



Irresistible Learning

Kindness – Respect – Ambition

MINUTES [AGREED 17.10.2024]

Board: **Middle Street – FGB 6**

Trust: Middle Street Governing Body, Brighton

Date: **THURSDAY 4th July 2024**

Time: Start time: **9.30 am** End Time: **12.00 pm**

Venue: At the school

Governing Body Membership

Oli Sharpe [OS]

Sally Coleman-Lewis [SCL]

Rob Cooper [RC]

Vanessa McGeachin [VM]

Ray Williams [RW]

Anna Racher [AR]

Mark Juba [MJ]

Rob Shepherd [RS]

Karlynn Layzell [KL]

Chair of Governors / Co-Opted Governor

Parent Governor / Vice-Chair of FGB

Headteacher

Co-Opted Governor

Co-Opted Governor

Parent Governor

Co-Opted Governor

Parent Governor

Staff Governor

In attendance:

Rhiannon Maslin-Scott

Observer (LA nominated Governor)

Governance Professional [Clerk]: **Donal McCarthy** [Judicium Education]

1: **Welcome**

The Chair welcomed all to the FGB 6, and last, meeting of the Middle Street FGB for the Academic year 2023 / 2024. He particularly welcomed Rhiannon Maslin-Scott and introductions were made.

2: **Standing Items**

2.1 Apologies for Absence: **Karlynn Layzell** and **Mary-Anne Smart**

2.2 Declarations of Interest: **no new declarations noted.**

2.3 Confirmation of Quorum: 50% of Governing Body – **Quorate**

2.4 **AOB –**

2.5 **Minutes of the FGB 5 – 16th May 2024**

The minutes of the last FGB Meeting (FGB 5) on **16th May 2024** were **AGREED**, as an accurate record

Action Log from Middle Street FGB meeting held on: **16th May 2024**

Agenda Item	Action	Actionee	Date
Matters arising	The FGB Minutes from 2023/24 are to be uploaded to the school website.	RC	CLOSED
Matters arising	Engage HR support with advice on exit interviews. <i>The school and SLT completed the exit interviews. Leaving staff are invited to a conversation with Governors. An email had been received, as requested, from HR.</i>	RC	CLOSED
Matters arising	Conduct an election to elect a new Staff Governor by FGB 6. <i>It was noted that Mary-Anne Smart had been elected as Staff Governor, effective from 1st September 2024 [RC], although Karlynn Layzell had not yet formally resigned.</i>	RC	CLOSED
3	A Parent Survey is to be conducted and parents are to be asked 'Why choose MSS?' - this be commenced at the Parent Consultations in w/c 20.5.2024.	School	CLOSED
3	RC to check the data for EAL pupils that are also SEND.	RC	Ongoing
3	AR to view CPOM categories on her next visit to the school.	AR	CLOSED
7	SRMA Report to be uploaded to GH.	RC	CLOSED
7	The budget for 2024/25 is to be forwarded to LA by 17 th May 2024.	RC / RS	CLOSED
7	Clear link roles and responsibilities [for financial monitoring] need to be clarified and agreed upon by FGB by FGB 6.	RS / FGB	CLOSED
8	Agree to proceed with 'Governors for Schools' to appoint a new Chair of the FGB and follow up with the LA.	OS	CLOSED
8	Re-send simplified skills audit for completion by FGB members – to be collated and discussed at FGB 6.	Clerk	CLOSED
8	FGB 6 to agree on the final versions of the Structures & Rhythms at FGB 6.	OS	CLOSED
9	Summary of parental complaints (numbers) to be included in the Headteacher Report, at least annually. <i>Verbal update given – a formal update, for 23/24, to take place at FGB 1.</i>	RC	CLOSED

Matters Arising:

3 Governance Updates

3.1 Consider and approve the nomination of Rhiannon Maslin-Scott as LA-nominated Governor with effect from 4.7.2024

The nomination of Rhiannon Maslin-Scott was confirmed as the LA Governor, with effect from 4th July 2024. She is to be registered and set up with Governor Hub.

3.2 Update on the Role of Staff Governor

It was noted that Karlynn Layzell had not yet resigned from her position as Staff Governor at Middle Street School but was leaving MSS at the end of the Summer Term. A staff election was conducted and Mary-Anne Smart was elected Staff Governor, with effect from 1st September 2024.

