



FGB MINUTES [AGREED BY FGB 6.7.2023]

FGB 5 [22.23]

MIDDLE STREET SCHOOL – FGB Meeting

Date: Tuesday 9th May 2023
 Time: Start Time: 3.45 pm - End Time: 5.45 pm
 Venue: In-Person at the school

Present:

Oli Sharpe (OS) *	Chair / Governor	Mark Juba (MJ)	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)	Parent Governor
Hannah Jefferies (HJ)	Governor	Karlynn Layzell (KL) From 4.15 pm	Staff Governor

*Chair of the FGB

Also attending: None

Governance Professional: **Mr. Donal McCarthy** Judicium Education

1	Welcome & Apologies
1.1	The Chair welcomed all to the meeting and apologised for the slightly delayed start – there had been a brief Finance Committee before the meeting.
2	Administration Matters
2.1	Apologies for Absence: None
2.2	Confirmation of Quorum: Yes (50% of GB)
2.3	Requests for any declarations of interest at this meeting: None noted.
2.4	Any other business: x1 item – Folders within Governor Hub.
2.5	Website Review: The Clerk reminded the FGB that he would be conducting a Website Review during term 6 and before FGB 6.

3	Minutes
3.1	The draft Minutes of the last full Governing Body Meeting [FGB 4] held on 23rd March 2023 [previously distributed] – AGREED as an accurate record. To be digitally signed on Governor Hub by the Chair.
3.2	Matters Arising: none. The action log, from 23 rd March 2023, below was updated. It was agreed that actions should remain open until they are deemed concluded by the FGB.

4: Action Log from FGB Meeting held on 23.3.2023

Minute Reference	Item	By Whom	STATUS
5.2.1	OS to sign SFVS for submission. Copy to be forwarded to FGB, after submission.	RW/CM	CLOSED
5.3	Governors, considering the present financial situation are to be proactive in attracting new pupils to fill the vacant school places.	FGB	CLOSED
5.3	Decide on an advertising campaign, including local nurseries, to attract new pupils including – leaflets to homes, and local nursery contact. Estate	FGB / RS	CLOSED

	Agents, social media campaigns, review school website, use external fencing & boundaries to advertise. RW was appointed Campaign Manager, on behalf of MSS.		
6.2	Premises Group to meet and discuss upcoming projects and prioritise.	Premises Group	Progressing
7.3	HT to consider how the FGB can further support the issues around attendance, persistent lateness, persistent absence, and unauthorised absences and present his suggestions.	HT/RC	Progressing
7.7	School Council to be appraised of the present position re: school food provision and the likely future provision at MSS.	School Council	Progressing
8.5	Means to be found to celebrate the Curriculum Project – the values, curriculum drivers, learning journeys, milestones, and the termly objectives.	RC	Progressing
9.5	RC to consider parental surveys and follow-up surveys to gather further parental feedback.	RC	CLOSED
	Presentation from the Aquifer Project to be uploaded to Governor Hub.	RC	CLOSED
	The FGB agree to proceed with the project, working in partnership with The Aquifer Partnership. OS & RC to sign the contract document to proceed.	FGB	CLOSED
10.1	RW to circulate the key points arising out of the Governor's Day.	RW	CLOSED

5	Consent Items
5.1	First Aid in School: AGREED [subject to changes agreed]
5.2	Equality Information & Objectives – Statement for Publication: AGREED
5.3	School Complaints: AGREED . [The mention of the Clerk, within the policy, was noted. The Clerk reminded Governors that, if a Complaints Panel was necessary, it would constitute an additional meeting as the panel would be outside the Judicium contract.]
	Action: All FGB are to prepare and forward their updated personal bios [100 words and photo], for inclusion on the website, as soon as possible but before FGB 6.

