

MINUTES OF THE FULL GOVERNING BODY MEETING

held via video conferencing at 6.30pm on Tuesday 20th September 2022

(Governors having previously agreed that Standing Orders should be temporarily waived to allow 100% governor attendance by remote access for the duration of the COVID 19 situation)

Governors Present: Beverly Jones (Chair), Sarah Abrey, Hilary Aldred, Andrew Blake (Associate Member), Suranga Chandratillake, Helen Darrell (Headteacher), Barry Fuchs, Sharon Geva, Simon Jarvis, Liam Kelly (Associate Member), Imogen Nay, Russell Re Manning, Jonty Roland, Kate Sharkie and Alex Smith.

Also in Attendance: Jacquie Watts (Clerk) and Stephanie Florczyk (Deputy Headteacher).

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: apologies for late arrival were received from Liam Kelly (Associate Member). Hilary Aldred apologised in advance for her anticipated early departure.

ii Declarations of Interest and Annual Business Interest Declaration

NOTED: there were no declarations in relation to the meeting.

NOTED: all governors and associates had made their annual declarations online via GovernorHub with the exception of Kate Sharkie.

AGREED: Kate Sharkie would complete her annual declaration online as soon as possible.
Action: K Sharkie

iii Election of Chair

NOTED: Bev Jones was nominated and seconded as Chair for 22/23. There were no other nominations. Bev Jones accepted the nomination, but stressed this was the last year she would serve as Chair.

AGREED: to appoint Bev Jones as Chair of the Governing Body for the Academic Year 2022/23 and until the end of October 2023 or the first meeting of the FGB in 2023/24 – whichever came first.

iv Election of Vice Chair

NOTED: Suranga Chandratillake was nominated and seconded as Vice Chair for 22/23. There were no other nominations.

Suranga Chandratillake joined the meeting at this point.

NOTED: Suranga Chnandratillake accepted the nomination.

AGREED: to appoint Suranga Chandratillake as Vice Chair of the Governing Body for the

Academic Year 2022/23 and until the end of October 2023 or the first meeting of the FGB in 2023/24 – whichever came first.

v Confirmation of Ex Officio Governor Appointment – Rev. Imogen Nay

NOTED: as the new Vicar of St. Paul's Church, Rev. Nay became the Diocesan Ex-Officio governor of St. Paul's School. Rev. Nay was welcomed to the meeting. It was confirmed that DBS and Section 128 checks had been completed and passed.

AGREED: Rev. Imogen Nay should take up the position of Ex Officio Diocesan Governor with immediate effect.

vi Minutes of Previous Meeting: 5th July 2022

NOTED: the Chair highlighted the new structure of the agenda which was designed to ensure there were no gaps in the activities of the Governing Body and move much of the administration onto GovernorHub. The agenda was no longer timed, in keeping with DfE guidance.

NOTED: the minutes as uploaded to GovernorHub with the agenda. **The Chair invited the Clerk to review the minutes and action points.**

NOTED: the following matters arising from the minutes:

Date	Min. Ref.	Action	Lead	Completed
29/3/22	14	Suranga Chandratillake would arrange a Zoom presentation on the re-branding for governors' information	S Chandratillake	Postponed because the marketeers were not available. SC asked governors to use Chat to indicate if they still wanted a presentation. AGREED: a presentation was still required. SC would action
	19	the Headteacher was hoping to bring proposed 23-24 term dates to the July 2022 FGB meeting	H Darrell/ Clerk	Dates had been uploaded to GovernorHub for governor approval.
5/7/22	6	Suranga Chandratillake and Alex Smith would consider the pillars and themes in terms of the DfE recommended strategic framework. Governors were invited to email them with any further thoughts on the school strategy. SC and AS would	All/ S Chandratillake and A Smith	Completed

