



FGB MINUTES

Autumn Term 2: 2021.2022

MIDDLE STREET SCHOOL – FGB Meeting

Date: **Thursday 9th December 2021**

Time: **4.00pm – 6.15pm**

Venue: Virtual Link via Zoom

Present:

Oli Sharpe (OS)	Co-Chair / Governor	Hannah Jeffries (HJ)*	Co-Chair / Governor
Rob Cooper (HT)	HEADTEACHER	Ray Williams (RW)	Co-Opted GOVERNOR
Sally Coleman-Lewis (SCL)	Parent GOVERNOR Vice-Chair	Catherine Fehilly (LA GOV)	LA GOVERNOR
Vanessa McGeachin (VM)	Co-Opted GOVERNOR	Rob Shepherd (RS)	Parent GOVERNOR
Mark Juba (MJ)	Governor	Karlyn Layzell (KL)	Staff Governor

*Chair of the FGB

In attendance:

CLERK: **Mr Donal McCarthy**
Dominic Smart

Judicium Education
Assistant Headteacher

Item	Welcome & Apologies	By whom
1	The Chair of the meeting, Hannah Jeffries welcomed everyone to the meeting.	
	ADMINISTRATION MATTERS	
2	2.1: Apologies for Absence: None 2.2: Confirmation of Quorum: Yes (50% of GB) 2.3: Requests for any declarations of interest at this meeting: none noted. 2.4: The Clerk asked Governors to check their Declarations of Interest and update, if necessary – on Governor Hub.	

Item	Minutes
3	4.1: The draft Minutes of the last full Governing Body Meeting held on 14th October 2021 (previously distributed) - AGREED as an accurate record. To be digitally signed on Governor Hub. Note: See Action Log below was updated

4: Action Log from FGB Meeting held on 14th October 2021

2	Clerk to check on procedural matters	CLERK	CLOSED
6.1	Off-line further discussions would take place on the issues raised around the Scheme of Delegation (SoD) and the production of an appropriate grid-based SoD and report back to next FGB.	RS / RW / HT / OS	CLOSED
7	Headteacher will complete an input on Values at the next FGB	HT	OPEN

10	There will be a presentation on the SIP at the next FGB meeting in December 2021. There will also need to be a monitoring cycle for the SEF/SIP	HT	CLOSED (On Agenda)
10	Data Analysis/ Performance Report to FGB in December 2021 – a priority item.	Link Governors	CLOSED (On Agenda)
10	Headteacher to share the updated SEF/SIP to Governors asap by way of a presentation by early November 2021. This would be achieved as a video prepared by HT, sent to Governors, with questions at the FGB meeting.	HT	OPEN
12	Co-Chairs to hold off-line conversations about how governance function and strategic development can be achieved.	Co-Chairs	OPEN
12	OS to circulate the draft governance planner and invite comments from Governors	OS	CLOSED
12	An off-line discussion between Chairs and Vice-Chairs to agree roles & responsibilities – to be confirmed at FGB 2 in December 2021.	Chairs / Vice Chairs	CLOSED
15.1	Clerk to add statement provided by RC (re: policies) to Governor Hub and link it to policies next term	CLERK	OPEN
16.7	Due to COVID Governors could not meet inside.	CHAIR	CLOSED

