



St Paul's Church of England Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING **held via video conferencing at 6.30pm on Tuesday 5th July 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), Simon Jarvis, Liam Kelly (Associate Member), Sharon Geva, Russell Re Manning, Jonty Roland, Alex Smith & Virginia Weston.

Also in Attendance: Jacquie Watts (Clerk), Barry Fuchs (prospective governor) and Stephanie Florczyk (Deputy Headteacher).

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

1. Apologies for Absence

NOTED: apologies for absence were received from Kate Sharkie and Nick Giesler (Associate Member). Hilary Aldred apologised in advance for her anticipated late arrival and early departure. Simon Jarvis also apologised in advance for anticipated delays in connecting to the meeting.

AGREED: to accept the apologies for absence tendered.

2. Declarations of Interest

NOTED: there were no declarations.

3. Governor Appointments and Vacancies

AGREED: Barry Fuchs and Andrew Blake did not need to leave the meeting while their appointments were considered.

NOTED: Barry Fuchs had been chosen by the parent body as a parent governor.

AGREED: unanimously to accept Barry Fuchs as a parent governor for a period of four years beginning on 6/7/22, subject to satisfactory clearance of DBS and Section 128 checks.

NOTED: the three Associate Members, Andrew Blake, Nick Giesler and Liam Kelly would come to the end of their terms of office on 31/7/22. Nick Giesler had indicated his wish to step down as an Associate Member at the end of his term.

AGREED: unanimously to appoint Andrew Blake and Liam Kelly as Associate Members for a period of one year beginning on 1/8/22.

NOTED: the F&P Committee had recommended Jonty Roland as a new Committee member.



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AGREED: unanimously to appoint Jonty Roland as a member of the F&P Committee.

4. Identification of AOB

AGREED: to discuss Collective Worship under the Church Schools item, to take an additional governor monitoring report under the item on Governor Visits and Monitoring Activities and to discuss the 2023/24 Admissions Policy under AOB.

5. Minutes of Previous Meetings: 29th March 2022 and 27th April 2022

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
6/12/21	4	Item 10 - Chair would add a reference to the school website to the effect that members of the public could attend meetings if they wished - Action roll forward: Chair to follow up with HD	B Jones/ H Darrell	Completed
	12	SA to re-circulate the link and requested all governors to complete the link to report training and where appropriate feedback for other governors.	S Abrey/ All	Completed, but ongoing
	12	SA to circulate the LA training information for next term, with recommendations, once received	S Abrey	Completed, but ongoing
29/3/22	5	to adopt an action grid format for future meeting minutes.	Clerk	Completed
	6	Governors interested in joining the Data Working group should contact Simon Jarvis, who would convene the group under the direction of the T&L Committee	S Jarvis/ All	Completed – the group would consist of S Jarvis, Sharon Geva and Andrew Blake and would first meet on 15/7/22
	6	Alex Smith, as Chair of T&L, Suranga Chandratillake, as Chair of F&P and the Headteacher would discuss	A Smith/ S Chandratillake/ H Darrell	Not undertaken because it had been superseded by strategic



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		possibilities for sustainability at the school		discussions at the June Away Day
	10	The Head and Chair of F&P would confirm dates for both the extraordinary F&P Committee and the extraordinary FGB meeting	S Chandratillake/ H Darrell	Completed
	14	Suranga Chandratillake would arrange a Zoom presentation on the re-branding for governors' information	S Chandratillake	Postponed because one of the marketeers involved was not available. SC hoped to rearrange in the next couple of months
	15	the Headteacher would verify that the previous Equality document had been published on the school website and that the document as agreed would replace it.	H Darrell	Completed
	15	Sharon Geva should share her concerns over the wording used in the Equality Document with the Headteacher to see if it was appropriate to make changes. If agreement could not be reached, proposed changes would need to be brought back to the next meeting.	S Geva/ H Darrell	Completed
	18	Sarah Abrey, as training link governor, would remind governors of training available in the coming months	S Abrey	Completed
	19	the Headteacher was hoping to bring proposed 23-24 term dates to the July 2022 FGB meeting	H Darrell/ Clerk	On agenda but dates not yet available.
27/4/22	4	AS to send through Decarbonization Grant to Chair of F&P and Head	AS	Not undertaken because it had been superseded by strategic discussions at the June Away Day
	4	T&L Committee to consider how to review costs	AS	This had not yet taken place and



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		associated with subject delivery and enable the Governing Body to have more transparency		was likely to be superseded by strategic discussions at the June Away Day
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Liam Kelly joined the meeting part way through the review of actions from the 6/12/21 meeting. Andrew Blake joined the meeting part way through the review of actions from the 29/3/22 meeting.

AGREED: the minutes of the previous meetings held on 29th March and 27th April 2022 as true and correct records. The minutes would be physically signed by the Chair and passed to the school for safekeeping when circumstances permitted.

