



Irresistible Learning

Kindness - Respect - Ambition

DRAFT MINUTES [AGREED 22.3.2024, updated 30.4.2024]

Board: **Middle Street – FGB 3**

Trust: Middle Street Governing Body, Brighton

Date: **Thursday 1st February 2024**

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

Venue: At the school

Attendees:

Oli Sharpe [OS]	Chair of Governors / Co-Opted Governor
Sally Coleman-Lewis [SCL]	Parent Governor / Vice-Chair of FGB
Rob Cooper [RC]	Headteacher
Mark Juba [MJ]	Co-Opted Governor
Vanessa McGeachin [VM]	Co-Opted Governor
Karlynn Layzell [KL]	Staff Governor
Rob Shepherd [RS]	Parent Governor
Ray Williams [RW]	Co-Opted Governor
Anna Racher [AR]	Parent Governor

In attendance:

Lucy Roberts [LR]	SENCO [Item 2]
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Governance Professional [Clerk]: **Donal McCarthy** [Judicium Education]

1: **Welcome**

The Chair welcomed all to the FGB3 meeting of the Middle Street FGB for the academic year 2023 / 2024. Anna Racher, newly elected Parent Governor was welcomed, and Governors were introduced with their respective responsibilities.

2: **2.1: Priority Presentation – SEND Presentation**

Lucy Roberts [LR] presented to the FGB and provided the Annual SEND Report to Governors, including 'SEND at a glance'.

School Roll: 188 pupils.

SEND Register: 27% - 51 pupils (national = 14%, B&H = 16.7%)- MSS has double the national SEND figure. 63% (of SEND Register = 32 pupils are also members of disadvantaged groups.

EHCP 3.2% - 6 pupils (national 3%, B&H = 3.1%)

The process and funding for EHCPs were discussed and LR shared the statutory process, over 20 weeks, and the high pressure for MSS to fund the additional needs of pupils. There are nine further statutory assessment applications for pupils, being processed.

Challenge: Is additional funding available for EHCPs?

A: There are 'trial schools' within the city of B&H – it is hoped and planned that additional provision within each Partnership to replace EHCP funding.

The SEND priorities for 2023/24 were noted and the Autumn Term 2023 and Spring 2024 SEND data was shared. MSS prioritises early identification of need and additional support planned – particularly in early Years. High pupil mobility at MSS presents additional issues and represents a concern for the school.

The following challenges were noted:

- Support and training for teaching staff and support staff.
- Increased SEND Reviews
- There are a variety of BHISS Teams
- Staff Wellbeing and Support.
- Curriculum Reports and support.
- Time for Educational Psychologist [EP] support.

The FGB heard that the needs of SEND pupils in years 4&5 were significant and their progress and outcomes have been greatly affected by COVID.

Challenge: Is there post-COVID funding allocated to MSS?

A: Not specific post-COVID funding but the National Tutoring Programme [NTP] is in place and utilised by MSS to support pupils.

ACTION 2.1: RW to draft a communication to B&H Council setting out the SEND concerns at MSS.

ACTION 2.2: LR to produce a SEND Report (with at least x2 case studies) setting out the actions taken at MSS and the progress made by the pupils.

ACTION 2.3: The further development of the SEND Network activities to be advanced within the Partnership schools.

Q: Do you, as SENCo, feel you have the capacity to deliver the requirements with SEND and have enough time to meet with parents.?

A: LR stated that she meets parents and that most parents understand the pressures and issues. She feels well-supported by the school leadership.

Lucy Roberts was thanked for her presentation and for answering the key questions from the FGB.

2.2: The Pupil Premium Strategy (Part B 2022/23) was **noted**, and the successful strategies have been built into the new Pupil Premium Strategy from 2023-2026. The Pupil Strategy return 92022-2023) has been uploaded to the DfE and the school website.

It was noted that the school did not meet the expectation that disadvantaged pupils would perform as well as non-disadvantaged pupils and this work continues into the new PP Strategy.

3 Standing Items

3.1 Apologies for Absence: **None Noted**

3.2 Declarations of Interest: **no new declarations noted.** AR to complete a Dol declaration and form.

3.3 Confirmation of Quorum: 50% of Governing Body - **Quorate**

3.4 Minutes of the FGB 2 – 7.12.2023 Action Log

The minutes of the last FGB Meeting (FGB 2) on 7.12.2023 were **AGREED**, as an accurate record.

