



FGB MINUTES

FGB 6

MIDDLE STREET SCHOOL – FGB Meeting

Date: **Thursday 30th June 2022**
 Time: Start Time: **3.30pm** - End Time: **5.40pm**
 Venue: via Teams

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	VACANCY (LA GOV)	LA Governor
Vanessa McGeachin (VM) (From 4.30pm)	Vice-Chair Co-Opted Governor	Rob Shepherd (RS)	Parent Governor
Karlynn Layzell (KL)	Staff Governor	Mark Juba (MJ)	Co-Opted Governor

*Chair of the FGB

In attendance:

CLERK: **Mr. Donal McCarthy** Judicium Education

Item	Welcome & Apologies
1	OS welcomed everyone to this Teams meeting and expressed disappointment that we could not meet face to face – he wished Rob a speedy recovery from Covid.
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: AOB items – none noted

Item	Minutes
3	3.1: The draft Minutes of the last full Governing Body Meeting held on 19th May 2022 (previously distributed) – AGREED as an accurate record. To be digitally signed on Governor Hub. Matters Arising: Minor changes noted and to be corrected by the Clerk. Note: Action Log below was updated

4: Action Log from FGB Meeting held on 19th May 2022

Minute Reference	Item	By Whom	By When Ongoing
5	Safety & Wellbeing Group to monitor how children are identified for SEN Register and why numbers on SEN Register are higher than local and national averages	KB & Safety & Wellbeing Group	
7	A review of the SEF & SDP is to take place at the FGB 1 meeting in Autumn Term 2022.	FGB	FGB 1 22/23

7	Curriculum Drivers to be sent to parents after half-term, with a full September launch. To be sent to all Governors ASAP	RC	CLOSED
8	FGB (Finance Group) to consider a loan from LA.	FGB	CLOSED
8	Premises Team to consider the options and priorities and make recommendations of what should be carried out up to a limit of £65k. Agreement (approval) by FGB by email	Premises Team	CLOSED
9b	Responses from Wellbeing Questionnaire to be fed back at a future FGB meeting.	Safety & Wellbeing Group RC & OS FGB	FGB 1 Autumn 22
9c	'Future Options' paper to be prepared and considered at FGB 6. FGB		CLOSED
9d	agreed to continue to explore future options and to hold (confidential) informal discussions with Fairlight School and others within the Brighton & Hove Partnership.		CLOSED
11	It was agreed that the Risk Register would be considered by and at the FGB 6 meeting.	FGB	CLOSED

Item	Presentation on Phonics Programme
5	This item was deferred to the FGB 1 Meeting in Autumn Term 2022.

Item	Consent Items
6	<ul style="list-style-type: none"> Statement of procedures for dealing with allegations of abuse against staff - AGREED

Item	Headteacher Report
7	<p>The Headteacher presented his report which had been uploaded. A number of questions had been forwarded in advance of the meeting and the HT responded that the questions raised by MJ had been answered in the staffing section of his report.</p> <p>Other questions & answers from HT posed were: Q: What is morale like for the rest of the staff considering the number of staff leaving? Staff are, obviously, sad to see colleagues going who have worked at Middle Street for a considerable time but understand the reasons why staff are leaving and are supportive of colleagues seeking career progression, new opportunities or a rest.</p> <p>A number of staff have spoken to me about the opportunity this provides - new ideas and new people breathing new life into the school is seen as a real positive by many staff. I believe people are confident that this change will be positive.</p> <p>In any normal year I would imagine staff turnover at this level may indicate wider concerns or issues. However, when a new head takes up post you often see movement within the first year or so – it's normal. Reflecting on a combination of that with a pandemic where the movement was halted and people really reflected on where they are at - it is no surprise that we have the movement we do. I have seen a significant number of vacancies advertised on B&H and DfE websites - so I think staff movement has been increased compared to normal for all schools. (The partnership schools have seen increased movement this term).</p>

Q: What systems are in place to allow a smooth transition of new staff (some newly qualified?) to get them up to speed quickly, particularly thinking of supporting children still catching up post-Covid.