Item	Data Presentation (Planning & Assessment System)
5	<p>It was hoped that Dominic Smart (Assistant Headteacher) would make a presentation at this FGB on school performance data, using the BALANCE system (planning & assessment). Unfortunately, technical issues (with the BALANCE system) prohibited this.</p> <p>ACTION: This item on Data Presentation be a priority item on the next FGB Agenda in February 2022 for 30 minutes (CLERK / CO-CHAIR)</p> <p>ACTION: DS to prepare a paper (in advance) of the next FGB meeting setting out a summary of outcome data from the autumn term, for all year groups and for all years (DS)</p> <p>DS shared a brief input on 'live data' linked to the most recent pupil progress meetings to discuss individual and group outcomes. These pupil progress meetings were the most thorough ever undertaken at Middle Street and in some cases lasted up to four hours. During the autumn term detailed analysis was undertaken for individual pupils and by sub-group in reading writing and mathematics. This has enabled cohort data to be prepared.</p> <p>DS said that that the BALANCE system would help collate the data as pupils move through the key stages. The system also enables all staff to interrogate the outcome data as a 'live' process. At the end of each year the BALANCE System will enable the publication and interrogation of pupil outcomes for Governors to consider as part of their governance responsibilities.</p> <p>Q: Why in such depth this year? A: This has always been done by Middle Street senior leaders. New stronger systems are now in place and time has been needed to get the process right. This has been particularly important due to the impact of Covid on pupil progress – both in year and across the key stages.</p> <p>Q: Is Middle Street going into Spring 1 with a clear plan of/for support? Can Governors be reassured? A: Yes, Governors can be assured that good systems to support pupils is in place. The key issue for Governors will be to measure the impact of actions on the pupil outcomes – which can and will be closely linked to the agreed pupil targets.</p>

	<p>Q: Is the school confident that pupils are making good progress against expectations and targets and are the right interventions in place? How do we know the impact of actions?</p> <p>A: Quality First Teaching (the high quality of teaching) is the key measure.</p> <p>Q: Are we confident that pupils leaving in July 2022 will not be affected by Covid?</p> <p>A: This is not clear! The present Year 6 (leaving in July 2022) have been affected less than pupils in other year groups during the Covid pandemic restrictions. The school is prioritising the support strategies for the present year 6 pupils as this group will produce the measurable data outcomes for the DfE. Concern was noted around the impact of Covid on the progress and outcomes of pupils in other year groups and this would be kept under review.</p> <p>It was important that Governors considered both pupil outcomes in terms of end of year outcomes and the progress measure over time judged against the starting points.</p> <p>ACTION: Produce a paper sharing the post-covid support strategies, in place, to support pupil progress, in advance of the next FGB meeting. (HT/DS)</p>
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Item	Consent items
6	<p><i>To be used to agree standard documents that should have been read and reviewed off-line prior to the meeting.</i></p> <p>6.1: School Exclusion 6.2: Special Educational Needs and Disability (SEND) 6.3: Capability of Staff 6.4: Staff Discipline, Conduct & Grievance 6.5: Teachers' Pay 6.6: Sex & Relationship Education 6.7: Governors' Allowances (schemes for payment) 6.8: Electronic Payments Policy.</p> <p>It was noted that the late notice of policies being presented to Governors made it very difficult for detailed scrutiny by Governors.</p> <p>It was agreed that these consent items be moved to the Spring 1 FGB to enable Governors to have more time to fully consider.</p> <p>ACTION: Any questions arising from Governors on school policies to be sent to HT. (GB)</p> <p>ACTION: HT to send all policy documents to Governors (via GH) to cover the Autumn & Spring Terms 2021 (HT)</p>

Item	Headteacher Report
7	<p>The Headteacher Report had been uploaded and was duly noted. In addition to the report the HT added the following points:</p> <ul style="list-style-type: none"> Pupil numbers are 203 on roll. The pupil numbers are variable and do present a risk in planning for continuity and school organisation. There are increased pupil learning needs being identified and there are more EHCP plans in progress – creating greater pressure. The Section 175 Safeguarding Audit (annual safeguarding audit) will be completed by the end of the school year. Monitoring will take place in January 2022 and throughout the Spring Term and Governors were encouraged to be involved. <p>ACTION: Safeguarding Governor (HJ) to visit in early Spring 2022 term to discuss the S175 audit and discuss monitoring of safeguarding. (HJ)</p> <ul style="list-style-type: none"> Pupil attendance continues to be an area of concern. Letters have been sent to parents and continued monitoring will take place in December before the end of term. SEF & SDP (revised and full) sent to all Governors. These documents give an overview of where Middle Street is now – it was agreed that both the SEF & SDP would be discussed at every FGB meeting.

