



MIDDLE STREET SCHOOL – FGB Meeting

Date: **Tuesday 24th January 2023**
 Time: Start Time: **3.30 pm** – End Time: **5.50 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			

*Chair of the FGB

Also attending: Lucy Roberts (SEN LEAD) – item 5

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].
Administration Matters	
2	<p>2.1: Apologies for Absence: Mark Juba (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: x1 item (industrial action of teachers)</p> <p>It was noted that KL’s term of office as a staff governor has ceased. A staff election is now to be held within school. It was agreed that confirmation of the staff election could be completed by email for a term of 2 years. The elected staff member would be added to GH.</p> <p>ACTION: RC to arrange a staff election and communicate the decision to the clerk by email. [RC/Clerk]</p>

Item	Minutes
3	<p>3.1: The draft Minutes of the last full Governing Body Meeting held on 8th December 2022 (previously distributed) – AGREED as an accurate record. To be digitally signed on Governor Hub by the Chair.</p> <p>Matters Arising: none. 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 8.12.2022

Minute Reference	Item	By Whom	By When
5	RC to upload the SIP Presentation	RC	CLOSED
5	Presentation to take place at FGB 3 on SEND, SEND provision & SEND priorities	SEN Lead	CLOSED
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	CLOSED

5	Update the Structure & Rhythms document to add issues around the monitoring of the SEF & SIP. <i>OS to update the section on FGB meeting structure – final version to be approved at FGB 4.</i>	FGB	OPEN
HT Report	More options for school meals provision to be considered.	RC	CLOSED
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	Ongoing
8.3	BOG Group to meet before FGB 3 to consider the political pressures.	BOG	CLOSED
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

Item	Presentation on SEND
5	<p>Lucy Roberts [LR] was introduced as SEND Lead at MSS and had been in post (0.6fte) since September 2022. ACTION: The RAG-rated SEND Information Report 2022/23 to be uploaded to GH. [LR]</p> <p>The SEND priorities are linked closely to the SDP priorities, under the milestones document. LR shared the following key points:</p> <ul style="list-style-type: none"> ➤ The overview of the SEND priorities at MSS. ➤ The key focus areas at MSS ➤ The SEND Lead had met with many parents & carers through appointments and drop-ins. ➤ The process for identifying SEND need – assess, plan, do (with intervention strategies), review [repeat]. ➤ SEND and supporting pupils with SEND was the responsibility of all teaching & support staff – supported by the SEND Lead (SENCo). <p>Learning plan formats were both shared and explained, and a redacted plan was shared with governors. LR said these were clear, specific & measurable. They were shared with parents and move with the child through the school. LR also shared the Inclusion & SEND Provision Map at MSS. The data for whole school and cohorts from 2021/22 and the present data for 22/23 in reading, writing & maths were shared. LR was clear that Year 5 were a particular focus group.</p> <p>There are 46/185 pupils on the SEN Register – a school figure of 25% against a national average of 13%. 25 of the 46 pupils are pupil premium children (54% of the SEND Register). There are 32 children under the category Children Causing Concern [CCC] are on the SEN Register (17%). The combined figure of SEND/CCC is 42% of the school role (78/185 pupils on roll). There are 5 EHCPs within the school.</p> <p>Parents do approach the school stating that they have undertaken an external assessment (private) and wishing this assessment to be taken into consideration. The school is required to consider only assessments from practitioners approved by the LA. This does place additional pressure on MSS staff.</p> <p>There are increasing numbers of pupils with communication and interaction needs – in particular with a diagnosis of ASC (Autistic Spectrum Condition) and parent at MSS avail of some external workshops facilitated by LR. ESBA was clarified (Emotionally Based School Avoidance).</p> <p>In response to a question LR confirmed that the three Early Career Teachers (ECTs) receive support with their SEND pupils from all staff and SLT members + the SENCO support. The school works hard to develop a ‘buddy’ system where more experienced teachers share good practice with the ECTs. Pastoral meetings feed into SEND conversations of the ongoing concern lists.</p> <p>The GB affirmed that SEND and the pressure from SEND pupils on the school budget remained a concern and would be continually monitored and evaluated. LR was thanked for her report.</p>

Item	Consent Items (for decision)
6	<p>The following consent items were agreed upon:</p> <ul style="list-style-type: none"> • 6.1: Protection of biometric information of children in schools and colleges. • 6.2: Newly Qualified Teachers [ECTs] • 6.3: Children with health needs who cannot attend school. • 6.4: Designated Teacher for Looked After Children [LAC].

