



Learning God's Way

FULL GOVERNING BODY MEETING
Thursday 9th November 2023, 7pm in the Staff Room

Meeting Focus – Finance, Staffing & Premises

The meeting was opened with prayer. Emma Craughan chaired the meeting.

	<p>Present: Brian Baker, Jane Burke, Emma Craughan (Co-Chair), Kate Goater, Mike Jee (Head), Leila Kemp, Carolyn Lorimer, Debbie Ricks (Co-Chair – via zoom), Chris Snell, Mark Standen (Vice Chair)</p> <p>Apologies: Al Knox</p> <p>Clerk: Jennie Ring</p> <p>Also present:</p>	Action
41	Apologies for absence – were received and accepted from Al Knox.	
42	Declaration of Interest – none	
43	Urgent matters to be considered for inclusion – none	
44	Approval of minutes of meeting 12th October 2023 and Confidential Minutes 12th October 2023 – with a correction to minute 33, last paragraph, second line, to read the “locality SENCo team” instead of “SEN team”, the minutes were agreed and signed.	
45	<p>Matters arising</p> <p>General matters arising – none</p> <p>Item 1, minute 26 – The William Older Trust contact will consult with the trustees over the governor’s offer to provide a formal letter committing themselves to allowing longer term rental of the room the pre-school use for 3 or 4 years. Governors agreed to wait until they hear the outcome before taking future action. Trustee meetings take place monthly. <i>We couldn’t change the commitment?</i> It think we’d be honour-bound. <i>Has a rate been agreed?</i> They paid £1500 per term, which was voluntarily increased. Lettings rates will be reviewed with the review of the Lettings Policy in April.</p> <p>Item 3, minute 28 – the monitoring visit report has been written and is ready to be uploaded to Governor’s Virtual Office (GVO).</p> <p>Item 4, minute 28 – it was agreed to resume following up interested candidates for the Foundation Governor vacancy in the new year, given the circumstances of the candidates at present.</p>	<p>Clerk</p> <p>Clerk KG</p>

	<p>Item 5, minute 28 – two governors have still to update the Skills Audit.</p> <p>Item 6, minute 28 – governors were encouraged to complete this training by the end of term.</p> <p>Item 7, minute 28 – the Monitoring Programme for 2023-24 is still in draft and will be sent to the Clerk when finalised.</p> <p>Item 9, minute 35 – it was agreed to schedule a meeting to discuss policies in the widest sense to enable addressing this detail.</p> <p>Item 10, minute 36 – there may be some pupil voice available in due course.</p> <p>Item 11, minute 36 – The Head suggested that Mrs Kemp speak to those involved in the School Council. Mrs Kemp articulated the thought that perhaps a rethink is required on how the School Council works. A Co-Chair suggested a governor presence at meetings, but recognised that the Council is for the benefit of children, not governors.</p> <p>Item 12, from the Addendum to the minutes – it was agreed that the Head and Co-Chairs propose dates for Governor Days following their meeting scheduled for the day after this meeting.</p> <p>All other actions were complete.</p>	<p>CL/EC</p> <p>All</p> <p>CoCh Head</p> <p>Clerk Head</p> <p>LK</p> <p>LK</p>
46	<p>Questions arising from monitoring visits – none.</p> <p>Were staff informed of which governors are attached to which classes? Yes. What is the process for making an approach to teachers to arrange visits? Initially through an email to the office so that direct links can be established, enabling arrangements to be made.</p>	
47	<p>Alex Gates, Children & Family Worker, Designated Safeguarding Lead on Children’s welfare</p> <p>The Head summarised the main points from the report submitted as part of the meeting pack adding information on wider contexts, detail and particularly about online safety.</p> <p>A discussion took place on levels of help instigated when safeguarding concerns are raised, from the highest level – Child Protection Plan, which is non-voluntary, and beneath that a Children in Need Plan, which is voluntary, and beneath that an Early Help Plan, which is voluntary. Early Help Plans include assessment, allocation of a family support worker, specific targets set, core group meetings of professionals and reviews of targets and family support needs. The aim of Early Help Plans is to encourage the family to take and grow in responsibilities. If it’s not effective the next step would be a Children in Need Plan. If it is effective the Early Help Plan would be closed.</p> <p>Who were the 16 individual safeguarding concerns reported to? The Designated Safeguarding Lead (DSL). Some may have been escalated or dealt with by the school.</p> <p>Why not refer to Multi-Agency Safeguarding Hub (MASH)? All incidents are investigated, recorded and discussed in school, looking for patterns and proportionate actions taken, including seeking advice. Data from provision mapper is analysed by the DSL for trends. If every incident was reported to MASH they would be inundated. MASH will contact the school if a concern about a child is received from another source.</p>	

