



Irresistible Learning

Kindness - Respect - Ambition

MINUTES [AGREED 7.12.2023]

Board: **Middle Street – FGB 1**

Trust: Middle Street Governing Body, Brighton

Date: **Thursday 12th October 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

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

1: **Welcome**

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

2: **Governor Business**

2.1 **Election of Chair of Governors:**

Following a self-nomination Oli Sharpe was **elected** as Chair of Governors until FGB 1 in the academic year 24/25.

2.2: **Election of Vice-Chair of Governors.**

Following a self-nomination Sally Coleman-Lewis was **elected** as Chair of Governors until FGB 1 in Academic year 24/25.

2.3: **Re-appointment of Mark Juba as a Co-opted Governor**

Mark Juba was formally **re-appointed** as a co-opted Governor until 11.10.2026.

2.4 The Clerk reminded all Governors to update their Declarations of Interest tab in GH and to confirm that they have read and understood the KCSiE 2023 updates. Also, Governors were reminded of their statutory obligation to undertake appropriate Safeguarding Training and Prevent Training update in the 2023/2024 academic year. This will be checked at FGB 2 by the Clerk. This should be accessed through the MSS training provider – The Key.

ACTION: Clerk to check that all Governors have completed their annual Safeguarding & Prevent Training at FGB 2.

3 Standing Items

- 3.1 Apologies for Absence: **Hannah Jefferies & Jules Gallagher**
HJ has expressed her view to resign as a Governor but has not yet formally resigned. Her responsibility to oversee Safeguarding is to be redistributed.
- 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 6 – 6th July 2023 & Action Log**
The minutes of the last FGB Meeting (FGB 6) on 6th July 2023 were **AGREED.**

Action Log from Middle Street School FGB 6 on 6th July 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	CLOSED
4.2	HT to consider all options for MSS, going forward.	HT	CLOSED
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	CLOSED
6.4	Organisational chart [from September 2023] to be circulated to parents by 7 th July 2023.	RC	CLOSED
6.5	Absence rate/lateness rate to be reported in the HT Report.	HT Report	CLOSED
7.1	An off-site meeting, by FGB, is to take place on how the FGB can contribute to the Inclusive Practice priority for 23/24 within the SIP.	FGB	CLOSED
7.1	An impact statement is to be prepared and included on the SIP by FGB 1.		CLOSED
7.1	Inclusive Practice is to be fully discussed at FGB 1 23/23.		CLOSED
10.2	Update on-premises updates to be communicated to parents by the end of term, through the HT Newsletter.	HT	CLOSED
10.4	It was agreed to remove the words 'Maths & English leads' from the planned job roles, to ensure open applications.	RC	CLOSED

10.4	Up to 3 new TLR posts were agreed upon from 9/23 and are to be added to the Pay Policy. Added to Pay Policy but not recruiting yet.	FGB	CLOSED
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3.5 Consent Items for Agreement:

- Child Protection Policy & Procedure - **AGREED**
- Admission Arrangements - **AGREED**
- Instrument of Governance - **AGREED**

3.6 Consent Items for Noting:

- Charging & remissions - **Noted**
- Data Protection – **Noted**
- Register of pupil's admission to school & and attendance – **Noted.**
- School information published on the website – **Noted.**
- Single Central Record [SCR] of recruitment & and vetting checks- **Noted.**
- Accessibility Plan – **Noted.**
- Early Years Foundation Stage - **Noted**
- Supporting pupils with medical conditions – **Noted.**
- Premises Management Documents – this is a model LA policy – **Noted.**

3.7 Headteacher Dashboard

RC reported that this was a light-touch report.

- The number on Roll = 184 against a PAN of 210
- EAL = 13.6% (National 22%)
- FSM = 32.1 % (national 24.6%)
- Ever 6 = 32.1% (national 25.9%. Ever 6 explained to Governors.
- SEND = 22.8% (13%)
- SEND (EHCP) = 2.7% (national 4%).
- The website is not yet fully compliant – work is being advanced on this. Governor bios are to be updated and forwarded to SCL.
ACTION: Clerk to conduct a Website Compliance Check by FGB 2, with report. To be reviewed fully at FGB 2, particularly all red areas.
ACTION: Clerk to provide an attendance register for FGB meetings 2022/23.