3.3 Consider and agree on the proposal to have Co-Chairs of Middle Street School, with effect from 1st September 2024. The nominations for the roles are Sally Coleman-Lewis and Anna Racher.

Following conversations and discussions on succession planning, at previous meetings, nominations had been received to have two Co-Chairs with effect from 1st September 2024. Sally Coleman-Lewis and Anna Racher were **elected** unanimously.

3.4 Consider and agree to the nomination of Mark Juba as Vice-Chair of Middle Street School with effect from 1st September 2024

Following conversations and discussions on succession planning, at previous meetings, A nomination had been received from Mark Juba to be Vice-Chair with effect from 1st September 2024. Mark Juba was **elected** unanimously

4 Headteacher Report / DSL Report

RC presented his Headteacher/DSL report, which had been pre-loaded and was assumed to have been pre-read.

Ofsted 2024

RC confirmed that the draft report had been received. There were no factual inaccuracies and it has been sent back to Ofsted. It is hoped to be published before the end of the term.

It was agreed that it was very positive and reflected/validated the hard work undertaken by the school and in governance. The school was graded GOOD with just one key action for development. Outstanding provision was noted in Personal Development.

The FGB acknowledged this very positive report and asked that thanks be passed on to all staff.

School Profile data.

No on the roll – 191 (September 2023 – 175) Maximum capacity – 210 pupils. It was noted that the LA had assumed MSS to be full and had not been forwarding potential admissions to the school. This issue has been resolved.

Mobility – 37 pupils in and 15 out by the end of the school year.

Attendance:

Whole School	91.8% (increasing)
Unauthorised Absences:	1.5% (reducing)
Persistent absences:	25.7% (decreasing)
Severely absent:	1.0% (reducing)

Attendance is monitored regularly.

	School	LA	Nat. Average
FSM	36.0%	21.8%	24.6%
SEN EHCP	2%	4.4%	4%
SEN Support	29%	15%	13%
EAL	19%	17%	22%

Staff changes were noted and explained – the school is fully staffed for September. It was noted that there remained a 'risk' to the school if the issue with the DHT was not yet resolved – OS and SCL are in discussions and the situation is being monitored. If circumstances were to change with DS, RC would communicate with the FGB and internal arrangements put in place.

The Safeguarding data was noted.

Parental Complaints will be recorded, for 2023/24, in the first FGB HT Report.

ACTION: A report to be included, within the HT Report, of parental complaints received during the 2023/24 academic year at the FGB 1 in Autumn 2024.

Q [RS]: Is the Varndean contract now up and running?

A: RC confirmed that this contract has commenced – 2 days one week and one day the following week. A review of the separation of duties, between the two staff, is underway.

Challenge: The number of racial incidents looks higher in the Summer Term. Is there any reason why?

A: This can be explained by the increase of the 'N' word – brought into MSS from an outside setting. This matter has been resolved by the school within the curriculum and the children involved have been spoken to. The Anti-Racism teacher is involved.

Q: The 'Mitigation to Success Project' – where is it now?

A: The project commenced and training for key staff has taken place. The school acknowledged that it was 'behind' in briefing the FGB.

ACTION: An update report on the 'Mitigating for Success Project' is to be given at FGB 1.

SEF / SIP

The School Improvement Plan 2023/24 [SIP paper 04.1ii] had been uploaded, was noted, and had been RAG-rated.

Priorities were discussed for 2024/25 and RC confirmed the following priorities:

- Assessment
- Adaptive Teaching – linked to the Ofsted action plan.
- Writing progress
- Attendance.
- Inclusion & Equality

There will be a more focussed approach to the SIP – to ensure full completion and impact narratives.

Challenge [OS]: Is there a risk that curriculum development could be compromised if

the DHT was to leave, or his role adjusted?

A: Mitigating factors are in place and may include the use of Teaching & Learning Responsibility Allowances [TLR's]. RC acknowledged there was a risk to consider.

5 Education

5.1: SEND Monitoring Report

The 'SENd at a Glance' [paper 05.1ii] had been uploaded and showed the changing SENd picture – with increasing SENd need.