	<p>Responding to a governor’s concerns about dots not being joined between MASH and schools from her professional experience the Head mentioned the need for discretion for the school, the importance of ongoing training, knowledge of the community and robust record keeping to inform what goes forward to MASH, finally adding that if the safeguarding meeting is unsure about something MASH would be called.</p> <p>Of the 16 safeguarding concerns, were these separate pupils or several concerns on less than 16? They were about 16 individual children. The reports were discussed, sifted and decisions on actions made. Ofsted commented that the school’s safeguarding system is very robust.</p> <p>The Assistant Headteacher for Inclusion gave some more detail on the role of the Designated School Team worker, Mandy Lax, and how she works with families, liaising with the school Children & Family Support Worker.</p> <p>Does she also liaise with Health Visitor teams and School Nurses? Yes, and with West Sussex Children’s Services. What kind of things trigger support from her? It’s often when there’s an increase in families struggling with behaviour at home. She will work on parenting skills with families, and then reporting back to school. Is an Early Help Plan moved to if necessary? Yes, and the school will contact MASH for an assessment.</p> <p>The Head briefly commented on roles, responsibilities and funding for this kind of support.</p> <p>Do Activ8 have workers to support children; are they aware of the safeguarding concerns from the school? Not unless it is something that relates to activities. We might miss something? Knowledge is on a need-to-know basis.</p> <p>Following on from a summary of the paragraphs in the report that was part of the meeting pack on anti-bullying, Social Emotional and Mental Health (SEMH) interventions and play therapy:</p> <p>Quantitative data meaning impact and teacher feedback – pupil and parent feedback on interventions? When a child has an Individual Learning Plan (ILP) the teacher and parent meet to review the plan. This is an opportunity to receive informal feedback.</p>	
48	<p>Budget monitoring</p> <p>The Head made some general comments while reviewing with governors the cost centre analysis that was part of the report in the meeting pack. The school is financially doing ok overall, and likely ok this year. The heating has only recently been switched on, staffing is the significant part of expenditure, the school is frugal on resources, there are no large expenses on buildings, staffing is good value at the moment, although with every year the expenditure rises. Currently there are 391 children which impacts the budget. There are 54 children leaving from Y6 at the end of the year. The target for intake at YR in September is 54.</p> <p>Some detail around figures highlighted in blue or yellow was outlined. The salary for the Tomlin Centre Manager will be reimbursed by the local authority. Utilities will cost more than budgeted for. The compensation received from builders will balance the budget this year. If a deficit is to be avoided next year it will be a challenge. It is hoped that numbers of children on the roll will rise due to the presence of the Tomlin Centre,</p>	

	<p>the birth rates rise and house-building in the area to somewhere between 400 and 420. If there are 420 children on the roll it is anticipated that the budget will balance.</p> <p>A conversation took place covering whether children in the Tomlin Centre are part of the school's admission number, whether some of the high needs children in the current reception year would receive an EHCP and whether they would access the Tomlin Centre facilities, and comment on the staffing structure and senior leadership capacity now and going forward.</p> <p>Questions for understanding and context were asked about the budget figures, commitments and spending, about supply teaching costs, staff changes affecting the figures, fair funding, and initiatives to reduce costs.</p> <p>A brief conversation took place on how the Tomlin Centre children might benefit from Forest School and whether this might provide some income, which was deemed as unlikely. Other sources of financial support or resources for Forest School were mentioned.</p>	
49	Approval of 3-year budget – this was not ready yet.	Clerk
50	Premises update – The Head referred to the report submitted as part of the meeting pack, adding that the heating has been switched on and worked without hitches.	
51	<p>Lettings – Lettings income is currently £17,000 per annum. The Policy will be reviewed in April.</p> <p>Has there been any consideration for wraparound care going out to tender should Ticklemetoo say they would cease to provide the care? A discussion took place on Ticklemetoo, their costs and provision. Activ8 was mentioned as providing wraparound care in another school.</p>	
52	<p>Staffing update including:</p> <ul style="list-style-type: none"> - Absence, wellbeing, resignations and appointments, continuing professional development, appraisal arrangements, staff voice <p>There were no absence figures available. The Head affirmed the “fantastic” staff. The table in the report submitted as part of the meeting pack showing staff deployment across classes referred to, particularly noting the allocations of some staff to more than one class. Two new members of staff for the Tomlin Centre will be starting before the end of term. The Children & Family Support Worker (CFSW) is working out notice. An advertisement has been drafted to recruit a replacement CFSW. Appraisals are complete.</p>	
53	<p>Pay progressions recommendations</p> <p>The Head summarised the recommendations of the Pay Review Committee on teacher pay progression following successful completion of appraisals and fulfilment of teaching standards. Governors agreed the recommendations.</p> <p>The staffing table was referred to again, looking at specific classes and the distribution of Teaching Assistants (TAs) and Individual Needs Assistants (INAs). Mrs Kemp gave more detail on the challenges of deploying staff to meet the children's needs, staff hours of work and the covering of INA absence by TAs.</p>	

