



FGB MINUTES [Agreed 19.5.2022]

Spring Term 2: 2021.2022

MIDDLE STREET SCHOOL – FGB Meeting

Date: Thursday 31st March 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 Vice-Chair	VACANCY (LA GOV)	LA GOVERNOR
Vanessa McGeachin (VM)	Co-Opted GOVERNOR	Rob Shepherd (RS) (From 4.45 pm)	Parent GOVERNOR
Mark Juba (MJ) Governor			

*Chair of the FGB

In attendance: **Claire McGrath – School Business Manager** [CMG]

CLERK: **Mr. Donal McCarthy** Judicium Education

Item	Welcome & Apologies	By whom
1	The Chair of the meeting, Oli Sharpe welcomed everyone to the meeting and said how delighted he was that we could hold this meeting in person. He welcomed Claire McGrath, New Business Manager and the Clerk from Judicium.	
	ADMINISTRATION MATTERS	
2	2.1: Apologies for Absence: Karlynn Layzell 2.2: Confirmation of Quorum: Yes (50% of GB) 2.3: Requests for any declarations of interest at this meeting: none noted	

Item	Election of Chair
	<p>The written resignation of Hannah Jeffries as Co-Chair was noted and accepted.</p> <p>The Clerk had invited, digitally, interested candidates for the position of Chair to self-nominate by 25th March 2022. One nomination was received: Oli Sharpe [OS].</p> <p>OS left the meeting; his candidature was discussed and Oli Sharpe was elected unanimously as Chair of Governors at Middle Street Primary School, Brighton</p> <p>ACTION: 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.</p> <p>OS assumed Chair of the meeting and thanked Hannah for all her efforts as Co-Chair over recent years.</p>

Item	Minutes
3	<p>3.1: The draft Minutes of the last full Governing Body Meeting held on 2nd February 2022 (previously distributed) – AGREED as an accurate record. To be digitally signed on Governor Hub.</p> <p>Matters Arising: None noted</p> <p>Note: Action Log below was updated</p>

4: Action Log from FGB Meeting held on 2nd February 2022

Minute Reference	Item	By Whom	OPEN / CLOSED
5	It was agreed that the Education Working Group [EWG] will focus on understanding and analysing the benefits of 'Balance'.	EWG	CLOSED
6	It was agreed that all the policies, agreed in Item 6, would be correctly named and dated, and allocated to the appropriate working group (as agreed by the strategic team) for review and revisions.	HT & forwarded to the appropriate working group.	CLOSED
7	Leavers Survey to be done (RC)	HT	CLOSED
7	Staff absence to be continually monitored and governors kept up to date.	HT / GOVS	CLOSED
7	Update to FGB meeting on the progress of the TLR post. JD prepared by the start of summer term 2022 with implementation in September 2022. This was abandoned due to cost pressures	HT	CLOSED
8	The Budget Monitoring Group will visit the school by 28.02.2022 to carry out finance monitoring and consider the proposed Draft School Budget for 2022/2023.	BMG / HT	CLOSED
9	Communication with parents around the changes to support the SIP to be seen first by Governors before publication.	HT / Governors	CLOSED
9	RC to upload his proposed plan to Governor Hub.	RC / Governors	CLOSED
9	It was agreed that the monitoring of the School Improvement Plan would be discussed by the Education Working Group on 22 nd February.	WWG	CLOSED
10	The new safeguarding standards are to be included in HT reports.	HJ / HT	CLOSED
11	A Risk & Mitigations paper be prepared by Middle Street School and discussed at the Finance & Resources Working Group. It was also agreed that the new SBM should be involved in this conversation.	F&R WG	OPEN
12	<p>ACTION: Governor Strategic Paper adopted and agreed.</p> <p>ACTION: Terms of Reference for Working Groups to be prepared and circulated by RC.</p> <p>ACTION: Thanks were expressed to OS and all those who contributed to the working day.</p>	RC	ONGOING ACTIONS FOR FGB
	<p>ACTION: To record all new risks at each group, committee, or FGB meeting.</p> <p>ACTION: There should be a termly review of the Risk Register</p> <p>ACTION: The school strategic leadership group considers the The present version of the Risk Register.</p>		ONGOING ACTIONS – RISK REGISTER

Item	Consent Items
5	<p>5a: Behaviour Principles Written Statement: <u>AGREED</u> Safety & Wellbeing WG to review – Spring 2023.</p> <p>5b: Health & Safety Policy: <u>AGREED</u> Safety & Wellbeing WG to review – Spring 2023.</p> <p>ACTION: Any comments, typos, or corrections on the Behaviour Principles or Health & Safety Policy are to be referred back to RC.</p>

