

MINUTES

BOARD:	Full Governing Board	
SCHOOL:	Middle Street Primary School	
DATE:	4 May 2021	
TIME:	4pm – 6:08pm	
VENUE:	Virtual Meeting	
ATTENDED:	Hannah Jefferies (HJ) Oli Sharpe (OS) Ray Williams (RW) Rob Cooper (RC) Sally Coleman-Lewis (SCL) Catherine Fehilly (CF) Mark Juba (MJ) Karlyn Layzell (KL) Rob Shepherd (RS)	Co-Chair – Co-opted Governor Co-Chair - Parent Governor Vice Chair – Co-opted Governor Headteacher Parent Governor Local Authority Governor Co-opted Governor Staff Governor Parent Governor
ATTENDING:	Tracy Brown	Clerk
Quorum:	50% of the Governing Board	

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	<p>Welcome and Introductions: Those present were welcomed by the Chair. Tracy Brown was welcomed as the new appointed Judicium Clerk. Everyone present introduced themselves. Clerk: Provided some brief information with regard to GovernorHub and explained that Governors would be requested to sign declarations and confirmations on GovernorHub; further information will be provided. The Governors agreed that future communication would be via GovernorHub.</p>
2	<p>Procedural items:</p> <p>2.1 Apologies for absence Apologies for absence were received from Vanessa McGeachin.</p> <p>2.2 Confirmation of Quorum The meeting was confirmed as quorate.</p> <p>2.3 Declarations of interest It was noted that OS, HJ, RW and MJ are Trustees of Middle Street School Fund. It was noted that MJ is a Trustee of the PTA.</p>