The following roles and responsibilities were confirmed:

- Equalities & Diversity Governor Lead – Oli Sharpe
- Safeguarding Governor Lead – Ray Williams (Interim role)
- SEND Governor Lead – Sally Coleman-Lewis
- H&S Governor Lead – Ray Williams / Vanessa McGeachin
- Finance Governor Lead – Budget Oversight Group [x4 Governors].
- Attendance Governor Lead – Ray Williams.

It was noted, that in the absence of HJ, a Governor Safeguarding Visit should take place as a matter of urgency.

ACTION: Safeguarding Visit to take place as soon as possible.

- SEND Information Report [SIR] is not up to date on the school website.
ACTION: Update the SIR to be completed and the final updated SIR to be uploaded to the school website.

Attendance – 93.9% - period 1 (1.9.2023 to 9.10.2023)
94.9% - period 2 (1.9.2022 to 9.10.2023)
Target 96%

Persistent Absence continues to be a significant concern and a focus/target on 23/24 SIP.
22.9% - period 1 (1.9.2023 to 9.10.2023)
18.7% - period 2 (1.9.2022 to 9.10.2023)
Target 10%

It was noted that best practice for all future monitoring reports would be if the monitoring reports link to the relevant documents (e.g., the governors' Pupil Premium monitoring report linking to the school's published Pupil Premium Report). Also, all reports should identify which aspects of the reports are for discussion, which parts are just for noting and which parts require decision making.

4 Education

4.1: Pupil Premium Report

Pupil Premium Monitoring to take place at FGB 2.

4.2: Sports Premium Report

The Sports Premium Monitoring Report 22/23 was noted – where the monies had been spent and the impact statement of actions. The report for 22/23 has been uploaded to the school website. The majority of the 23/24 funding will be spent on external support coaches.

Q: How is the monitoring of obesity monitored?

A: Through the data collection at Reception and Year 6. It was not felt to be an issue for MSS.

5 Safety & Wellbeing

Nothing to note or discuss at this meeting.

6 Finances & Resources

6.1 Census Data Discussion

182 pupils (-2 below budget) were recorded at MSS on Census Day. Issues of pupils moving to a new school around the Census Day affect MSS and other local schools.

It was noted that there should be a study of mobility at MSS over the past 4/5 years to better understand trends and patterns and this information could inform budget planning. The impact of admitting pupils with additional needs to be fully understood and the likely impact on the school budget is recorded.

6.2 Budget Oversight Monitoring Report

This group met on 12.10.2023. A key discussion was around more KS1 pupils with additional needs not budgeted for (without these costs the budget would be under control) and expenditure has increased. It was agreed that there was great pressure on SEND additional costs.

It was **agreed** that this group would re-convene on 3.11.2023 (10.00 am) and a complete comparative budget exercise to a) prepare a budget plan without the new additional SEND costs and b) prepare a budget plan to include these additional SEND costs being met by MSS. The anticipated additional costs are expected to be more than £60k, mainly to fund additional staffing. This data will be utilised in the conversations with the LA on the school budget.

Governors **agreed** to this approach being adopted by the Budget Oversight Monitoring Group citing the seriousness of the issue and the pressure on the school budget. Staffing decisions have already been taken by the FGB and there remained pressure on staff wellbeing. It was **agreed** that, after the meeting on 3rd November the LA be approached to discuss how to manage these additional budgetary pressures as adding £60k will create a larger overspend.

The Fair Access Protocol can be used to challenge as admitting additional pupils could further increase budgetary and facilities pressures as the school is at capacity with pupils with additional needs.

7 Strategic Leadership

7.1 School Improvement Plan (SIP)

RC shared that the new updated School Improvement Plan is based on three key priorities. The format of the revised SIP has been approved and validated by the School Partnership Adviser [SPA].

1. Improving Outcomes
2. Assessment
3. Attendance

(These were approved at FGB 6 in July 2023)

The focus areas will be delivered through measurable milestones, actions being implemented and clear monitoring and evaluation processes shared. The SIP will be regularly RAG-rated – on-track/achieved

(Green), partially on track (Amber) and not yet completed or off-track (Red). Governors must have processes in place to evaluate the progress of pupil outcomes, the impact of SIP priorities, and a clear understanding of the areas requiring further actions. The school is going to participate in the project 'From Mitigation to Success' run by the LA and focuses initially on disadvantaged pupils.

