



Irresistible Learning

Kindness - Respect - Ambition

MINUTES [AGREED 1.2.2024]

Board: **Middle Street – FGB 2**

Trust: Middle Street Governing Body, Brighton

Date: **Thursday 7th December 2023**

Time: Start time: **4.00 pm** End Time: **6.10 pm**

Venue: At the school

Attendees:

Oli Sharpe [OS]	Chair of Governors / Parent Governor
Sally Coleman-Lewis [SCL]	Co-Opted 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

In attendance:

Dominic Smart Deputy Head [Item 2]

Governance Professional [Clerk]: **Donal McCarthy** [Judicium Education]

1: **Welcome**

The Chair welcomed all to the second meeting of the Middle Street FGB for the academic year 2023 / 2024.

2: **Priority Presentation – Pupil Progress & Data Outcomes from 2022/2023**

Dominic Smart presented this item. This presentation aims to inform the FGB of the pupil data, progress data and how decisions are reached.

ACTION: Pupil Progress presentation (with redacted pupil information) to be uploaded to Governor Hub.

DS shared the process of assessing pupils in Maths, Writing, and Reading. There are termly assessments by units of work – informing both formative and summative assessments – including maths fluency and the use of Balance – matched to level descriptors.

With writing Pathways was introduced and units set the mastery keys. Assessment, at the end of units, is based on a major piece of writing. Writing across all subjects also takes place. There are also moderated activities with other local schools to ensure constancy of outcome.

The Pathway to Reading programme is used Mondays to Wednesdays and on Thursdays and Fridays for other focussed activities. The school has a key focus on reading for pleasure.

Identified year groups receive additional support. Data analysis supports the targeted support and interventions.

The outcome data from 20/21 through to 22/23 has evidenced improvements for all children particularly SEND and Pupil Premium pupils who are scoring higher (progress measure) than both local and national levels.

In EYFS the GLD score was 65% - in line with local data outcomes. 255 of pupil premium pupils (8) achieved GLD.

In Year 1 78% of pupils passed the Phonics Assessment and 100% in Year 2 achieved the required level. MSS now tracks the phonic scores across the school for all pupils – this helps track against reading outcomes in later years.

Good tracking informs interventions to achieve a good level of reading at the end of Key Stage 2. Quality 1st Teaching is the key measure to evidence strong pupil progress, and this is discussed in pupil progress meetings and all pupils are fully analysed to ensure key areas of learning are not missed.

The KS 1 results are demonstrating an upward trajectory – evidenced by progress measures and good teaching and learning.

In Key Stage 2, the results (in-line and above national figures) and progress measures are up in all subjects. Results are noted under three headings a) working towards, b) secure level, and c) greater depth. 50% of readers in Year 6 achieved greater depth, which is excellent – particularly from starting points. The progress measures for 2023 were very good:

- Reading = + 3.7
- Writing = - 0.6
- Maths = +1.4

(0= expected progress between KS 1 & KS 2 or secure in Year 2 & secure in Year 6 = 0)

It was noted that attainment levels at MSS are lower, overall, but the school focuses on the progress and the progress scores of the pupils. Year 2 is a key focus group with 50% SEND and 50% Pupil Premium. Being a small school MSS is very cohort-specific with differing cohort profiles based on need. Each year group is carefully tracked with prioritised interventions and the individual stories of pupils are understood.

The school is confident, with the present tracking, interventions, and focus, that Year 6 in 2024 is projected to attain 70% Writing, 77% Reading, and 74% Maths with strong value-added progress scores. The flow chart, setting out the whole school interventions across all year groups, was shared.

The following issues for MSS were noted:

- CPD is improving teacher expertise.
- The changing demographic at MSS is well understood.
- Factors (e.g. attendance) affecting outcomes are well understood.
- The school understands individual pupil needs and plans, through appropriate interventions, to meet their needs.
- The school supports staff with workload and staff wellbeing.
- The school understands the source (commentary) of pupils into EYFS and their needs.
- The school understands the destinations (commentary) of Year 6 to their new schools.

