

MINUTES

BOARD: Full Governing Board

SCHOOL: Middle Street Primary School

DATE: 22 June 2021

TIME: 4pm – 6:10pm

VENUE: Virtual Meeting

ATTENDED: Hannah Jefferies (HJ) Co-Chair – Co-opted Governor

Oli Sharpe (OS) Co-Chair - Parent Governor
Ray Williams (RW) Vice Chair - Co-opted Governor

Rob Cooper (RC) Headteacher Sally Coleman-Lewis (SCL) Parent Governor

Catherine Fehilly (CF) Local Authority Governor

Mark Juba (MJ) Co-opted Governor
Karlyn Layzell (KL) Staff Governor
Vanessa McGeachin (VM) Co-opted Governor
Rob Shepherd (RS) Parent Governor

ATTENDING: Tracy Brown Clerk

Quorum: 50% of the Governing Board

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome and Introductions:
	Those present were welcomed by the Chair.
2	Procedural items:
	2.1 Apologies for absence
	There were no apologies for absence.
	2.2 Confirmation of Quorum
	The meeting was confirmed as quorate.
	2.3 Declarations of interest
	No pecuniary or personal interests were advised for any agenda item for this meeting.
3	Any Other Business:
	SCL: Governor Visits
	OS: Organise a meeting to discuss the SEF
	VM: Sports Budget
4	Minutes:
	It was noted that item 7.15 the date should be amended to December 2021.



The minutes of the previous Full Governing Board meeting held on 4 May 2021 were approved subject to the above amendment and will be signed.

5 Matters Arising from the Minutes:

Update on actions agreed at the Full Governing Board meeting held on 4 May 2021.

Item	Action	Actionee	Status
8.5	Report on review of Maths progress	RC	To be reported in HT report
8.7	Report on review of teacher contact ratio	RC	See below
9b.12	Compile a value statement for procurement to present at next FGB meeting	MJ/RS Clerk	RS : Ongoing – to be distributed in advance of the next meeting. Drafts to be shared with RC prior to distribution.
9b.13	Present School's Vision and Strategy at next FGB meeting.	RC Clerk	On Agenda
10.5	Discuss link Governor reporting on H&S	RW & RC	Ongoing – to be completed by the end of term.
14.9	Agree meeting date for initial strategy meeting	OS & RC	First meeting held. Agreed to meet again before the end of term.
14.10	Amend ICT Acceptable Use Policy to include remote meetings and GovernorHub. Distribute Policy for approval	RC	Policies updated and filed on GovernorHub. Clerk to set up for Governors to confirm on GovernorHub
14.13	Governors to donate items for staff wellbeing hamper	ALL	Donations received. Governors thanked
15	Meeting dates for 2021-22	OS & Clerk	New Clerk informed – Ongoing. Noted that meetings to be on the penultimate Thursday of each half term. Dates variable in the summer term. Meetings to start at 4pm.

8.7 RC: Shared his screen and presented a report explaining the teaching contact ratio at Middle Street.

RC: Confirmed that the report would be distributed on GovernorHub after the meeting.

Ratio for the school is 0.61. The ratio is considered low when below 0.7.

RC: Explained the reasons why the ratio was low, in part due to the doubling of staffing costs due to maternity cover.

It was noted that the ratio will be 0.71 in September 2021; which will put the school in the amber category.

Explanations of ways to increase the ratio were provided.

It was agreed to be considered further at a staffing strategy meeting.

RS: Enquired with regard to cover when staff on maternity leave and how this effected the ratio.

RC: Explained that the cover staff and staff member on maternity leave were both reported in the budget. The ratio is linked to costs rather than physical presence.

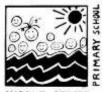
6 Correspondence:

It was reported that no correspondence of any substance had been received.

7 Appointment of Co-Chairs and Vice Chairs:

- 7.1 **RW:** Explained his position and confirmed he would be happy to continue as Vice Chair; however, felt it may be in the interest of the Governing Board for someone to take over to prepare for succession.
- 7.2 There was a discussion with regard to having Co-Chairs and Co-Vice Chairs.
- 7.3 It was agreed that whilst there were Co-Chairs there would not be Co-Vice Chairs.
- 7.4 **OS**: Confirmed he would be happy to continue as Co-Chair.
- 7.5 **Chair**: Confirmed that she was happy to continue as Co-Chair, however, due to work commitments was happy to relinquish her position.
- 7.6 **RW**: Confirmed he would draw up guidelines explaining what the role of Vice Chair entails and distribute.