The staffing structure has been organised to ensure we have an experienced, strong member of staff within each pair.

Regular correspondence (DS leading on this). New staff will be in school 4 times this term. Meet the class sessions where new staff will spend time teaching their new class. DS has met current experienced teacher within each pair for preparation and planning - to ensure consistency when new staff join in.

Full day curriculum planning in school Books/stationary/trays (organisational stuff) sorted and ordered. Learning Environments prepped and simplified ready from new year. Post-Covid catch up - is part of what we do all the time - intervention and support planned in based on need identified in Pupil Progress Meetings - these are due to happen soon and intervention and support will be in place ready to support class teachers from September.

Q: Any concerns from parents as a large number of staff are leaving? How has this been managed?

I have not received any concerns from parents about staff leaving. Parents have asked about who is teaching which class and are interested in this - we will be sharing that on 29/6/22 via ping.

Any concerns raised will be dealt with by exploring the specific issues and concerns regarding a parent's child and working to find a solution - or helping parents to understand how it will be ok.

Q SCL: Given that KG's post is a secondment for 2 terms – will she return? What is the plan for post-Easter? Will the SLT responsibilities change? Will your role change?

A: I doubt if she will return. Flexibility has been built into the staffing structures. This move does create additional opportunities for staff to take on new responsibilities and to develop further leadership experience.

RC stated that there was another change in the pipeline. Laura Burrows (SEND Lead) has also secured a seconded post – a one-year secondment as a Deputy Headteacher. The LA will be supporting with the SEND part of her role. The safeguarding role is not yet resolved and will require additional support.

Q: MJ: Are you concerned about the optics with parents of more staff leaving and how will it be communicated?

A: Timing is key and it is intended that parents will be informed in September 2022 as it is hoped that arrangements can be made for Laura to leave Middle Street at the end of September, giving Middle Street the opportunity to put in place appropriate arrangements to cover her areas of responsibility.

	<p>It was felt by all, that given the number of staff leaving, Governors needed to really understand why staff was leaving. As a result of this conversation the following actions were agreed:</p> <p>ACTION: HJ to carry out the staff Exit Interviews and liaise with RC to create a plan. Are there any issues or trends to understand? [HJ / RC]</p> <p>ACTION: A Governor letter to Parents (RS) to include & support the Headteacher's narrative around staff leaving [FGB/RS]</p> <p>Q: OS: Numbers in Year1 look low. Is there any specific reason for this?</p> <p>A: Low reception year and likely to be a low number of pupils passing through the school. This is going to prove to be a challenge.</p> <p>ACTION: Attendance data to be provided by and of all groups. [RC]</p>
--	--

RS left the meeting at 4.00 pm

Item	Finance
8	<p>8.1: The Finance report was noted. It was recognised that the Monitoring Group of the FGB needed to focus on budget monitoring as a matter of urgency – the LA has only just sent the most up-to-date Monitoring Report.</p> <p>ACTION: Send the budget monitoring report out to the Finance Monitoring group.</p> <p>8.2: Update on the 2022.23 School Budget Forecasts are not yet available but are likely to be less than budget. ACTION: Send the budget 2022/23 update figures to the Budget Oversight Group [BOG]</p> <p>8.3: Update on premises programme of works. The updated programme of works was noted. RC said some of the works could be completed without the need of the loan monies and be used from the school budget and Middle Street School Fund charity. Other works cannot be processed without the funding of the loan.</p> <p>8.4: Approval of Loan Application <u>The rationale for the loan of £80k was shared.</u> The approval of the loan is AGREED by the FGB.</p> <p>8.5: The items that next require approval from FGB were shared.</p> <p>Q: How will IT improvements be funded over the time of the loan?</p> <p>RC: IT issues are included in the budget for 22/23 - £4k per year budgeted.</p> <p>8.6: The process of approving the quotes.</p> <p>After discussion it was agreed that the process for the next set of quote approvals should be as follows:</p> <ul style="list-style-type: none"> • RC to present to the Finance & Resources and Premises (F&R and P) groups the information about the quotes received for the next set of items above the delegation threshold that need approval by FGB before the summer • As soon as LA approves the loan RC to hold a meeting with F&R and P groups to discuss the finance and works to be progressed this summer. F&R and P groups will have delegated responsibility from FGB to give approval to progress with all quotes up to an agreed amount.

