



St Paul's Church of England Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING

held via video conferencing at 630pm on Tuesday 29th March 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, Tom Auld, Suranga Chandratillake, Helen Darrell (Headteacher), Simon Jarvis, Liam Kelly (Associate Member), Sharon Geva, Nick Giesler (Associate Member), Russell Re Manning, Kate Sharkie, Alex Smith & Virginia Weston.

Also in Attendance: Jacquie Watts (Clerk), Jonty Roland (prospective governor).

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

1. Apologies for Absence

NOTED: apologies for absence were received from Andrew Blake (Associate Member).

AGREED: to accept the apologies for absence tendered.

NOTED: Jonty Roland was present as an observer and a prospective governor. The meeting welcomed him and all present were introduced. Jonty Roland was invited to say a little about himself.

2. Declarations of Interest

NOTED: Hilary Aldred declared an interest in item 4 on the agenda as her reappointment as a Foundation Governor was to be considered.

3. Identification of AOB

NOTED: the matter of insurance needed to be discussed as AOB or under the minutes of the F&P Committee.

4. Governor Recruitment and Appointment

AGREED: Hilary Aldred and Jonty Roland did not need to leave the meeting while their appointments were considered.

NOTED: Hilary Aldred's term of office as a Foundation (CSoC) governor was due to expire on 1/6/22. CSOC was recommending her for re-appointment for a second four year period beginning on 2/6/22 and ending on 1/6/26.

AGREED: unanimously to accept Hilary Aldred as a Foundation (CSoC) governor for a period of four years beginning on 2/6/22. **The Chair thanked her for her valuable input and commitment to the school.**

NOTED: the Diocese had appointed Jonty Roland to serve as a Foundation (Diocese)



St Paul's Church of England Primary School

governor for a period of four years beginning on 1/4/22.

AGREED: unanimously to accept Jonty Roland as a Foundation (Diocese) governor for a period of four years beginning on 1/4/22 and ending on 31/3/26, subject to satisfactory clearance of DBS and Section 128 checks.

5. Minutes of Previous Meeting: 6th December 2021

NOTED: the minutes as uploaded to GovernorHub with the agenda. **The Chair invited the Clerk to go through the minutes and the action points.** The Clerk asked if the meeting wished to use an action grid for future meetings?

AGREED: to adopt an action grid format for future meeting minutes. **Action: Clerk**

NOTED: the following matters arising from the minutes:

Minute No.	Action	Whom/Actioned
4	Item 10 – Re-writing the Standing orders regarding video-link participation and the section on Associate Governors' voting permissions – Action roll forward: <i>Chair to follow up with Clerk</i>	The Standing Orders had been rewritten prior to the December meeting.
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	Chair/HD – 29/03/22 – still to be done
5	HD to add Ofsted outcome to the website	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.	Completed, but SA would recirculate for governors' response SA/ All - ongoing
12	SA to circulate the LA training information for next term, with recommendations, once received	Completed, but SA would recirculate for governors' information SA
13	HD to review the LA template letter in light of governors' discussion.	Completed

NOTED: The Clerk thanked the governors for their card and gifts while she was ill, as personally delivered by the Chair.

AGREED: the minutes of the previous meeting held on 6th December 2021 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.

6. Minutes of T&L Committee Meetings – 1st February 2022 & 9th March 2022



St Paul's Church of England Primary School

NOTED: the approved minutes of the T&L Committee meeting on 1st February 2022 and the provisional minutes of 9th March 2022 as uploaded to GovernorHub with the agenda. Alex Smith, Chair of T&L, highlighted matters recommended to the FGB including a change to the PP Link Governor, the creation of a Data Group and Sustainability issues.

AGREED: to confirm Simon Jarvis as the PP Link Governor in place of Nick Giesler.

NOTED: the report, as uploaded to GovernorHub with the agenda, proposing the creation of a Data Group. Simon Jarvis expanded on the proposal. **The meeting discussed the proposal in detail including DfE guidance, historical issues regarding data, whether the group should consider all data or just pupil related data, concerns about the impact on and workload for the Head and other school staff, data was not an end in itself and should serve to evidence information otherwise provided to governors, the need for data review to have a positive benefit for pupils, the need to maintain pupil confidentiality and that personal pupil data should only be considered if there was a strong need, a need to identify the purpose of the data scrutiny, whether the data was already available but not understood, the value of metrics, whether better communication was more important than more data, whether data could be less disjointed, how often the group would need to meet, the depth of data review and the need to avoid governors undertaking work that was the operational responsibility of the school, OFSTED's current non-reliance on data, up front clarity about questions to be answered and recognition that the answers might not always be data-led, the amount of staff time and effort that already went into producing school data.** The creation of a Data Working Group to look at pupil data under the oversight of the T&L Committee was put to the vote.

