



MIDDLE STREET SCHOOL – FGB Meeting

Date: **Thursday 6th July 2023**
 Time: Start Time: **3.45 pm** - End Time: **5.50 pm**
 Venue: In-Person at the school

Present:

Oli Sharpe (OS) *	Chair / Governor	Mark Juba (MJ)	Governor
Rob Cooper (HT)	HEADTEACHER	Karlynn Layzell (KL)	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

*Chair of the FGB

Also attending: **Julie (Jules) Gallagher** (nominated LA Governor) - observer

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

1	Welcome & Apologies
1.1	The Chair welcomed all to the meeting and particularly welcomed Julie (Jules) Gallagher, nominated LA Governor.
2/3	Nomination & approval of LA Governor (2) & Administration Matters (3)
2.1	Julie (Jules) Gallagher [JG] was formally nominated & elected as the LA Governor, on behalf of the Brighton & Hove Local authority for 4 years commencing on 6 th July 2023. JG will now be added to GH.
2.2	Vanessa McGeachin was formally re-appointed for a further 4-year period of office, with effect from 25 th June 2023, as a Co-Opted Governor of Middle Street FGB.
2.3	OS informed the FGB that Hannah Jefferies had expressed her desire to resign as a Governor. As a result, there will be a vacancy for a Co-Opted Governor from September 2023. Action: Outside the meeting, a discussion is to be held around the MSS Constitution and FGB Membership.
3.1	Apologies for Absence: Hannah Jefferies & Ray Williams
3.2	Confirmation of Quorum: Yes (50% of GB)
3.3	Requests for any declarations of interest at this meeting: None noted.
3.4	Any other business: none noted.

4	Minutes
4.1	The draft Minutes of the last full Governing Body Meeting [FGB 4] held on 9th May 2023 [previously distributed] – AGREED as an accurate record. To be digitally signed on Governor Hub by the Chair.
4.2	Matters Arising: An update was given on action 6.8, was given. A meeting had now been held with the Regional School's Commissioner. Feedback from this meeting had been shared with some Governors, through the HT Performance Management process. The RSC was sympathetic to a Brighton & Hove Academy Trust. It was agreed that the HT was to consider all options for MSS school, going forward. It was agreed that having a choice was a key issue – to have a good school and good facilities. Action: HT to consider all options for MSS, going forward.

The action log, from 9th May 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 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. <i>JG to complete. Five bios have been received.</i>	Govs	CLOSED
6.3	Numbers, for persistent absences, are to be reported, in all categories within the HT Report.	HT	CLOSED
6.4	A Staff Review of Wellbeing will take place in Term 6. Governors to receive a summary of outcomes.	HT	Progressing
6.5	HT to 'flag' to Governors any issues of significant concern/patterns arising from CPOMs entries, through his HT Report.	HT	CLOSED
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	CLOSED
6.8	Update on meeting with Regional School's Commissioner to take place in FGB 6 <i>See update in matters arising.</i>	RW/HT	CLOSED
7.2.1	Consultation to take place with parents about Collective Worship at MMS and RC to action this. <i>The appropriate form has now been received. This is being advanced with an autumn term consultation with parents, followed by a possible application to SACRE for change to be made at MSS.</i>	RC	Progressing
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	CLOSED
10.1	The form received from the LA Governor candidate is to be circulated to the FGB.	OS	CLOSED
10.2	Update on the Advertising Campaign at FGB 6.	RS	CLOSED
AOB	Clerk to circulate the agreed FGB meeting dates for 2023/2024 to FGB members.	Clerk	CLOSED
5	Consent Items		
5.1	<ul style="list-style-type: none"> Statement of Procedures for Dealing with Allegations of Abuse Against Staff – APPROVED 		

6	Headteacher Report & Dashboard		
6.1	<p>RC stated that this HT Report & dashboard. This is in the new format and the HT recognised that there were still gaps to be developed.</p> <p>The number on roll is 186 with a school capacity of 210. In response to a question what has happened regarding marketing, since the last FGB? It was reported that one meeting had been held and this was progressing slowly. It was noted the importance of knowing where the new reception children are from – why did they choose MSS? The school budget has been set at 186 for 23/24. The importance of taking proactive actions now was noted.</p>		