ACTION: 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.

Dominic Smart was thanked for his presentation.

It was agreed that the review of SIP Priority 3 (adaptive teaching) is to be presented and discussed in FGB 3.

ACTION: A prioritised item on SIP Priority 3 (adaptive teaching) be on the agenda for FGB 3.

3 Standing Items

3.1 Apologies for Absence: **Hannah Jefferies & Jules Gallagher**

It was noted that Jules Gallagher [LA Governor] has resigned effective from 7.12.2023

ACTION: Sharon McKenzie [LA] is to be contacted to discuss the LA Governor role and the 20% vacancy figure on the FGB.

Options were discussed on the best ways to proceed, with governor vacancies, and it was **agreed** (unanimously) that OS move to the role as a Co-Opted Governor (from Parent Governor, if a co-opted vacancy occurs, with effect from FGB 2, creating the opportunity to elect a further Parent Governor plus a potential further Parent Governor election early in the new year. It was further noted that Parent Governors can complete their term of office, even after their child leaves the school. The issue of timing and ensuring succession planning requires further discussion.

3.2 Declarations of Interest: **no new declarations noted.**

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

3.4 **Minutes of the FGB 1 – 12.10.2023 & Action Log**

The minutes of the last FGB Meeting (FGB 6) on 12.10.2023 were **AGREED.**

Action Log from Middle Street School FGB 1 – 10.10.2023

Agenda Item	Action	Actionee	Date
2.4	Clerk to check that all Governors have completed their annual Safeguarding & Prevent Training at FGB 2.	Clerk	By FGB 3
3.7	Clerk to conduct a Website Compliance Check by FGB 2, with the report, to be reviewed fully at FGB 2, particularly all red areas. Completed by RC – fully compliant.	Clerk	CLOSED
3.7	Clerk to provide an attendance register for FGB meetings 2022/23.	Clerk	Ongoing
3.7	Safeguarding Visit to take place as soon as possible. x2 safeguarding visits from RW have taken place.	RW	CLOSED
3.7	Update of the SIR [SEND Information Report] to be completed and the final SIR to be uploaded to the school website.	RC / SCL	CLOSED
7.1	Review Focus 1 on Adaptive Teaching along with the Data Analysis from the 22/23 academic year in FGB 2.	FGB	CLOSED [FGB 3]
7.1	Review Focus 2 – Assessment in FGB 3 / 4 – Assessment Policy, strategy, direction & impact.	FGB	FGB 4
7.1	Review Focus 3 – Attendance in FGB 4.	FGB	FGB 5
7.2	A holding statement be shared with staff on the present budgetary pressures and the present position with the proposal to introduce additional TLR posts.	RC	CLOSED
7.3	Clerk to distribute the NGA Skills Audit and encourage responses by FGB 2.	Clerk	CLOSED
7.4	OS to review and prepare a draft FGB Terms of Reference for FGB 2.	OS	CLOSED

3.5 **Consent Items for Agreement:**

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

- School Exclusion
- Special Educational Needs and Disability
- Capability of Staff
- Staff Discipline, Conduct & Grievance
- Teachers' Pay – **RW to further review.**
- Sex and Relationships Education

- Governors' Allowances (schemes for paying)

3.7 **Headteacher Dashboard**

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

- SEF gradings
- SDP priorities
- Pupil Update
- Attendance
- SEND Data
- Staffing update
- Staff wellbeing
- Staff organisation
- Safeguarding, Welfare & Behaviour
- Health & Safety & Premises

The staff well-being survey has been shared with union representative on the feedback data. The 'Work-Related Quality of Life Scale' Survey (Appendix 1) was noted. It was agreed that this focus was key and should be continued to best support staff.

The Headteacher Report was noted and agreed.

4 **Education**

RW had carried out two Safeguarding visits to the school and had carried out monitoring of the Single Central Record [SCR], Safeguarding & Child Protection Policies, and a review of the implementation of changes to the KCSiE 2023 framework. A further meeting will take place with RC and a full report to FGB 3.