AGREED: by a majority, but not all governors, to establish a pupil data working group under the oversight of the T&L Committee. The Committee would identify questions it wanted answered and the data group would explore the data if answers were not otherwise available. The Working Group would exist for twelve months and would report to the T&L Committee. Governors interested in joining the group should contact Simon Jervis, who would convene the group under the direction of the T&L Committee.

Action: S Jarvis/ all

NOTED: NGA guidance on greener governance. The aim was to put green issues on the agenda, reduce the carbon footprint of the school and produce a carbon-neutral plan. **Governors were supportive, but stressed the many other priorities of the school.**

AGREED: Alex Smith, Chair of T&L, Suranga Chandratillake, Chair of F&P, and the Headteacher would discuss possibilities for sustainability at the school.

Action A. Smith/ S. Chandratillake/ H Darrell

NOTED: other issues discussed by the T&L Committee.

AGREED: to ratify the minutes of the recent T&L meetings.

Suranga Chandratillake temporarily left the meeting at this point for technical reasons.



St Paul's Church of England Primary School

7. Minutes of F&P Committee Meeting - 22nd February 2022

AGREED: in the absence of Suranga Chandratillake, Chair of F&P, to defer consideration of this agenda item to later in the meeting.

8. Chair's Action – Support Staff Pay Award

NOTED: the Head had circulated details of the retrospective pay award for support staff by email for governor approval, but, because of the proximity of deadlines, the Chair had taken Chair's action and approved the recommended award as negotiated with the relevant unions. Governors were invited to ratify the Chair's action.

AGREED: to ratify the action of the Chair in approving the back-dated support staff pay award.

NOTED: A governor asked for their comment that the award was meagre and should have been greater to be minuted. Governors asked whether a more generous settlement could be reached? The meeting discussed LA guidance, the benefits of adhering to countywide settlements, the impact on teaching staff if support staff were granted an additional pay award, the involvement of unions in negotiations, the disadvantage of schools settling their own separate pay awards.

Suranga Chandratillake rejoined the meeting during the above discussion.

9. Minutes of F&P Committee Meeting– 22nd February 2022 (Minute 7 above and Agenda item 7)

NOTED: the provisional minutes of the F&P Committee meeting on 22nd February 2022 as uploaded to GovernorHub with the agenda. Suranga Chandratillake, Chair of F&P, highlighted matters discussed. **The school had been well managed, costs had been controlled and income was a little better than expected. A break-even outcome was expected for 2021/22. There had been considerable planning for 22/23 and possible structures were being considered, the preferred one being supported by the LA. Some of the school reserve would need to be utilised in order to future-proof the school. The Committee would hold an extraordinary meeting to approve the school budget for 2022/23 for recommendation to the FGB. The school faced the challenge of a declining pupil roll, but applications were beginning to increase.** The Headteacher had applied to CSoC for additional funding. CSoC had agreed to fund one teaching post. **A governor raised the issue of paying support staff more, as per the previous item. The discussion of the previous item was repeated in greater depth. A governor asked when the FGB could consider the staffing structure for the school?** The Headteacher was responsible for finalising the staffing structure once the school budget had been approved for 2022/23, the teaching staff resignation date had passed and a clearer view of applications was available. It would be premature to consider staffing costs at this stage, but they would be included in the budget once discussed with the LA and then recommended to the FGB. **A governor queried the impact of rising energy costs and asked if CSoC could help financially?** Applications to CSoC for financial help were always possible, **but based on current assumptions, the Chair of F&P felt that energy costs could be absorbed by the school.**