6. Outcomes from Governor Away Day – June 2022

NOTED: the Away Day held in June. Russell Re Manning and Liam Kelly had been unable to attend. Feedback from the day had been uploaded to GovernorHub with the agenda. **The Chair stressed she was now seeking further discussion to allow the FGB to agree the strategic pillars and themes and a method and structure for monitoring the same.**

NOTED: Suranga Chandratillake summarised the four strategic pillars and three strategic themes listed in the documents.

Stephanie Florczyk joined the meeting at this point.

NOTED: the meeting discussed in detail the implications of the pillars:

- Making The Most Of Our Location
- High and Broad Aspirations for all our pupils
- Staff on fire
- An in-demand financially secure school

and themes:

- Know every individual
- Build sustainably
- Become a beacon

and the terminology used to describe them. Making the most of the school's location was highlighted, as was the need for the term "everyone" and "every individual" in the school community to include both pupils and staff. The Head had not discussed the pillars and themes with SLT as she was waiting for governors to agree them first.

AGREED: 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 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.

Action: All/ S Chandratillake and A Smith

AGREED: the work of the FGB should be driven by the agreed strategy. The Headteacher would frame the 22/23 SIP based on the strategy.

Action: H Darrell



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Hilary Aldred joined the meeting at this point

AGREED: the draft SIP for 22/23 would be submitted to the first FGB meeting of the autumn term 2022.

Action: H Darrell/Clerk

NOTED: the Chair summarised the proposed way forward in terms of monitoring and governance structure as contained in the uploaded documents. She identified the following key areas for future agendas and governor monitoring:

- Strategic Direction
- Holding the Head to Account (including scrutiny of data)
- Finance
- Regulatory Matters

Verifying progress on the SIP would be the focus for link governors, with maybe one link governor per class. The proposed structure was two FGB meetings per term, with individuals and small groups working with the Head and school staff to verify information and ask questions. GovernorHub would need to be used extensively as a hub of information. In response to a question from a governor, the clerk recommended that governors should continue to use school email addresses, as communication by email would be necessary in addition to communication by GovernorHub.

NOTED: the meeting discussed possibilities in detail including ending the T&L and F&P Committees, the process for monitoring a year group rather than a subject, how to ensure that high performing pupils were stretched, use of GovernorHub, whether the workload for the Headteacher would be reduced or increased, how to avoid individual bias if only one governor, rather than a group or a committee, took responsibility for one of the four key areas, how to ensure governance integrity when matters such as public declarations of interest would only take place at FGB meetings, the need for governors to monitor, not do or determine operational matters.

Simon Jarvis joined the meeting at this point.

NOTED: governors continued to discuss the pros and cons of the proposed way forward.

AGREED: the strategic pillars and themes, subject to further finessing by Suranga Chandratillake as previously agreed.

AGREED: to close the T&L and F&P Committees for the forthcoming academic year and hold no less than two FGB meetings per term. Also, to adopt the monitoring process of groups and individuals as set out in the Chair's paper, but having regard to the need to decrease the workload of the Head and to avoid the possibility of individual bias.

AGREED: to review the new processes and structures in December 2022 to determine if they should continue, be modified or be terminated and the old structure reinstated.

Action: Chair/Clerk

7. Minutes of T&L Committee Meeting – 17th May 2022

NOTED: the provisional minutes of 17th May 2022 as uploaded to GovernorHub with the agenda. The Clerk reviewed agreed actions taken to date. Alex Smith, Chair of T&L,



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highlighted matters discussed and highlighted that curriculum presentations previously made to the T&L Committee would now need to be made to governors in a different way. **It was suggested that curriculum presentations should be made at the start of each FGB meeting.**

AGREED: to ratify the minutes of the May 2022 T&L meeting.

8. Minutes of F&P Committee Meetings – 26th April and 21st June 2022

NOTED: the approved minutes of 26th April and the provisional minutes of 21st June 2022 as uploaded to GovernorHub with the agenda. Suranga Chandratillake, Chair of F&P, highlighted matters discussed including budget recommendation, disbanding the Income Generation Group and the extremely positive Health and Safety Audit.

AGREED: to ratify the minutes of the April and June F&P meetings.

9. Headteacher's Report

NOTED: the report uploaded to GovernorHub. The Head highlighted key points including increasing pupil numbers, an increase in pupil trips and visits, end of year events for Year 6, the school re-branding, an increase in the number of parent volunteers, Reception Class acceptances, the move from 7 classes to 6, the challenges of recruiting additional TAs, a positive GDPR audit and the resumption of School Council meetings. The school was pleased with the KS2 SATs data, which had been received that day. School results appeared to be above or close to national averages and an increase on previous school results, despite the national trend for declining results. **The Chair congratulated the Head on such positive results.**

Russell Re Manning left the meeting at this point

NOTED: the RAG rated SIP. All actions were either green or amber. **The Chair commented that it was encouraging to see so much green, given the impact of Covid. She also praised the school for the extremely positive Health and Safety Audit and the school's work on parental engagement. Other governors praised the school's continuing improvement.**

NOTED: the safeguarding elements of the report.