	No other pecuniary or personal interests were advised for any agenda item for this meeting.																																		
3	<p>Any Other Business: It was agreed that the following items would be discussed: Staffing strategy. ICT Acceptable Use Policy. It was noted that when viewing Word documents on GovernorHub on a mobile phone the formatting changed. It was agreed that Word documents would be uploaded to GovernorHub as PDFs.</p>																																		
4	<p>Minutes: The minutes of the previous Full Governing Board meeting held on 18 March 2021 were approved and will be signed.</p>																																		
5	<p>Matters Arising from the Minutes: Update on actions agreed at the Full Governing Board meeting held on 18 March 2021.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Send</td> <td>Agenda Item FGB 4/5/21 Safeguarding update – CPOMS 101 categories</td> <td>RC/Clerk</td> <td>On agenda</td> </tr> <tr> <td>5</td> <td>Report the maximum class size</td> <td>RC</td> <td>Key stage 1 – 30 Key stage 2 – no maximum, dependent on size of classroom/Health & Safety.</td> </tr> <tr> <td>6</td> <td>Review Staffing Strategy</td> <td>All – OS/HJ</td> <td>On agenda - AOB</td> </tr> <tr> <td>7.1</td> <td>Parking 1. Message parents</td> <td>RS</td> <td>Completed</td> </tr> <tr> <td>7.2</td> <td>Parking 2. Simple banners after Easter break</td> <td>RC</td> <td>Completed</td> </tr> <tr> <td>7.3</td> <td>Parking 3. Develop longer term plan to make parking safer</td> <td>RS</td> <td>In Progress **</td> </tr> <tr> <td>***</td> <td>Send out information pack on Judicium to Governors</td> <td>RC?</td> <td>Clerk provided information on the services provided by Judicium to include, access to GovernorHub and e-Learning. Further notes below - ***</td> </tr> </tbody> </table> <p>** Parking: Mixed success was reported following the message sent to parents regarding anti-social parking. It was confirmed that bollards have been placed outside the school. It was agreed that additional bollards or no parking cones were needed. It was reported that VM has arranged a meeting with the Hippodrome Developers, who are on the school's side regarding parking. Various proposals and options were discussed. RC: Reported that the LA representative has agreed to do a site visit and to consider Middle Street School being included as part of the LA school street scheme. RS: Provided information regarding street schemes at other schools. Explained that the matter needs to be addressed further with the council before political pressure is applied. Timing was discussed. It was accepted that the school/Governors were controlled by the council's pace. MJ: When will parents/carers be consulted on proposals? RS: Explained that once a full proposal was agreed it would be put to Governors and then to parents/carers.</p> <p>*** Governor training was discussed. It was agreed that Governors would continue with the council governor training, to enable networking with local governors and to use the Judicium e-Learning as additional training. RS: Is there an additional charge for Judicium training? RS: Judicium provide the clerking service, how does the arrangement work with regards to the appointed clerk.</p>			Item	Action	Actionee	Status	Send	Agenda Item FGB 4/5/21 Safeguarding update – CPOMS 101 categories	RC/Clerk	On agenda	5	Report the maximum class size	RC	Key stage 1 – 30 Key stage 2 – no maximum, dependent on size of classroom/Health & Safety.	6	Review Staffing Strategy	All – OS/HJ	On agenda - AOB	7.1	Parking 1. Message parents	RS	Completed	7.2	Parking 2. Simple banners after Easter break	RC	Completed	7.3	Parking 3. Develop longer term plan to make parking safer	RS	In Progress **	***	Send out information pack on Judicium to Governors	RC?	Clerk provided information on the services provided by Judicium to include, access to GovernorHub and e-Learning. Further notes below - ***
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	<p>Clerk: Confirmed that there was no additional charge for the e-Learning provided by Judicium. A clerk is appointed to the school, if the clerk is changed notice will be provided by Judicium.</p>
6	<p>Correspondence: It was reported that no correspondence of any substance had been received.</p>
7	<p>Budget: The following documents were previously distributed and shared on screen: GB Budget Update April 2021 Governor Monitoring Form – Budget Meeting 25/3/21 and 27/4/21</p> <p>7.1 RC: Thanked RW, OS and MJ for their work in relation to the budget and confirmed that the Governors had scrutinised the budget in detail.</p> <p>7.2 HJ: Asked what is the item for Nursery Nurse?</p> <p>7.3 RC: Explained that the budget report has standard headings. Nursery Nurse is not relevant to Middle Street.</p> <p>7.4 SCL: What is MSA?</p> <p>7.5 RC: Midday Supervisor Assistant.</p> <p>7.6 RS: Enquired about the electricity invoice.</p> <p>7.7 RC: Explained that the electricity meter had not been read last year and therefore the forecast for electricity had increased.</p> <p>7.8 RS: Enquired with regard to Property Claim Insurance and Sickness Insurance Income.</p> <p>7.9 RC: Explained that these items were income and should have been in the previous budget; but the funds came in after 1 April 2021. The Property claim was for a sewage leak. The sickness claim was for a member of staff on long term sickness.</p> <p>7.10 HJ: Enquired with regard to the entry for phonics.</p> <p>7.11 RC: Explained that the corresponding income for phonics was detailed as Grant Income; as unable to make name changes.</p> <p>7.12 RW: Explained that the Governors challenged RC and BW thoroughly on the budget and were impressed with the outcome. Thanks were given to RC and BW.</p> <p>7.13 MJ: Confirmed that following the Governor budget meetings he recommended the budget was approved.</p> <p>7.14 HJ: Enquired with regard to SBM.</p> <p>7.15 RC: Explained that BW's contract had been extended to December 2021. A staffing strategy needs to be progressed to include the SBM.</p> <p>7.16 RC: Reported that the LA budget officer explained that they were aware that this was RC and BW's first budget and that there may be variances.</p> <p>7.17 OS: Noted the comments in the budget report with regards to spreading the deficit across 2 years and that additional funds will now be available for school improvement works, which will be front loaded, in terms of training, resources and support for staff.</p> <p>7.18 RC: Explained that the school has to apply to the LA for approval of the deficit budget for this year. The LA will approve a deficit budget as long as there is a 1-2 year plan to get the budget inline. RC explained that the existing 3 year forecast was sufficient for this requirement. The Governors approved the budget.</p>
8	<p>SFVS: The SFVS Dashboard 2021 was previously distributed on GovernorHub.</p> <p>8.1 RW: Explained that the dashboard gave a broad indication compared to other schools nationally.</p> <p>8.2 Commented on the use of up to date data and the definition.</p> <p>8.3 With regard to the traffic light system, it is also important to focus on the green items which form the majority of the report.</p> <p>8.4 With regard to the red items, it was noted: The Governors are aware the budget is in deficit. Teacher and leader costs are being looked at. The costs refer to total costs; not salary. Average class size; pupil numbers are important for funding.</p> <p>8.5 RC: Commented that 27 pupils per class was standard number for budgeting. Maths; this will be looked at; however, the school's score is in the average range.</p>

