



MIDDLE STREET SCHOOL – FGB Meeting

Date: **Thursday 23rd March 2023**
 Time: Start Time: **3.30 pm** - End Time: **5.40 pm**
 Venue: In-Person at the school

Present:

Oli Sharpe (OS) *	Chair / Governor	Mark Juba (MJ)	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

*Chair of the FGB

Also attending: Claire McGrath (Bursar) – item 5

Aimee Felus (The Aquifer Partnership) – Item ‘Our City, Our World’

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

1	Welcome & Apologies
1.1	In line with developing governor skills, it was agreed that Sally Coleman-Lewis (Vice-Chair) Chair this FGB 4. Everyone was welcomed by SCL.
2	Administration Matters
2.1	Apologies for Absence: Karlynn Layzell & Hannah Jefferies (apologies accepted)
2.2	Confirmation of Quorum: Yes (50% of GB)
2.3	Requests for any declarations of interest at this meeting: None noted.
2.4	Any other business: None noted.

3	Minutes
3.1	The draft Minutes of the last full Governing Body Meeting held on 24th January 2023 (previously distributed) – AGREED as an accurate record. To be digitally signed on Governor Hub by the Chair.
3.2	Matters Arising: none. The action Log 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 24.1.2023 (FGB 3)

Minute Reference	Item	By Whom	STATUS
Admin	RC to arrange a staff election and communicate the decision to the clerk by email. This is in progress and concluded by the end of the week	RC / Clerk	CLOSED
5	The RAG-rated SEND Information Report 2022/23 is to be uploaded to GH.	LR	CLOSED
9.1	A Health & Safety Report is to be prepared for FGB 4.	Site Manager / RW	CLOSED
9.2	School to complete the Single Central Register and bring it up to date before the LA audit.	RC / HJ	CLOSED

11.2	RS to prepare a summary paper sharing the issues arising/noting in the Schools Forum papers for FGB 4. [RS]	RS	CLOSED
11.3	OS to action the recruitment of an LA Governor via the LA.	OS	Ongoing - TBC
12	Governors agreed, based on the HT's dynamic risk assessment, that the school would close to all pupils on 1 st February and the three declared dates in March 2023. The HT will write to parents to share the decision of the FGB for day 1, 1 st February 2023.	FGB	CLOSED
12	OS to circulate the Brighton Partnership Governors letter to the FGB.	OS	CLOSED

5	Finance & Resources
	Claire McGrath, the Bursar, was welcomed for this item.
5.1	<p>Current Budget Monitoring Report</p> <p>A printout was distributed based on data from February 2023. The projected deficit is now at £50,353 against a licensed budget of £30,329 from 22/23. The details were shared with the FGB, reasons for the changes were noted and explained. A supplementary grant of £20,238 has been received along with some smaller sums.</p> <p>Prices and the costs of materials have risen sharply during this financial year.</p> <p>The pay award has cost £35k, supply staff at £22k (much higher than previous years), and staff overtime – totalling £58,339.</p>
5.2	Budget Oversight Monitoring Report (BOMG)
5.2.1	<p>The SFVS submission is to be submitted by 24.3.2023.</p> <p>Action: <i>RW to sign SFVS for submission. Copy to be forwarded to FGB, after submission.</i></p>
5.2.2	OS updated. There have been tough decisions to be made and there has been strong monitoring of school finance in place. The FGB has established key budgetary principles and financial risks are currently being delayed. There is great pressure to achieve financial stability.
5.2.3	<p>Q: Are the SLT on board with the decisions being made?</p> <p>A: The processes being pursued are leading towards clarity and the SLT are on board – the views of all SLT members have been expressed and shared. The SLT also believes there are few options available to the school.</p>
5.3	<p>Financial pressures with school budget.</p> <p>See notes above. The school has been very focussed and is financially responsible in its decision-making on finance issues. The letter of concern, sent from the Brighton & Hove Headteachers to the Secretary of State, on school funding was noted.</p> <p>Action: <i>Governors, considering the present financial situation are to be proactive in attracting new pupils to fill the vacant school places.</i></p> <p>Action: <i>Decide on an advertising campaign, including local nurseries, to attract new pupils including – leaflets to homes, and local nursery contact. Estate Agents, social media campaigns, review school website, use external fencing & boundaries to advertise. RS was appointed Campaign Manager, on behalf of MSS.</i></p>
5.4	<p>Decision on Governor Support from LA</p> <p>The Brighton & Hove package currently costs £1,700 pa and it was agreed that it presently offered value for money, as it included CPD provision. It was further agreed that consideration is to be given to the contract offered by Judicium and to ensure that all contracts met the needs of MSS.</p> <p><i>Claire McGrath left the meeting at 4.10 pm</i></p>

6	Consent Items (for decision)
6.1	The following consent items were agreed upon: Behaviour Principles Written Statement – AGREED
6.2	Health & Safety Policy – AGREED The site manager training programme continues. It is hoped that the fencing project will be completed in the summer break of 2023.
Action: <i>Premises Group to meet and discuss the upcoming projects and prioritise.</i>	