ACTION: RW



7.7	KL : Explained that she had taken over the role of Staff Governor and enquired as to the length of the term.
7.8	The Clerk gave advice on Governor's terms of office.
7.9	It was agreed that the appointment of Co-Chairs and Vice Chair would be discussed during the SEF
	meeting; appointments to be made at the first FGB meeting of the academic year.
8	Headteacher Report:
	The Headteacher Report to GB June 2021 was previously distributed on GovernorHub.
8.1	RC: Presented the report and gave a summary; highlighting:
8.2	The management of Covid has been very successful; all systems have worked well; there have been no
	interruptions to learning.
8.3	The integration of remote learning has been completed and will be available if required.
8.4	Additional IT has been provided by the DfE; the school is now well equipped.
8.5	Compliance – the website is being updated and will be launched at the end of the summer.
8.6	SIP – Improvements were reported for phonics and details were provided of improvements to the English
0.7	curriculum.
8.7	The staff were commended for their hard work under difficult circumstances.
8.8	Admissions – there are 9 children on the wait list.
8.9 8.10	Attendance figures were reported as being below target. Absences were explained to include extended absences where families have travelled abroad due to
0.10	family illness.
8.11	RW : Reported that there has always been a hardcore of families with PA.
8.12	RC: Reported that work has been carried out with families to improve attendance.
8.13	Details were provided of a meeting with the LA and advice given in particular to a child in Reception
0.10	with long term absence and no return date. It was agreed that as there is no wait list the child can
	remain on roll.
8.14	The school is trying to support families during this difficult time and a flexible approach to absence is
	being given; the LA have agreed to the approach.
8.15	SCL: What are the consequences of PA.
8.16	RC: Explained the structure for penalties for absence.
8.17	The Governors discussed absence.
8.18	It was agreed during these difficult circumstances due to Covid a flexible approach should be
	maintained on absence without losing sight of the impact on learning and social development. It was
0.10	agreed the approach to absence will be reviewed in September 2021.
8.19	RW : Suggested meeting with RC at the beginning of the Autumn term to discuss attendance.
0.00	ACTION: RW
8.20 8.21	RC: Continued with his summary and reported 2 fixed term exclusions. Chair: Asked if all Governors understood the difference between fixed term and permanent exclusions.
8.22	RC: Provided an explanation on exclusions.
8.23	Progress in Maths was reported to be good; and will be reported in more detail in the Autumn term.
8.24	EduKey is being used in school and is working well.
8.25	SIP focuses for the next year were explained.
8.26	OS: Suggested that a presentation on the new Balance system for connecting the curriculum to
0.20	assessment and progress is made at the end of the Autumn term.
	ACTION: RC
8.27	RW : Thanked the SLT and staff for the hard work on behalf of the Governors.
9	School's Vision and Staffing Strategy Statement:
9.1	RC: Shared his screen and presented the School's Vision and Strategy. An explanation of the four main
	focuses; Values, Core Skills, Curriculum and Independence were explained.
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RC: Reported that the school's curriculum was good and explained the need for the drivers to be clearer 9.2 which will then feed through the curriculum.

9.3 **Chair**: Enquired whether the work is carried out with staff and Governors.

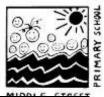
9.4 **RC**: Explained that the drivers will be reviewed through surveys and will then come to Governors, parents and pupils. 9.5

VM: Commented that drivers were discussed a few years ago but were not drilled down.