Item	Headteacher Report
6	<p>The Headteacher Report was uploaded and the dashboard was shared. RC said there was much to celebrate at MSS that was going exceptionally well – the new whole school phonics programme (Little Wandle Letters & Sounds -revised), the reading catch-up programme, the sticky knowledge, and the whole school approach to writing. In addition, the Pathways to Write, Maths Mastery, and Balance were going very well. Curriculum development continues (using the Chris Quigley programme) and these developments were shared with parents.</p> <p>RC asked if the FGB would find it useful and informative if there was a focus input to the FGB on particular curriculum areas.</p> <p>ACTION: At FGB 5 there would be input on the whole school phonics programme (Little Wandle Letters & Sounds revisited)</p> <p>HJ raised the issue of a Family Support Worker and expressed that this was sad. RC confirmed that it would cost £10k for 2 days a week – felt it would be a very valuable resource and was much needed as there were now increased needs at Middle Street School.</p> <p>ACTION: The possibility of having Family Support Worker support at MSS to be discussed with Ashley Seymour Williams from the LA Finance Team.</p> <p>ACTION: The Budget Support Group to consider future options around the role of the Family Support Worker.</p> <p>Year 1 attendance remains a concern and RC confirmed that Covid and increased Chicken Pox were the main levers. RW observed that minority / ethnic group data was at 45% - well above the national average and wanted to know if this was higher than in previous years.</p> <p>ACTION: RC to check the Minority / Ethnic group stated data in the dashboard.</p> <p>The leavers' survey was discussed and RC clarified the interpretation of the data which did not always give an accurate presentation of the key issues as the numbers cited were often low but those percentages were high. Discussion took place around implementing an exit survey for pupils. Consideration of the publication of the Year 6 Leavers' Survey with parents to be uploaded to the school website. The comments made by parents around pupil toilets (security, condition, and SG issues) were to be further explored.</p> <p>ACTION: An exit survey for all staff to be implemented from the FGB.</p> <p>Questions were invited from OS and RC around the changes to the timetable arrangements, outlined at the last FGB meeting. MJ asked if, considering the changes and feedback, staff were more content with the changes proposed. RC was clear that staff were very positive and some of the PPA issues have now been resolved. Staff acknowledged and appreciated that their views had been listened to and responses considered and actioned. RC said the impact of these changes was to effectively create an extra SLT day per week.</p> <p>RC reassured the FGB that capacity with the SDP has been mitigated and was now back on track – which was the initial priority in proposing the timetable changes. The FGB acknowledged these actions and thanked RC for his openness and flexibility.</p>

	<p>ACTION: Letter to parents on the update around the timetable to be prepared and sent out before the end of term.</p> <p>A discussion took place around how the strategic priorities and operational priorities could be communicated to parents – sharing with them the school's key focus areas – issues, priorities, structure, and organisation. The possibility of preparing a joint School/FGB setting out both the strategic and operational matters.</p> <p>ACTION: Joint Parent Newsletter from School/FGB to be prepared for issue by the end of term.</p> <p>School Development Plan: RC shared the view that this was the key school document setting out the school priorities for the year. The present SDP will lead to the creation of the next SDP for the 2022/23 academic year, building upon work already started.</p> <p>ACTION: In the FGB 6 consider what the FGB role might be in a future Ofsted visit.</p>
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Item	Finance
7	<p>Claire McGrath, SBM presented her report to the FGB. She drew attention to the Finance Board Meeting and stated that the minutes contained the main discussion & decision points.</p> <p>She shared the view that the deficit for the 2021/22 year would be around £58k. There had been a high figure this month of £5,900 to cover extremely high staff absence costs. There would be a continual review of this area and it was hoped that Covid costs would reduce over the coming weeks.</p> <p>CMG shared her views on areas where further savings can be made and that new protocols have been put in place to better monitor expenditure profiles. New decisions have been made around additional income from the Flat and there were possibilities of further lettings within the flat to other artists plus additional lettings income as Covid restrictions subside.</p> <p>HJ expressed concern about support from the LA and achieving a balanced budget. RC was meeting shortly with the LA Finance Team and also expressed his concern that the impact of a deficit budget placed Middle Street School [MSS] at risk of being graded into a category under Ofsted. He very candidly updated the FGB on the real figures, the real position, and the risks as he saw them. This honest view was commended by the FGB. He hoped that MSS would be supported by the LA and the £10k support from the LA was already in the school budget – without it, the deficit could be £68k.</p> <p>HJ asked if the position of Middle Street was similar to other schools. RC responded that there was great pressure across all Brighton Schools.</p> <p>ACTION: Covid-driven pressures, cost centre pressures, new higher NI contributions, rising inflation costs, energy costs, and fuel costs to be reviewed in advance of FGB 5 & 6.</p> <p>ACTION: 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.</p> <p>The FGB acknowledged the actions being taken by the School Business Manager to manage and monitor the school budget. Clare was thanked for her first finance report.</p>

Item	Monitoring Reports
8	<p>8a: Behaviour & Attendance – presented at last FGB 8b: Equality & Inclusion: Noted 8c: Staff Wellbeing: Noted</p> <p>It was noted that the reports were good and helpful.</p>

