

**MIDDLE STREET SCHOOL – FGB Meeting**

Date: Wednesday 5th October 2022
Time: Start Time: **3.30pm** - End Time: **5.45pm**
Venue: via Teams

Present:

Oli Sharpe (OS) *	Chair / Governor	Hannah Jefferies (HJ)	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
Karlynn Layzell (KL)	Staff Governor	Mark Juba (MJ)	Co-Opted Governor

*Chair of the FGB

In attendance: Mary-Anne Smart [AMS]
Claire McGrath [CMG]
Governance Professional: **Mr. Donal McCarthy**

Item 5 Phonics Presentation
School Bursar
Judicium Education

Item	Welcome & Apologies
1	OS welcomed everyone to this in-person FGB meeting of Middle Street Primary School.
	ADMINISTRATION MATTERS
2	<p>Election of Chair & Vice Chair of Governors:</p> <ul style="list-style-type: none">Oli Sharpe was elected as Chair of Governors from 5.10.22Sally Coleman-Lewis was elected as Vice-Chair of Governors from 5.10.22 <p>2.1: Apologies for Absence: None</p> <p>2.2: Confirmation of Quorum: Yes (50% of GB)</p> <p>2.3: Requests for any declarations of interest at this meeting: none noted. Also, check your DBS checks – being are being updated in autumn 22.</p> <p>2.4: Governors were reminded to update their Declarations of Interest form, if appropriate.</p> <p>2.5: Governors were reminded to record, through Governor Hub, that they have read and understood the Keeping Children Safe in Education [KCSiE 22] – Part A & Annex A. Information on KCSiE is located on GH to support Governors.</p> <p>2.6: The Clerk shared the new free additional e-learning package from Judicium Education [8 modules] and recommended these courses to Governors. Rob Cooper is the e-learning administrator and will circulate log-in details to all Governors. Also, on Governor Hub are the half-termly Judicium Clerking & Governance Newsletters.</p> <p>ACTION: Rob Cooper to circulate the e-learning access to all Governors for the Judicium e-learning package [RC]</p> <p>AOB items – x1 item – Approval of the HT Pay Panel.</p>

Item	Minutes
3	<p>3.1: The draft Minutes of the last full Governing Body Meeting held on 30th June 2022 (previously distributed) – AGREED as an accurate record. To be digitally signed on Governor Hub.</p> <p>Matters Arising: Minor changes were noted and are to be corrected by the Clerk. Note: Action Log below was updated</p>

4: Action Log from FGB Meeting held on 30.6.2022 (FGB 6)

Minute Reference	Item	By Whom	STATUS
From 30.6.2022	A review of the SEF & SDP is to take place at the FGB 1 meeting in the autumn term of 2022.	FGB	CLOSED
From 30.6.2022	Responses from Wellbeing Questionnaire are to be fed back at future FGB meeting	FGB	CLOSED
5	Presentation on Phonics at FGB 1 on 5.10.2022	FGB	CLOSED
7	A Governor's letter to Parents (RS) to include & support the Headteacher's narrative around staff leaving	FGB / RS	CLOSED
7	HJ to carry out the staff Exit Interviews and liaise with RC to create a plan. Are there any issues or trends to understand?	HJ	CLOSED
7	Attendance data to be provided by and of all groups	RC	CLOSED
8	Send the update on the 2022/23 budget to the Budget Oversight Group [BOG]	BOG	CLOSED
8	Send the budget monitoring report out to the Finance Monitoring group.	RC	CLOSED
8	Delegated approval was given to the Premises Group & Finance Group to spend up to £35k	Premises & Finance Groups	CLOSED
8	A review process and procedures with Premises and Finance Group in FGB 2.	FGB	OPEN
10	Governors to monitor Safeguarding & SEND areas in the Autumn Term as a result of concerns with staff leaving. Mini-Report to FGB 2	FGB	OPEN
11	Governor structures review to be a priority item at FGB 1. OS to circulate his draft and reconsider the Terms of Reference for the working groups to achieve consistency and impact. ACTION: Premises Working Group & Budget Monitoring Group to meet outside the meeting and report back via Governor Hub at FGB 2.	OS / FGB	CLOSED
11	SCL to prepare agenda for SEF FGB meeting on 14.7.2022	SCL	CLOSED
Dates	Clerk to inform all Governors of the FGB dates for 22/23.	Clerk	CLOSED