The Pupil Premium Report has been uploaded to the school website and is to be uploaded to the DfE website by 31.12.2023. There is a requirement to review the impact of the Pupil Premium in 202/23 and this will take place in FGB 3.

ACTION: A formal review of the impact of Pupil Premium Strategy (Part B) for 2022/2023 is to take place in FGB 3 (priority Agenda item).

5 **Safety & Wellbeing**

5a: Wellbeing – pupils

The children's wellbeing report was noted. SCL had visited, met with staff, listened to pupil voice, and viewed class workbooks.

5b: Wellbeing – staff

OS is now the FGB lead on staff wellbeing. Notes from staff discussions are to be forwarded to OS.

6 **Finances & Resources**

6.1: **Pay progress outcomes**

These were noted as previously communicated to the FGB.

6.2: **Headteacher Performance**

There had been three meetings with the HT over the school year by RW and SCL (and the school adviser) to assess progress towards agreed targets. These targets had been met and pay progression implemented.

New objectives have been set for 23/24 and include:

- Improve the quality of teaching and learning.
- Develop the middle leader roles across the school at MSS (and in the SDP).

Interim reviews, over the year, will take place with the final review and setting of new targets early in the autumn term 2024. There is a need to have another member of the HT Performance panel, replace HJ, should she resign.

6.3: Finance Monitoring

This has not yet been completed. The new LA system is not yet 'live' and the LA cannot therefore meet with school's yet to carry out their monitoring visits. All options are under continual review at MSS with a formal review of the 23/24 budget in January 24.

It was agreed that the preparation of the 24/25 budget commences earlier than in previous years, particularly as MSS is in a deficit position.

The activity at the Schools' Forum was discussed and the issue around LA's inability to provide the services paid for by the school. The next Schools' Forum takes place on 15.1.2024.

ACTION: RS to post simple updates from the Schools' Forum on GH.

ACTION: RC & CMcG to prepare an action plan for budget planning development schedule for 2024/2025.

7 Strategic Leadership

7.1 Governor Skills Audit

The clerk reported on the NGS feedback and confirmed that responses had been received from all present governors [8]. It was agreed to concentrate on the strengths [these were noted] from the survey outcomes. The clerk highlighted 4 areas worth further consideration:

1. Developing a strategy – who might lead?
2. Why do 50% of the FGB not feel confident in discussing the school's priorities?
3. Does the FGB understand risk and the school's risk appetite?
4. How can the FGB translate its ongoing communication with the school's stakeholders?

7.2: Terms of Reference

Presently in draft and it is hoped to be completed by FGB 3.

7.3: Update on Structure & Rhythms document

This document is under continual review, and it was **agreed** that there would be three parts to this paper:

1. Structure & Rhythms document
2. Terms of Reference
3. Key linked documents (resource documents)

8 AOB

Several Governors expressed concern about the timings of FGB meetings, because of after-school childcare arrangements and the present timings of FGB meetings. Discussions took place on how this issue might be managed. One proposal was to consider holding the FGB meetings during the school day – possibly starting at 9.30 am in the school.

This approach would support wellbeing of FGB members and create opportunities for governors to attach a school visit pre-FGB or following the FGB meetings.

ACTION: 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.

Date, time & and venue of the next Middle Street FGB 3 of the 2023/2024 academic year:

THURSDAY 1st February 2024 @ 9.30 am

The meeting ended at: 6.10 p.m.

Minutes End



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Action Log from Middle Street FGB 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	ASAP
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	FGB 3
3.1	Sharon McKenzie [LA] is to be contacted to discuss the LA Governor role and the 20% vacancy figure on the FGB.	OS	ASAP
4	A formal review of the impact of Pupil Premium Strategy (Part B) for 2022/2023 is to take place in FGB 3.	FGB	FGB 3
6.3	RS to post simple 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	ASAP
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	ASAP