Item	Headteacher Report
7	<p>The HT Report was received and noted:</p> <ul style="list-style-type: none"> ➤ The SIP report is not RAG rated nor the Milestones document. The areas achieved have been marked green. ➤ There have been 8 leavers from MSS – the reasons were explained by RC, and it was agreed they were all justified – present geography, temporary accommodation placements, job re-locations. <p>It was noted that presently there are 30 vacancies across the school. If these 30 places were filled MSS was unlikely to be in a deficit position in future years.</p> <p>There was a detailed discussion around how this issue was to be progressed to fill these places asap. It was agreed to empower and encourage the Headteacher to progress strategies (e.g., social media/advertising/local newsletters). As part of Our World / Our City Project consideration could be given to develop the external walls of the school. A local artist has been approached and this is to be followed up – with a possible ‘Downs to the Sea’ mural starting at the flat accommodation.</p> <p>RC acknowledged that further was needed on the school website, but recent pressures had prohibited this task.</p> <p>In response from a governor the split-parent protocol was explained. Letters have been sent, from Governors, to staff who left earlier in the year in recognition of their contribution to MSS.</p>

Item	Education
8	The SEN presentation in item 5 was noted.

Item	Safety & Wellbeing
9	<p>9.1: Health & Safety Monitoring RW reported that he was to make a visit to the school shortly to review attendance and in particular the placement of pupils in local temporary accommodation. A discussion took place around the MSS catchment area and there was a need for the GB to understand the backgrounds of the new arrivals and the narrative of their stories. It was noted that there were reducing pupil numbers (in all year groups) across the City and this was a significant risk to the school. The LA has a planned summit (30.1.2023) to discuss and project future pupil numbers. The GB wished it to be noted that being a secular school represented a unique selling point.</p> <p>There was no form H&S Report – to be advanced with the new site manager. ACTION: A Health & Safety Report to be prepared for FGB 4. [Site Manager/RW]</p> <p>9.2: Safeguarding Monitoring HJ produced and shared her report which was considered excellent. She had held a meeting with the safeguarding DSL and, as a result, a number of important issues were raised.</p> <p>Concern was raised around a ‘sight and sound visit’ resulting in the children being returned to school as a result of safeguarding concerns, and then passed to another agency. RC was so concerned around the role of the Safeguarding Team at the LA that he felt the need to raise an informal complaint.</p> <p>It was noted that there has been inconsistency in the protocols used on CPoms, and so further work is taking place to improve the reporting of issues through CPoms within the school. It was agreed that it was the decision of the DSL to share appropriate information with staff, upon request. A Safeguarding Audit is being developed within school. The Single Central Register (SCR) is being audited by the LA pre-half-term break.</p> <p>ACTION: <i>School to complete the Single Central Register and bring it up to date prior to the LA audit.</i> [RC/HJ]</p> <p>Q: Could staff be offered additional time to write up CPoms entries? A: RC was clear that this was not practical.</p> <p>It was noted that there had been improved communication on unauthorised absences. Governors offered their support and appreciation of the Safeguarding Team.</p>

Item	Finance & Resources
10	<ul style="list-style-type: none"> • The BOG Group (to be renamed Budget Monitoring Group – BMG) had met on 23.1.2023 and were able to confirm, following further detailed analysis that the likely deficit for 2022/23 would now be £43k.