Item	Working Groups Brief Verbal Updates
9	<p>9a: Education MJ updated - the group had met and discussed the revised terms of reference. There had been a meeting around the SIP with the Headteacher. Pupil progress was discussed with Dom & Katie along with ECAR (Every Child a Reader) issues – which were quickly addressed by the school. Volunteers, Year 6 supporting readers and a reading dog were some of the strategies deployed.</p> <p>9b: Safety & Wellbeing SCL updated – The Safety & wellbeing Group met at the start of March with a safety & wellbeing report to the FGB. Two future meetings have been planned – September 22 and March 23.</p> <p>9c: Finance & Resources: RS updated – the group had met once and had revised the terms of reference on 31/3. The group has been very busy and discussed the SFVS. There is to be a monthly review of the out-turn statement with SBM</p> <p>ACTION: SFVS AGREED and to be forwarded to LA by 1st April.</p> <p>9d: Strategic Leadership OS updated – the group and Future Options group have met once. The Terms of Reference were discussed as were the recently published White Paper & Green Paper on SEND. It was noted that these groups would start to accumulate knowledge around potential options and discuss options at FGB 6.</p> <p>ACTION: An options paper (Discovery Report) to be prepared for the FGB 6 meeting in June.</p>

Item	Governance / Strategic Development
10	<p>10a: Formal approval of an initial set of ToR for each WG Draft ToR to be adopted – then revise and review. A great deal of work has been undertaken with the ToR's. By FGB 6 the Governance Improvement Group – seek to link the ToR's together.</p> <p>ACTION: Governor Improvement Group to carry out further work on Working Groups Terms of Reference for further consideration at FGB 6.</p> <p>10b: Discussion & agreement about when to review: Review at FGB 6.</p>

Item	Risk Register / New Risk
11	Nothing new was noted.

Item	Any Other Urgent Business
12	<p>12a: SCL asked if an exception could be applied for from the local SACRE to alter the Collective Worship of a broadly Christian nature as prescribed by statute at all state schools and whether this was an appropriate action for Middle Street School to take?</p> <p>ACTION: 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.</p> <p>12b: RC raised his concern about the rising costs of cover for staff. The present figure of £5,900 contained a sum of £1,600 to pay TA's additionally through ex-gratia payments or acting up allowances. He had circulated a paper for consideration. After discussion, it was agreed that in the summer term only an acting up allowance to be paid to cover PPA and other exceptional duties and not the ex-gratia payments. He was clear that all staff had responded well when asked to cover.</p> <p>It was agreed that acting up allowance amounted to £20 per day and the ex-gratia payments were paid at £50 less deductions, in addition to their normal pay. The FGB recognised the exceptional circumstances that arose during the Spring Term 2022.</p> <p>ACTION: Agreed to pay all TAs for the Spring Term 2022 the back payments through ex-gratia payments.</p>

	<p>ACTION: Review summer term provision / options. Staffing structure to be considered.</p> <p>12C: OS shared the details of the Governor Update Conference – on April 2nd via Teams between 9.30 am and 12.00 pm. He acknowledged it was very late notice but encouraged attendance if at all possible.</p>
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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 19th May 2022 [FGB 5] (In-Person/ Virtual)</p> <p>Future FGB Meetings Thursday 14th July 2022 [FGB 6]</p>

Item	CONFIDENTIAL ITEMS
15	No items are considered confidential.

AOB: None noted

Meeting ended at 6.20 pm

ACTIONS FROM THE MEETING 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	ASAP
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	By FGB 5/6
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	ASAP
5	Any comments, typos, or corrections on the Behaviour Principles or Health & Safety Policy are to be referred back to RC.	FGB	ASAP
6	At FGB 5 (May 2022) there would be input on the whole school phonics programme (Little Wandle Letters & Sounds revisited)	Phonics Leader	At FGB 5
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	ASAP
6	The Budget Support Group to consider future options around the role of Family Support Worker.	Budget Support Group	ASAP
6	RC to check the Minority / Ethnic group stated data in the dashboard.	RC	By next FGB
6	An exit survey for all staff to be implemented from the FGB.	FGB	When staff leave

6	Letter to parents on the update around the timetable to be prepared and sent out before the end of term.	RC	By end of the term
6	Joint Parent Newsletter from School/FGB to be prepared for issue by the end of term.	SCHOOL / FGB	By end of the term
6	In FGB 6 consider what the FGB role might be in a future Ofsted visit.	FGB 6 Agenda Clerk / FGB	FGB 6 Agenda
9	SFVS AGREED and to be forwarded to LA by 1 st April.	FGB	By 1.4.2022
9	An options paper (Discovery Report) is to be prepared for the FGB 6 meeting in June.	FGB – Strategic Group	FGB 6
10	Governor Improvement Group to carry out further work on Working Groups Terms of Reference for further consideration at FGB 6.	GIG	By 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.	FGB	FGB 5
AOB	Agreed to pay all TA's for the Spring Term 2022 the back payments.	RC / SBM	ASAP
	Review summer term provision / options. Staffing structure to be considered.	RC	ASAP