



St Paul's Church of England Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING

held via video conferencing at 6.30pm on Tuesday 6th July 2021

(Governors having previously agreed unanimously by email 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 (Associate Member at the start of the meeting), Andrew Blake (Associate Member), Suranga Chandratillake, Helen Darrell (Headteacher), Simon Jarvis, Liam Kelly (Associate Member), Sharon Geva, Nick Giesler (Associate Member), Russell Re Manning, Kate Sharkie, Alex Smith and Virginia Weston.

Also in Attendance: Jacquie Watts (Clerk) 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 Katie Barron and Michael Beckett.

AGREED: to accept apologies tendered.

NOTED: Liam Kelly and Andrew Blake apologised in advance for their early departures.

2. Declarations of Interest

NOTED: there were no formal declarations of interest in relation to the meeting, but Hilary Aldred highlighted her personal involvement in matters to do with children with Special Educational Needs given the school's SEND Policy item.

3. Retirement of Michael Beckett and Resignation of Katie Barron

NOTED: as the vicar of St. Paul's, Michael Beckett had been a governor of the school since 1993, including serving as Chair of Governors. **The meeting collectively and individually expressed its thanks for the extensive support Michael had provided to the school.** He would be retiring as the vicar of St. Paul's church and a governor of the school in September 2021.

AGREED: the Headteacher would advise governors of the date of Michael Beckett's official farewell event in September.

Action: H. Darrell

NOTED: Katie Barron's personal circumstances had changed since being appointed as a governor and she was resigning at the end of term. She would need to be replaced as a Diocesan Foundation Governor in the new academic year.

4. Governor Appointments and Vacancies

NOTED: the school had completed the election process for a new parent governor and



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Tom Auld (currently an Associate Member) had been chosen by the parent body.

AGREED: the appointment of Tom Auld as a parent governor for a period of four years commencing with immediate effect and ending on 5th July 2025.

NOTED: the remaining three Associate Members, Andrew Blake, Nick Giesler and Liam Kelly, would come to the end of their terms of office on 31st July 2021.

AGREED: to re-appoint Andrew Blake, Nick Giesler and Liam Kelly as Associate Members for a further academic year from 1st August 2021 to 31st July 2022. **Governors present thanked them for a further year of service.**

5. Identification of AOB

NOTED: no items of other business were identified.

6. Minutes of Previous Meeting – 27th April 2021

NOTED: the minutes as circulated with the agenda.

AGREED: the minutes of the previous meeting held on 27th April 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.

NOTED: the following matters arising:

- **Appointment of Foundation Governor (CSoC) (Min. 4 refers)** – parent governor elections had been held as noted under minute 4 above.
- **Review of Standing Orders and Committee Terms of Reference (Min. 5 refers)** – Hilary Aldred had still to redraft the section of the Standing Orders on video-link participation permitting it post COVID 19, provided governors attended the majority of meetings in person. The changes to be brought to the FGB for approval in September. The Clerk would resend of copy of the current standing orders to Hilary Aldred to facilitate this. **Action: Clerk/ H. Aldred**
- **Single Central Record (Min. 5 refers)** – the Chair had undertaken a physical review of the school's SCR.
- **Headteacher's Report (Min. 5 refers)** – the Headteacher was showing a figure for disadvantaged pupil attendance, as well as whole school pupil attendance, in her reports.
- **Headteacher's Report (Min. 5 refers)** – Nick Giesler, as the relevant Link Governor, had considered disadvantaged pupil attendance with Simon Jarvis and the Chair and the matter was on the agenda.

7. Minutes of T&L Committee Meeting: 18th May 2021

NOTED: the provisional minutes circulated with the agenda.

NOTED: The Chair of the T&L Committee highlighted that the meeting had considered a large number of link governor reports and approved the RSHE Policy. The Committee was recommending to the governing body that Russell Re Manning be appointed as



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the link governor for RSHE.

AGREED: to appoint Russell Re Manning as the link governor for RSHE.