	<p>Q: Have we missed the opportunity to attract new pupils before the autumn census day? A: Not necessarily – this could be achieved.</p> <p>Action: <i>Banner at school to be erected, as a priority followed by Google advertising. To be completed within two weeks and before the end of term.</i></p>
6.2	It was noted that Low-Level concerns (LLC) should be noted at FGB – recording the number of LLC and the number of those that were referred to the Front Door and met the threshold. This would help the FGB to better understand if there are any trends or patterns.
6.3	It was noted that there had been two breaches of GDPR, and advice had been sought from the DPO. One breach had been referred to the ICO. Lessons learned have been noted.
6.4	Staffing for September was briefly discussed. The organisational chart [from September 2023] is currently being prepared and will be circulated, to parents, by 7 th July 2023.
	Action: <i>Organisational chart [from September 2023] to be circulated to parents by 7th July 2023.</i>
6.5	Staff absence data and the comparison with 21/22 were noted. Staff Sickness Insurance is in place.
	Pupil attendance is a key focus in the 23/24 SIP and particularly persistent absence. This is RAG rated and the barriers to progress and the impact on actions being taken were noted.
	Action: <i>Absence rate/lateness rate to be reported in the HT Report.</i>
6.6	It was noted that Race/Hat incidents are still recorded in the HT Report. It was previously agreed that these would be referred to as ‘prejudiced’ cases in terms of language.
	Q: <i>Are the figures higher than expected?</i> A: Not really.
	<i>Jules left the meeting at 4.35 pm.</i>
6.7	School Council being progressed, from 22/23 into 23/24.
6.8	The high number of visits/trips was noted by the FGB and commended – supports pupils’ personal development. These visits recorded are those for whom a Risk assessment has been created.
	It was noted that this new HT report format was good, with further development work to be undertaken and the report would be further refined, for future meetings. FGB was invited to add any further comments to RC.

7	SIP & SEF
	The RAG-rated SIP for 22/23 was noted and had been distributed.
7.1	<p>RC noted that a key area not achieved was about improving pupil outcomes through Inclusive Practice. It was agreed that this was a priority objective. A discussion followed on:</p> <ol style="list-style-type: none"> What does inclusion mean? What does it look like? How can it be implemented? <p>It was agreed that Inclusive Practice needed to impact all school policies and practices. Following discussion, these actions were agreed:</p> <p>Action: <i>An off-site meeting, by FGB, to take place on how the FGB can contribute to the Inclusive Practice priority for 23/24 within the SIP.</i></p>

	<p>Action: <i>An impact statement to be prepared, on Inclusive Practice, and included on the SIP by FGB 1.</i></p> <p>Action: <i>Inclusive Practice to be fully discussed at FGB 1 23/24</i></p> <p>It was agreed, by the FGB, that the three key priorities for the 23/24 SIP would be:</p> <ol style="list-style-type: none"> 1) Inclusive Practice. 2) Pupil Assessment. 3) Attendance. <p>The SIP 2023/24 (including termly milestones) will be agreed upon at FGB 1.</p>
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8	Education
8.1	<p>SEND Monitoring Report: noted and considered to be a good report. The acronym SEMH was clarified – Social, Emotional, Mental Health.</p> <p>The pupil voice interviews and voice was noted – it was agreed that this was an important area in gathering pupil views and was a key focus area of external inspections.</p>

9	Safety & Wellbeing
9.1	<p>Staff Wellbeing Report: <i>noted.</i></p> <p>It was agreed that a correlation between staff absence data and staff well-being would have been useful to have been included. Future staff wellbeing surveys are being considered, next time.</p>
9.2	<p>Health & Safety Update: The audit has been returned and is being actioned.</p>