8.6 8.7	<p>RS: Enquired with regard to the teacher contact ratio.</p> <p>RC: Confirmed that previously PPA time was on top of contracted hours and was included under supply costs. This will be reviewed.</p>	<p>ACTION: RC</p> <p>ACTION: RC</p>
9 9a 9a.1 9a.2 9a.3 9a.4 9a.5 9a.6 9a.7 9a.8 9a.9 9b 9b.1 9b.2 9b.3 9b.4 9b.5 9b.6 9b.7 9b.8 9b.9 9b.10 9b.11 9b.12 9b.13 9b.14	<p>Governor Monitoring Updates:</p> <p>Children's Wellbeing</p> <p>The Monitoring Report for the Wellbeing Meeting on 25/2/21 was previously distributed on GovernorHub.</p> <p>SCL: Presented the report and gave a summary. It was noted that the format of the report was different as this was the first wellbeing report.</p> <p>RC: Thanked SCL and confirmed that Katie Jones (KJ) the DSL found the meeting useful; the findings were fed into SLT meeting.</p> <p>HJ: Explained her concerns on reporting due to the size of the school. How can we ensure that the attitude towards wellbeing and reporting is robust?</p> <p>KL: Provided an explanation of the good relationship between staff members and reporting and the use of CPOMS.</p> <p>RC: Confirmed there is no complacency on reporting. Explained if anything there is over reporting.</p> <p>There was a discussion with regard to anonymised case studies being presented. It was agreed that some information could be useful to provide context, but the Governors role was strategic not operational.</p> <p>HJ: Is there clear knowledge among staff on a breadth of Safeguarding issues?</p> <p>KL: Confirmed that all staff have safeguarding training every year which is recorded.</p> <p>RC: Commented that this was a wellbeing report; items now being discussed are under safeguarding.</p> <p>Finance Monitoring</p> <p>The Finance Monitoring Report for the meeting on 29/3/21 was previously distributed on GovernorHub.</p> <p>RS: Presented the report and gave a summary.</p> <p>HJ: Is everything itemised?</p> <p>RS: Explained that the items are reconciled against the bank statement.</p> <p>It was agreed that a stock check of items was not required.</p> <p>RC: Commented that line by line monitoring was operational and carried out by the school.</p> <p>It was agreed that Governors should act strategically and monitor the school.</p> <p>It was agreed that random spot checks would be carried out due to the situation last year.</p> <p>The items purchased on Amazon were discussed and whether checks were carried out to ensure best value.</p> <p>HJ: Asked whether it was in line with the school's local, community culture to be buying all of our books from Amazon as opposed to buying from one of the local book shops.</p> <p>It was agreed that for purchases there should be a balance between, cost efficiency, supporting local businesses and shopping ethically.</p> <p>MJ: Offered his expertise in the book trade to help the school negotiate competitive rates.</p> <p>It was agreed that MJ and RS to consider further a value statement for procurement to present to the next FGB meeting.</p> <p>This term RC will be working on the school's vision and strategy and will present progress on this at the next FGB meeting.</p> <p>It was agreed that MJ would be the link Governor and KL would be the school's link for vision and strategy.</p>	<p>ACTION: MJ/RS</p> <p>ACTION: Clerk</p> <p>ACTION: RC</p> <p>ACTION: Clerk</p>
10 10.1 10.2 10.3 10.4 10.5	<p>Health & Safety Update:</p> <p>There was a discussion on the reporting of Health & Safety.</p> <p>It was agreed that a Health & Safety report should be included in the Headteachers report each term.</p> <p>Any updates should be reported at each FGB meeting.</p> <p>RW to provide a link Governor report annually.</p> <p>It was agreed that RW and RC to discuss how to proceed outside of the meeting.</p>	<p>ACTION: RC/RW</p>