St Paul's Church of England Primary School

AGREED: to ratify the minutes of the recent F&P meeting.
10. School Budget 2022-23 (Agenda item 9) NOTED: the proposed process for finalising the school budget for 2022/23. Once the LA had confirmed funding levels, the budget would be completed, submitted to an extraordinary meeting of the F&P Committee for approval, which would in turn recommend the budget for final approval to the FGB. The Headteacher would produce a detailed staffing plan once the budget had been agreed. The school was meeting the LA on 26/4/22 to discuss the budget and a special meeting of the FGB was proposed for 27/4/22 at 5.30pm. The Clerk pointed out that this did not allow for a special meeting of the F&P Committee. AGREED: The Head and Chair of F&P would confirm dates for both the extraordinary F&P Committee and the extraordinary FGB meeting. Action: H Darrell/ S Chandratillake NOTED: a governor asked why meeting dates could not be set in advance to line up with the budget process in order to prevent the need for extraordinary meetings? The Clerk advised that St. Paul's, like many schools, had attempted to set its meetings in accordance with funding timescales known at the time, but that timescales slipped if the LA could not confirm funding levels until later than expected.
11. SFVS 2022 (Agenda Item 10) NOTED: the documents uploaded to GovernorHub with the agenda. Liam Kelly highlighted the SFVS had identified the same known issues as in previous years. The F&P Committee had considered it in detail and approved it for signature by the Chair. The Committee hoped to start the SFVS process earlier next year subject to the LA providing the necessary data. A governor asked why the uploaded documents did not include the school dashboard? Liam Kelly provided a link to the dashboard in the Zoom chat section during discussion of this item. AGREED: the 2022 SFVS.
12. Headteacher's Report (Agenda item 11) NOTED: the report uploaded to GovernorHub with the agenda. The Chair thanked the Head for leading the school calmly through the stresses of COVID, whilst managing the school's finances and whilst her Deputy was on maternity leave. The Head thanked the Chair for her comments. She highlighted the national data that had been included for comparison in her report. School attendance levels were down because of the level of COVID infections. She would be taking on the role of mentor for a newly appointed Headteacher. The Chair was pleased the school was sharing its practice with other schools and congratulated the Head on being asked to take on a mentoring role.
13. Safeguarding Issues and Communications With Parents (Agenda item 12) NOTED: both safeguarding matters and communications with parents were included in the Headteacher's report. There were no questions.



St Paul's Church of England Primary School

14. School Improvement Plan (Agenda Item 13)

NOTED: a progress report on the SIP was included in the Headteacher's report. **The Chair asked why so few items were shaded green?** The Head said she was cautious colouring things green until they were fully complete and embedded, but probably could do so next time round. **A governor asked when details of the marketing re-branding could be shared? The Chair confirmed it had not been included on the agenda because of the agenda's length, but a separate presentation could be organised.**

AGREED: Suranga Chandratillake would arrange a Zoom presentation on the re-branding for governors' information.

Action: S Chandratillake

15. Policies (Agenda item 14)

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

15.1 Complaint Policy, including Persistent Complaints

AGREED: unanimously both sections of the policy.

15.2 Publication of Equality Information and Objectives

NOTED: the DfE only required the objectives to be reviewed every four years, but the information part of the document had to be reviewed annually. The objectives were as approved last year and there had been minimal change to the information section. **A governor said they had been unable to find the previously approved document on the school website.**

AGREED: the Headteacher would verify that the previous document had been published on the website and that the document as agreed would replace it.

Action: H Darrell

NOTED: the meeting discussed the document in detail including the fact that objectives could be reviewed more frequently than every four years if priorities changed, the document was based on national guidance but amended to suit the school's needs and as agreed the previous year, objectives might change if data indicated they needed to, the advantage of sticking to the four year review period on the understanding the T&L Committee could suggest changes to the objectives in the meantime if they felt priorities had changed, the advisability of sticking as closely as possible to DfE wording even if it was not school style, the need for objectives to be fluid, the rest of the document should mirror DfE guidance, whether the document was really a policy and whether the title should be changed to clarify its role, disagreement with the language used in the policy, whether objectives should be approved annually and information only reviewed every four years. The Clerk pointed out that the latter would be a total reversal of DfE guidance, though **as a governor reiterated, the objectives could be reviewed more frequently than every four years.**

AGREED: Sharon Geva should share her concerns over the wording used 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.



St Paul's Church of England Primary School

Action: H Darrell/ S Geva

AGREED: by a majority of governors, but not all, the document as uploaded to GovernorHub subject to any changes agreed between the Head and Sharon Geva.

Nick Giesler and Tom Auld left the meeting during the above discussions.

16. Governor Visits and Monitoring Activities (Agenda item 15)

NOTED: the visit reports, 2021/22 Visit Record and proposed new monitoring and visit report template uploaded to GovernorHub with the agenda.