7	Headteacher Report
	The HT Report had been uploaded to Governor Hub and was noted.
7.1	Pupil numbers were noted. See notes on potential actions above. MSS is a popular school in the city and conversations continue with the local authority.
7.2	Attendance remains an issue at MSS and a concern.
7.3	Q: Can anything further be done to support pupils who arrive on the edge of registration (around 10 minutes late), can any other measures be taken to support these families? Could the FGB support this work? A: When pupils arrive greatly affects the school's figures. Pupils, who are safeguarding issues, present issues but every step is taken to support these families. The possibility of governors sitting in conversations was discussed but it was felt that issues of confidentiality and a conflict with operational activity could be compromised. It was agreed by the FGB that attendance was a critical factor (with educational learning and safeguarding) for MSS and they remain concerned that the attendance figures are not improving quickly enough. Action: <i>HT to consider how the FGB can further support the issues around attendance, persistent lateness, persistent absence, and unauthorised absences, and present his suggestions.</i>
7.4	Q: Has a meeting been held yet with the Regional School's Commissioner regarding future school options? A: Not yet – scheduled for 23 rd April 2023.
7.5	The HT suggested the need for a new Headteacher Report for the FGB. He set out a proposed new structure, with more data, assessment data, and further information, including an updated dashboard. The intention is for this to be prepared and introduced post-Easter 2023. It was suggested that the detailed Headteacher Report could be once termly with a brief update in the intervening meetings. RC was of the view that he wished to continue reporting termly, now using the revised format from FGB 5. This was accepted by the FGB.
7.6	
7.7	The Milestones for terms 5/6 are to be updated with the updated data for FGB 5. School Food – Caterlink have been retained and the school has received a rebate on their contract. There is improving provision. Action: <i>School Council to be appraised of the present position regarding; school food provision and the likely future provision at MSS.</i>

8	Education
	This item was led by RC. The Governing Body received an updated curriculum report.
8.1	The curriculum package is rooted around three key areas – intent, implementation, and impact. The curriculum journey is led by Dominic Smart, within the school.
8.2	

8.3	RC shared the programme and how it is structured – linked to the Ofsted subject descriptors. It is in its early days and planning work, across all subject areas, continues, building upon good practice.
8.4	Q: How is impact measured? A: Through work scrutiny, performance data/outcomes, and moderation – within the school and working with local schools and B&H networks.
8.5	The curriculum package is led by Dominic Smart and the work he has generated was recognised and thanks were to be expressed to him. It was agreed that he should continue to market this package, which he has created. Action: Means to be found to celebrate the Curriculum Project – the values, curriculum drivers, learning journeys, milestones, and termly objectives.

9	Safety & Wellbeing
	Health & Safety
9.1.1	There was no written report. RW has arranged a termly inspection with the Bursar and the site manager.
9.1.2	Termly inspections are to be arranged and future dates are noted.
9.1.3	Risk Assessment reviews and the Health & Safety Audit from Autumn Term are to be reviewed and considered.
9.1.3	It was important to note that the role of Governors in Health & Safety was to monitor and check practice against agreed school policy.
	Behaviour & Attendance
9.2.1	The strong and proactive processes were noted, and it was also noted that there was pressure on resource allocation. The approaches agreed upon by the school are to be continued and further developed.
9.2.2	Q: Does publishing attendance data in newsletters have a positive impact? A: The HT was not of the view that publishing class or school attendance data had any positive impact on attendance and only served to highlight those for whom attendance is an issue. He will continue to explore other options.
9.3.1	Safeguarding Audit
9.3.2	The Safeguarding Audit was submitted on 28.2.2023. There were no identified red areas.
9.3.3	An Action Plan has been prepared and is being followed. HJ visited to monitor Safeguarding procedures.
9.4	
9.5	Q: Has there been any feedback from parents following parent afternoons/parent evenings? A: Nothing formal has been gathered but there has been very positive feedback. Action: RC to consider parental surveys and follow-up surveys to gather further parental feedback.

	Presentation – ‘Our City, Our World’
	Aimee Felus [AF] from the Aquifer Partnership (AP) was introduced to the FGB to discuss ways to develop the ‘Our City, Our World Project’ at MSS. The AP works in partnership with the DfE and local authorities to develop school environments and works to protect the aquifer and groundwater – to sustain the water resource. MSS is likely to receive a grant of £45k from the DfE to develop this project. Action: Presentation from the Aquifer Project to be uploaded to Governor Hub. AF shared the structure of the partnership, working mainly with the South National Parks Authority, the Environment Agency, Southern Water, and Brighton & Hove City Council. Other partners are also involved. There is presently a biodiversity crisis and issues with water resources. Work takes place within both rural and urban areas. Key aims are to share knowledge and understanding for pupils, support plans to manage the issues, against climate change, and produce climate-resilient playgrounds within educational establishments. Three local projects were shared – the planning stages, implementation stages, and the impact of the