SCL reported that she had held termly meetings with the SENDCo which had been very good and informative. Great work had been achieved with SEND and the meeting of needs, particularly with new pupils joining the school with significant additional needs – and remain a concern. The SEND Case Study was noted and fully explained.

The key priority is further developing links with families – this was strongly validated by Ofsted parental returns and by Ofsted. The SENDCO champions SENd – often against insufficient funding.

Challenge: With leavers and joiners – where are they going/coming from? Is there any pattern, risk to MSS, or concerns?

A: There have been some arrivals from schools that have closed locally but there are no real patterns of concern. Some leavers have left the school after being challenged on their attendance. The impact of families placed in emergency housing provision has had an impact. It was noted and agreed by all that the demographics and needs of MSS school were changing rapidly.

Q: Is the school informed of pupils joining who have additional needs or an EHCP?

A: There is consultation with the LA and the school can contribute on whether it has the capacity to support the additional needs.

Q: Is SENd satisfaction by parents in the Ofsted Report?

A: The Ofsted Report strongly validated the support of pupils with SENd and identified additional needs. It was agreed that the parental responses could be added to the school website.

The FGB thanked SCL, the SENDCo, and all the staff who worked so hard to support children with additional needs and those on the SENd Register.

5.2: Verbal update on Inclusion & Equality [EDI]

RC stated that issues of EDI should be a whole school priority and be a SIP priority.

The preparation of a report on EDI to each FGB was agreed – it would help build confidence and should match the SIP priorities.

ACTION: EDI is to be discussed at every monitoring group meeting and reported back through the SIP.

6 Safety and Wellbeing

6.1: Handover from RW to AR

AR has made a report on the SG handover from RW and is in the Safeguarding Folder on GH. She has also undertaken a learning walk and safeguarding visits. It is hoped to

undertake safeguarding visits half-termly.

The Safeguarding Audit impacts the SG report to the FGB. The possibility of the safeguarding lead, DSL, to update the FGB at the meeting was discussed and is to be further explored. Reports will contain greater clarity on how things get done, through the commentary.

The DSL update is included in the HT Report for each meeting.

7 Finances & Resources

7.1 Premises Monitoring Report

A verbal update was given by VM, and the main items were recorded and noted in the HT Report. No face-to-face meeting has been held since the last FGB.

A 5-year plan of premises work, linked with the Varndean budget support is to be prepared asap.

ACTION: 5-year Premises Plan to be prepared, with Varndean support team, ASAP.

The Playground Project was discussed and is presently delayed with the likelihood of a new tender being required. The LA has agreed to the funding but the £35k DfE contribution may be lost and, as a result, may compromise the original proposals and plans.

The boiler and hot water tank may need to be replaced during the summer break. The issue with pigeons has now been resolved and some internal re-purposing completed.

A brief discussion took place on the future of 'the flat' – currently let out at a rental income of £15k per year. Plans, including the possibility of the flat being used as an SEN unit with the LA (and with some MSS children), are being explored. For the FGB the key issue is the tension between loss of rental income and securing the future of MSS. At this time, the LA is supportive of this plan.

ACTION: The Budget Monitoring Group to consider the proposals about the future uses for 'the flat' at their next BMG meeting.

7.2: Finance Monitoring Report

RS shared that no meetings of the Budget Monitoring Group [BMG] had taken place recently.

The budget for 2024/25 has now been set, based on the known assumptions and the SMRA Report. At present, a licensed budget has not yet been agreed by the LA. One of the requirements of an agreed licensed budget is that there are regular written reports to the FGB – this has not been happening.

A discussion took place on how written reporting processes can be delivered to evidence greater rigour and monitoring of the budget. It was noted that now we have a partnership with Varndean a greater level of budget monitoring will be in place – including regular meetings between RS and the finance support team. The finance team would input the key information into the written reports and offer assurance in the figures and key issues to consider.

ACTION: A written report [prepared by BMG and the finance team] on budget Monitoring will be prepared for each FGB meeting, having been considered by the BMG before the FGB. The Chair of the BMG is to write the report.

ACTION: One written report is to be prepared, annually, outlining how the future budget is prepared and set. The Chair of the BMG is to write the report.

8 Strategic Leadership / Governance

8.1: Skills Matrix Return

The Clerk presented the collated returns from the Skills Audit Proforma. It was agreed that, as presently constituted, the FGB is balanced in terms of its skills etc. The completed returns from this survey and the previously organised audit were passed to SCL for further consideration.

