



## Irresistible Learning

Kindness – Respect – Ambition

### MINUTES [AGREED 6.2.2025]

Board: **Middle Street – FGB 2**

Trust: Middle Street Governing Body, Brighton

Date: **THURSDAY 12<sup>th</sup> December 2024**

Time: Start time: **9.30 am** End Time: **12.15 pm.**

Venue: At the school

#### Governing Body Membership

Anna Racher [AR]*	Co-Chair of Governors / Parent Governor
Sally Coleman-Lewis [SCL]	Co-Chair of Governors / Parent Governor
Rob Cooper [RC]	Headteacher
Vanessa McGeachin [VM]	Co-Opted Governor
Ray Williams [RW]	Co-Opted Governor
Mark Juba [MJ]	Vice-Chair of Governors / Co-Opted Governor
Rhiannon Maslin-Scott [RMS]	LA Governor
Mary-Anne Smart [MS]	Staff Governor
Emily Salter [ES] – until 9.50 am	Parent Governor

#### In attendance:

Lynn Hill [LH]

Varndean School [Finance Support Team Lead]

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

### 1: Welcome

The Co-Chair [AR] welcomed all to the FGB 2 of the 2024/25 academic year. Emily  
The newly elected Parent Governor Salter was welcomed, and introductions were  
made.

### 2: Standing Items

- 2.1 Apologies for Absence: **Mary-Anne Smart** [Staff Governor].  
It was noted that Mary-Anne Smart had resigned as a Staff Governor – **see confidential minutes.**
- 2.2 Declarations of Interest: **no new declarations noted.**
- 2.3 Confirmation of Quorum: 50% of Governing Body – **Quorate**
- 2.4 **AOB** – 3 items noted
- 2.4 **Minutes of the FGB 1 – 17<sup>th</sup> October 2024**  
The last FGB Meeting (FGB 1) minutes on **17 October 2024** **were agreed** upon as an accurate record.

## Action Log from Middle Street FGB meeting held on **17.10.2024**

Agenda Item	Action	Actionee	Date
7.1	Cost Centre titling will be revised for FGB 2 to create consistency and understanding.	LH	CLOSED
7.1	Headteacher to undertake Finance Monitoring Training.	RC	OPEN
3.3	Headteacher to action a Parent Governor Election, to be completed by FGB 2 and the elected Parent Governor to have been onboarded and to attend the FGB 2.	RC	CLOSED
4.3	The detailed School Improvement Plan 2024/25 is considered a priority in FGB 2.	RC	CLOSED
4.3	Governors are to be involved in the objective of upskilling school staff. '	FGB	Ongoing
4.4	'Mitigating for Success Project' is to be on the FGB 2 agenda.	RC / Clerk	CLOSED
8.1	SCL will liaise with OS, update the Rhythms and Structures Document, and publish it to FGB.	SCL / OS	CLOSED
8.1	RC will prepare a list of policies for each governor monitoring group.	RC	OPEN
8.2	RC to prepare a communications protocol and include it within his HT Report in FGB 2.	RC	CLOSED
8.3	AR will start a 'mapping exercise' that explores potential ways to promote broader community engagement with the aim of sustainable development. What? /Who? and When? This will be considered at FGB 2 and within all FGB meetings.	AR	CLOSED
8.4	A meeting of the FGB is to be convened, outside the normal FGB cycle of meetings, to discuss and consider future options for MSS – virtually with invited Heads from the local area and broader to share their thoughts and experiences.	AR / SCL / RC	CLOSED

Matters Arising: **None noted.**

### 3 Governance Updates

#### 3.1: Update on the role and position of the Parent Governor Election

It was noted that Emily Salter was elected as Parent Governor on 11.11.2024.

#### 3.2: Update on the Stage 2 Parental Complaint

A brief update was given on the Stage 2 Parental Complaint on 25.11.2024 – the complaint was not upheld, and the outcome was communicated to both parent and

headteacher. Thanks were extended to SCL and AR on their investigation process and report. The pupil has now left MSS and is being homeschooled.

#### **4 4.1: Headteacher Report / DSL Report**

RC presented his Headteacher/DSL report, which had been pre-loaded and was assumed to have been pre-read. The HT report was noted.

- Pupil numbers and mobility noted – particularly in Reception & Year 4.
- Staffing update given
- Bullying update given.

**Action:** Prepare a breakdown of behavioural incidents by category, which will be included in the HT Report.

- Pupil, Parent, and Staff Voice processes will be included in the revamp/revision of the Behaviour Policy in early 2025 to ensure all views can be gathered and noted. This will inform future actions.

