

## MINUTES

**BOARD:** Full Governing Board

**SCHOOL:** Middle Street Primary School

**DATE:** 22 June 2021

**TIME:** 4pm – 6:10pm

**VENUE:** Virtual Meeting

|                  |                           |                                |
|------------------|---------------------------|--------------------------------|
| <b>ATTENDED:</b> | 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                |

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| <b>ATTENDING:</b> | Tracy Brown | Clerk |
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**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    | <b>Welcome and Introductions:</b><br>Those present were welcomed by the Chair.   |
| 2    | <b>Procedural items:</b><br><b>2.1 Apologies for absence</b><br>There were no apologies for absence.<br><b>2.2 Confirmation of Quorum</b><br>The meeting was confirmed as quorate.<br><b>2.3 Declarations of interest</b><br>No pecuniary or personal interests were advised for any agenda item for this meeting. |
| 3    | <b>Any Other Business:</b><br><b>SCL:</b> Governor Visits<br><b>OS:</b> Organise a meeting to discuss the SEF<br><b>VM:</b> Sports Budget  |
| 4    | <b>Minutes:</b><br>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     | <p><b>Matters Arising from the Minutes:</b><br/>Update on actions agreed at the Full Governing Board meeting held on 4 May 2021.</p> <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr> </thead> <tbody> <tr> <td>8.5</td><td>Report on review of Maths progress</td><td>RC</td><td>To be reported in HT report</td></tr> <tr> <td>8.7</td><td>Report on review of teacher contact ratio</td><td>RC</td><td>See below</td></tr> <tr> <td>9b.12</td><td>Compile a value statement for procurement to present at next FGB meeting</td><td>MJ/RS Clerk</td><td><b>RS:</b> Ongoing – to be distributed in advance of the next meeting. Drafts to be shared with <b>RC</b> prior to distribution.</td></tr> <tr> <td>9b.13</td><td>Present School's Vision and Strategy at next FGB meeting.</td><td>RC Clerk</td><td>On Agenda</td></tr> <tr> <td>10.5</td><td>Discuss link Governor reporting on H&amp;S</td><td>RW &amp; RC</td><td>Ongoing – to be completed by the end of term.</td></tr> <tr> <td>14.9</td><td>Agree meeting date for initial strategy meeting</td><td>OS &amp; RC</td><td>First meeting held. Agreed to meet again before the end of term.</td></tr> <tr> <td>14.10</td><td>Amend ICT Acceptable Use Policy to include remote meetings and GovernorHub. Distribute Policy for approval</td><td>RC</td><td>Policies updated and filed on GovernorHub. Clerk to set up for Governors to confirm on GovernorHub</td></tr> <tr> <td>14.13</td><td>Governors to donate items for staff wellbeing hamper</td><td>ALL</td><td>Donations received. Governors thanked</td></tr> <tr> <td>15</td><td>Meeting dates for 2021-22</td><td>OS &amp; Clerk</td><td>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.</td></tr> </tbody> </table> <p>8.7 <b>RC:</b> Shared his screen and presented a report explaining the teaching contact ratio at Middle Street. <b>RC:</b> 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. <b>RC:</b> 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. <b>RS:</b> Enquired with regard to cover when staff on maternity leave and how this effected the ratio. <b>RC:</b> 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.</p> |             |   | 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 | <b>RS:</b> Ongoing – to be distributed in advance of the next meeting. Drafts to be shared with <b>RC</b> 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. |
| 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 | <b>RS:</b> Ongoing – to be distributed in advance of the next meeting. Drafts to be shared with <b>RC</b> 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. |      |        |          |        |     |                                    |    |                             |     |   |    |           |       |  |             |  |       |   |          |           |      |  |         |   |      |   |         |  |       |  |    |  |       |  |     |                                       |    |                           |            |   |
| 6     | <p><b>Correspondence:</b><br/>It was reported that no correspondence of any substance had been received.</p>  |             |   |      |        |          |        |     |                                    |    |                             |     |   |    |           |       |  |             |  |       |   |          |           |      |  |         |   |      |   |         |  |       |  |    |  |       |  |     |                                       |    |                           |            |   |
| 7     | <p><b>Appointment of Co-Chairs and Vice Chairs:</b></p> <p>7.1 <b>RW:</b> 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.</p> <p>7.2 There was a discussion with regard to having Co-Chairs and Co-Vice Chairs.</p> <p>7.3 It was agreed that whilst there were Co-Chairs there would not be Co-Vice Chairs.</p> <p>7.4 <b>OS:</b> Confirmed he would be happy to continue as Co-Chair.</p> <p>7.5 <b>Chair:</b> Confirmed that she was happy to continue as Co-Chair, however, due to work commitments was happy to relinquish her position.</p> <p>7.6 <b>RW:</b> Confirmed he would draw up guidelines explaining what the role of Vice Chair entails and distribute.</p> <p style="text-align: right;"><b>ACTION: RW</b></p>   |             |   |      |        |          |        |     |                                    |    |                             |     |   |    |           |       |  |             |  |       |   |          |           |      |  |         |   |      |   |         |  |       |  |    |  |       |  |     |                                       |    |                           |            |   |