	<p>Chair asked staff Governor for their view on the SEF & SDP.</p> <p>VM & KL offered their views. Both stated that staff were surprised where the senior leadership had judged Middle Street (Requires Improvement) but that it was good to have both a clear statement of where we might actually be and to have a clear plan of action going forward. Both said that staff were reassured by the explanations and rationale for the judgements given by the HT and were fully committed to the planned actions and improvements. It was good that RC brought a realistic and clear assessment of where Middle Street is presently.</p> <p>Q: Is the present position, as stated in the SEF, a result of Covid or through other issues? Would the picture have looked different two years ago?</p> <p>A: The teaching staff governors responded that the outcomes are based on historical data, previous staffing issues, budget pressures, leadership focus and approach. RC said his plan was to present a realistic picture and to prepare and deliver, with Governors, a strong School Development Plan and a detailed and honest SEF.</p> <ul style="list-style-type: none"> Monitoring of the School Improvement Plan (SIP) actions have slipped by 4 weeks. <p>Q: How does the school want Governors to monitor the SIP?</p> <p>A: It was agreed that the SIP needed to be monitored by the end of January 2022. This would be done against the success criteria and a compliant check to judge where actions presently are and if they are on track.</p> <p>ACTION: Governors to visit school to monitor SIP by end of January 2022 (GB Members)</p> <ul style="list-style-type: none"> Curriculum development (progression skills & knowledge) is now on-going with staff inset. Covid – not many present cases.
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Item	Finance
8	<p>Absence of the School Finance Officer has made it difficult to share a full finance report.</p> <ul style="list-style-type: none"> School Budget – no update (due to staff absence) but budget monitoring is now required. Finance Audit Report – now complete with a number of actions to be followed through. <p>ACTION: HT to upload the Finance Audit Report on Governor Hub (HT)</p> <p>Discussions and further investigations have now taken place around the appointment of a School Business Manager (SBM) with responsibility to support Health & Safety, first aid, organisation of educational visits and support to the school leadership team. It was agreed that an advertisement would be placed now in the hope of an appointment of a SBM by the end of January 2022 with the current Finance Officer remaining in post until March 2022 to ensure a smooth transition of duties and responsibilities. It was noted that the LA operated a re-deployment scheme which operated for one week from the placement of the advert. If no potential candidate is identified and external advert would be placed in early January 2022.</p> <p>ACTION: HT to update HJ & OS on the SBM. (HT)</p>

Item	School Improvement Plan (SIP / SEF)
9	See items discussed in Items 5 & 7

Item	Monitoring Reports
10	<p>11.1: Health & Safety: Governor visit plan has been prepared and is to be distributed. ACTION: Governor Visit plan for H&S to be distributed. (HT)</p> <p>11.2: Teachers' Pay Progression Report</p> <p>RW has met with Headteacher to consider recommendations. 3 teachers have moved from UPS 2-3 and 1 teacher has moved from MS 2-3. These actions were agreed alongside the agreement of the Headteacher Performance Management Panel in respect of Headteacher progression.</p>

	<p>11.3: Wellbeing Monitoring Report (SCL) – report uploaded</p> <p>Meetings have taken place with staff. Conversations have taken place pre-Omicron variant. The priority has been to return school protocols and procedures to pre-covid conditions. Pupil behaviour across the school was good, playground buddy training is taking place, a pastoral support policy is being developed and a parental leaflet being produced and this will be monitored by SCL on impact.</p> <p>Resource provision was discussed and a decision needs to be made about what data could be included in future monitoring.</p> <p>SCL & RW were thanked for their monitoring visits and completed reports.</p>
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Item	Governance / Strategic Development
11	<p>11.1: LA Trans Link Toolkit:</p> <p>This is to be part of the equality's agenda. HT proposed the introduction of a Teaching & Learning Responsibility (TLR) point for Equalities Development within the Curriculum.</p> <p>ACTION: HT to design a role specification for this proposed TLR post including level of remuneration and from where would it be funded? (HT)</p> <p>Governor Strategic Development</p> <p>This area of development was considered to be of key importance to the FGB and needed an action plan to be produced, implemented and monitored regularly in order to evidence strong and impact driven governance.</p> <p>It was agreed that all the areas around governor strategic management were large, difficult to discuss in a short time at this FGB, and that the best approach was to create a Governor Strategic Away Day (Strategy Day) to explore and flesh out issues of both concern and action. By way of moving forward the following areas might/should be further discussed on the Strategy Day.</p> <ul style="list-style-type: none"> • The DfE are encouraging membership of strong Multi-Academy Trusts. • Considering future risks to the school operation. • Consider the creation of a Resources Committee linked to the GB monitoring function. • All agreed Governor committees would require Terms of Reference, clearly stated functions and responsibilities. • Consider the creation of a clear GB Committee structure – with possibly 4 committees – Finance & General Purposes Committee (incl. budget, premises, H&S), Education Committee (incl. standards, curriculum, SEND), School Improvement Monitoring (outcomes, targets, finance monitoring, impact of SIP actions), Governor Strategic Development (developing consistent governance procedures, practices and protocols). <p>The Co-Chairs had commenced the production of a paper for the GB setting out a 'rhythm for meetings and procedures' and were in discussion with the Clerk around what is considered reasonable, in line with SLA's and would support the members of the GB that their involvement is valued. This is presently still in draft and will be further discussed at the Strategy Day in January 2022.</p> <p>ACTION: Date of Strategy Day to be confirmed ASAP – to take place during January 2022 (HJ/OS)</p>