6	Headteacher Report & Dashboard
	RC stated that this HT Report was the shorter version and that the fuller report would be prepared, to be considered, at every other FGB meeting e.g., FGB 1, FGB 3 & FGB 6.
6.1	Karlynn Layzell had been elected as Staff Governor. This was noted.
6.2	For 2023/24 the following Governors were confirmed in role (others categories to be confirmed) Pupil Premium Governor: Karlynn Layzell SEND – Sally Coleman-Lewis Health & Safety - Ray Williams
6.3	Definitions on persistent absence data were confirmed – 50% [severe] & 10% [persistent]. Pupils are considered as an unauthorised absence if they arrive after 20 minutes and are late to register for being taken. PA is an improving picture, and this has been a result of proactive interventions. Concern was noted between persistent absence/unauthorised absences and attendance and pupils being on the child protection register and the child-in-need register. Classifying data, by category was

	<p>considered important in supporting Governors to understand if there were patterns or trends, not presently being addressed. Governors reaffirmed the importance of attendance linked to outcomes. The school considers attendance to remain an area of concern. The staff have attended LA training, observed DfE Webinars, have a strong attendance policy, and have incentives in place to support families and Governors, SLT and staff have a sound understanding of all the issues involved and are proactive with intervention strategies.</p> <p>Action: <i>Numbers, for persistent absences, are to be reported, in all categories within the HT Report.</i></p> <p>Q: Do parents fully understand the impact on resourcing, at the school, and the impact on teaching & learning on pupils because of poor attendance? A: HT confirmed that he had regularly informed parents of the impact on teaching and learning, in face-to-face conversations and through school newsletters.</p> <p>6.4 Staff Wellbeing Review: There will be a Staff Review in Term 6.</p> <p>6.5 Action: <i>A Staff Review of Wellbeing will take place in Term 6. Governors to receive a summary of outcomes.</i></p> <p>Behaviour: OS stated that the figures stated (through CPOMs) looked odd with only recorded incidents for Hate/Race incidents. KL stated that incidents recorded were probably higher because of this area being taught [Race Literacy] through the PSHE curriculum.</p> <p>Q: What do we do with the data? Do we need to understand the severity of the actions better and should a narrative entry be added? This was agreed by the Governors to be a good approach. It was further agreed that the language stated be altered and that Prejudiced Based Incidents may be a better term when recording data.</p> <p>6.6 Action: <i>HT to 'flag' to Governors any issues of significant concern/patterns arising from CPOMs entries, through his HT Report.</i></p> <p>Governor Skills Audit to take place early in Autumn Term 2023, when Governing Body membership is complete.</p> <p>6.7 Action: <i>Complete Governor Skills Audit in Autumn Term 2023.</i></p> <p>The school assessment data was noted, within the HT Report. It was moving towards good – a question was asked – why and how has this been achieved? The RAG Rated SIP is to be included within the alternate HT Reports.</p> <p>6.8 Action: <i>At FGB 6 consider the progress within the SIP – to review objectives and targets for 2023/2024.</i></p> <p>It was reported that the next meeting with Regional School Commissioner would take place on 16th May 2023 and a verbal update would be given within FGB 6. Action: <i>Update on meeting with Regional School's Commissioner to take place in FGB 6.</i></p>
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7	Education
7.1	<p>Curriculum & Pupil Monitoring Report</p> <p>The very detailed and comprehensive report produced by MJ was noted and had been circulated in advance of the meeting. It was agreed, by the FGB, that this was an excellent report, which had been prepared in conjunction with Dominic Smart. MJ noted that PE was missing from the report and would be addressed in the next report.</p> <p>It was agreed that the End of Year Progress data [data analysis, trends, conclusions] be considered in FGB 2, with a presentation from Dominic Smart. In addition, it was agreed that a 'Curriculum Snapshot Report' be prepared to summarise the work being undertaken, the monitoring of subject areas being undertaken, and consider the next actions.</p>

