



# Irresistible Learning

Kindness - Respect - Ambition

## MINUTES [Agreed 16.5.2024]

Board: **Middle Street – FGB 4**

Trust: Middle Street Governing Body, Brighton

Date: **Friday 22<sup>nd</sup> March 2024**

Time: Start time: **9.30 am** End Time: **12.10 pm**

Venue: At the school

### Attendees:

Oli Sharpe [OS]	Chair of Governors / Co-Opted Governor
Sally Coleman-Lewis [SCL]	Parent Governor / Vice-Chair of FGB
Rob Cooper [RC]	Headteacher
Vanessa McGeachin [VM]	Co-Opted Governor
Rob Shepherd [RS]	Parent Governor
Ray Williams [RW]	Co-Opted Governor
Anna Racher [AR]	Parent Governor

### In attendance:

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

### 1: Welcome

The Chair welcomed all to the FGB4 meeting of the Middle Street FGB for the academic year 2023 / 2024.

### 2: Standing Items

#### 2.1 Apologies for Absence: **Mark Juba and Karlynn Layzell** [KL]

The present position of KL was discussed as she is on secondment to another local school until the end of the summer term. It was agreed that she remained the elected staff Governor and would receive copies of the minutes and papers for meetings. However, the school is to consider, with KL, the possibility of another temporary staff member representing KL at FGB 5 & 6 until KL returns. Should KL not return at the end of the summer term a new election for the Staff Governor would take place.

**ACTION:** Consider having a temporary replacement Staff Governor for KL for FGB 5 & 6.

#### 2.2 Declarations of Interest: **no new declarations noted.**

#### 2.3 Confirmation of Quorum: 50% of Governing Body - **Quorate**

#### 2.4 **Minutes of the FGB 3 – 1<sup>st</sup> February 2024**

The minutes of the last FGB Meeting (FGB 3) on 1.2.2024 were **AGREED**, as an accurate record.

Action Log from Middle Street FGB meeting held on: **Thursday 1<sup>st</sup> February 2024**

Agenda Item	Action	Actionee	Date
2.1	RW to draft a communication to B&H Council setting out the SEND concerns at MSS. <i>Not yet been sent.</i>	RW	<b>CLOSED</b>
2.2	LR to produce a SEND Report (with at least x2 case studies) setting out the actions taken at MSS and the progress made by the pupils.	LR	<b>FGB 6</b>
2.3	The further development of the SEND Network activities is to be advanced with partnership schools.	RC	<b>CLOSED</b>
5.1	RC to re-send the PREVENT Training link to Governors to follow up.	RC	<b>CLOSED</b>
5.1.2	Section 175 Safeguarding Audit Report to be reported at FGB 4.	RW	<b>CLOSED</b> [On Agenda]
5.2	Explore the implementation of a family counsellor (at a cost of no more than £1,000) to assist and improve pupil attendance.	RC	<b>CLOSED</b>
6.4	Risk Register to be reviewed termly at FGB meetings at FGB 1, 3, and 5.	FGB	<b>CLOSED</b>
7.2	Clerk to update Governor Hub, for the newly elected Parent Governors, and ensure that Anna Racher is registered with GH.	Clerk	<b>CLOSED</b>
7.3	Update on the Future Options at FGB 4.	Strategic Group	<b>CLOSED</b> [On Agenda]
7.4	An updated and final version draft of the Structures & Rhythms (and Terms of Reference) is to be approved at FGB 4.	OS	<b>CLOSED</b> [On Agenda]

2.5 **Consent Items for Agreement:**

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

- Behaviour Principles Written Statement – **AGREED.**
- Health & Safety Policy – **AGREED** [spelling to be checked]

4 **Headteacher Dashboard**

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

- SEF judgements.
- SDP priorities
- Pupil Update
- Attendance
- SEND Data
- Staffing update
- Staff Wellbeing
- Staff organisation
- Safeguarding, Welfare & Behaviour – there have been no exclusions or suspensions.
- Health & Safety & Premises
- GDPR

RC noted the following:

- SIP is on track.

