATES
	<p>To confirm the next Middle Street FGB Meeting for the Summer Term 1 (2021-2022) to be held on:</p> <p style="text-align: center;">Thursday 30th June 2022 @ 3.30pm [FGB 6] (In-Person/ Virtual)</p> <p>Future FGB Meetings Thursday 14th July 2022 [SEF] – Governors Only (no clerk)</p>

Item	CONFIDENTIAL ITEMS
	No items are considered confidential.

AOB: None noted

Meeting ended at 6.20 pm

ACTIONS FROM THE MEETING ON 19th MAY 2022 (FGB 5)

Minute Reference	Item	By Whom	By When
5	Safety & Wellbeing Group to monitor how children are identified for the SEN Register and why numbers on the SEN Register are higher than local and national averages	KB & Safety & Wellbeing Group	ASAP
7	A review of the SEF & SDP is to take place at the FGB 1 meeting in Autumn Term 2022.	FGB	FGB 1 22/23
7	Curriculum Drivers to be sent to parents after half-term, with a full September launch.	RC	After Half Term / September
8	FGB (Finance Group) to consider a loan from LA.	FGB	ASAP
8	Premises Team to consider the options and priorities and make recommendations of what should be carried out up to a limit of £65k. Agreement (approval) by FGB by email	Premises Team	ASAP
9b	Responses from Wellbeing Questionnaire to be fed back at a future FGB meeting.	Safety & Wellbeing Group	Future FGB Meeting
9c	'Future Options' paper to be prepared and considered at FGB 6.	RC & OS	FGB 6
9d	FGB agreed to continue to explore future options and to hold (confidential) informal discussions with Fairlight School and others within the Brighton & Hove Partnership.	FGB	Ongoing
11	It was agreed that the Risk Register would be considered by and at the FGB 6 meeting.	FGB	FGB 6