AGREED: the proposed monitoring and visit report template for future immediate use.

17. Church Schools (Agenda item 16)

NOTED: Simon Jarvis and the Headteacher had met candidates for the post of vicar at St. Paul's church and fed back their comments. The successful candidate would be taking up position in the summer. Currently she was working with Chelmsford Cathedral. **Congregation members of St. Paul's and St. Barnabas churches were welcome to book an appointment to visit the school. The Chair and Ginny Weston hoped to work with St. Paul's to raise additional funds for the school when the time was opportune.**

NOTED: Russell Re Manning reminded the meeting that all Foundation Governors met regularly as a group. The next meeting was scheduled for 28/4/22. The group was looking to build relationships with the local churches and to focus on SIAMS.

18. Governor Training (Agenda item 17)

NOTED: training undertaken since December and reported to the Training Link Governor. St. Paul's governors had attended Diocesan and LA sessions and the LA governor conference.

AGREED: Sarah Abrey, training link governor, would remind governors of training available in the coming months.

Action: S Abrey

19. Term Dates 22-23 & 23-24 (Agenda item 18)

NOTED: the Headteacher had circulated the 22-23 term dates to governors for approval. No one had raised any issues.

AGREED: to ratify the email approval of the 22-23 term dates.

NOTED: the Headteacher was hoping to bring proposed 23-24 term dates to the July 2022 FGB meeting.

Action: H Darrell/ Clerk

20. AOB (agenda item 19)

20.1 Insurance



St Paul's Church of England Primary School

NOTED: the school had had a choice between LA and DfE insurance schemes. The school had previously opted in to the LA scheme. CSoC had advised that it considered the DfE scheme to be the better deal and all CSoC schools should accept it. The Head had consulted other Headteachers and the LA and considered the LA's experience in providing an insurance scheme used by Cambridgeshire schools and schools in other counties. St. Paul's had therefore opted for the LA scheme, but its choice had been challenged by CSoC. Having reviewed the matter further, the school still wished to remain in the LA scheme, as was its right. **Governors queried the reasons for CSoC's championing of the DfE scheme. The Chair of F&P said the two policies were similar, but included slightly different things. There was slightly more cover under the DfE scheme, but it was commensurately more expensive. Multiple schools had opted for the LA scheme.**

20.2 Departure of Matt Smart.

NOTED: that Matt Smart was moving to Peterborough after 11 years at the school. **Governors offered their congratulations on his new position. His commitment and contribution to the school were praised. He had been the heart of the school and one of the consistencies through a period of change. The Chair would be presenting him with a card and a gift from the governors once he had returned from sick leave.**

21. Date and Time of Next Meeting (Agenda item 20)

AGREED: the next scheduled meeting would take place on Tuesday, 5th July at 6.30pm, but there would be an extraordinary FGB before then in order to approve the 2022/23 budget.

NOTED: the Chair congratulated the school and its staff on a positive term, despite the pressures of COVID.

The meeting concluded at approximately 20:30 hours

Drafted by: Jacquie Watts
Clerk to the Governors
30th March 2022

Approved by The Governing Body on:

Date: 5 July 2022

Signature (Chair):

FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
6/12/21	4	Item 10 - Chair would add a reference to the school	B Jones/ H Darrell	Still to be done



St Paul's Church of England Primary 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		
	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 SA would recirculate for governors' response - ongoing
	12	SA to circulate the LA training information for next term, with recommendations, once received	S Abrey	Completed, but SA would recirculate for governors' information
29/3/22	5	to adopt an action grid format for future meeting minutes.	Clerk	
	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	
	6	Alex Smith, as Chair of T&L, Suranga Chandratillake, as Chair of F&P and the Headteacher would discuss possibilities for sustainability at the school	A Smith/ S Chandratillake/ H Darrell	
	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	
	14	Suranga Chandratillake would arrange a Zoom presentation on the re-branding for governors' information	S Chandratillake	
	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	
	15	Sharon Geva should share her concerns over the wording used in the Equality	S Geva/ H Darrell	



St Paul's Church of England Primary School

		Document with the Heateacher 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.		
	18	Sarah Abrey, as training link governor, would remind governors of training available in the coming months	S Abrey	
	19	the Headteacher was hoping to bring proposed 23-24 term dates to the July 2022 FGB meeting	H Darrell/ Clerk	