Action Log from Middle Street FGB 3 meeting held on: **Thursday 7th December 2023**

Agenda Item	Action	Actionee	Date
2	Pupil Progress presentation (with redacted pupil information) to be uploaded to Governor Hub.	DS	OPEN
2	DS to present to parents (by year groups) how pupil progress is plotted and monitored and the potential barriers to learning. This is likely to take place after the Class assemblies to attract as many parents as possible.	DS	Ongoing

2	A prioritised item on SIP Priority 3 (adaptive teaching) be on the agenda for FGB 3.	RC	CLOSED [On Agenda]
3.1	Sharon McKenzie [LA] is to be contacted to discuss the LA Governor role and the 20% vacancy figure on the FGB.	OS	CLOSED
4	A formal review of the impact of Pupil Premium Strategy (Part B) for 2022/2023 is to take place in FGB 3.	FGB	CLOSED [On Agenda]
6.3	RS to post regular and brief updates from the Schools' Forum on GH.	RS	Ongoing
6.3	RC & CMcG to prepare an action plan for the budget planning development schedule for 2024/2025.	RC / CMcG	CLOSED [On Agenda]
8 - AOB	Clerk to review his diary, on the dates already in his diary, and either agree to change the start time of future FGB meetings (FGB 3-6) to 9.30 am or at another agreed date, with a 9.30 am start time. Communicate these outcomes to the FGB.	Clerk / FGB	CLOSED

3.5 **Consent Items for Agreement:**

The following consent items were **approved** and **agreed upon**:

- Protection of biometric information of children in schools and colleges.
- Early Career Teachers [ECTs] – a *brief update on current ECTs given by RC.*
- Children with health needs who cannot attend school [updated]
- Designated teacher for looked-after [LAC] and previously looked-after children [PLAC] – updated.

3.7 **Headteacher Dashboard**

RC presented his 'Strategic Dashboard', which had been pre-loaded and included the following areas with data:

- SEF judgements.
- SDP priorities
- Pupil Update
- Attendance
- SEND Data
- Staffing update
- Staff wellbeing
- Staff organisation
- Safeguarding, Welfare & Behaviour – there have been no exclusions or suspensions.
- Health & Safety & Premises
- GDPR

4 **Education**

4.1: Update on School Improvement Plan [SIP] – adaptive teaching priority.

The present SIP (2023/2024 – RAG Rated)) has been uploaded and was noted. The focus at this FGB was to focus on Priority 1 – Inclusive Practice to better understand the priorities, actions to be implanted and the success criteria that will evidence the progress against the objectives.

RC presented the framework for governors including:

- Measurable milestones in the autumn term of 2023 were noted.
- Pupil Progress meetings are held.
- New updated Feedback Policy
- From 'Mitigation to Success' project.
- Updated Teaching & Learning Policy.

RC shared Appendix 2 – Adaptive Teaching Action Plan and the explanatory framework was shared. The staff audit and plan informed self-assessment and future actions. The SEND & and Assessment for Learning are very closely linked to the adaptive learning themes. RC stated that the implementation of adaptive teaching demystifies issues, and the priority actions are to improve the learning of and for all pupils.

A brief discussion took place about how progress is monitored by the FGB and what mechanisms are in place to challenge the school executive. It was agreed that a structure is in place, and agreed by the FGB, to monitor all aspects of school development – SEND is monitored by SCL, Pupil Focus & Curriculum by MJ, Safeguarding, Attendance by RW.

It was **agreed** that SCL & MJ would monitor progress on behalf of the FGB when visiting and reporting. And, when governors are visiting to explore pupil voice and in particular those areas that pupils believed that they had achieved well.

Challenge: With the SIP Action Plan – are we on track?

A: RC confirmed that MSS was broadly on task.

5 Safety & Wellbeing

5.1: Safeguarding Report – presented and uploaded by RW.

It was noted that RW, SCL, and VM had completed updated PREVENT Training.

ACTION 5.1: RC to re-send the PREVENT Training link to Governors to follow up.

The FGB discussed and **noted** the significant updated KCSiE 2023 changes and noted the four key issues:

1. Clarification around the roles and responsibilities of education staff in relation to filtering and monitoring.
2. Clarification that being absent, as well as missing, from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation.
3. Additional information on online recruitment checks for shortlisted candidates.
4. Information on responding to allegations related to organisations or individuals using the school premises.

The Safeguarding Audit (\$175) is currently underway and RW is involved.

ACTION 5.1.2: Section 175 Safeguarding Audit Report [LA driven] to be reported at FGB 4.

5.2: Attendance Monitoring – Attendance Report presented and uploaded by RW.

Pupil attendance remains a concern at MSS and is a key focus area with well-developed strategies to monitor and improve school attendance for all groups of pupils. Across the city of B&H MSS is in line with other schools at 92.9% against a city average of 93.2%.

Concern was noted that significant amounts of time are deployed, in managing attendance, by staff. It was agreed that the possibility of having a family counsellor (for 4x hours x 7 hours @ a cost of £1,000) could be beneficial. This approach was **agreed** in principle.

ACTION 5.2: Explore the implementation of a family counsellor (at a cost of no more than £1,000) to assist and improve pupil attendance.

5.3: Health & Safety update on Assurance Check.