- The Adaptive Teaching target has not yet commenced with support staff. Work with teaching staff is taking longer than expected, hence the slight delay.
- Staff are undertaking extensive work on CPD.
- The 'Mitigating for Success' project is progressing well, and the outcomes are feeding into the assessment practices. Two sessions have now taken place.

**Challenge: What is 'Mitigating for Success' and how will it impact teaching & learning?**

A: This project is aimed at supporting disadvantaged and underachieving pupils to get the best impact and effect. It involves developing the coaching teachers, is an overall school-based programme and all staff are being trained. It fits well with the assessment practices and the adaptive teaching priority.

- The school is slightly behind the assessment target and presents a risk, but RC was of the view it will be on track by summer 24.
- Attendance of pupils remains a continuing concern – mainly with unauthorised absences. The increase of the fine level from £60 to £80 (per parent, per child after 3 days) may help in this area.

**Attendance:**

Whole School	91.7%
Unauthorised Absences:	1.7%
Persistent absences:	24.6%
Severely absent:	1.2%

	School	LA	Nat. Average
<b>FSM</b>	32.7%	21.8%	24.6%
<b>SEN EHCP</b>	2.15%	4.4%	4%
<b>SEN Support</b>	27.4%	15%	13%
<b>EAL</b>	13.2%	17%	22%

No on the roll – 186 (September 2023 – 175)      Maximum capacity – 210 pupils

- Class assemblies are often followed by parent tours. There has been some interest from parents at a locally closing school and this process is being managed by the LA.
- Admissions and leaver numbers were noted.
- For 2024/25 – there are 20 confirmed first-choice pupils.
- Staffing – sickness in the Autumn Term 23: certified medical = 82 days, Other = 38 days.
- It was agreed that there should be a designated DSL report at each FGB meeting.

**ACTION: It was agreed to re-name the Headteacher Report to 'Headteacher & DSL Report' from FGB 5**

- The Safeguarding, Welfare, and Behaviour Report was noted. Outreach with other local schools led by MSS. No exclusions noted.
- Health & Safety Update was noted.
- Site & Premises update noted.
- Leadership & Management from SEF noted.
- Quality of Teaching and Learning noted.

**Appendix 1:** Work-Related Quality of Life Scale (WRQOL) – noted.

**Appendix 2:** Final Concept Design for Playground Project – noted.

**Appendix 3:** Attendance meeting of 28.2.24 – minutes noted.

**Appendix 4:** Staff Newsletter (new) – noted. Considered to be a good initiative. The frequency of producing a Staff Newsletter was discussed along with inviting staff views to be included. It was agreed that this Staff Newsletter could be produced termly with half-termly updates.

There was a discussion on the pressure on office staff at the start and end of the school day from parents arriving early for collection (and their negative behaviour) of their children. The possibility of closing the school gates for a short period between 2.40 pm and 3.00 pm. Other options (use of gate intercom) are to be considered. The wellbeing of staff is a key priority.

**ACTION:** Consider the opening and closing time of the school gates at the start and end of the school day.

**ACTION:** Consider creating a meeting space, within the school site, and challenge parent attitudes and behaviours.

## 5 Education

Equality & Inclusion Report – no report was noted.

**ACTION:** Equality & Inclusion Report to be given at FGB 5.

## 6 Safety & Wellbeing

6.1: **Staff Wellbeing Report** – noted.

Reference was made to the WRQoL Report (appendix 1 of HT Report). VM said it was hard to engage staff in planned activities.

It was agreed that further work was required to engage staff in additional (social) activities and staff views to be sought.

6.2: **Attendance & Monitoring Report** – see HT Report and LA meeting minutes from 28.2.2024. The school is taking all appropriate and required actions and has been validated by the LA.

### 6.3: **Section 175 Safeguarding Audit Report**

The Section 175 Safeguarding Audit is to be forwarded when completed by Tammy Bowles, SG lead.