Item	Presentation on Phonics Programme
5	<p>Mary-Anne Smart made her presentation on Phonics, carried over from FGB 6 in 21/22.</p> <p>She shared the phonic teaching program between Reception to Year 2. There are 5 phases of phonics. Reception is the key year for the introduction and embedding of phonics. The key focus is to embed the key skills to support early reading. There are 6 weekly assessments – highlighting areas of success, areas for further development, and the book allocation [through heat maps]. There is a consistent approach across the school. Pupils are streamed to support the accurate development of skills.</p> <p>The Year 1 Phonics Check takes place towards the end of Year 1 and if the pupil does not achieve the pass mark of 80%, they continue phonics into Year 2. In 2020/21 11 pupils in Year 1 did not achieve this threshold and continued with their phonics program into Year 2. Of these 11 pupils, 7 passed in autumn with 4 outstanding passing in June when in Year 2. If they have not passed by the time, they leave Year 2 the phonics work continues into Year 3.</p> <p>Middle Street now has the Little Wandle Phonics Scheme fully in place and this is presently being fully embedded. Year-on-year funding for book resources to support the phonics program is a pressure. The ‘Little Wandle’ Scheme has an annual subscription fee.</p> <p>Anne-Marie was convinced that the introduction of the ‘Little Wandle’ Scheme for Phonics has had a very positive impact on early development in reading.</p> <p>ACTION: Phonics presentation to be uploaded to Governor Hub [RC]</p> <p>ACTION: Explore the Reading Squad for future development. [School]</p> <p>Anne-Marie was thanked for her excellent presentation.</p>

Item	Consent Items
6	<ul style="list-style-type: none"> • Register of Business Interests of HTs & Governors • Child Protection Policy & Procedures • Admission Arrangements • Instrument of Governance. <p>All noted</p>

Item	Headteacher Report
7	<p>The Headteacher Report was noted and accepted. In addition, RC observed:</p> <ul style="list-style-type: none"> • The pupil roll was expected to be 197 on Census Day [6.10.2022]. Issues of reducing pupil numbers, across the City of Brighton & Hove, were discussed and more admissions are being received into local schools with significant needs. This continues to be a tension and is connected to the school funding allocations. It was noted that Middle Street was a strongly inclusive school and Governors were in full support of the school’s initiatives to be fully inclusive, irrespective of need. • The following lead areas were agreed upon: <p>Safeguarding Lead: Hannah Jefferies</p> <p>SEN Lead: Sally Coleman-Lewis & Vanessa McGeachin</p> <p>Health & Safety Lead: Ray Williams</p> <p>Pupil Premium Lead: Karlynn Layzell & Vanessa McGeachin</p> <p><i>Rob Shepherd left at 4.30 pm</i></p>

	<ul style="list-style-type: none"> Attendance is low as a result of holiday requests [3 days off school = 92%]. There is close monitoring of issues around absences and the school is progressing with fines for parents who request holiday absences that are not authorised by the school. RC updated Governors on staffing issues. There are presently 3 ECTs in post and these staff cannot accept leadership roles for their first 2 years. This does place greater pressure on the school leadership. It was noted that Sol Hearn [Caretake] is leaving on 31.10.2022 and Richard Marchant was appointed as his replacement. <p>ACTION: Thanks be extended to Sol Hearn for all his work over many years at Middle Street</p> <p>ACTION: Richard Marchant is thanked for his commitment to the transition arrangements.</p> <p>ACTION: Parents are to be notified of Sol Hearn's departure.</p>
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Item	Pupil Premium & Sports Premium
8	<p>8.1: Pupil Premium Monitoring Report: Noted – details in Monitoring Folder and on Governor Hub. Any questions are to be forwarded to KL.</p> <p>8.2: Sports Premium Report: Noted.</p>

Item	Finance
9	<p>Clare McGrath updated Governors on issues of finance. The reports had been prepared by CMG & RC and the budget monitoring report had been circulated. There is a significant difference from the previously circulated spreadsheet – and is a result of increased pay awards. There has been an increase in staff salaries of £35,180, further increasing the in-year deficit. The LA has stated that there was likely to be an increase in funding of only 2%.</p> <p>The FGB was very sympathetic to the increased pressures being placed on the school leadership team and the BOG was going to meet to better understand the position.</p> <p>ACTION: Budget Oversight Group (BOG) to meet to discuss and monitor the recent changes to the budget including the narrative of changes. [BOG Group]</p> <p>The deficit in April 2023 is expected to be £65k.</p> <p>The loan from the LA was agreed at £80k. The work schemes carried out over the summer break reflected a £4k under budget measured against predicted/actual costs. These funds and spends are separate from the budget figures. It was noted that there was strong governance on all the building projects. The Headteacher provided a very detailed record [running spreadsheet] of the building projects – expected costs/actual costs/differences. The BOG group to review the work schedules. Feedback from parents has been very positive.</p>

Item	Monitoring Reports
10	<p>10.1: SIP / SEF Monitoring (notes on GH). MJ raised the question of staff well-being and retention of staff should be a priority within the revised SDP. He believed that this area was missing from the SIP and should be included. Was there a risk to the school if and when staff left, staff retention was hindered and poor staff well-being led to staff leaving. RC was of the view that the SIP was not the right place to capture our plans to improve well-being. However, he agreed that it should be a school priority.</p> <p>ACTION: Could the issue of Well-being be linked to both the SIP and the Risk Register?</p> <p>The SIP is a live document and the key school document for prioritising school actions and for the FGB to challenge in smaller monitoring groups and through the FGB. SCL noted that there were lots to celebrate in both the SEF & SIP.</p> <p>10.2: SEND Monitoring Report: Noted</p> <p>10.3: Future Options – not discussed.</p>

Item	Working Group Brief Verbal Updates
11	Not discussed – deferred.