7.2	<p>MJ (and Dominic Smart) were thanked for the report.</p> <p>Equality & Inclusion Monitoring Report</p> <p>SCL led this item. She shared the work being undertaken in Equality Reports, Inclusion Policy, audits of provision, and questionnaires from parents. The anti-racism audit has also been completed, working with the LA's Teachers of Colour group. Initiatives to support adaptive learning, within the classroom, were noted. The next steps in this area were noted.</p>
7.2.1	<p>Discussion continued about the place of Collective Worship at MSS, and it was noted that no other school, within the City of Brighton & Hove, has withdrawn from the statutory Collective Worship requirement, as stated, which was the intention of MMS, after appropriate consultation. Any new format of Collective Worship, approved by SACRE, at MMS, could be built around the values of the school.</p> <p>Action: <i>Consultation to take place with parents about Collective Worship at MMS and RC to action this.</i></p> <p>The quality of the presented reports was noted.</p>

8	Safety & Wellbeing
8.1	<p>Health & Safety</p> <p>RW led on this item as the H&S lead. The LA audit for H&S has been provided and will lead to the drawing up of an action plan. There were no immediate issues of concern. RW will carry out his termly meeting on monitoring H&S issues, as stated in the policy.</p>
8.2	<p>Behaviour & Attendance</p> <p>RW reported that there was no new action, this term, and a new meeting is being planned to look at some case studies to inform strategy and practice.</p>
8.3	<p>Update on Safeguarding Audit</p> <p>HJ stated that there had been two meetings with the school Safeguarding Lead. Updates were shared and there was newly arranged joint supervision for safeguarding within the school.</p> <p>The SG Audit [Section 175] had been completed and it was noted that KL was the school's Mental Health Lead. Single Central Register (SCR) was noted, validated by the LA, and a review will take place on 15th May 2023 by HJ.</p> <p>The Split-Parent Policy was noted and the NSPCC Safeguarding training was to be carried out by HJ.</p>

9	Finance & Resources
9.1	<p>The final end-of-year outturn for 2022/2023</p> <p>The end-of-year outturn was confirmed at a deficit figure of -£8,755 (there had been an injection of £37,000 from the LA late in the financial year – but this was already committed to spending – meaning the 'actual' in-year deficit figure is £-45,755). It was noted, and agreed by the FGB, that it had been a very difficult financial year in 2022/2023 for MSS and the school has had to exercise careful management of the budget.</p>
9.2	<p>Sign-Off final budget for 2023/2024</p> <p>RS confirmed that the Governor Finance Group had met to discuss and plan for the 2023/2024 budget. Normally, the budget would be agreed upon by this FGB 5 meeting. Unfortunately, the final figures are not yet available and further clarification is needed from the School Business Manager, the HT, and the Governor Finance Group.</p> <p>A 5-year budget projection was in place to enable the best projections for MSS to plan its future.</p> <p>Action: <i>It was agreed that Chair's Action be applied to enable the 'sign-off' of the 2023/2024 school budget, with the LA, by 19th May 2023.</i></p>

10	Strategic Leadership
10.1	<p>Update on Local Authority Governor A brief update on an interested [Julie Gallagher] Local Authority Governor vacancy was given. The process is to invite the candidate to visit the school, MSS to respond to the LA after the visit and, hopefully, agree to the appointment. It is hoped that the new LA Governor will be able to attend the FGB 6 meeting in July 2023.</p> <p>Action: <i>The form received from the LA Governor candidate is to be circulated to the FGB.</i></p>
10.2	<p>Advertising to fill spaces in year groups. RS gave a brief update on the progress being made by the Campaign Group, which he leads. The reception intake for September was confirmed at 30, which was an excellent result, along with new pupils arriving at the school in other year groups.</p> <p>MSS was very visible at the Children’s Parade, work continues within the school website and through Instagram, and Caroline Lucas [MP] was likely to visit the school to support the ECO LAB and this was another PR opportunity. An advertising campaign would continue through the HT Newsletters, HT letters, and possibly on the exterior boundaries of the school.</p> <p>A key focus for the school & FGB, on future recruitment, is the Pupil Census to take place in early October and every opportunity should be seized, before this date, to attract publicity, including using local free newspapers to advertise.</p> <p>Action: <i>Update on the Advertising Campaign at FGB 6.</i></p>
10.3	<p>The decision to affirm the appointment of Dominic Smart as Deputy Headteacher in line with the school’s Recruitment & Pay Policy (on range 9-13)</p> <p>The FGB agreed to the appointment of Dominic Smart as the substantive Deputy Headteacher at Middle Street School effective from 1st September 2023.</p>

