



MIDDLE STREET SCHOOL – FGB Meeting

Date: **Thursday 8th December 2022**

Time: Start Time: **3.30 pm** – End Time: **6.00 pm**

Venue: In-Person at the school

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

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

Item	Welcome & Apologies
1	OS welcomed everyone to this in-person FGB meeting of Middle Street Primary School [MSS].
Item	Administration Matters
2	<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.</p> <p>2.4: No other business items noted</p>

Item	Minutes
3	<p>3.1: The draft Minutes of the last full Governing Body Meeting held on 5th October 2022 (previously distributed) – AGREED as an accurate record. To be digitally signed on Governor Hub.</p> <p>Matters Arising: Minor typographical changes were noted and are to be actioned.</p> <p>Note: Action Log below was updated. It was agreed that actions should remain open until they are deemed concluded by the FGB.</p>

4: Action Log from FGB Meeting held on 05.10.2022

Minute Reference	Item	STATUS
5	Phonics presentation to be uploaded to Governor Hub	CLOSED
5	Explore the Reading Squad for future development	CLOSED
2.6	Rob Cooper to circulate the e-learning access to all Governors	Open
Action Log	Mini-reports from the Premises Working Group & Budget Oversight Group [BOG] to FGB 2.	CLOSED
7	Thanks are to be extended to Sol Hearn for all his work over many years at Middle Street	CLOSED
7	Richard Marchant is thanked for his commitment to the transition arrangements	CLOSED

7	Parents are to be notified of Sol Hearn's departure.	CLOSED
8	Budget Oversight Group (BOG) to meet to discuss and monitor the recent changes to the budget including the narrative of changes.	CLOSED
10	Could the issue of Well-being be linked to both the SIP and the Risk Register?	CLOSED
12	SIP Monitoring Group be removed and become the responsibility of all working groups and a standing item on all FGB agendas.	CLOSED
12	RC to present a presentation on the School Improvement Plan at FGB 2.	CLOSED
12	Revise the structure of Governor Hub folders asap	CLOSED
AOB	Look into alternative catering provisions for Middle Street School in advance of the renewal date of the contract in April 2023	CLOSED

Item	Presentation on School Improvement Plan
5	<p>RC presented this item on the updated School Improvement Plan. He was clear that an effective SIP should be closely linked to the SEF and the most recent Evaluation Schedule and grade descriptors. This SIP is now in place.</p> <p>RS observed that the financial and other related costs needed to be included in the plan and it was confirmed that the SIP was developed from the agreed School Evaluation Form. It was agreed that the colour coding on the SIP would be as follows:</p> <ul style="list-style-type: none"> • Green – an area of strength and in place with strong effective evidence. • Blue – more evidence needed. • Red – school is taking action and there is little positive evidence available. <p>It was agreed that Attendance, SEND and Curriculum (particularly English) are key priority areas for Middle Street. Each of these areas (and other defined areas) are developed into clear plans to show the progression:</p> <ul style="list-style-type: none"> • Stage 1: Objective stated • Stage 2: We will achieve this by.... • Stage 3: Actions – leading into measurable Milestone Documents for Autumn, Spring & Summer terms. This is a key tool for Governors with the responsibility to observe/comment/monitor their school visits. • Stage 4: Impact & Success Criteria. <p>A discussion took place around an inclusive curriculum. It was agreed that there would be a presentation on SEND, SEND provision & SEND priorities at FGB 3.</p> <p>Action: Presentation to take place at FGB 3 on SEND, SEND provision & SEND priorities. [SEN Lead] Action: RC to upload the SIP Presentation [RC] Action: Milestones updates are to be included on all HT Reports & in the Monitoring Programme. Visit/monitoring reports are to be uploaded in advance of all FGB meetings. [HT/Governors] Action: Update the Structure & Rhythms document to add issues around the monitoring of the SEF & SIP. [FGB]</p> <p>It was agreed that in FGB 2/3/4 & 5 there would be ongoing monitoring of the SIP and on FGB 6 an evaluation of the present SIP and establishing the next steps arising out of emerging priorities. The Headteacher Report will hold all the key SIP Data.</p> <p>RC was clear that Governors needed to know the SIP & SEF well, take responsibility to visit the school and monitor progress, and be aware of the emerging school risks and priorities.</p> <p>5.2: SPA Visit Report 15.11.2022 This is a termly visit and the report from 15.11.2022 was noted. This report commented upon the actions taken since the last Ofsted report.</p>

Item	Consent Items (for decision)
6	<p>The following consent items were agreed upon:</p> <ul style="list-style-type: none"> • School Exclusion Policy – AGREED [HJ to lead] • Capability of Staff Policy – AGREED