11	CPOMS – 101 categories Update:
11.1	RC: Confirmed that the previously reported number of 101 incidents had risen to 126.
11.2	The incidents relate to 45 different children.
11.3	56 of the incidents relate to 6 children who are on child protection plans.
11.4	66 of the incidents were recorded by KJ .
11.5	An explanation of how CPOMS works was provided, RC explained that welfare and safeguarding concerns can be very different; from minor behaviour issues to serious safeguarding concerns, but are currently recorded as one category. Further categories need to be input to CPOMS and further teacher training provided to ensure an accurate picture is provided.
11.6	It was confirmed that this will form part of a full review of safeguarding to be completed by KJ .
11.7	MJ: Should Governors be concerned that the ratio of incidents is 1 in 4 children?
11.8	RC: Gave some examples to demonstrate that some issues should not have been recorded as Safeguarding issues.
12	Update on Parking Changes: It was agreed that this item had been covered earlier in the meeting.
13	Hippodrome Development: It was confirmed that VM has arranged a meeting on 6/5/21 with the developer. It was agreed that this item had been covered earlier in the meeting.
14	Any Other Business:
14.1	OS: Reported the need for staff strategy to be considered and in place before the SBM recruitment starts in September 2021 to ensure that the strategy can help inform the recruitment process.
14.2	There was further discussion with regard to staffing strategy as discussed at the last FGB meeting.
14.3	RC: Reported that if day to day teaching was correct the need for interventions was reduced.
14.4	There was further discussion with regard to ECaR, phonics and Ofsted requirements.
14.5	RC: Confirmed that moving to phonics will be a huge change for the school.
14.6	It was agreed that RC would provide a paper on staff strategy to include the basic minimum requirements.
14.7	An initial open Governors meeting would be arranged to discuss staffing strategy.
14.8	A working group of Governors would be formed following the initial meeting to progress the staffing strategy.
14.9	It was agreed an initial meeting date would be agreed outside this meeting.
	ACTION: RC
14.10	RC: Reported that the ICT Acceptable Use Policy needs to be updated to include remote meetings and the use of GovernorHub.
	ACTION: OS
	ACTION: RC
14.11	The Policy will be signed by Governors online via GovernorHub.
14.12	KL: Reported that the hampers provided to staff by Governors as part of a staff wellbeing project were well received by staff.
14.13	The Governors agreed within the next 2 weeks to donate additional items for this project.
	ACTION: ALL
15	Meeting Dates: The following meeting date was confirmed: FGB – Tuesday 22 June 2021 – 4pm Meeting Dates for 2021-22: It was agreed that a FGB meeting would take place on a Thursday in the penultimate week of each term. It was noted that meeting dates would need to be agreed with the Clerk. It was agreed that the next meeting would be on Microsoft Teams.
	ACTION: OS & Clerk
16	Identify Matters to be recorded in Part II Minutes: It was confirmed that there were no items to be included in Part II Minutes.
17	The meeting was closed by the Chair at 6:0pm

Matters arising from the minutes of The Resources Committee held on 4 May 2021

Item	Action	Actionee	Status
8.5	Report on review of Maths progress	RC	
8.7	Report on review of teacher contact ratio	RC	
9b.12	Compile a value statement for procurement to present at next FGB meeting	MJ/RS Clerk	
9b.13	Present School's Vision and Strategy at next FGB meeting.	RC Clerk	
10.5	Discuss link Governor reporting on H&S	RW & RC	
14.9	Agree meeting date for initial strategy meeting	OS & RC	
14.10	Amend ICT Acceptable Use Policy to include remote meetings and GovernorHub. Distribute Policy for approval	RC	
14.13	Governors to donate items for staff wellbeing hamper	ALL	
15	Meeting dates for 2021-22	OS & Clerk	

SIGNED BY:	
DATED:	