



Irresistible Learning

Kindness – Respect – Ambition

MINUTES [AGREED 27.3.2025]

Board: **Middle Street – FGB 3**

School: Middle Street Governing Body, Brighton

Date of Meeting: **THURSDAY 6th FEBRUARY 2025**

Time: Start time: **9.30 am** End Time: **12.00 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
Emily Salter [ES]	Parent Governor
Vacancy	Staff Governor
Vacancy	Co-Opted Governor

In attendance:

Lucy Roberts [LR] SENCO

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

1: Welcome

The Co-Chair [SCL] welcomed all to the FGB 3 of the 2024/25 academic year.

2: Standing Items

2.1 Apologies for Absence: **Mark Juba** [apology accepted], **Rhiannon Maslin-Scott** [apology accepted].

2.2 Declarations of Interest: **no new declarations noted.**

The personal bio for Emily Salter is to be provided to RC for upload.

2.3 Confirmation of Quorum: 50% of Governing Body – **Quorate**

2.4 **AOB** – x3 items noted.

2.4 Minutes of the FGB 2 – 12.12.2024

- The last FGB Meeting (FGB 2) minutes on **12th December 2024** were agreed upon as an accurate record.
- The confidential minutes of the last FGB meeting (FGB 3) on **12 December 2024** were agreed upon as an accurate record of the meeting.

Agenda Item	Action	Actionee	Date
7.1	The Budget Monitoring Group is to meet in early January 2025.	BMG	CLOSED
7.2	RW and MJ to meet to discuss the Middle Street Fund from April 2025. To be discussed at FGB 4	RW & MJ	OPEN
4.1	Prepare a breakdown of behavioural incidents by category, which will be included in the HT Report.	RC	CLOSED
4.2	There will be a focus on Priority 2 of the 24/25 SDP at FGB 3.	FGB	CLOSED
9.1	Community Engagement [Community Strategy Update] to be on every FGB agenda.	FGB	CLOSED
9.1	By FGB 3, the Governors review the draft document [MSS Community Strategy]	FGB	CLOSED
9.1	The school will commence populating the 'orange' column [VM/RC] by FGB 3, which will then be considered at FGB 3.	VM & RC	CLOSED
12.3	Chairs will prompt all governors to identify interdependence/strategies learning from monitoring visits and record to build a 'whole school strategy document.'	Governors	From governor monitoring visits
AOB 3	Re-circulate the last Staff Wellbeing Survey from 2024 to Governors – for review.	VM	CLOSED
AOB 3	MJ, VM, and some staff members will meet to discuss the key issues at MSS and start a conversation.	MJ, VM & some staff	OPEN
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.	Chairs / Vice Chairs & SLT	CLOSED
AOB 3	A Governor's message to all staff be prepared before the end of the autumn term.	SCL & AR	CLOSED

Matters Arising:

It was agreed that the following FGB minutes be uploaded to the school website:

- FGB 5 2023/24
- FGB 6 2023/24
- FGB 1 2024/25
- FGB 2 2024/25

It was **agreed** that the minutes of the FGB meetings would be uploaded to the school website following the agreement.

ACTION: The Clerk, HT, and Co-Chairs should check and upload these outstanding FGB Minutes to the school website. Only the main minutes will be uploaded – not the confidential minutes.

3 Governance Updates

3.1: Update on the role and position of the Staff Governor

There has been a discussion on the best way to proceed with this vacancy. One option was to consider moving VM into the staff governor role and opening up the possibility of creating a new co-opted position, widening the FGB skill set. If no other candidates were coming forward, VM would move to the position of staff governor. If a candidate comes forward, VM will remain as a co-opted governor.

ACTION: Organise a staff governor election as soon as possible – from 7th February 2025.

3.2: Governor Succession Planning

The FGB discussed how they might address the co-opted vacancies on the FGB to reflect the required. Skills [e.g., finance experience] and to consider the issues of EDI and diversity within the FGB.

The possibility of having a single Chair of the FGB from September 2025 was discussed, including the possibility of appointing an external Chair of Governors via an external advert.

3.3 Other issues of school governance.

It was agreed to add a new standing item to each FGB agenda - What was the impact of this FGB meeting? This would enable the FGB to reflect on the value and impact of each FGB meeting.