NOTED: with the departure of Katie Barron there was a need for a new link governor for History and Geography.

AGREED: to consider any gaps in link governor arrangements as part of the annual appointment of link governors in September 2021. **Action: Clerk/ B. Jones**

NOTED: the meeting had approved the RSHE Policy under its minute 5, but had subsequently discussed it again under minute 12 and agreed to further review the agreed RSHE policy document for issues of clarity and to present any changes to the July meeting of the Governing Body. The Committee Chair explained concerns around the multiple interpretations of a specific phrase and recommended that the following sentence be deleted from the policy, *"yet it should also uphold Christian values re. relationships and marriage"*. **A range of governors had considered the sentence in depth and had felt it did not add anything, as Christian distinctiveness was emphasised elsewhere in the document and the multiple interpretations of the phrase risked undermining the pluralistic approach of the school.**

AGREED: the highlighted sentence be deleted from the agreed policy. **Action: H. Darrell**

NOTED: in response to a question from a governor, the Clerk explained the agreed procedure for link governor reports was for them to be submitted to the Clerk for the next available FGB meeting unless a sub-committee specifically asked to see them. Sarah Abrey added that she was in the process of devising a new shared folder system for governors that would go live in September and that would enable governors to share reports outside of formal meetings.

AGREED: in future, link governor reports should be shared online and then submitted to the next appropriate Committee meeting, unless the Clerk determined they related to issues the FGB should consider as a whole, for example Safeguarding and Health and Safety. **Action: Clerk**

NOTED: the Clerk reminded the meeting that she did not have access to the school's shared folders and until she did, link governor reports should still be sent to her by email for recording and inclusion on a committee agenda. **Governors queried whether a link governor should coordinate monitoring reports?** This could be considered at a later date.

AGREED: to accept and broadly ratify the provisional minutes and actions of the T&L Committee meeting held on 18th May 2021, whilst recognising that one governor would be seeking the inclusion of additional detail in the minutes regarding the RSHE Policy at the next meeting of the committee.

8. Minutes of F&P Committee Meeting: 22nd June 2021

NOTED: the provisional minutes circulated with the agenda.



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NOTED: The Chair of the F&P Committee highlighted that the meeting had been focused on the implications of the school budget and the outcomes of the positive OFSTED Inspection. Budgetary performance was in line with expectations, but the financial position was tight and would need to be reviewed further in the autumn. The Committee had begun various fact-finding activities, including the possibility of collaborative working with others, in order to consider all options that might be available to the school going forward. Other key issues included: the revamp of the school's marketing approach and the related expenditure agreed by the Committee, changes in the management of the After School Club as developed by the Headteacher and supported by Hilary Aldred as the link governor, the development of the school library.

NOTED: The Chair of Governors thanked Suranga Chandratillake and Tom Auld for their work in between meetings and also the Headteacher for working with them and for their and the Committee's achievement in agreeing a working financial model for the school for the financial year.

NOTED: Governors asked questions concerning the level of any financial shortfall in future years, the level of CSoC financial contributions and whether this had been shared with governors, the nature and availability of CSoC funds, the perceived need for a joined up approach in relation to CSoC and the need for any changes in the number of classes and the school's resultant strategy to be approved by the Governing Body. The Headteacher, Chair of the Committee and Chair of Governors briefly summarised the school's relationship to CSoC.

Liam Kelly left the meeting during the above discussions.

AGREED: to ask CSoC to lead a training session for governors of all CSoC schools to explain the role of CSoC and its relationship to its schools. **Action: B. Jones**

NOTED: a governor requested that any such training session be recorded so that those who could not attend could view it at a later date.

AGREED: to accept and ratify the provisional minutes and actions of the F&P Committee meeting held on 22nd June 2021.

Beverly Jones lost internet connection at this point. The Clerk asked Kate Sharkie, as Vice Chair, to lead the meeting until the Chair could rejoin it.