	<p>ACTION: <i>Delegated approval was given to the Premises Group and Finance and Resources Group to approve quotes up to £35k.</i> [Premises and Finance & Resources Group]</p> <p>ACTION: <i>Review process and procedures with Premises and Finance & Resources Group in FGB 2.</i> [FGB]</p>
--	---

RS returned at 5.00pm

Item	Monitoring Reports
9	<p>9.1: SIP Monitoring Report [MJ] The report from the group was noted and RAG rated. The group is set up to monitor the new SIP into 22/23. It was recognised that this was a good report.</p> <p>9.2: SEND monitoring Report [SCL] This report was noted. This item, on SEND, was discussed in detail at the FGB 5 meeting.</p> <p>9.3: Future Options [RW] This was a verbal update. There was feedback on the PAN numbers. A partnership meeting with Fairlight takes place on 7.7.2022 and conversations continue within the Brighton & Hove Partnership. The FGB is watching the local activity and in particular the local issue of declining pupil numbers.</p> <p>It was agreed that Middle Street would continue on its present course of actions to support Middle Street School to be a Good, full, and well-resourced school. It was equally important that the FGB, parents, and the wider community understood what makes Middle Street School unique and its own unique selling point. This is particularly important with a potential Ofsted inspection on the horizon.</p>

Vanessa McGeachin joined the meeting at 4.55pm

Item	Working Groups Brief Verbal Updates
10	<p>Verbal updates were taken from the following working groups: 10a: Education Group The education group had not had a meeting. Pupil progress remained a priority and MJ is to attend a moderation session. Sports Premium discussions have taken place and are now approved but will require further discussions in the autumn term to agree future priorities. The SEND lead has uploaded the SEN reports to the school website. The education group is planning to meet early in the Autumn Term. A key question for this group is: how will SEND provision to be managed post-September 2022?</p> <p>As the current SENDCo is leaving and alternative provision arrangements are not yet in place (at the time of the meeting) this was considered as a significant potential risk to Middle Street School that the governors will need to continue to monitor.</p> <p>10b: Safety & Wellbeing Group There has been no meeting of this group with the next meeting scheduled for September.</p> <p>With safeguarding HJ had visited the school every half term. The SCR had been viewed and checked with no concerns noted. The DBS check updates are needed to be re-checked every 5 years.</p> <p>The Vulnerability Index has been drawn down from SIMs into CPOMs and has been viewed by HJ. Post-September 22 the Headteacher will be the DSL and Dominic Smart (DSL deputy). The Family Liaison Worker will continue to engage in safeguarding work – taking on some casework.</p> <p>ACTION: Governors to monitor Safeguarding & SEND areas in the Autumn Term as a result of concerns with staff leaving. [FGB]</p>

	<p>10c: Finance & Resources Group This Budget Oversight Group had not met since the last FGB when the budget was approved. The budget oversight group has not yet seen a revised budget based on the staff changes and also with the implications of the loan included. The Finance and Resources group has been involved in the ongoing discussions about the loan request and the approval of specific items of work to be done over the summer.</p> <p>10d: Strategic Leadership Group</p> <p>Not yet met as a whole group. A key area for development is around the future options agenda. No progress beyond informal discussions has taken place around the revival of the PTA. The Governance update has not yet been realised but will be a priority in 22/23.</p>
--	--