		then produce a revised document. If adjustments were only minor it would be considered approved and posted on GovernorHub for information. Significant changes would be brought back to the next meeting of the FGB.		
	6	The Headteacher would frame the 22/23 SIP based on the strategy.	H Darrell	In progress
	6	the draft SIP for 22/23 would be submitted to the first FGB meeting of the autumn term 2022.	H Darrell/Clerk	On agenda
	6	to review the new governance processes and structures in December 2022 to determine if they should continue, be modified or be terminated and the old structure reinstated.	Chair/Clerk	Scheduled for December 2022 as agreed
	13	the Headteacher would consider ways in which the school could evidence that Collective Worship was invitational. This might include inviting governors to observe acts of Collective Worship.	H Darrell	In progress
	18	The annual review of Governor Effectiveness would be on the next agenda. Governors were invited to identify areas of effectiveness or improvement by the next meeting.	All /Clerk	On agenda
	18	AGREED: Beverly Jones, Jonty Roland and Barry Fuchs would meet before the next meeting to discuss governor induction. Governors who felt they had not had a proper induction because of Covid were also welcome to attend.	B Jones/ J Roland/ B Fuchs	Emails had been exchanged but the meeting had yet to take place. AGREED: Imogen Nay and Suranga Chandratillake would also be invited to the meeting

NOTED: a governor highlighted that the June Away Day had not sufficiently covered the review of costs associated with subject delivery.

AGREED: the Head and Finance Link Governor would consider costs associated with

subject delivery further and report back to the next FGB meeting.

Action: H Darrell/ S Chandratillake

NOTED: with the ending of the Committee Structure, curriculum presentations could no longer be made to the T&L committee.

AGREED: the Head would consider a calendar of curriculum presentations to take place before the start of each FGB meeting.

Action: H Darrell

AGREED: the minutes of the previous meeting held on 5th July 2022 as a true and correct record. The minutes would be physically signed by the Chair and passed to the school for safekeeping when circumstances permitted.

vii Governor Training Activity

NOTED: recent training undertaken by governors. Lists of training currently available had been circulated by Sarah Abrey as Training Link Governor. Imogen Nay would be provided with a school email address to enable her to access GovernorHub. The school had taken out NGA Gold Membership as from October 2022, creating access to up to date advice and training.

viii Ratification of Decisions Taken via Governor Hub

NOTED: decisions recently taken online via GovernorHub

AGREED: to ratify documents posted and decisions taken in relation to:

- Link Governors for 2022/23
- Governor Visits and Monitoring
- School Term Dates for 2023/24

NOTED: governors were asked if they were happy to agree policies in a similar manner.

AGREED: governors should confirm acceptance (or disagreement) with policies on GovernorHub. If more than half the current number of governors approved a policy, it would be considered approved and this would be noted and ratified at the next FGB meeting.

NOTED: Governor visits and monitoring would now be recorded and tracked using a Google form. **This would produce a record of all activity to replace that previously produced by the Clerk.**

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Annual Review of Governor Effectiveness

NOTED: County Council guidance from previous years and the effectiveness check list available on GovernorHub. The Chair summarised the governing body's activities in 2021/22 in terms of strategic priorities, Christian distinctiveness, school performance, finance and engagement with stakeholders. Conversations both supported and challenged staff and had been productive, if not always comfortable. This indicated governor effectiveness.

Liam Kelly joined the meeting at this point

NOTED: governors felt it was not sufficient for the governing body to consider itself effective. In addition, it should consider a 360 degree review involving pupils, staff, parents, other stakeholders.

AGREED: A 360 degree review of Governing Body effectiveness involving pupils, staff, parents, other stakeholders and possibly the clerk should be considered for 2022/23.

Action: B Jones/ S Chandratillake

NOTED: the need to repeat the governing body skills audit, especially as the governing body was still carrying a governor vacancy. A governance improvement plan based on the School SIP was also considered desirable.

AGREED: the above issues would be considered alongside the possible 360 degree review.

Action: B Jones/ S Chandratillake

ii Governor Improvement Plan and Related Matters

NOTED: the following matters on the agenda

- **Progress report**
- **Standing Orders**
- **Strategic Framework**
- **Committee Terms of Reference**
- **Governor Details and Attendance 2021/22**

NOTED: the previous two committees had been disbanded, so there were no Terms of Reference to approve.

NOTED: in response to a question from a governor, that Standing Orders had previously recorded governing body meetings as open to external observers. Governors discussed whether it was appropriate to have open meetings, whether open meetings should be more widely publicised, the implications of holding open meetings online, the protocol for holding open meetings, why hybrid meetings were not permitted beyond one virtual link to an in-person meeting.