9. Headteacher's Report

NOTED: the detailed oral report of the Headteacher, including the recent positive OFSTED inspection that had confirmed many of the school's own assessments. School attendance was just above national levels at 96.4% and 9 pupils would be joining the reception class in September. The Headteacher also highlighted pupil enjoyment of the attendance awards, communications with parents, safeguarding, health and safety, marketing, COVID 19, pupil assessments, links to external organisations and stakeholders, sports days and school trips, and revision of the school's Vision Statement.



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NOTED: in the ongoing absence of the Chair, the Clerk reminded the meeting she would only be providing a brief summary of the Head's report and other matters because, as previously agreed, she would be producing summary minutes for all meetings in response to the comment of the Governing Body that previous minutes included more detail than was necessary. **A governor queried whether this approach was what governors really wanted?** The Clerk said she was happy to adopt a minute style that met the Governing Body's collectively agreed needs, but she was responding to the only recent formal statement regarding the preferred approach.

Beverly Jones rejoined the meeting at this point and took the Chair again.

NOTED: governors asked questions regarding siblings in Reception, the number of Church School placements, the Year 6 Leaving Service and changes to the Vision Statement. The meeting discussed the purpose of the changes.

AGREED: The Headteacher would circulate the proposed amended Vision Statement to all governors for their consideration. **Action: H. Darrell**

10. School Improvement Plan

NOTED: the two SIP documents circulated with the agenda. The meeting considered the SIP for 2020/21. Most actions were completed, as had been confirmed by OFSTED. Outdoor learning and some parent events had been delayed by the pandemic. A number of policies were still RAG rated orange as they were to be considered later in the meeting. **Governors congratulated the Headteacher and staff for successfully delivering so much of the plan in a difficult year.**

NOTED: the outline draft of the SIP for 2021/22, which had been drafted in advance of the new academic year because of the value of having an operational plan in place before the start of the new term. The document listed priorities for the year. Operational details would be added nearer the time. **Governors suggested phrases that should be clarified, the potential confusion of having two sections with the same heading and discussed the need for more quantifiable outcomes while not losing sight of qualitative issues.** The document quoted extensively from OFSTED, but the Headteacher would speak to the LA Primary Adviser to see what clearer phrases might be used. **Governors raised the need for external validation, the inclusion of community links, pupil behaviour, staff well-being, staff voice and outdoor learning.** The Head pointed out that many of these items were already included, but she could highlight them further and consider those that weren't yet part of the document. The Primary Adviser provided external validation of the school's actions and outcomes.

NOTED: Governors raised the issue of how stretching targets should be and what the school strategy should be for the next three to five years following the recent OFSTED.

AGREED: the Headteacher should continue to flesh out the SIP for 2021/22 as an operational plan. A governor strategic planning session was required in the autumn term to discuss strategy, including whether the school should aspire to be outstanding. Governors were welcome to share their thoughts by email, provided they copied in the Headteacher. **Action: H. Darrell/ B. Jones**



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11. Policies

NOTED: the Chair reminded governors that all policies placed before them were based on County Council or other recommended templates and that even if governors had reservations, they met the basic requirements of the school and LA. The school needed policies in place and it was possible for the governing body to approve the policies with the caveat that they would be reviewed further when time permitted. The following policies had been circulated in advance of the meeting and were discussed:

11.1 RE Policy

11.2 Collective Worship Policy

NOTED: both these documents reflected the current practice of the school. **Governors felt the documents were in need of proof reading and, in certain areas, quantifying. The Church of England would be issuing new guidance in the autumn. The issue of participation in Collective Worship was raised and whether parents should be invited to withdraw their children in the same way that they were invited to participate, given that St. Paul's embraced all religions and none.**

Andrew Blake left the meeting during the above discussions

AGREED: the two policy documents should be agreed as statements of practice and further discussion on broader policy should take place once the Church of England had issued its guidance.

Russell Re Manning Left the meeting at this point

11.3 Admissions Policy

AGREED: the policy, subject to dates being corrected.