Item	Governance / Strategic Development
11	<p>11.1: Parent Governors' Common Approach</p> <p>This has been a previous agenda item. It was felt there was now a common approach and it was agreed that an informal meeting is held between the governors with children at the school to consider how parent governors respond when approached by parents to raise issues.</p> <p>11.2 & 11.3: Governor Structures and Slightly amended Structure & Rhythms Document</p> <p>An initial update and review of the early stages of this approach has been conducted by OS. The Strategic Leadership Group is to discuss issues around Performance Management and What has Gone Well? and the EBI's [Even Better If's].</p> <p>ACTION: To be a priority item at FGB 1. OS to circulate his draft and reconsider the Terms of Reference for the working groups to achieve consistency and impact. [OS/FGB]</p> <p>11.4: SEF Planning</p> <p>SCL circulated a review paper on evaluating a SIP/SEF. A specific review meeting, for the FGB, will take place on 14th July 2022 at the school. Comments and thoughts were invited from FGB members.</p> <p>ACTION: SCL to prepare agenda for SEF FGB meeting on 14.7.2022 [SCL]</p>

Item	Risk Register / New Risk
12	Further work will continue with the HT/OS on Risk and Risk Register.

Item	AOB
13	None noted.

Item	MEETING DATES
	<p>To confirm the next Middle Street FGB 1 Meeting for the Autumn Term 1 (2022-2023) to be held on:</p> <p>Wednesday 5th October 2022 @ 3.30 pm</p> <p>(In-Person/ Virtual)</p> <p>Future FGB Meetings 22/23</p> <p>FGB 2: Thursday 8th December 2022 @ 3.30 pm</p> <p>FGB 3 Tuesday 24th January 2023 @ 3.30 pm</p> <p>FGB 4: Thursday 24th March 2023 @ 3.30 pm</p> <p>FGB 5: Tuesday 9th May 2022 @ 3.30 pm</p> <p>FGB 6: Thursday 6th July 2023 @ 3.30 pm</p>

Item	CONFIDENTIAL ITEMS
	No items are considered confidential as the staff information noted will be in the public forum by the time these minutes are published.

At the conclusion of the meeting the Chair of Governors, Headteacher and Clerk confirmed the 6 FGB meeting dates. These were agreed upon and will be circulated to Governors via Governor Hub as quickly as possible after this meeting [Completed by Clerk on 1.7.2022]

ACTIONS FROM THE MEETING ON 30.6.2022 [FGB 6]

Minute Reference	Item	By Whom	By When
From 30.6.2022	A review of the SEF & SDP is to take place at the FGB 1 meeting in the autumn term of 2022.	FGB	FGB 1
	Responses from Wellbeing Questionnaire to be fed back at future FGB meeting		
From 30.6.2022	Presentation on Phonics at FGB 1 on 5.10.2022	FGB	FGB 1
5	A Governor letter to Parents (RS) to include & support the Headteacher's narrative around staff leaving	FGB	FGB 1
7	HJ to carry out the staff Exit Interviews and liaise with RC to create a plan. Are there any issues or trends to understand?	FGB / RS	By end of term
7	Attendance data to be provided by and of all groups	HJ	ASAP
	Send the update on the 2022/23 budget to the Budget Oversight Group [BOG]		
7	Send the budget monitoring report out to the Finance Monitoring group.	RC	ASAP
8	Delegated approval was given to the Premises Group & Finance Group to spend up to £35k	BOG	ASAP
8	Review process and procedures with Premises and Finance Group in FGB 2.	RC	ASAP
8	Governors to monitor Safeguarding & SEND areas in the Autumn Term as a result of concerns with staff leaving.	Premises & Finance Groups	As project
8	Governor structures review to be a priority item at FGB 1. OS to circulate his draft and reconsider the Terms of Reference for the working groups to achieve consistency and impact.	FGB	FGB 2
10	SCL to prepare agenda for SEF FGB meeting on 14.7.2022	FGB	Aut 22
11	Clerk to inform all Governors of the FGB dates for 22/23.	OS / FGB	FGB 1
11		SCL	14.7.2022
Dates		Clerk	CLOSED