	<ul style="list-style-type: none"> • Staff Discipline, Conduct & Grievance Policy - AGREED • Teachers' Pay Policy - AGREED • Sex & Relationships Education (RSE) Policy - AGREED • Governors' Allowances Policy - AGREED
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Item	Headteacher Report
7	<p>The HT Report was received and noted:</p> <ul style="list-style-type: none"> • Dashboard updates were noted. • There is a core school group analysing attendance data – current issues are around holiday requests/sickness / Strep A trends. Attendance was 94.7 in September and 91.4% in December 22. • Persistent Absence data is incorrect and will need to be corrected. <p><i>Pay Progression:</i> RC & RW had considered and agreed on decisions on 30.10.2022. Two members of staff progresses from M2 to M3 and one teacher moved from M3 to M4.</p> <p>On 16.11.2022 a meeting had been, RW & SCL held to discuss the Headteacher Appraisal Objectives. It was agreed that all objectives had been fully met. An increase of 1 point on the Leadership Scale was noted from Point L19-20.</p> <p><i>School Meals Provision:</i> It was noted, based on previous conversations, that one alternative provider had visited and shared their offer – which does not meet the school food standards. The LA was not happy with this approach from MSS.</p> <p>Action: <i>More options for school meals provision to be considered.</i> [RC]</p> <p>Services for 23/24 are being pursued through the Partnership about renewing the provision of services to schools in the Brighton & Hove area.</p>

Item	Working Group Reports
8	<p>8.1: Education</p> <ul style="list-style-type: none"> • <i>Curriculum & Pupil Progress:</i> MJ stated that there had been no meeting yet with Dominic Smart. • <i>Mini-SEND Update:</i> the report from SCL was noted. Misunderstandings around the referral process were clarified and a clear process is now in place and fully communicated with parents. There are present 15 pupils with ASC diagnosis at MSS. There is no capacity, presently at MSS, to pursue an ASC Hub and as a result, MSS has not applied for funding. • <i>Learning Walks/Governor Monitoring:</i> Learning Walks have been activated and SCL & MJ have participated. It was agreed that pupil voice would be gathered by visiting governors, without the presence of the Headteacher. • <i>Our City, Our World:</i> The PowerPoint had been uploaded. It was agreed that this should be pursued and MSS be involved. It was agreed that Oli Sharpe is the MSS representative. <p>8.2: Safety & Wellbeing:</p> <ul style="list-style-type: none"> • The Safeguarding Update was noted. A visit had taken place, it was noted that accommodation and welcome areas had improved and that the increased investment in full-time staff Safeguarding lead was commended. The three key areas being utilised by the SG lead – CPoms use, mentor involvement, and policy reviews were noted. It was noted that HJ would be the named Prevent Governor. This was agreed upon. • The Children's Wellbeing Report from SCL was noted. 'Beach School' is now taking place in all year groups. <p>8.3: Finance & Resources</p> <ul style="list-style-type: none"> • The Finance Monitoring Oversight Group met with Finance Officer & Headteacher. • Staff costs were now more than the budget by £78k and were likely to be more than £90k by the end of 22/23. • Underfunded pay awards and increased utility costs continued to add financial pressure and uncertainty. <p>A lengthy discussion took place about the strategy by the FGB to address the issue of a deficit budget in 22/23 and into future years.</p> <p>Action: <i>A plan is to be prepared to address how the budget deficit over the next three years is to be prepared to include all options by 31.1.2023 with narratives to be included.</i> [RC]</p> <p>Action: <i>BOG Group to meet before FGB 3 to consider the political pressures.</i> [BOG]</p>

	<p>Building Loan: It was agreed that expenditure from this loan account stops at £50k to reduce the future repayments from the already stressed school budget. As a result, the school cannot afford the fence item and will be asking the LA to pay for this expensive safety work.</p>
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MJ left the meeting @ 5.30 pm

Item	Governance / Strategic Development
9	<p>A discussion took place around the Future Options Group [FOG] in light that the proposed Education Bill has been scrapped. It was agreed that the FOG would continue to meet to keep a 'watching brief' on potential future opportunities.</p> <p>Action: RC to continue working on behalf of the FGB, on Future Options, with 4 local schools and to feedback on progress to the FGB meetings. [RC]</p>

Item	AOB
10	There were no items noted.

Item	MEETING DATES
	<p>To confirm the next Middle Street FGB 2 Meeting for the Spring Term - 2022-2023 to be held on: Tuesday 24th January 2023 @ 3.30pm (In-Person @ the school)</p> <p>Future FGB Meetings 22/23 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 6.00 pm

ACTIONS FROM THE MEETING ON 8.12.2022

Minute Reference	Item	By Whom	By When
5	RC to upload the SIP Presentation	RC	ASAP
5	Presentation to take place at FGB 3 on SEND, SEND provision & SEND priorities	SEN Lead	FGB 3
5	Milestones updates are to be included on all HT Reports & in the Monitoring Programme. Visit/monitoring reports are to be uploaded in advance of all FGB meetings	RC / Governors	All FGB Meetings
5	Update the Structure & Rhythms document to add issues around the monitoring of the SEF & SIP.	FGB	ASAP
HT Report	More options for school meals provision to be considered.	RC	ASAP
8.3	A plan is to be prepared to address how the budget deficit over the next three years is to be prepared to include all options by 31.1.2023 with narratives to be added.	RC	By 31.1.2023
8.3	BOG Group to meet before FGB 3 to consider the political pressures.	BOG	By FGB 3
9	RC to continue working on behalf of the FGB, on Future Options, with 4 local schools and to feedback on progress to the FGB meetings	RC	Ongoing