Item	Governance / Strategic Development
12	<p>See notes in Item 10 under SIP / SEF monitoring.</p> <p>ACTION: SIP Monitoring Group be removed and become the responsibility of all working groups and a standing item on all FGB agendas [FGB]</p> <p>ACTION: RC to present a presentation on the School Improvement Plan at FGB 2. [RC]</p> <p>Governor priorities were discussed. It was agreed that more visibility of Governors in school should be a priority through Governor visits and by using the class DOJO's – with Governors adding updates half termly.</p> <p>The revised Governor Structure & Rhythms [v1.2] was AGREED</p> <p>ACTION: Revise the structure of Governor Hub folders asap. [OS/Clerk]</p> <ul style="list-style-type: none"> • Exit Interviews: Exit interviews to become standard practice at Middle Street School for all staff leaving the school. It would be a voluntary exercise. It was AGREED that HJ would lead on Exit Interviews. • The key questions/issues to be used at the Exit Interviews were: <ol style="list-style-type: none"> 1. Thanks extended for working at Middle Street School 2. What works well at Middle Street School? 3. Even Better If! 4. Why are you leaving Middle Street? • After the Exit Interviews, there would be a summary of strategic and operational issues to be discussed and actioned by the FGB. <p>Governor Training Opportunities – Governors to consider their monitoring areas, and the linked training needs and seek out appropriate CPD options. It was noted that most Governors had completed their Safeguarding training completed through 'The Key'.</p>

Item	AOB
13	<ul style="list-style-type: none"> • Governor Headteacher Pay Panel membership agreed as: <ul style="list-style-type: none"> ○ Ray Williams [Chair] ○ Sally Coleman-Lewis ○ Hannah Jefferies • Some Governors expressed concern about the catering provision at Middle Street School, currently provided by Cater Link. <p>ACTION: Look into alternative catering provisions for Middle Street School in advance of the The renewal date of the contract is April 2023 [OS/MM/HJ]</p>

Item	MEETING DATES
	<p>To confirm the next Middle Street FGB 2 Meeting for the Autumn Term 1 (2022-2023) to be held on: Tuesday 8th December 2022 @ 3.30pm (In-Person @ the school)</p> <p>Future FGB Meetings 22/23 FGB 3 Tuesday 24th January 2023 @ 3.30 pm FGB 4: Thursday 24th March 2023 @ 3.30 pm FGB 5: Tuesday 9th May 2022 @ 3.30 pm FGB 6: Thursday 6th July 2023 @ 3.30 pm</p>

Item	CONFIDENTIAL ITEMS
	No items are considered confidential as the staff information noted will be in the public forum by the time these minutes are published.

Meeting ended at 5.45 pm

ACTIONS FROM THE MEETING ON 5.10.2022

Minute Reference	Item	By Whom	By When
5	Phonics presentation to be uploaded to Governor Hub	RC	ASAP
5	Explore the Reading Squad for future development	School	ASAP
2.6	Rob Cooper to circulate the e-learning access to all Governors	RC	ASAP
Action Log	Mini-reports from the Premises Working Group & Budget Oversight Group [BOG] to FGB 2.	Premises Working Group & BOG	FGB 2
7	Thanks are to be extended to Sol Hearn for all his work over many years at Middle Street	FGB	ASAP
7	Richard Marchant is thanked for his commitment to the transition arrangements	FGB	ASAP
7	Parents are to be notified of Sol Hearn's departure.	School	ASAP
8	Budget Oversight Group (BOG) to meet to discuss and monitor the recent changes to the budget including the narrative of changes.	BOG	ASAP
10	Could the issue of Well-being be linked to both the SIP and the Risk Register?	FGB	ASAP
12	SIP Monitoring Group be removed and become the responsibility of all working groups and a standing item on all FGB agendas.	FGB	At every FGB
12	RC to present a presentation on the School Improvement Plan at FGB 2.	RC	FGB 2
12	Revise the structure of Governor Hub folders asap	OS / Clerk	ASAP
AOB	Look into alternative catering provisions for Middle Street School in advance of the renewal date of the contract in April 2023	OS/VM/HJ	ASAP