#### **4.2: SDP 2024/25 & monitoring of SDP by FGB**

The SDP 2024/25 was **approved**.

**Action:** There will be a focus on Priority 2 of the 24/25 SDP at FGB 3.

#### **4.3: Update on 'Mitigating for Success' Project**

This item was deferred and paused as the designated lead, the Deputy Head, is currently unavailable to support. The actions within the project are contained within the Pupil Premium Strategy.

#### **4.4: SPA Record of Visit**

It was noted that the allocation of the previous SPA had lasted just one day: his allocation was removed from MSS. David Cole has returned as the SPA for Middle Street.

David Cole's SPA Visit Report from 27.11.2024 was received and **noted** as positive and supportive. Actions were **agreed upon**.

### **5 Education**

#### **5.1 3-Year Pupil Premium Strategy 2023-2026 & Evaluation 2023/24**

The review of Part B [23/24 expenditure] has been deferred to FGB 3, along with the monitoring processes for the PP Strategy. The 3-Year Pupil Premium Strategy was accepted and **agreed**.

### **6 Safety and Wellbeing**

**6.1: Feedback on the MSS Wellbeing Audit – see confidential minutes.**

### **7 Finances & Resources**

#### **7.1 Finance Monitoring by Governors & Budget Setting 2025/2026**

**Action:** The Budget Monitoring Group is to meet in early January 2025.

The budget-setting proformas for 2025/2026 are now in school and available for use.

#### **7.2: Finance Report from Lynn Hill – written report**

A new outturn is due for November 2024, and the outturn report from October has been used to produce the Finance Report for this FGB 3 meeting. The report was noted and had been uploaded.

It was noted that the agreed deficit is increasing by £82k to a new deficit figure of £239,150 expected by the end of the financial year. The reasons for this increase were explained. Savings are being made in all available areas. Insurance pays some of the additional cover costs but does not cover all additional expenditures.

A meeting is being arranged with the LA to discuss the licensed deficit – there has been no urgent response from the LA to this or to facilitate the HT to attend finance training.

Rigorous systems at all levels are now in place. Pupil/Parent debt has been reduced from £30k to £9k and further reducing.

**Question/Challenge: Can reassurance be given that the previous inadequate processes have been sorted and cannot reoccur?**

A: LH gave an assurance that the new processes put in place would address this issue.

The present financial risks to the school were identified as follows:

- Deficit position- the aim is to reduce the deficit within 3 years.
- Unpaid parent debt
- Pay rises from 2025 onwards
- Uncertainty of pupil numbers.
- Increasing employer liability for NI from April 2025 onwards.

The use of the Middle Street Fund was briefly discussed. It is believed to hold £28k, with £25k earmarked for the new Playground Project.

Question/Challenge: Can reassurance be given that the previous inadequate processes have been sorted and would not be able to reoccur?

**Action: RW and MJ to meet to discuss the Middle Street Fund from April 2025.**

LH left the meeting at 10.40 am.

### 7.3: Pay Progression – update

Recommendations have been made and approved by governors [RW]

### 7.4: Approval to extend the Year 1 post between 1.1.25 and 31.3.2025

This proposal was **approved** – the cost is likely to be £5,386. This is the additional TA post to support additional needs within the class.

### 7.5: Risk Register – not discussed or considered.

## 8 Policies to Approve / Consent Items

The following policies/consent items were **agreed** upon:

- School Exclusion Policy – **AGREED**  
*ACEs [Adverse Childhood Experiences] are to be included as part of the policy monitoring process.*  
*Who oversees the monitoring of suspensions? It is part of the Behaviour & Attendance monitoring.*
- Special Educational Needs & Disability Policy – **AGREED**

Add a comment on private SEND assessments and how the school manages them.

- Capability of Staff Policy – **AGREED**
- Staff Discipline, Conduct & Grievance Policy – **AGREED**
- Pay Policy – **AGREED**
- SRE [Sex & Relationships] Policy – **AGREED**  
*Lead – Sarah Moriarity. It was agreed to update the SRE policy to include a line on supporting children in relation to trans issues within the wider PSHE work and to draw from BHCC and the trans toolkit, which would be used to 'inform and guide work' as needed.*
- Governors' Allowances Policy – **AGREED**
- Complaints Procedure – December 24 – **AGREED**  
*The parental version is to be uploaded to the website.  
The parent Complaint Form is to be added as an appendix.*
- Communications Guide – **AGREED** [until April 2025]  
*The process for parental appointments needs to be made more explicit.  
Add Team Leader names to the protocol on page 1.*

## 9 Strategic Leadership / Governance

### 9.1: Community Engagement

AR noted that she had commenced the mapping activity and had prepared a draft The paper for consideration is named **MSS Draft Community Strategy**.