	<p>completed projects. AF was clear that the AP could create a project that would address positively some of the present issues at Middle Street School – internal and playground flooding.</p> <p>AF shared that the Aquifer Partnership works with joint clients to attract funding for the project to be completed. Funding sources include DfE, local businesses, Southern Water, and from Section 103 applications for funding.</p> <p>Key areas for consideration are:</p> <ul style="list-style-type: none"> ▪ Raising funding. ▪ Support partners to work with the school. ▪ Involvement of parents, school, and parents ▪ Who is to be involved and lead from MSS? ▪ How pupils are to be involved? ▪ How is ongoing maintenance, after completion, to be managed? <p>Presently the school has a donation from DfE of £45k, £25k from within MSS, and potentially £20k from Brighton & Hove Council. AF suggested that the design costs might be £35k, with construction costs in the region of £200k. This would leave a shortfall of £145k – funding to be raised. AF went on to explain the project process.</p> <p>Q: How can £200k construction costs be the case? A: This is based on prior projects completed. However, MSS could scale up/scale down the project and phase the work.</p> <p>Q: How long will it take to raise the funding? A: This probably depends on the Section 106 funding allocated to MSS.</p> <p>AF went on to suggest a proposed timeline:</p> <ul style="list-style-type: none"> ▪ Commence the Project in Summer 2024 – proposed completion date Summer 2026. ▪ Once plans and designs have been prepared (with input from pupils, school, and parents) they are openly displayed and discussed – supporting possible avenues of community funding. ▪ Drawings and plans could be an attractive feature for potential new parents. <p>Aimee Felus was thanked for her presentation.</p> <p>Governors discussed the presentation, the proposals, the timescales, issues to address at MSS (internal drainage, playground flooding, and poor air quality locally), and how this project could be funded and implemented.</p> <p>Action: <i>The FGB agreed to proceed with the project, working in partnership with The Aquifer Partnership. OS & RC to sign the contract document to proceed.</i></p>
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10	Strategic Leadership
	Governor Day
10.1	RW is to share the key points from the Governor's Day with the FGB Action: <i>RW to circulate the key points arising out of the Governor's Day.</i>
	School Forum
10.2	There have been no new meetings of the School's Forum since FGB 3. With finance matters it was noted that SBM's/Finance Managers group will meet to decide on the finance management system to be adopted. Funding increases for 23/24 were noted to be a 4.1% increase and the school received the funding decisions in February 2023.
	Structure & Rhythms Document
10.3	OS updated on the changes he proposed to this document. The revised version of the Structure & Rhythms Document was AGREED & ADOPTED , from 23.3.2023

	It was agreed that before FGB 6 SEND Monitoring to be included in the S&R document.
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11	AOB
	No AOB Items were discussed.

12	MEETING DATES
	To confirm the next Middle Street FGB 5 Meeting for the Summer Term - 2022-2023 to be held on: <p style="text-align: center;">Tuesday 9th May 2023 @ 3.30pm (In-Person @ the school)</p> Future FGB Meetings 22/23 FGB 6: Thursday 6 th July 2023 @ 3.30 pm

13	CONFIDENTIAL ITEMS
	There were no confidential items discussed. All items discussed at this FGB 4 are completely confidential until the meeting minutes are agreed upon and published.

The meeting ended at 5.40 pm.

Middle Street School: **ACTIONS FROM THE FGB 3 MEETING ON 23.03.2023**

Minute Reference	Item	By Whom	By When
5.2.1	OS to sign SFVS for submission. Copy to be forwarded to FGB, after submission.	RW/CM	By 24.3.2023
5.3	Governors, considering the present financial situation are to be proactive in attracting new pupils to fill the vacant school places.	FGB	Ongoing
5.3	Decide on an advertising campaign, including local nurseries, to attract new pupils including – leaflets to homes, and local nursery contact. Estate Agents, social media campaigns, review school website, use external fencing & boundaries to advertise. RW was appointed Campaign Manager, on behalf of MSS.	FGB / RS	Ongoing
6.2	Premises Group to meet and discuss upcoming projects and prioritise.	Premises Group	ASAP
7.3	HT to consider how the FGB can further support the issues around attendance, persistent lateness, persistent absence, and unauthorised absences and present his suggestions.	HT/RC	ASAP
7.7	School Council to be appraised of the present position re: school food provision and the likely future provision at MSS.	School Council	ASAP
8.5	Means to be found to celebrate the Curriculum Project – the values, curriculum drivers, learning journeys, milestones, and the termly objectives.	RC	Ongoing
9.5	RC to consider parental surveys and follow-up surveys to gather further parental feedback.	RC	ASAP
	Presentation from the Aquifer Project to be uploaded to Governor Hub.	RC	ASAP
	The FGB agree to proceed with the project, working in partnership with The Aquifer Partnership. OS & RC to sign the contract document to proceed.	FGB	ASAP
10.1	RW to circulate the key points arising out of the Governor's Day.	RW	ASAP