A checklist has been carried out and a desktop analysis was recorded at the Health & Safety visit on 31.1.2024. An update on the progress towards Limited Assurance, Reasonable Assurance, and Substantial Assurance on each item was noted. There had been very positive feedback and actions, yet to be carried out, are noted within the report.

- Pupil Behaviour Changes and Wellbeing– now moved from Limited to Substantial Assurance.
- Training & Height – now upgraded to Limited Assurance
- Allergen Management – now Substantial Assurance.

Concern was noted around the absence of the Site Manager from the school and it was confirmed that appropriate plans are in place to ensure good operational activity within the school.

6 Finances & Resources

6.1: **The Catering Contract** has gone out to tender in Brighton & Hove. It was **agreed** that MSS be involved in the current process but not committed to a four-year contract, at this stage.

6.2: **LA Finance Systems** – new systems are being put in place, were noted, and now are affecting budget monitoring processes.

6.3: **Budget Monitoring** – a meeting of the Finance Monitoring Group is to take place in w/c 22.1.2024.

The process for Budget Monitoring & Budget Setting Process 2024 (paper uploaded) was **agreed** upon.

6.4: Risk Register:

It was noted that RW is the Governor Safeguarding Lead.

The Risk Register was noted and has been updated. Three key focus areas were School Finance, SEND, and increasing pupil numbers.

ACTION: 6.4: Risk Register to be reviewed termly at FGB meetings at FGB 1, 3 & 5.

7 Strategic Leadership

7.1 Update on School Governance

See below – nothing further discussed.

7.2: Changes to the Governing Body

It was **noted** that Hannah Jefferies had resigned from the FGB. Thanks were extended to Hannah and OS will arrange a gift on behalf of the FGB.

There had been 3 candidates for the three Parent Governor vacancies. As a result, Rob Shepherd and Sally Coleman-Lewis were **re-elected** and Anna Racher **elected**. The term of office commences on 1.2.2024 and runs until 31.1.2028.

ACTION: Clerk to update Governor Hub and ensure that Anna Racher is registered with GH.

In keeping with decisions taken at FGB 2 it was confirmed that OS had now moved from Parent Governor to Co-Opted Governor.

All the above decisions have been confirmed by the LA in writing. There remains a vacancy for LA Governor and OS have had a conversation with the LA representative to follow up.

7.3: Future Options Discussion

It was agreed that this would be deferred to the Strategic Group (OS, RW, and RS), and feedback to be given at FGB 4.

ACTION 7.3: Update on the Future Options at FGB 4.

7.4: Succession Planning

OS stated his intention to step down as Chair and Governor, possibly at the end of the academic year 2023/2024. The issue of succession planning is to be further discussed.

ACTION 7.4: An updated and final version of the Structures & Rhythms (and Terms of Reference) to be approved at FGB 4.

8 AOB

- Apologies for FGB 4 were received from MJ.
- Apologies for FGB 4 were received from KL, who has been seconded to The Downs School. She was congratulated on this new position. Parents at MSS will be informed before the half-term break.
- Dom Smart, Deputy Headteacher, is to be invited to attend, as an Observer, to FGB 4.
- In response to a question, a brief update was given on the Climate Resilient Playground project. Three plans have been prepared with projected phased funding and uploaded to the school website. The overall project is expected to cost £300k with £125 already raised.

Date, time & and venue of the next Middle Street FGB 4 of the 2023/2024 academic year:

FRIDAY 22nd MARCH 2024 @ 9.30 am.

The meeting ended at: 12.00 pm.

Minutes End



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Action Log from Middle Street FGB meeting held on: **Thursday 1st February 2024**

Agenda Item	Action	Actionee	Date
2.1	RW to draft a communication to B&H Council setting out the SEND concerns at MSS.	RW	ASAP
2.2	LR to produce a SEND Report (with at least x2 case studies) setting out the actions taken at MSS and the progress made by the pupils.	LR	ASAP
2.3	The further development of the SEND Network activities is to be advanced with partnership schools.	RC	CLOSED
5.1	RC to re-send the PREVENT Training link to Governors to follow up.	RC	CLOSED
5.1.2	Section 175 Safeguarding Audit Report to be reported at FGB 4.	RW	CLOSED [On Agenda]
5.2	Explore the implementation of a family counsellor (at a cost of no more than £1,000) to assist and improve pupil attendance.	RC	ASAP
6.4	Risk Register to be reviewed termly at FGB meetings at FGB 1, 3, and 5.	FGB	CLOSED
7.2	Clerk to update Governor Hub, for the newly elected Parent Governors, and ensure that Anna Racher is registered with GH.	Clerk	CLOSED
7.3	Update on the Future Options at FGB 4.	Strategic Group	CLOSED [On Agenda]
7.4	An updated and final version draft of the Structures & Rhythms (and Terms of Reference) is to be approved at FGB 4.	OS	CLOSED [On Agenda]