She explained that this was the starting point in preparing a framework for further use in developing and strengthening community engagement.

The following actions were agreed:

**Action:** Community Engagement [Community Strategy Update] to be on every FGB agenda.

**Action:** By FGB 3, the Governors review the draft document [MSS Community Strategy]

**Action:** By FGB 3, the school is to commence populating the 'orange' column [VM/RC] – to then be considered at FGB 3.

### 9.2: Governor Training

Not discussed at this meeting.

### 9.3: Future Options

No longer to be included on FGB agendas. Future options agenda item is to be incorporated into the community strategy agenda item and considered at each FGB, alongside learning from all monitoring reports.

**Action:** Chairs to prompt all governors to identify interdependence/strategies learning from monitoring visits and record to build a 'whole school strategy document'.

## 10 AOB

**AOB 1 & 2:** The Clerk alerted Governors to the November & December Clerking & Governance Newsletters – and signposted the 'sofa sessions' – which are very useful and free!

**AOB 2:** The Christmas festivities brought much joy to the school, and this was to be celebrated.

## AOB 3

MJ stated that it had been one year since the last Staff Wellbeing Survey and reported in FGB 4 and included exit interview data.

It was agreed that a new Staff Wellbeing Survey should not be prepared before FGB 3. It was also noted that a staff survey could be hard to complete and may not be seen as being anonymous. VM said she thought the staff would be reluctant to participate, and there were numerous things that could be carried out regarding the staffroom that could improve staff morale. Governors agree to support a meaningful and effective survey of staff wellbeing.

**Action:** Re-circulate the last Staff Wellbeing Survey from 2024 to Governors.

**Action:** MJ, VM, and some members of staff to meeting to discuss the key issues at MSS to start a conversation.

**Action:** The Chairs/Vice-Chair and school SLT to meet in early January to discuss issues of staff morale and well-being at MSS, identify key issues, and plan a way forward.

**Action:** A Governors' message to all staff be prepared before the end of the autumn term.

11: Date of next FGB [FGB 3] Meeting: **Thursday 6<sup>th</sup> February 2025 @ 9.30 am**

### Future FGB Meetings

- FGB 4: Thursday, 27<sup>th</sup> March 2025 @ 9.30 am
- FGB 5: Thursday, 15<sup>th</sup> May 2025 @ 9.30 am
- FGB 6: Thursday, 10<sup>th</sup> July 2025 @ 9.30 am

The meeting ended at: 12.00 pm.

Minutes End



Action Log from FGB 1 – **12<sup>th</sup> December 2024**

Agenda Item	Action	Actionee	Date
7.1	The Budget Monitoring Group is to meet in early January 2025.	<b>BMG</b>	Early January 2025
7.2	RW and MJ to meet to discuss the middle Street Fund from April 2025.	<b>RW &amp; MJ</b>	ASAP
4.1	Prepare a breakdown of behavioural incidents by category, which will be included in the HT Report.	<b>RC</b>	Next HT Report
4.2	There will be a focus on Priority 2 of the 24/25 SDP at FGB 3.	<b>FGB</b>	FGB 3
9.1	Community Engagement [Community Strategy Update] to be on every FGB agenda.	<b>FGB</b>	Every FGB Agenda
9.1	By FGB 3, the Governors review the draft document [MSS Community Strategy]	<b>FGB</b>	By FGB3
9.1	The school is to commence populating the 'orange' column [VM/RC] by FGB 3, which will then be considered at FGB 3.	<b>VM &amp; RC</b>	By FGB 3
12.3	Chairs to prompt all governors to identify interdependence/strategies learning from monitoring visits and record to build a 'whole school strategy document'.	<b>Governors</b>	From governor monitoring visits
AOB 3	Re-circulate the last Staff Wellbeing Survey from 2024 to Governors – for review.	<b>VM</b>	ASAP
AOB 3	MJ, VM, and some staff members will meet to discuss the key issues at MSS and start a conversation.	<b>MJ, VM &amp; some staff</b>	ASAP
AOB 3	The chairs/vice-chair and the school SLT will meet in early January to discuss staff morale and well-being at MSS, identify key issues, and plan a way forward.	<b>Chairs / Vice Chairs &amp; SLT</b>	Early January
AOB 3	A Governor's message to all staff be prepared before the end of the autumn term.	<b>SCL &amp; AR</b>	By the end of the term