11.4 SEND Policy

NOTED: some governors had reservations about the document, but it met national expectations. The risk of alienating parents with too many changes from the national norm was highlighted, as was the sensitivity of using "children with special educational needs" versus "Special Educational Needs Children".

AGREED: the policy, on the understanding that it would be further reviewed in the autumn. Nick Giesler was happy to participate in the process as the relevant link governor.

12. Governor Visits and Monitoring Activities

NOTED: the following monitoring reports had been circulated with the agenda:

- Health and Safety
- Safeguarding
- PP Update
- Early Years



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• Governor Self Evaluation NOTED: thanks to all who had submitted reports. A link visit for modern languages would take place the following day. Governors asked if the actions in the Safeguarding Report had been carried out. The Chair confirmed they had.
13. Governor Training NOTED: only four governor training activities had been logged since the last meeting. Governors were encouraged to advise Sarah Abrey of training undertaken and conferences attended. The Chair recommended the NGA training for safeguarding matters.
14. Church Schools NOTED: the report circulated by email to all governors by Virginia Weston. Virginia provided an oral summary of the paper and the Diocesan event she had recently attended. Governors asked questions regarding the impact of a SIAMS inspection.
15. Annual Schedule of Meetings for 2021-22 NOTED: the proposed schedule of meeting circulated via email by the Chair. AGREED: the schedule of meetings as provided at the end of these minutes.
16. Pay Committee 2021-22 AGREED: the Pay Committee for 2020/21 should be reappointed for 2021/22. Hilary Aldred, Suranga Chandratillake, Simon Jarvis and Andrew Blake would serve on it. Suranga Chandratillake would convene the group. Action: S. Chandratillake
17. AOB NOTED: no items of other business had been requested under item 5, but a governor raised the issue of whether PP and disadvantaged pupils were being left out of external events such as book sales and school photographs because of cost. Governors discussed this matter in detail and the school highlighted its approach to ensuring pupils were not marginalised because of financial issues. COVID 19 had meant that some external activities had been carried out differently from normal this year. AGREED: governors should raise any specific concerns with the Headteacher or the F&P Committee.
18. Date and Time of Next Meeting AGREED: in accordance with the annual schedule of meetings, the next meeting of the FGB was Tuesday, 21st September 2021 at 6.30pm. NOTED: the meeting might be held at the school, subject to LA and government advice.



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The Meeting concluded at approximately 9.05pm

Drafted by: Jacquie Watts
Clerk To The Governors
7th July 2021

Approved by The Governing Body on:

Date: 27th September 2021.....

Signature (Chair):

AGREED DATES for FGB, COMMITTEE AND OTHER GOVERNOR MEETINGS AT ST. PAUL'S CE PRIMARY SCHOOL 2021-22

Autumn Term 2021

Full Governing Body	Tuesday 21st September at 6.30pm
T&L	Tuesday 5 th October at 3.45pm
F&P	Tuesday 16 th November at 9.00am
T&L	Monday 29th November at 3.45pm
Full Governing Body	Monday 6th December 2021 at 6.30pm
<i>Self Administered Groups</i>	
Headteacher Performance Management	TBC September 2021
Staff Pay Review	Thursday 21st October 2021 at 9.00 a.m.
Foundation Governor Monitoring	Wednesday 7 th September 2021 at 9.30am

Spring Term 2022

T&L	Tuesday 25th January at 3.45pm
F&P	Tuesday 22 nd February at 9.00am
T&L	Tuesday 8th March at 3.45pm
Full Governing Body	Tuesday 29 th March at 6.30pm
<i>Self Administered Groups</i>	
Foundation Governor Monitoring	Tuesday 11 th January 2022 at 6.00 p.m.
Headteacher Performance Management	TBC March 2022
Mid Year Review	

Summer Term 2022

T&L	Tuesday 17 th May at 3.45pm
F&P	Tuesday 21st June at 9.00am
Full Governing Body	Tuesday 5th July at 6.30pm
<i>Self Administered Groups</i>	
Foundation Governor Monitoring	Tuesday 26 th April 2022 at 6.30 p.m.