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| 7.7  | <b>KL:</b> 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    | <b>Headteacher Report:</b><br>The Headteacher Report to GB June 2021 was previously distributed on GovernorHub.  |
| 8.1  | <b>RC:</b> 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 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  | Attendance figures were reported as being below target.  |
| 8.10 | Absences were explained to include extended absences where families have travelled abroad due to family illness.   |
| 8.11 | <b>RW:</b> Reported that there has always been a hardcore of families with PA.   |
| 8.12 | <b>RC:</b> 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 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 | <b>SCL:</b> What are the consequences of PA.   |
| 8.16 | <b>RC:</b> 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 agreed the approach to absence will be reviewed in September 2021. |
| 8.19 | <b>RW:</b> Suggested meeting with <b>RC</b> at the beginning of the Autumn term to discuss attendance.<br><b>ACTION: RW</b>  |
| 8.20 | <b>RC:</b> Continued with his summary and reported 2 fixed term exclusions.  |
| 8.21 | <b>Chair:</b> Asked if all Governors understood the difference between fixed term and permanent exclusions.  |
| 8.22 | <b>RC:</b> 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 | <b>OS:</b> Suggested that a presentation on the new Balance system for connecting the curriculum to assessment and progress is made at the end of the Autumn term.<br><b>ACTION: RC</b>  |
| 8.27 | <b>RW:</b> Thanked the SLT and staff for the hard work on behalf of the Governors.   |
| 9    | <b>School's Vision and Staffing Strategy Statement:</b>  |
| 9.1  | <b>RC:</b> 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.   |
| 9.2  | <b>RC:</b> Reported that the school's curriculum was good and explained the need for the drivers to be clearer which will then feed through the curriculum.  |
| 9.3  | <b>Chair:</b> Enquired whether the work is carried out with staff and Governors.   |
| 9.4  | <b>RC:</b> Explained that the drivers will be reviewed through surveys and will then come to Governors, parents and pupils.  |
| 9.5  | <b>VM:</b> Commented that drivers were discussed a few years ago but were not drilled down.  |
| 9.6  |  |

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| 9.7  | <b>RC:</b> Reported that cores values were in place; further work through surveys will be carried out to find out 'what is special about Middle School' and to build a vision of what Middle School is about and what the GB want.            |
| 9.8  | <b>MJ:</b> Commented that the vision and values are not clear on the website and enquired what <b>RC</b> was hoping to achieve.   |
| 9.10 | <b>RC:</b> Provided an explanation that the values were in the main in place but needed to be articulated and gave details on how this will be achieved.  |
| 9.11 | <b>Chair:</b> Commented that the curriculum drivers should have goals linked to skills and knowledge.   |
| 9.12 | <b>RC:</b> Reported that training was booked for Friday and a better idea on timeline would be known afterwards.<br><b>RC:</b> Suggested reporting on Values this term and Independence next term.  |
| 10   | <b>Budget Update:</b>   |
| 10.1 | <b>RC:</b> Shared his screen and presented the budget report.   |
| 10.2 | <b>RC:</b> 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.  |
| 10.5 | A loss of approx. £30k at the end of the year was reported.   |
| 10.6 | It was agreed that the finance Governors would meet with <b>RC</b> before the end of term to complete monitoring.<br><b>ACTION: RC</b>  |
| 11   | <b>Governor Monitoring Updates:</b>   |
| 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 reports.  |
| 11.3 | Subsequently an Annual Planner would be compiled.   |
| 11.4 | <b>RC</b> reported that a document was filed on GovernorHub in the Link Governor folder providing guidance.<br><b>ACTION: Link Governors</b>  |
| 11.5 | It was agreed that <b>RC and Co-Chairs</b> would meet to agree the Annual Planner and distribute it before the next FGB meeting.<br><b>ACTION: RC/Co-CHAIRS</b>   |
| 11.6 | Finance monitoring was discussed.   |
| 11.7 | It was agreed that there are three areas; the budget, the requirements of the LA and monitoring the outturn. It was agreed this would be discussed further outside the meeting.   |
| 11.8 | It was agreed <b>RS</b> would take the responsibility for monitoring outturns.  |
| 12   | <b>Health &amp; Safety Update:</b>  |
| 12.1 | <b>RW:</b> Confirmed he would meet with <b>RC</b> and report at the next meeting.<br><b>ACTION: RW</b>  |
| 12.2 | It was agreed that Health & Safety should be a standing agenda item.  |
| 12.3 | It was agreed that an audit and checklist should be completed against Governor roles for monitoring.  |
| 12.4 | <b>RC</b> to provide checklist.<br><b>ACTION: RC</b>  |
| 13   | <b>Update on Parking Changes:</b>   |
| 13.1 | <b>RS:</b> Gave an update on parking explaining that there has been an improvement in anti-social parking outside the school.   |
| 13.2 | An update was given following a conversation with a parent who is a councillor and on the transport committee; it was reported that inclusion on the School Street Scheme is not expected in the near future.                                 |
| 13.3 | Details of possible traffic calming proposals were given.   |
| 13.4 | <b>SCL:</b> Reported that traffic officers had been working outside the school to discourage double parking.  |
| 13.5 | <b>RC:</b> Reported on contact with the LA regarding safety.  |
| 13.6 | The Governors discussed the Hippodrome development in relation to street improvements for the school.   |
| 13.7 | It was agreed that <b>VM, RS</b> and <b>RC</b> to collaborate to develop a timeline to assist the school to know when actions need to be taken.   |
| 13.8 | <b>VM</b> – information from developers and timing of key planning decisions.<br><b>RS</b> – information from councillors and timing of decisions around School Street Scheme.<br><b>RC</b> – Information from LA.<br><b>ACTION: VM/RS/RC</b> |
| 13.9 | <b>RS:</b> Reported on the proposal to pedestrianise The Lanes in approx. 3 years.  |