ACTION: Add a new item to the FGB meeting agendas: What is the impact of this FGB meeting?

4 4.1: Headteacher Report / DSL Report

The HT Report was uploaded and noted. The following key points were noted:

- Pupil numbers are increasing to 193, with five of the seven classes full. Leavers and joiners were noted.
- The attendance figure is now 90.4%, with unauthorised absence at 1.6% and persistent absence at 22.9% (48 pupils).

Question/Challenge: What is being done with the attendance of EHCP pupils?

A: This remains a continual challenge, and small steps have been deployed – progress is being made.

ACTION: An overview of the persistently absent pupils will be included in future HT Reports to the FGB.

- An update on the Climate Resilient Playground was given.
- There have been two suspensions since the last FGB.
- Behaviour-related incidents recorded on CPOMS were discussed and will continue to be included in the HT Report.

4.2: SDP 2024/25 – Priority 2 & Monitoring of SDP by the FGB.

It was agreed that Focus 2: Enhancing Partnerships for Inclusion of Neurodiversity in Schools (PINS. Project) was a key focus for the school within the SDP. An action plan has been created based on the audit returns.

With Focus Area 1, it was noted that there was a risk of non-completion without the DHT being in school. RC gave an update and stated that the school was on task with these actions.

4.3: Staffing Update

A staffing update was given and noted. Year 2 and Year 5 parent meetings were held with Brighton & Hove HR in attendance and were well attended and received by parents.

4.4: Inset Day Slides

The Inset Day slides from 6.1.25 were shared. It was noted that although some slides we did not put on screen during the presentation, the full meeting notes were delivered. The HT slide notes would be available to the FGB. We agreed to follow up on these issues under staff wellbeing.

5 Education

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

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

5.2 SEND Report from SENDCo

LR presented the Annual SEND Report to Governors. This was distributed to the FG members present.

ACTION: SEND Annual Report to Governors 2025 to be uploaded to GH ASAP

- The Annual SEND Report follows the same format as previous years and offers the statistical SEND picture at MSS.
- Key successes and challenges were noted regarding SEND @ MSS.
- The report structure was shared, the data noted, and the narratives explained by LR.
- The SEND Action Plan was noted.

The FGB noted:

- MSS is good at assessing pupil needs.
- MSS is a small school with a strong positive reputation that attracts neuro-divergent families and pupils.
- LA and Ofsted validated the SEND offer to pupils at MSS.
- Most SEND pupils make good progress to Year 6 – usually from a much lower starting point than their peers.

Question/Challenge: What is your balance of time, as SENCo, to supporting parents versus supporting pupils?

A: One of my key roles is supporting staff with CPD and guidance. I also dedicate a great deal of time to helping families.

Question/Challenge: Is the school addressing issues that affect pupils in the greatest need and require the most time?

A: All staff members are responsible for addressing SEND needs and receiving support from the SENDCo. My SENDCo time is allocated mainly to pupils based on their assessed needs and priorities.

Lucy was thanked for her considerable work as the SENDCo at MSS and as the Acting Deputy Head.

6 Safety and Wellbeing

6.1: **Staff Wellbeing** – what is the best way to monitor staff wellbeing?

This conversation is ongoing to have fully embedded practices.

ACTION: A staff well-being strategy is to be created to involve members of the SLT and governors.

6.2: Health & Safety Monitoring – nothing was noted in this meeting. RW reported that there had been an LA H&S visit that was very positive.

7 Finances & Resources

7.1 **Finance Monitoring by Finance Monitoring Group** [FMG]

The FMG group had met briefly in January, along with a meeting with an LA Budget Improvement Board, including two LA representatives, Lynn Hill, Ray Williams, and the HT. The first meeting took place on 5th February, the MSS financial challenges were shared.

It was agreed that the BMG should meet at least termly, with the next meeting ASAP.

ACTION: BMG will meet ASAP after 6.2.2025.

7.2: Finance Report from Lynn Hill

A written Finance Report was prepared and presented on behalf of Lynn Hill.

All advice and guidance regarding recruitment processes is being followed.

