



Learning God's Way

FULL GOVERNING BODY MEETING
Thursday 24th November 2022, 7pm in the Staff Room

Meeting Focus – Finance, Staffing & Premises

The meeting opened in prayer.

		Action
	<p>Present: Kate Goater, Mike Jee (Head), Leila Kemp (via zoom), Al Knox, Carolynn Lorimer, Chris Snell, Mark Standen (Vice Chair)</p> <p>Apologies: Emma Craughan, Helen Fletcher-Reilly (Chair), Debbie Ricks, Martin Smith</p> <p>Clerk: Jennie Ring</p> <p>Also present:</p>	
48	Apologies for absence – were received and accepted from Emma Craughan, Helen Fletcher-Reilly, Debbie Ricks and Martin Smith.	
49	Declaration of Interest – none	
50	Urgent matters to be considered for inclusion - none	
51	<p>Completing work on compliance</p> <p>The Clerk thanked those who had completed these items already or left approval for the Code of Conduct on GVO.</p> <p>The Code of Conduct was agreed for adoption by the governing board and signed by the Vice Chair for records.</p> <p>The Clerk asked those present whose register of interest record had a date before September 2022 if there were any changes to the information held on the register. The Clerk agreed to update the information and dates in GVO accordingly and inform the school secretary. There were two governors whose information still needs to be checked for any update.</p> <p>The Clerk asked those present whether there was any other governor who could say they had read Keeping Children Safe in Education. There were four governors who have still to indicate it has been read.</p> <p>The Clerk asked that governors complete the skills audit by the end of term. There were six governors still to complete the audit.</p>	<p>Clerk</p> <p>4 Governors</p> <p>6 Governors</p>

52	<p>Approval of minutes of meeting 13th October 2022 – were agreed and signed. September’s minutes, previously agreed, were signed.</p>	
53	<p>Reflection</p> <p>One governor highlighted the questions asked covering ethos, educational standards and safeguarding and points which were raised covering Educational Health Care Plans (EHCP) and the Special Support Centre (SSC) in relation to the educational standards and ethos of the school.</p>	
54	<p>Matters arising</p> <p>General matters arising: none</p> <p>Matters arising from the action table, October 2022:</p> <p>Item 1 (minute 32) – the vacancy was made known through the church newssheet. Two people expressed an interest. After consideration one has declined. A conversation will take place with the other. It is hoped there will be more to say following the Parochial Church Council (PCC) meeting on Monday next week.</p> <p>Item 2 (minute 32) – cultural capital will be on December’s agenda</p> <p>Item 3 (minute 32) – three governors have submitted information for the website following the Clerk’s email prompt. The Clerk asked governors to submit information by the end of term.</p> <p>Item 4 (minute 32) – see minute 51</p> <p>Item 5 (minute 32) – dates for Mrs Ricks to visit future safeguarding meetings will be finalised next week.</p> <p>Item 6 (minute 32) – it was agreed that the Governor Day during the Arts Week will be Friday 26th May.</p> <p>Item 7 (minute 32) – The Head has asked for the moderation data from the Local Authority, and is expected to be available on 1st December. It was agreed to bring the data to the next meeting.</p> <p>Item 8 (minute 34) – a discussion took place on what might be an appropriate and meaningful way to acknowledge staff following the Ofsted inspection. Governors were invited to the lunch on Wednesday 30th November between 12 and 1pm. The Head agreed to talk with the Chair about a letter of acknowledgement. Other suggestions included cards or a gift of some sort - chocolates, wine.</p> <p>Item 9 (minute 34) – this will be available for the January or February meeting.</p> <p>Item 10 (minute 38) – input from Mrs Kemp on the link between the school’s current SEN provision and the SSC will be included under January’s agenda.</p> <p>Item 11 (minute 42) – a response from Arundel Lido to the request for a booking on 14th July 2023, 5-7pm is awaited. There will be a £50 deposit with the balance due in July 2023.</p>	<p>MSt</p> <p>Governors</p> <p>Head Clerk – ag pl</p> <p>Clerk – ag pl</p>

	<p>Item 12 (minute 44) – the Assistant Head for Inclusion is the process of having the Children Looked After/In Care Policy uploaded to the school drive. It will come governors at the December meeting.</p> <p>Item 13 (minute 45) – the completion of annual compliance items was dealt with earlier in the meeting – see minute 51.</p>	Clerk
55	<p>Questions arising from monitoring visits</p> <p>Three governors gave brief information on visits to Y1 and Y4, with Y2 to Arundel Castel, and with reference to maths, the reading policy and programme, provision for children with Special Educational Needs (SEN), who are looked after (CLA) or are Pupil Premium (PP).</p> <p>Notes/reports and any questions are to follow.</p>	Governors Clerk
56	<p>Pay progression recommendations from Pay Review Committee for approval</p> <p>It was agreed that the Pay Review Committee would meet immediately following this meeting, with recommendations brought to the December meeting.</p>	Clerk – ag pl
57	<p>Budget monitoring/financial reporting</p> <p>The Head summarised the main points of the report submitted giving a little more detail generally and with reference to particular items of expenditure, how the cost centre analysis is colour coded and reasons for overspend in some cost centres.</p> <p><i>Is there anything more to say on the compensation sought last year?</i> A discussion took place on events so far, meetings held, phone calls to be made, who is overseeing what aspects of the process, the issue of land ownership and other action to be taken. Ownership of land is a significant issue for Church of England Schools during a process of academisation.</p> <p>The school’s resources, facilities and premises are now up to date, even more so when the toilet facilities for YR, 3 and 6 are completed, and with two other projects planned – for an Art Studio and Performance room.</p> <p><i>Will we lose lettings as a result of these developments?</i> Perhaps a little. At the moment lettings generate £12000 a year. <i>How long have we been charging the same amount?</i> 2 years. <i>Is it time to consider an increase?</i> There’s a fine line. An increase would be passed on to parents and other users of the groups meeting in the school.</p> <p><i>Having an art room will mean teachers will take children there for art lessons?</i> Yes, although the plan to create an art room is not yet known to teachers. One governor commented on the advantages of this subject having a dedicated space.</p> <p><i>Ticklemetoo won’t now take up the former IT Suite space?</i> Not now – having weighed up the pros and cons. The performance room will make space and equipment available and accessible for music and drama, raising those subject’s profiles and may act as a selling point for some parents considering the school for their children.</p>	