9.6



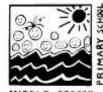
		SWANNER AWAREN
	RC: Reported that cores values were in place; further work through surveys will be carrie	d out to find out
9.7	'what is special about Middle School' and to build a vision of what Middle School is about Middle School what Middle What Mid	
/./	GB want.	of and what the
		ula auk DC aua
9.8	MJ: Commented that the vision and values are not clear on the website and enquired v	what kC was
	hoping to achieve.	
9.10	RC: Provided an explanation that the values were in the main in place but needed to be	e articulated and
9.11	gave details on how this will be achieved.	
	Chair: Commented that the curriculum drivers should have goals linked to skills and know	wledge.
9.12	RC: Reported that training was booked for Friday and a better idea on timeline would b	e known
	afterwards.	
	RC: Suggested reporting on Values this term and Independence next term.	
10	Budget Update:	
10.1	RC: Shared his screen and presented the budget report.	
10.2	RC: Reported that the SFVS and Budget have been submitted.	
10.3	An overspend on Classroom Assistants was explained due to a child with EHCP.	
10.4	The budget was reported as being on track.	
10.4	A loss of approx. £30k at the end of the year was reported.	
		a complete
10.6	It was agreed that the finance Governors would meet with RC before the end of term to	o complete
	monitoring.	
		ACTION: RC
11	Governor Monitoring Updates:	
11.1	The frequency and timing of Link Governor reports was discussed.	
11.2	It was agreed that the Link Governors would report to Co-Chairs on the frequency of the	e reports.
11.3	Subsequently an Annual Planner would be compiled.	
11.4	RC reported that a document was filed on GovernorHub in the Link Governor folder pro-	viding guidance.
	ACTIO	N: Link Governors
11.5	It was agreed that RC and Co-Chairs would meet to agree the Annual Planner and distr	ribute it before
	the next FGB meeting.	
		N: RC/Co-CHAIRS
11.6	Finance monitoring was discussed.	,
11.7	It was agreed that there are three areas; the budget, the requirements of the LA and m	onitoring the
,	outturn. It was agreed this would be discussed further outside the meeting.	ogg
11.8	It was agreed RS would take the responsibility for monitoring outturns.	
12	Health & Safety Update:	
12.1		
12.1		
1	RW: Confirmed he would meet with RC and report at the next meeting.	ACTIONI: DW
		ACTION: RW
12.2	It was agreed that Health & Safety should be a standing agenda item.	
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14	Update on On-Going Discussions with LA and Partnership:
14.1	RC: Reported on discussions with other schools regarding the viability of the LA and the proposal of
14.1	entering into a Federation.
14.2	It was agreed that RC should continue with discussions and report to Governors.
15	Policies:
15.1	RC: Reported that the Acceptable Use Policy and Online Safety Policy have been updated and filed on
13.1	GovernorHub.
15.2	
13.2	It was agreed that the Clerk would add the statement provided by RC to GovernorHub and link it to the policies for the Governors to confirm.
	ACTION: CLERK
	ACTION: ALL
16	Any Other Urgent Business:
16.1	Governors to meet to discuss the SEF.
16.1	An explanation of the SEF was provided.
16.3	
	It was agreed that the Governors would meet to discuss the SEF.
16.4	Governors expressed a preference to meet face to face to discuss the SEF.
16.5	It was agreed that the Chair would liaise with Governors to arrange a date. Wednesday 14 July was
	provisionally agreed.
16.6	It was noted that discussions concerning the school could not be held in public places.
16.7	It was noted that due to current Covid restrictions the Governors could not meet inside.
	ACTION: CHAIR
16.8	SCL : Enquired regarding Governor visits in school in September.
16.9	RC: Explained that restrictions had not been lifted at school.
16.10	It was agreed to review in September 2021.
16.11	VM : Sports Budget – Confirmed that the school will receive approx. £17k next year.
16.12	VM: Explained that the Sports Budget is usually spent on sending sports teams to participate in
	competitions. Due to the restrictions; the funds have been spent on equipment this year.
	Plans will be made for participation in competitions in 2021/22 and a report given next year.
16.13	Chair : Thanked on behalf of the Governors the following staff members who have left or who are leaving
	the school this academic year:
	Sam Bish
	Anna Riggs
	Vicky Hemstedt
	Lauren Cowie
	Rebecca Blasco
17	Meeting Dates 2021-22:
	Meeting dates to be confirmed with the new clerk.
	Proposed to meet on the penultimate Thursday of every half term. It was noted that there may be a
	variance in the Summer Term.
	Meetings to commence at 4pm
18	Identify Matters to be recorded in Part II Minutes:
	It was confirmed that there were no items to be included in Part II Minutes.
19	The meeting was closed by the Chair at 6:10pm
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Matters arising from the minutes of The Resources Committee held on 22 June 2021

Item	Action	Actionee	Status
7.6	Draw up guidelines explaining the role of Vice Chair and distribute to Governors	RW	
8.19	Meet with RC at the beginning of the Autumn term to discuss attendance	RW	
8.26	Presentation to Governors of Assessment and Progress at the end of the Autumn term	RC	
10.6	Finance Governors and RC to meet before the end of term to monitor. RC to arrange.	RC	



	-	,	MIDDLE
114	Link Governors to provide details to Co-	Link	\$20-5-5-5-5
	Chairs of frequency of their link reports	Governors	
11.5	RC and Co-Chairs to meet to compile an	RC Co-	
	Annual Planner and distribute before the	Chairs	
	next meeting		
12.1	RW to meet with RC for an update on	RW	
	Health & Safety and then report at the		
	next meeting		
12.4	Distribute a checklist for Governor Roles	RC	
13.8	VM, RS and RC to collaborate to develop	VM/RS/RC	
	a timeline to identify when action needs to		
	be taken regarding the School Street		
	Scheme		
15.2	Add a statement of GovernorHub for	Clerk	
	Governors to confirm Acceptable Use		
	Policy and Online Safety Policy		
15.2	Confirm the Acceptable Use Policy and	ALL	
	Online Safety Policy on GovernorHub		
16.7	Arrange a meeting for Governors to	HJ	
	discuss the SEF		

SIGNED BY:	
DATED:	