Focus 1 – Improving Outcomes (Adaptive Teaching) – Governors were thanked for their comments. This approach will build upon present practices and successes. Staff have now commenced CPD – both teaching & and support staff. SLT will also prepare an audit of actions.

ACTION: Review Focus 1 on Adaptive Teaching along with the Data Analysis from 22/23 academic year in FGB 2.

ACTION: Review Focus 2 – Assessment in FGB 3 / 4 – Assessment Policy, strategy, direction & and impact.

ACTION: Review Focus 3 – Attendance in FGB 4.

It was agreed that these items would be 'front-loaded' on the agendas with enough time allocated to fully discuss the area/focus.

7.2 Risk Register

The Risk Register was noted. Any changes to the Risk Register are to be noted at each FGB meeting. The presentation of this format (commended) has highlighted the present risks at MSS – which was concerning to Governors.

It was agreed that all Governors needed to fully understand the specific area of risk, how it is scored and prioritised and the mitigations to be put in place. It was equally important to fully understand the likelihood and severity of a risk-taking place.

Under staff retention, it was noted that the previously agreed (in principle) plan to establish up to three TLR posts RC said that the present budgetary pressure prohibited advancing this proposal. Governors agreed at this time with the FGB to consider all options to both recruit and retain staff.

ACTION: A holding statement be shared with staff on the present budgetary pressures and the present position with the proposal to introduce additional TLR posts.

7.3 Skills Audit 2023

It was **agreed** that the FGB of MSS would undertake a governor skills audit process – using the NGA Skills Audit. This process would assist in identifying governor skills, and their experience and assist in developing governor skills (through training) and highlighting any gaps that could support future governor appointments.

ACTION: Clerk to distribute the NGA Skills Audit and encourage responses by FGB 2.

7.4 Updated Structure & rhythms Document

The updated Structure & Rhythms Document has been circulated and uploaded to GH. The revised format and content were **agreed upon**.

Final allocations of Governors to each identified group are to be reviewed.

ACTION: OS to review and prepare a draft FGB Terms of Reference for FGB 2.

7.5 & 7.6 Agree Safeguarding Lead Governor & Agree Equalities & Diversity Lead Governor

The following were agreed:

- Governor Safeguarding Lead: **Ray Williams** (interim) supported by **Karlynn Layzell**
- Governor Equality & Diversity Lead: **Oli Sharpe**
- Governor Staff Wellbeing Support: **Oli Sharpe**

7.7 Community Engagement

The revival of the MSS PTA was noted. Further discussion on community engagement would take place

in FGB 2.

8 AOB

No items were noted or discussed.

Date, time & and venue of the next Middle Street FGB 2 of the 2023/2024 academic year:

THURSDAY 7th DECEMBER 2023 @ 4.00 pm

The meeting ended at: 6.10 p.m.

Minutes End.



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Action Log from Middle Street FGB meeting held on: **Thursday 12th October 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	FGB 2
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.	Clerk	FGB 2
3.7	Clerk to provide an attendance register for FGB meetings 2022/23.	Clerk	ASAP
3.7	Safeguarding Visit to take place as soon as possible.	RW	ASAP
3.7	Update of the SIR to be completed and the final SIR to be uploaded to the school website.	RC / SCL	ASAP
7.1	Review Focus 1 on Adaptive Teaching along with the Data Analysis from the 22/23 academic year in FGB 2.	FGB	FGB 2
7.1	Review Focus 2 – Assessment in FGB 3 / 4 – Assessment Policy, strategy, direction & impact.	FGB	FGB 3 / 4
7.1	Review Focus 3 – Attendance in FGB 4.	FGB	FGB 4
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	ASAP
7.3	Clerk to distribute the NGA Skills Audit and encourage responses by FGB 2.	Clerk	By FGB 2
7.4	OS to review and prepare a draft FGB Terms of Reference for FGB 2.	OS	By FGB 2