ACTION: The following FGB Principle was agreed - An FGB member will attend all staff interviews, from 6.2.2025, wherever possible. Safer Recruitment training will be required of Governors.

7.3: Draft Budget 2025/26

The 1st draft of the 3-year budget has now commenced – this will now be presented to the LA.

7.4: **Risk Register** – update on MSS risk priorities and risk appetite.

The financial risks were noted. It was recognised that having the updated Risk Register at FGB meetings was good practice to keep Governors informed and up to speed.

ACTION: Return the Future Options item to each FGB agenda.

8 Polices to Approve / Consent Items

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

- Early Career Teachers [ECT Policy] – **AGREED**
- Protection of biometric information of children in schools and colleges – **AGREED**
- Children with Health Needs who cannot attend school – **AGREED**
- Designated teacher for looked-after and previously looked-after children – **AGREED**

Further work is to be carried out on the Parent Code of Conduct [Parent Support Policy] – which has not yet been created.

ACTION: Parent Support Policy is to be drafted and aligned with the school's Behaviour Policy. ES to lead on this task.

9 Community Engagement

9.1: Community Engagement – a strategy document

The updated strategy document has been noted and uploaded.

9.2: School's input to the 'orange column.'

The contribution from the school to populate the 'orange column' was noted and commended.

ACTION: The new iteration of the Community Engagement Strategy is to be discussed at FGB 4 – including the SWOT analysis and the monitoring structures.

9.3: Governor Training

SCL shared her references from her Governor Hub post on two pieces of training completed last month and particularly recommended the Unconscious Bias training to Governors. She also referred to the LA Governance Conference and stated she would follow up with details on Governor Hub.

10 AOB

AOB 1: The Clerk alerted Governors to the January 2025 Clerking & Governance Newsletter.

AOB 2: Data Presentation from Brighton & Hove 28.1.2025 – noted.

Impact of the FGB Meeting

After this, FGB noted the following key points were noted:

- There was an excellent SEND Annual Report, and LR was thanked for her superb work.
- Actions were agreed to advance staff wellbeing.
- Key risks at MSS were shared with the FGB and noted. The FGB now has a better strategic understanding of the pressures at MSS.
- The management reports highlighted the key risk areas for MSS.

11 Date of next FGB [FGB 3] Meeting: **Thursday 27th March 2025 @ 9.30 am**

Future FGB Meetings

- FGB 5: Thursday, 15th May 2025 @ 9.30 am
- FGB 6: Thursday, 10th July 2025 @ 9.30 am

The meeting ended at 12.00 pm. FGB members were invited to remain in school to share lunch with the pupils.

Action Log from FGB 3: **6th FEBRUARY 2025**

Agenda Item	Action	Actionee	Date
Minutes	The Clerk, HT, and Co-Chairs should check and upload these outstanding FGB Minutes to the school website. Only the main minutes will be uploaded – not the confidential minutes.	Clerk/ HT + Chairs	ASAP
5.2	SEND Annual Report to Governors 2025 to be uploaded to GH ASAP	LR	ASAP
3.1	HT will organise a staff governor election as soon as possible – from 7 th February 2025.	RC	From 7.2.2025
3.3	Add a new item to the FGB meeting agendas: What is this FGB meeting's impact?	Clerk	From FGB 3
4.1	The persistently absent pupils' overview will be included in future HT Reports to the FGB.	HT	HT Report
6.1	A staff well-being strategy will be created involving members of the SLT and governors.	SLT & Governors	ASAP
7.1	BMG to meet ASAP after 6.2.2025.	BMG	ASAP after 7.2.2025
7.2	The following FGB Principle was agreed upon: An FGB member will attend all staff interviews from 6.2.2025, wherever possible. Governors will be required to undergo safer recruitment training.	FGB	From 6.2.2025
7.4	Return the Future Options item to each FGB agenda.	FGB	From next meeting
8	The Parent Support Policy will be drafted and aligned with the school's Behaviour Policy. ES will lead this task.	ES	Ongoing.
9.1/9.2	The new iteration of the Community Engagement Strategy is to be discussed at FGB 4 – including the SWOT analysis and the monitoring structures.	FGB	FGB 4