**ACTION:** Section 175 Safeguarding Audit Report to be uploaded when completed.

It was agreed that Anna Racher is to be the Safeguarding Governor, once she has completed her safeguarding training – RW to arrange a handover after Easter 2024.

**ACTION:** Safeguarding handover between AR and RW to take place after the Easter break.

**ACTION:** RW to carry out a check with RC on his DSL responsibilities and report back via a Monitoring Report.

It was agreed that it is good practice for Governors to attend the staff Safeguarding Training at the first Staff Inset in September, annually, and an open invite was given to all Governors to attend all staff Inset Days – to upskill their understanding of school issues and building staff relationships. These initiatives were considered good ideas and would be followed up.

**ACTION:** All Governors to complete Safeguarding Training and confirm to FGB by 29.3.2024

## 7 Finances & Resources – see item 8.1 below.

## 8 Strategic Leadership

8.1: Provisional School Budget 2024/2025 – **see confidential minutes.**

8.2: Discussion on Future Academisation (pros & cons) – **see confidential minutes.**

8.3: Approval of the latest version of Structures & rhythms and Terms of Reference documents.

OS shared that he had now updated the Structures and Rhythms Document.

**ACTION: OS to upload the revised/updated Structures and Rhythms Document, Terms of Reference and Resources folder to Governor Hub.**

## 9 AOB

- OS raised the issue of succession planning and the following action was agreed upon:

**ACTION: Arrange a separate FGB meeting (pre-end of 2023/4 year) to discuss succession planning on the FGB how might this work and how are the structures and rhythms principles to be applied?**

- OS stated that he was seeking to conclude the following issues by the end of the school year/September 2024:
  - Compliance record on Governor Hub checked.
  - Terms of Reference signed off by the FGB.
  - OFSTED readiness to be part of the FGB dashboard.
  - New Governor appointments are made (LA) and a new co-opted Governor is appointed.

**ACTION: Clerk to conduct Website Check by FGB 5.**

**ACTION: FGB Skills Audit (simplified format) to be completed by FGB by FGB 5 and collated by Clerk.**

10 Date, time & and venue of the next Middle Street FGB 4 of the 2023/2024 academic year:

**THURSDAY 16<sup>th</sup> May 2024 @ 9.30 am.**

The meeting ended at: 12.10 pm.

Minutes End



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Action Log from FGB 4: **22<sup>nd</sup> March 2024**

Agenda Item	Action	Actionee	Date
2.1	Consider having a temporary replacement Staff Governor for KL for FGB 5 & 6.	RC	Post 22.3.2024
4	It was agreed to re-name the Headteacher Report to <b>'Headteacher &amp; DSL Report'</b> from FGB 5	RC	From FGB 5
4	Consider the opening and closing times of the school gates at the start and end of the school day.	RC	ASAP
4	Consider creating a meeting space, within the school site, and challenge parent attitudes and behaviours.	RC	ASAP
5	Equality & Inclusion Report to be given at FGB 5.	OS / RS	FGB 5
6.3	Section 175 Safeguarding Audit Report to be uploaded when completed.	TB	When completed by TB
6.3	Safeguarding handover between AR and RW to take place after the Easter break.	AR / RW	By FGB 5
6.3	RW to conduct a check with RC on his DSL responsibilities and report back via a Monitoring Report.	RW/RC	ASAP
6.3	All Governors are to complete Safeguarding Training and confirm to FGB by 29.3.2024	FGB	By 29.3.2024
8.3	OS to upload the revised/updated Structures and Rhythms Document, Terms of Reference, and Resources folder to Governor Hub.	OS	Post FGB 3
9	Arrange a separate FGB meeting (pre-end of 2023/4 year) to discuss succession planning on the FGB how might this work and how the structures and rhythm principles are to be applied.	FGB	TBC
9	Clerk to conduct Website Check by FGB 5.	Clerk	By FGB 5
9	FGB Skills Audit (simplified format) to be completed by FGB by FGB 5 and collated by Clerk.	FGB	By FGB 5