AGREED: meetings should either be in-person or fully online. Reference to allowing governors to join in-person meetings virtually should be removed from the standing orders and a statement confirming meetings should either be in-person or online should be added.

Action: Clerk

AGREED: the clerk should investigate or produce a protocol for allowing observers to attend meetings, prior to the possibility of people observing meetings by invitation being more widely publicised.

Action: Clerk

AGREED: all documents in this section, subject to the above changes to the Standing Orders.

iii Church School: Christian Distinctiveness

NOTED: formal thanks to Ginny Weston, who had resigned as a governor, for her extensive input to this element of school life. Kate Sharkie would be picking up the link for Christian Distinctiveness. Foundation governors would be meeting later in the term. A SIAMS inspection was not expected this academic year.

iv Legal and Regulatory Compliance

NOTED: the following matters on the agenda

- **Governor Code of Conduct**
- **KCSiE (Part one)**

CONFIRMED: that governors had read and accepted both documents via GovernorHub.

NOTED: Hilary Aldred, as link governor for compliance, stated that a timetable for policy review needed to be drawn up. The Head advised that the clerk had previously drawn up and maintained the timetable, although it referred to the two sub-committees and FGB rather than just FGB meetings. **Policies need to be considered on a rolling basis and should be considered approved if the majority of governors approved them online. Linking online governor confirmations to the SCR was discussed.**

AGREED: use of GovernorHub declaration summaries should be discussed and resolved.

Action: H Darrell/ B Jones/ Clerk plus school administrator as necessary

3. HOLDING THE HEADTEACHER TO ACCOUNT FOR THE PERFORMANCE OF THE SCHOOL

i School Improvement Plan

NOTED: online comments on the SIP had been summarised to the Head. Finalisation of the document had been delayed by health issues at the end of the previous term. **Governors discussed a variety of issues in depth including the pleasing increase of pupil numbers, with 168 pupils currently on roll, the SIP objectives, the current SIP layout which the majority of governors liked, governor engagement with the SIP and the need for related governor workshop activity, the leadership being shown by SLT, measurement of objectives, whether staff professionalism should be linked to well-being, links to pupil national averages or better, the timing of governor visits, data, support for specific year groups, improving writing, links to pupil data and related matters.**

Hilary Aldred left the meeting during the above discussions

AGREED: an additional workstream would be created in the School Improvement Plan with a focus on KS1.

Action: H Darrell

AGREED: the Headteacher would consider the wording for objective 2 of the SIP and the relationship between staff professionalism and well-being. She would also advise link governors when it was a good time to visit the school and would report back to the next FGB meeting on how staff were responding to greater freedom in setting their development plans.

Action: H Darrell

NOTED: the Chair commented on the volume of praise for the SIP, as well as challenge, and invited governor to provide further feedback to the Head via email.

ii Pupil Data

NOTED: the data report uploaded to GovernorHub and the discussion on aspects of data that had taken place under 3i above.

iii Staff

NOTED: the HTPM panel had been appointed last term and was meeting. Imogen Nay

was leading on staff well being.

AGREED: Grievance and Discipline panels would be chosen on an adhoc basis if needed.

iv Safeguarding

NOTED: Hilary Aldred, Andrew Blake and Kate Sharkie would be meeting to review the critical incident that took place in July and would feedback any recommendation to the December FGB meeting.

Action: H Aldred/ A Blake/ K Sharkie

NOTED: the proposed Safeguarding Policy based on the CCC model and uploaded to GovernorHub. **Governors questioned whether there should be greater reference to Social Media?** The school suggested this was covered by its Digital Safety Policy.

AGREED: the Safeguarding Policy for 22/23, subject to further consideration of Social Media issues, To this end, Sarah Abrey would send Simon Jarvis a copy of the Digital Safety Policy.

Action: S Abrey

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Budget Update and Marketing Plan 2022-2023

NOTED: the financial update provided by Suranga Chandratillake including the increase in pupil numbers, improvement work to the courtyard carried out over the summer, a CSoC grant for an additional TA, performance against budget and the school's currently solid financial position.

NOTED: the marketing plan had been refreshed. **Governors discussed how this should be communicated with parents, how the stakeholder voice could be heard and who stakeholders actually were.**

AGREED: Bev Jones, Helen Darrell and Sharon Geva would meet to discuss how to reach out to all stakeholders. Other governors were welcome to participate.