10	Finance & Resources
10.1	<p>Finance Monitoring Report – noted.</p>
10.2	<p>Premises Monitoring Report</p> <p>No formal premises meeting had taken place. It was reported that work on the exterior fence, glazing of windows, asbestos report, the gates, and work on solar panels on the roof (new and supporting the sustainability agenda) would take place over the summer break. The upgrade work in the kitchen will now take place in the autumn half-term.</p> <p>Action: <i>Update on-premises updates to be communicated to parents by the end of term, through the HT Newsletter.</i></p>
10.3	<p>'Our City, Our World'</p> <p>MJ updated, verbally, on this project., working in partnership with Aquifer. Meetings had now been held with the City Council, architects, school, and Aquifer. There will be an assembly by the end of the term with pupils. It was agreed that this project would progress, and views were being invited from staff, Governors, parents, pupils, and the wider community.</p> <p>It was agreed that KL would act as lead staff member and the project monitored and progressed by the Governors Premises Team.</p>
10.4	<p>TLR Proposal</p> <p>The paper, prepared by RC, was noted and discussed. RC stated that this was an open advert, available to all staff. The proposal was to create 2 TLR 2b posts plus an increase in the SENCo Allowance from TLR 2b to TLR 2c. Funding was included in the 23/24 school budget at £20k.</p> <p>It was agreed that there should be a fully transparent process and not appear to exclude pupils.</p> <p>Action: <i>It was agreed to remove the works 'Maths & English leads' from the job roles, to ensure open applications.</i></p> <p>The proposal for new TLR posts was agreed in principle.</p> <p>Action: <i>Up to 3 new TLR posts were agreed upon from 9/23 and are to be added to the Pay Policy.</i></p>

11	Strategic Leadership
11.1	<ul style="list-style-type: none"> The strategic direction of the school – see matters arising under previous minutes and meetings with the RSC’s office.
11.2	<p>Governor School Evaluation Form [SEF]</p> <p>It was agreed that further work was required in the following areas:</p> <ul style="list-style-type: none"> Working Group roles – what are they/should be doing? Role of the LA Governor Succession Planning, within the FGB.
11.3	A meeting was confirmed, to take place on 13 th July 2023, to review the 2022/23 SIP & SEF.

12	AOB
	No items were discussed.

12	MEETING DATES
	<p>To confirm the next Middle Street FGB 1 Meeting for the Summer Term - 2023-2024 to be held on:</p> <p style="text-align: center;">Thursday 12th October 2023</p> <p style="text-align: center;">(In-Person @ the school)</p>

13	CONFIDENTIAL ITEMS
	There were no confidential items discussed. All items discussed at this FGB 6 are completely confidential until the meeting minutes are agreed upon and published.

The meeting ended at 5.50 pm.

Middle Street School: ACTION LOG FROM THE FGB 6 MEETING ON **6.7.2023**

Minute Reference	Item	By Whom	By When
2.3	Outside the meeting, a discussion is to be held around the MSS Structure & Rhythms and FGB Membership.	FGB	ASAP
4.2	HT to consider all options for MSS, going forward.	HT	Progressing
6.1	Banner at school to be erected, as a priority followed by Google advertising. To be completed within two weeks and before the end of term.	RC	By the end of the summer term.
6.4	Organisational chart [from September 2023] to be circulated to parents by 7 th July 2023.	RC	By 7.7.2023
6.5	Absence rate/lateness rate to be reported in the HT Report.	HT Report	Each HT Report
7.1	An off-site meeting, by FGB, to take place on how the FGB can contribute to the Inclusive Practice priority for 23/24 within the SIP.	FGB	By FGB 1 23/24
7.1	An impact statement is to be prepared and included on the SIP by FGB 1.		FGB 1 23/24
7.1	Inclusive Practice is to be fully discussed at FGB 1 23/23.		FGB 1
10.2	Update on-premises updates to be communicated to parents by the end of term, through the HT Newsletter.	HT	By the end of the term.
10.4	It was agreed to remove the words 'Maths & English leads' from the planned job roles, to ensure open applications.	RC	ASAP
10.4	Up to 3 new TLR posts were agreed upon from 9/23 and are to be added to the Pay Policy.	FGB	By 9/23