	<p>Is there a reason TAs are primarily working in the mornings? That's when core subjects are taught. The Head spoke about Y2's provision in detail addressing the question of timing of TA presence, children's levels of independence and implications for TA presence as children move up the school.</p> <p>Are a lot of TAs part time? Some are part time, some job-share. It's no longer the case that there is one TA per class – they have to be deployed according to the needs of the children, including high needs children and those who have Educational Health Care Plans (EHCP). There are now 7 children in school with an EHCP and 4 children in Early Years with high needs.</p> <p>Do you always support family's requests for an EHCP? I have to collect evidence. Sometimes parents don't appreciate that a good school will discern a child's needs and make provision without an EHCP in place, and the expectation that a child with an EHCP will always receive 1:1 support is does not always follow.</p> <p>How is transition to secondary school approached for children with EHCP? Information will follow the children and an enhanced transition programme is in place incorporating transition conversations and liaison with the secondary schools.</p>	
54	<p>Tomlin Centre update</p> <p>The Head summarised the main points of the update in the report submitted as part of the meeting pack.</p> <p>A discussion took place on where the initial 4 children to be at the Tomlin Centre will come from – from mainstream schools; the spread of ages – Key Stage 1; the gradual increase in children over a 2 year period to 12; the Tomlin Centre Manager's line Manager – the Assistant Headteacher for Inclusion; the Manager's role and input now and expected in the future; whether St Margaret's mainstream children will be able to use the centre – they can, depending on the needs of the 4 coming initially to the Centre; how the children coming are funded – by the local authority; whether they will join St Margaret's mainstream classes – “an empty special support centre is a successful centre” – they may join; if the eventual 12 children in the Centre count towards filling the Pupil Admission Number (PAN) – yes; the possibility that the capacity of the Centre could be deemed as a few more than 12 because to have all children in all the time during the week would probably not happen; the effect on class sizes of movements of children between classes and the Centre; the possibility that there could be some children in the Centre who are there with significant needs, eg non-verbal or speech and language needs, as a stepping stone to special school provision; and the need to manage publicity well and monitor levels of SEN children applying for a place in the mainstream school because of the Centre's presence.</p> <p>On the funding element – I feel the “greater clarity” is a recurring theme – do we expect greater clarity following the next meeting with the local authority? The local authority has said the school will pick up no cost. They are setting up these support centres in several places in the county for the first time and are still reworking the funding formula.</p> <p>A discussion took place about possible ideas for an opening ceremony; who might be invited, the need for a plaque; and the idea of having a live link with the Tomlin family. The Head asked governors to give this some further thought.</p>	All

55	Governing board self-evaluation – following the advice of the Clerk and documents made available, the Co-Chairs agreed to discuss how the board might approach this, being good practice for boards.	
56	Y6 Leaver’s Party – Kate Goater offered to work with Al Knox on planning of the Leaver’s Party. The Head confirmed the date of 12 th July would be appropriate.	
57	<p>Policies</p> <p>The Pay Policy 2023 was approved subject to the following:</p> <ul style="list-style-type: none"> • Addition of how and how often governor's monitor the policy - annually through Pay Review Committee business • Deletion of reference to salary sacrifice arrangements since this isn't relevant to St Margaret's • Minor amendments email to Head following the meeting from Jane Burke 	<p>Head</p> <p>JB</p>
58	Chair’s Action - none	
59	<p>Date of next meeting – Thursday 7th December 2023, 7pm in the Staff Room</p> <p>Emma Craughan gave her apologies for the December meeting. Debbie Ricks, Co-Chair will chair the December meeting.</p>	

ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	45	Clerk – for matters arising – heard from Wm Older Trustees re acceptance of governor’s offer of formal letter re rental of room	Post meeting	
2	45	Clerk/KG – upload monitoring visit report to GVO	Post meeting	
3	45	CL/EC – update the Skills Audit integral to GVO – at least the date if there are no other changes	By end of term	
4	45	All – complete NGA Learning Link module: “Safeguarding: how to fulfil the governor’s role”	By end of term	
5	45	Clerk/CoChairs/Head – send final Monitoring Programme 2023-24 to Clerk for Appendix to October minutes and upload to GVO	When available	
6	45	LK – pupil voice from SEN/classroom audit or School Council	By next meeting December 7 th	
7	49	Clerk – incorporate 3 year budget into agenda planning in a later agenda	Post meeting	
8	54	All – give some thought to an opening ceremony for the Tomlin Centre	By next meeting December 7 th	
9	57	Head – amend the Pay Policy as agreed	Post meeting	D

10	57	JB – email the Head the minor amendments to the Pay Policy	Post meeting	D
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