	<p>Is there a total? Some cost centres are over, some are under? Are you comfortable with the overall position? Having a total or bottom line figure could give a false impression. It would not be a surprise if all schools went into deficit because of the 5% staffing pay increase, of which only 2% is funded by government. There could yet be funding to come for this and for increased energy costs. It is true that academisation cannot happen if a school is in deficit. Is there any indication when government might tell schools of funds yet to come? No, and it makes it difficult to plan. A brief discussion took place on planning for pay raises, staff costs and pay structure.</p> <p>The Benchmarking Report Card was discussed. It was noted that St Margaret is “middling”, with staff expenditure now in line with other schools. The other issue that has faced St Margaret’s is a falling roll. The Head gave information about the circumstances around this and his observation that factors involved in the movement are now stabilising.</p> <p>What is the likely impact of local circumstances on roll numbers? A discussion took place on local circumstances including reducing numbers at William Older, the closed village nurse, the needs of parents in terms of provision – more whole day than part day, provision of wraparound care being offered but there being few takers and new housing being built locally. Despite the possibility of a falling roll, due to other factors it is anticipated that the finances will still be in the black.</p> <p>A discussion took place on how the school might make its offer known more widely in the community and even a little further afield.</p>	
58	<p>Review of 3 year budget – due to implementation issues with Bromcom experienced across the County the date for submission of the 3 year budget has been postponed until spring term.</p>	
59	<p>Premises/Buildings update – details were given in the report submitted for the meeting.</p>	
60	<p>Lettings – details of the current lettings and income were given in the report submitted and questions asked – see minute 57.</p>	
61	<p>Senior Leadership Team going forward – see Confidential Part II Minute</p>	
62	<p>Staffing update to include: wellbeing, absence, resignations and appointments, staff voice, staff appraisal staff CPD plans</p> <p>In addition to the information provided in the report Mrs Kemp commented on the positive atmosphere among staff, especially in light of the Ofsted outcome, a different feel in the school, with three Early Career Teachers (ECT) in place, a new feel to staff meetings and everyone contributing. She gave some detail on how Individual Learning Plans (ILPs) for children with SEN are worked on together. The Head expressed his view that there is a strong team, with lots of youth but in need of finances; and lots of staff voice is being heard.</p> <p>Anything to say on staff CPD in addition to the written report? The Head gave a little more detail on the ECT processes and mentors. Mrs Kemp expanded on this: there is a different way of mentoring in the new ECT process, a cycle – through 15 minutes observation per week, then targets set by the mentor in conversation with</p>	

	the teacher, followed by a demonstration from the mentor so the teacher can implement in practice. There are targets for every ECT teacher accessed on-line and personalised targets through the mentoring cycle.	
63	<p>Policies</p> <p>The Pay Policy 2022 and the Complaints Policy & Procedure 2022 were approved.</p> <p>The Head asked the Clerk to be in touch with the School Secretary regarding the Health & Safety Policy 2022, Capability Policy 2022 (model) the Discipline Policy 2022 and the Discipline Policy Guidelines 2022 as these have been updated.</p>	Clerk
64	<p>Chair's action</p> <p>Standing in for the Chair, one governor responded in writing following a conversation with a family about a home issue spilling over into school.</p>	
65	Date of next meeting – Thursday 8 th December, 7pm, in the Staff Room.	

ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	51	Clerk – update Register of Interest details in GVO and summary to school	Post meeting	
2	51	4 Governors - Keeping Children Safe in Education – indicate read and understood Part 1 through GVO	By next FGB 8 th December	
3	51	6 Governors – complete the Skills audit within GVO	By end of term	
4	54	Vice Chair – any more to report on Foundation Governor Vacancy	At next FGB 8 th December	
5	54	Governors – who haven't already written – blurb for the website	By end of term	
6	54	Head/Clerk - LA moderation data to governors – agenda planning	At next FGB 8 th December	
7	54	Clerk – agenda planning January or February or when available – SDP following Ofsted	Post meeting	
8	54	Clerk – bring Children Looked After/In Care Policy to next FGB	1 st December	
9	55	Clerk/governors – reports of recent monitoring visits to GVO. Any questions for December's meeting	By next FGB 8 th December if possible	
10	56	Clerk – pay progression recommendations for December agenda	Post meeting	
11	63	Clerk – 3 policies – ask School Secretary, or look on the previous policy drive, not googledrive.	1 st December	