Item	Risk / New Risk
12	<p>Discussion took place around the potential developing risks to Middle Street, in addition to those items presently on the Risk Register. As a result of this FGB meeting, the following areas of concern are to be added to the Risk Register:</p> <ul style="list-style-type: none"> • Pressure on pupil numbers • Pressure from LA/DfE on further academisation • Increased SEN pupil needs • Attendance • The impact of Covid on pupil progress.

Item	STANDING ITEMS	By whom
13	14.1: DfE/LA Updates – An Education White Paper is expected in January 2022. 14.2: Correspondence – none received	

Item	MEETING DATES
	<p>To confirm the next of Middle Street FGB Meeting for the Autumn Term 2 (2021-2022) to be held on:</p> <p style="text-align: center;">Thursday 3rd February 2021 @ 4.00pm (In-Person/ Virtual)</p> <p>Future FGB Meetings Thursday 31st March 2022 @ 4pm Thursday 19th May 2022 @ 4pm</p>

Item	CONFIDENTIAL ITEMS
15	

AOB:

- RW to act as independent investigator at a local school under LA arrangements.
- It was **agreed** that there should be a regular Governor Newsletter to parents to be distributed FGB meetings.

ACTION: GB to produce a Parent Newsletter before the end of the term 2. (SCL to collate)

Meeting ended at 6.15pm

ACTIONS FROM THE MEETING ON 9th December 2021

Minute Reference	Item	By Whom	By When
5	Item on Data Presentation be a priority item on the next FGB Agenda in February 2022 for 30 minutes	Clerk / Chair	Next FGB 2/22
5	DS to prepare a paper (in advance) of the next FGB meeting setting out a summary of outcome data from the autumn term, for all year groups and for all years	DS	By next FGB 2/22
5	Produce a paper sharing the post-Covid support strategies, in place, to support pupil progress, in advance of the next FGB meeting.	HT / DS	By next FGB 2/22
6	Any questions arising from Governors on school policies to be sent to HT.	GB	By FGB 2/22
6	HT to send all policy documents to Governors (via GH) to cover the Autumn & Spring Terms 2021	HT	By early Jan 22
7	Safeguarding Governor (HJ) to visit in early Spring 2022 term to discuss the S175 audit and discuss monitoring of safeguarding. (HJ)	HJ	Early Spring Term 2022
7	Governors to visit school to monitor SIP by end of January 2022.	GB Members	By end of Jan 2022
8	HT to upload the Finance Audit Report on Governor Hub	HT	ASAP
8	HT to update HJ & OS on the SBM advert & timeline.	HT	ASAP
10	Governor Visit plan for H&S to be distributed.	HT	Dec 2022
11	HT to design a role specification for this proposed TLR post including level of remuneration and from where would it be funded?	HT	
11	Date of Strategy Day to be confirmed ASAP – to take place during January 2022	HJ / OS	By end of Dec 2022
AOB	GB to produce a Parent Newsletter before the end of term 2	SCL / GB	By end of term 2