It was noted that with the possible co-opted space consideration should be given to a new governor with finance skills and a fundraising background.

8.2: Approval of final versions of Structures & Rhythms and Terms of Reference documents.

OS presented the updated final versions of the Structures and Rhythms and the revised Terms of Reference for each monitoring group. Comments from the FGB had been included.

- Add EDI [EEDI] across all reports and visits to be included.
- Remove the last bullet point from Pupil Progress 'to ensure pupils understand...'

The revised Structures and Rhythms and Terms of Reference were **AGREED**, operable for one year then reviewed.

ACTION: The final Structures and Rhythms document and Terms of Reference are to be uploaded to the FGB 6 folder by OS. The templates for Governor Reports are to include EEDI/EDI.

8.3: Discussion on LA proposal for Brighton & Hove Federation of School.

OS presented the item on the LA's proposal to create a Brighton & Hove Federation of Schools. There had been Headteacher meetings and drop-in sessions for Governors. The HTs stated that there needed to be more time to consider and could not commit to a Yes/NO response currently.

The LA is proposing and encouraging the creation of up to 4 Federations including two secondary schools and eight primary schools, located geographically close to one another.

The FGB is unclear on the proposal being shared at this time and the possible implications. The priority of MSS is to support and further develop the MSS entity.

ACTION: No decision is to be made by the FGB on the LA Federation proposal at this time and OS is to communicate this to the LA and continue dialogue.

8.4: **Preparation for Governor SEF meeting – scheduled for Tuesday 9th July 2024.**

It was noted that there is a session to discuss the Governor SEF on Tuesday 9th July, in the school, between 3.30 pm and 5.30 pm, followed by an opportunity to celebrate Ofsted and the end of the school year.

9 Policies to Approve / Consent Items

The following policies/consent items were agreed upon:

- Statement of Procedures for Dealing with Allegations of Abuse Against Staff – **AGREED**
- Policy to Support Employees Experiencing Domestic Violence and Abuse or Sexual Violence. This is an LA policy - **AGREED**

10 AOB

- The Clerk shared a one-page summary setting out the main changes to the KCSiE 2024 DfE Document.
- The Clerk reminded the FGB that there is a regular Judicium Clerking & Governance Newsletter, highlighting information and possible legislative changes, produced regularly and that the June edition had been uploaded to GH for ease of access.

The FGB expressed its thanks to Oli Sharpe for both his role as Chair of Governors and as a Governor. A card and gift were given to OS.

11: Date of next FGB [FGB 1] Meeting: Thursday 17th October 2024 at 9.30 am

The meeting ended at: 12.00 pm

Minutes End



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Action Log from FGB 6 – 4th July 2024

Agenda Item	Action	Actionee	Date
4	A report to be included, within the HT Report, of parental complaints received during the 2023/24 academic year at the FGB 1 in Autumn 2024.	RC	FGB 1 HT Report
4	An update report on the 'Mitigating for Success Project' is to be given at FGB1.	RC / DS	FGB 1
5.2	EDI is to be discussed at every monitoring group meeting and reported back through the SIP.	Monitoring Groups	Ongoing
7.1	5-year Premises Plan to be prepared, with the Varndean support team, ASAP.	VM / Varndean Team	ASAP
7.1	The Budget Monitoring Group to consider the proposals about the future uses for 'the flat' at their next BMG meeting.	BMG	Next BMG mtg
7.2	A written report [prepared by BMG and finance team] on budget monitoring will be prepared for each FGB meeting, having been considered by the BMG before the FGB. The Chair of the BMG is to write the report.	BMG / FGB	Each FGB Meeting
7.2	One written report is to be prepared, annually, outlining how the future budget is prepared and set. The Chair of the BMG is to write the report.	BMG / Finance Team	Annually at FGB 5/6
8.2	The final Structures and Rhythms document and Terms of Reference are to be uploaded to the FGB 6 folder by OS. The templates for Governor Reports are to include EEDI/EDI.	OS	ASAP
8.3	No decision is to be made by the FGB on the LA Federation proposal at this time and OS is to communicate this to the LA and continue dialogue.	FGM / OS	ASAP