11	AOB
	<p>There were two items noted.</p> <ul style="list-style-type: none"> • A brief discussion took place on how to arrange and populate the folders on Governor Hub. It was agreed that a limited number of folders be created, in line with agreed areas of monitoring, and documents copied into these folders. It was likely that papers would be included in specific meeting folders and copied into specifically named folders e.g., Monitoring Reports. The Chair agreed that he would commence this work, in partnership with the Clerk. • RC invited FGB members to visit to observe the administration of the KS2 SATs. SCL agreed to visit on Thursday 11th May.

12	MEETING DATES
	<p>To confirm the next Middle Street FGB 6 Meeting for the Summer Term - 2022-2023 to be held on:</p> <p style="text-align: center;">Thursday 6th July 2023 @ 3.30pm (In-Person @ the school)</p> <p>Future dates for 2023/2024 FGB meetings were discussed. It was agreed that OS would propose dates for the Clerk to consider and that the agreed dates are circulated to members of the FGB as soon as they are agreed upon and confirmed.</p> <p>Action: Clerk to circulate the agreed FGB meeting dates for 2023/2024 to FGB members.</p>

13	CONFIDENTIAL ITEMS
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There were no confidential items discussed. All items discussed at this FGB 5 are completely confidential until the meeting minutes are agreed upon and published.

The meeting ended at 5.45 pm.

Outstanding Items from Action Log FGB 4: 23.3.2023

6.2	Premises Group to meet and discuss upcoming projects and prioritise.	Premises Group	Progressing
7.3	HT to consider how the FGB can further support the issues around attendance, persistent lateness, persistent absence, and unauthorised absences and present his suggestions.	HT/RC	Progressing
7.7	School Council to be appraised of the present position re: school food provision and the likely future provision at MSS.	School Council	Progressing
8.5	Means to be found to celebrate the Curriculum Project – the values, curriculum drivers, learning journeys, milestones, and the termly objectives.	RC	Progressing

Middle Street School: ACTION LOG FROM THE FGB 5 MEETING ON 9.5.2023

Minute Reference	Item	By Whom	By When
5.3	All FGB to prepare and forward their updated personal bios [100 words and photo], for inclusion on the website, as soon as possible but before FGB 6.	Govs	FGB 6
6.3	Numbers, for persistent absences, are to be reported, in all categories within the HT Report.	HT	All HT Reports
6.4	A Staff Review of Wellbeing will take place in Term 6. Governors to receive a summary of outcomes.	HT	Term 6
6.5	HT to 'flag' to Governors any issues of significant concern/patterns arising from CPOMs entries, through his HT Report.	HT	All HT Reports
6.6	Complete Governor Skills Audit in Autumn Term 2023.	FGB	Autumn Term '23
6.7	At FGB 6 consider the progress within the SIP – to review objectives and targets for 2023/2024.	FGB	FGB 6
6.8	Update on meeting with Regional School's Commissioner to take place in FGB 6	RW/HT	FGB 6
7.2.1	Consultation to take place with parents about Collective Worship at MMS and RC to action this.	RC	ASAP
9.2	It was agreed that Chair's Action be applied to enable the 'sign-off' of the 2023/2024 school budget, with the LA, by 19 th May 2023.	OS	By 19.5.2023
10.1	The form received from the LA Governor candidate is to be circulated to the FGB.	OS	ASAP
10.2	Update on the Advertising Campaign at FGB 6.	RS	FGB 6

AOB	Clerk to circulate the agreed FGB meeting dates for 2023/2024 to FGB members.	Clerk	ASAP
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