	<ul style="list-style-type: none"> • 3-year budget preparation had commenced and the likely impacts on MSS discussed. It was likely that, if nothing changed and pupil numbers did not increase and an 8% increase in staffing costs, that the school was likely to experience a significant deficit in 23/24. The BMG group were exploring the implications of the budget deficit. • Governors noted their considerable concern around future budgets over the next 3/4 years. • Future meetings of the BMG are planned.
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Item	Strategic Leadership
11	<p>11.1: Primary Places Summit to take place on 30.1.2023.</p> <p>11.2: School Forum Feedback RS confirmed that he received the Schools Forum papers but had been unable to attend the schools Forum meetings. ACTION: RS to prepare a summary paper sharing the issues arising/noting in the Schools Forum papers for FGB 4. [RS]</p> <p>11.3: Succession Planning The Chair shared the view that he was likely to step down as Chair of Governors in September 2023, when his child leaves MSS, but would remain on the Governing Body for further year. He wanted this to be registered and suggested that early discussions and decisions around the process were required during the summer term 2023.</p> <p>The role of LA Governor vacancy was discussed, and OS had contacted Governor Support at the LA. ACTION: OS to action the recruitment of an LA Governor via the LA. [OS]</p> <p>Discussions are required on future and increased governor positions and the size of the Governing Body. Options to be considered by OS & the FGB, as a priority.</p>

Item	AOB
12	<ul style="list-style-type: none"> • Discussion took place around the upcoming teacher industrial action to take place on 1st February, 2nd March & 15th & 16th March 2023. RC updated the FGB on the situation at MSS and that, following a risk assessment, it was his view that it would be very difficult to keep MSS open to any classes or pupil groups, including vulnerable pupils. • Governors were of the view that parents should be given as much notice as possible of the decisions and implications of the decisions made and thanked RC on his initial letter. • RC shared the view that the dispute was around the inadequate funding for the education and teacher pay. The FGB expressed their concern around present and future funding for school. Both issues were key priorities and concerns for MSS. <p>ACTION: Governors agreed, based on the HT's dynamic risk assessment, that the school would close to all pupils on 1st 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, 1st February 2023. [FGB]</p> <ul style="list-style-type: none"> • HJ raised the safeguarding issue around missing asylum seeker children from Brighton hotels. A letter had been written by the Brighton Partnership Governors and it was agreed that the MSS FGB would add its name to the letter, in support of the campaign to address tis safeguarding issue. <p>ACTION: OS to circulate the Brighton Partnership Governors letter to the FGB. [OS]</p>

Item	MEETING DATES
13	<p>To confirm the next Middle Street FGB 4 Meeting for the Spring Term - 2022-2023 to be held on:</p> <p style="text-align: center;">Thursday 23rd March 2023 @ 3.30pm (In-Person @ the school)</p> <p>Future FGB Meetings 22/23 FGB 5: Tuesday 9th May 2022 @ 3.30 pm FGB 6: Thursday 6th July 2023 @ 3.30 pm</p>

Item	CONFIDENTIAL ITEMS
14	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 6.50 pm.

Middle Street School: **ACTIONS FROM THE FGB 3 MEETING ON 24.1.2023**

Minute Reference	Item	By Whom	By When
Admin	RC to arrange a staff election and communicate the decision to the clerk by email.	RC / Clerk	ASAP
5	The RAG-rated SEND Information Report 2022/23 to be uploaded to GH.	LR	ASAP
9.1	A Health & Safety Report to be prepared for FGB 4.	Site Manager / RW	FGB 4
9.2	School to complete the Single Central Register and bring it up to date prior to the LA audit.	RC / HJ	Pre-LA Audit
11.2	RS to prepare a summary paper sharing the issues arising/noting in the Schools Forum papers for FGB 4. [RS]	RS	FGB 4
11.3	OS to action the recruitment of an LA Governor via the LA.	OS	ASAP
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	
12	OS to circulate the Brighton Partnership Governors letter to the FGB.	OS	ASAP