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| 14    | <b>Update on On-Going Discussions with LA and Partnership:</b>  |
| 14.1  | <b>RC:</b> Reported on discussions with other schools regarding the viability of the LA and the proposal of entering into a Federation.   |
| 14.2  | It was agreed that <b>RC</b> should continue with discussions and report to Governors.  |
| 15    | <b>Policies:</b>  |
| 15.1  | <b>RC:</b> Reported that the Acceptable Use Policy and Online Safety Policy have been updated and filed on GovernorHub.   |
| 15.2  | It was agreed that the <b>Clerk</b> would add the statement provided by <b>RC</b> to GovernorHub and link it to the policies for the Governors to confirm.  |
|       | <b>ACTION: CLERK</b><br><b>ACTION: ALL</b>  |
| 16    | <b>Any Other Urgent Business:</b>   |
| 16.1  | Governors to meet to discuss the SEF.   |
| 16.2  | 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 <b>Chair</b> 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.  |
|       | <b>ACTION: CHAIR</b>  |
| 16.8  | <b>SCL:</b> Enquired regarding Governor visits in school in September.  |
| 16.9  | <b>RC:</b> Explained that restrictions had not been lifted at school.   |
| 16.10 | It was agreed to review in September 2021.  |
| 16.11 | <b>VM:</b> Sports Budget – Confirmed that the school will receive approx. £17k next year.   |
| 16.12 | <b>VM:</b> 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 | <b>Chair:</b> Thanked on behalf of the Governors the following staff members who have left or who are leaving the school this academic year:<br>Sam Bish<br>Anna Riggs<br>Vicky Hemstedt<br>Lauren Cowie<br>Rebecca Blasco  |
| 17    | <b>Meeting Dates 2021-22:</b><br>Meeting dates to be confirmed with the new clerk.<br>Proposed to meet on the penultimate Thursday of every half term. It was noted that there may be a variance in the Summer Term.<br>Meetings to commence at 4pm   |
| 18    | <b>Identify Matters to be recorded in Part II Minutes:</b><br>It was confirmed that there were no items to be included in Part II Minutes.  |
| 19    | <b>The meeting was closed by the Chair at 6:10pm</b>  |

### 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       |        |

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| 11.4 | Link Governors to provide details to Co-Chairs of frequency of their link reports   | Link Governors |  |
| 11.5 | RC and Co-Chairs to meet to compile an Annual Planner and distribute before the next meeting                                    | RC Co-Chairs   |  |
| 12.1 | RW to meet with RC for an update on Health & Safety and then report at the next meeting   | RW             |  |
| 12.4 | Distribute a checklist for Governor Roles   | RC             |  |
| 13.8 | VM, RS and RC to collaborate to develop a timeline to identify when action needs to be taken regarding the School Street Scheme | VM/RS/RC       |  |
| 15.2 | Add a statement of GovernorHub for Governors to confirm Acceptable Use Policy and Online Safety Policy                          | Clerk          |  |
| 15.2 | Confirm the Acceptable Use Policy and Online Safety Policy on GovernorHub   | ALL            |  |
| 16.7 | Arrange a meeting for Governors to discuss the SEF  | HJ             |  |

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| <b>SIGNED BY:</b> |  |
| <b>DATED:</b>     |  |