NOTED: governors raised questions about and discussed reading and writing at the school, the transition from 7 classes to 6, stretching high performing pupils and the marketing re-branding. It was noted that the re-branding was being considered for an external marketing award. GDS scores were inline with pre-pandemic scores. **The Chair thanked the Headteacher for all her work and achievements during challenging times.**

10. Policies

NOTED: the policies uploaded to GovernorHub with the agenda. There had been no significant changes from previous versions.



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10.1 Medicine and First Aid Policy

AGREED: the policy

10.2 SEND Policy

AGREED: the policy

11. Governor Visits and Monitoring Activities

NOTED: the visit reports and 2021/22 Visit Record uploaded to GovernorHub with the agenda and the additional AOB visit report on Sports Premium. **In response to a question from governors, it was confirmed that a news Sports lead had not yet been chosen.** Sports Day for KS2 was taking place at the Leys the following week. KS1 Sports Day had already taken place.

12. Governor Training

NOTED: two governors had recorded additional training activities since the last meeting, including SIAMS. Sarah Abrey, as training link governor suggested using the GovernorHub noticeboard to highlight feedback from training undertaken. **A governor noted the training he thought he had recorded did not appear on the list. He would resubmit details of the premises training he had undertaken.**

13. Church Schools

NOTED: the Foundation Governors had last met on 28/4/22. They had discussed the SIAMS SEF and the appointment of a new vicar at St. Paul's church. **The Chair had reached out to her and had received a positive response.** The AOB issue of Collective Worship was raised. **A governor queried whether the act of Collective Worship was suitable for all faiths and none?** The email response provided by Rachel Yoland was noted, as was the statement of practice on Collective Worship. The process was invitational, no one was obliged to participate, and aimed to be inclusive and inspirational. **The meeting discussed the school's approach in detail. It was noted that some parents had expressed concern to an individual governor that it was not invitational. It was stressed that they should approach the school with their concerns so they could be looked into fully.**

AGREED: 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.
Action: H Darrell

14. Annual Schedule of Meetings for 2022-23

NOTED: a new pattern of meetings needed to be drawn up to reflect the changes in governance structure agreed previously. This would be brought to the first meeting of the Autumn term.
Action: B Jones/ H Darrell

AGREED: the dates for the two Autumn Term FGB meetings as:



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- Tuesday 20th September 2022 at 6.30pm
- Tuesday 6th December at 6.30pm

15. Pay Committee 2022-23

AGREED: to reappoint the 2021/22 pay committee of Suranga Chandratillake, Hilary Aldred, Simon Jarvis and Andrew Blake for 2022/23

16. School Term Dates 2023/24

NOTED: these were not yet available for consideration

17. AOB

17.1 Admissions Arrangements 23/24

NOTED: the papers uploaded to Governor Hub prior to the meeting. The Head introduced the proposed admission arrangements for 2023/24, highlighting that, in keeping with the FGB's strategic direction, little had changed other than dates had been amended. **The meeting discussed the documents, having regard to its recently agreed strategic direction for 22/23 onwards, including 23/24.**

AGREED: the admission arrangements for 2023/24 as set out in the documents uploaded to GovernorHub.

18. Date and Time of Next Meeting

AGREED: the next scheduled meeting would take place on Tuesday 20th September 2022 at 6.30pm.

NOTED: the election of Chair and Vice Chair would be agenda items at the next meeting. **The current Chair was willing to step down if anyone else wished to nominate themselves, but she was willing to continue for another year if needs be. The annual review of Governor Effectiveness would also be on the agenda. Governors were invited to identify areas of effectiveness or improvement by the next meeting.** **Action: All /Clerk**

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.

Action: B Jones/ J Roland/ B Fuchs

NOTED: the Chair congratulated the Headteacher and all staff on a very positive year and thanked the Clerk for her advice and support. Governors thanked the Chair for her efforts.

The meeting concluded at approximately 20:50 hours

Drafted by: Jacquie Watts
Clerk to the Governors
7th July 2022



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Approved by The Governing Body on:

Date: 20 September 2022.....

Signature (Chair):

FGB Action Summary Grid

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 one of the marketeers involved was not available. SC hoped to rearrange in the next couple of months
	19	the Headteacher was hoping to bring proposed 23-24 term dates to the July 2022 FGB meeting	H Darrell/ Clerk	On agenda but dates not yet available.
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 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.	All/ S Chandratillake and A Smith	
	6	The Headteacher would frame the 22/23 SIP based on the strategy.	H Darrell	
	6	the draft SIP for 22/23 would	H Darrell/Clerk	



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		be submitted to the first FGB meeting of the autumn term 2022.		
	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	
	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	
	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	
	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	