Action B Jones/ H Darrell/ S Geva

5. ADDITIONAL ITEMS FOR NEXT MEETING

NOTED: the agenda would automatically include the termly Head's report and an update on the SIP. No additional times were proposed.

6. AOB

NOTED: there were no formal items of AOB. The Foundation Governor Vacancy caused by the resignation of Ginny Weston was noted. Imogen Nay, as a new governor, was invited to give her feedback on the meeting. **She commented on the robust challenge provided by governors, but wondered whether the meeting could do with demonstrating more support for the school.**

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following six points:

- i. governor links to class groups and subjects.
- ii. the increase in pupil numbers
- iii. excitement at 22/23 SIP priorities

- iv. improvements to the school courtyard
- v. low staff turnover
- vi. the school's solid and useful data

The Chair would use these points to draft, with the Headteacher, an update to staff and parents.

Action: B Jones/ H Darrell

8. DATE AND TIME OF NEXT MEETING

AGREED: the next scheduled meeting would take place on Tuesday 6th December 2022 at 6.30pm.

The meeting concluded at approximately 20:40 hours

Drafted by: Jacquie Watts

Clerk to the Governors

22ND SEPTEMBER 2022

Approved by The Governing Body on:

Date: 6th December 2022

Signature (Chair):

FGB Action Summary Grid

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	6	to review the new governance processes and structures in December 2022 to determine if they should continue, be modified or be terminated and the old structure reinstated.	Chair/Clerk	Scheduled for December 2022 as agreed
	13	the Headteacher would consider ways in which the school could evidence that Collective Worship was	H Darrell	In progress

		invitational. This might include inviting governors to observe acts of Collective Worship.		
	18	AGREED: Beverly Jones, Jonty Roland and Barry Fuchs would meet before the next meeting to discuss governor induction. Governors who felt they had not had a proper induction because of Covid were also welcome to attend.	B Jones/ J Roland/ B Fuchs	Emails had been exchanged but the meeting had still to take place. AGREED: Imogen Nay and Suranga Chandratillake would also be invited to the meeting
20/9/22	1ii	Kate Sharkie would complete her annual declaration online as soon as possible.	K. Sharkie	
	1vi	the Head and Finance Link Governor would further consider costs associated with subject delivery and report back to the next FGB meeting.	H Darrell/ S Chandratillake	
	1vi	the Head would consider a calendar of curriculum presentations to take place before the start of each FGB meeting.	H Darrell	
	2i	A 360 degree review of Governing Body effectiveness involving pupils, staff, parents, other stakeholders and possibly the clerk should be considered for 2022/23.	B Jones/ S Chandratillake	
	2i	the governing body skills audit and a governance improvement plan based on the School SIP would be considered alongside the possible 360 degree review.	B Jones/ S Chandratillake	
	2ii	Reference to governors joining in-person meetings virtually should be removed from standing orders and a statement confirming meetings should either be in-person or online should be added.	Clerk	
	2ii	the clerk should investigate or produce a protocol for allowing observers to attend meetings.	Clerk	
	2iv	use of GovernorHub declaration summaries should be discussed and resolved.	H Darrell/ B Jones/ Clerk plus school	

			administrator as necessary	
	3i	an additional workstream would be created in the School Improvement Plan with a focus on KS1.	H Darrell	
	3i	the Headteacher would consider the wording for objective 2 of the SIP and the relationship between staff professionalism and well-being. She would also advise link governors when it was a good time to visit the school and would report back to the next FGB meeting on how staff were responding to greater freedom in setting their development plans.	H Darrell	
	3iv	Hilary Aldred, Andrew Blake and Kate Sharkie would meet to review the critical incident that took place in July and would feedback any recommendation to the December FGB meeting.	H Aldred/ A Blake/ K Sharkie	
	3iv	Sarah Abrey would send Simon Jarvis a copy of the Digital Safety Policy	S Abrey	
	4i	Bev Jones, Helen Darrell and Sharon Geva would meet to discuss how to reach out to all stakeholders. Other governors were welcome to participate	B Jones/ H Darrell/ S Geva	
	7	The Chair would use the six points identified to draft, with the Headteacher, an update to staff and parents.	B Jones/ H Darrell	