



**St Paul's CofE Junior School
Meeting of the Full Governing Body**

MINUTES

Date: Tuesday 9th November 2021

Time: 6.00pm via Microsoft Teams

Present: A Owen

C Partridge

C Owen

H Farquhar

R Lord

M Berkeley

J Tucker

R Goodhand

C Brown

In Attendance: TR – Clerk to Governors

D Reeves – Guest (prospective Co-Opted Governor)

Apologies received and accepted from: None

Absent: L Milton-Downes

Welcome to new Governors:

A Owen welcomed the new Governors to the meeting. All Governors introduced themselves and briefly explained their backgrounds / expertise

M Berkeley was officially appointed to the board as a LA Governor. This was proposed by C Partridge and seconded by R Goodhand

J Tucker was officially appointed to the board as a Co-opted Governor.

C Brown agreed to a further term of office as a Governor of St Paul's. This was agreed and noted with thanks.

A Owen thanked the new governors for joining St Paul's and looks forward to working with them.

Election of Vice Chair:

This item was postponed from the September meeting.

A Owen proposed that R Goodhand took on the position of Vice Chair. C Partridge seconded the proposal. R Goodhand was appointed.

Signed

Date: 26/1/22

Pecuniary Interests from Agenda Items:

CP declared his ongoing friendship with owner of Praestantia – IT Company

Pecuniary Interests from Agenda Items: Nil

Agree minutes from previous meeting:

Agreed and signed

Outstanding item is the election of a Pay Committee. T Roberts to review and update policy and distribute for next meeting.

Head Teacher Update:

A brief report was available to governors before the meeting. The highlights were:

- Currently 318 pupils – CP explained the school PAN to the new governors
- 24% of pupils have FSM (national % is 13.6%)
- 24% of pupils have SEN (national % is 14.6%)
- 2 Services families
- Attendance is below national average. This is historical for St Paul's.

Staff changes

- 3 new TA's employed (started 1st November)
- 2 SCITT students currently on placement.
- Emphasis on Staff mental Health & wellbeing – A Muggleton to attend course to become 'staff champion'

Curriculum

- Currently working on assessment to identify 'gaps'
- Assessment week 29th November
- Purchased several KS1 resources due to Year 3 need
- Specialist workshops & training for staff
- 'Phonics boxes' purchased for specific pupils
- Additional reading books purchased
- Bank of Kindles purchased for Year 3

Teams Leaders have been asked to research further resources.

HF – What will happen to pupil numbers when the new housing estate is built.

CP – plans already approved for a new Primary School but no dates as to when it will be completed.

Signed



Date: 26.1.22

Pupil Premium update – C Owen

- 86 pupils identified as PP
- £1345 additional funding per pupil.
- Large % of spend is allocated to SEND
- Monies used for 'wider experiences' for these pupils.
- Need to prove the attainment of PP pupils and how monies are spent
- New set of reporting formats this academic year.
- Difficulties during COVID as these families are often the ones that don't engage with any education outside of school for a variety of reasons.

A Owen explained to need to '**challenge**' and '**hold the school to account**' It is the Governing Body to challenge assessment, achievement, decisions, finances etc. Ofsted need to see good governance in the school.

Challenge but be supportive

Finance Report:

Month 6 Finance Report:

The report was issued to the GB prior to the meeting but T Roberts was also aware of the number of new Governors to who the school finances are completely new so explanations were given.

The report was also produced remotely with R Reid from Education Finance and during a period of illness.

The highlights are:

- Current budget: £1,839,632
- Predicted expenditure at Month 6: £1,645,056
- Current pupil numbers 318
- The projected carry forward will be used to sustain our 12 class structure in 2022-23 with the possibility of continuing our current 13 class structure for a further year (funding from SCC is for 11 class structure). This carry forward can increase / decrease over the next 6 months depending on expenditure / additional funding received. Month 9 report will give a clear indication.

Cost centres were explained and discussed with the reasons behind underspends and overspends.

DCFG funds were explained alongside funds that are available from SCC for large structural improvements/ programme of repairs.

C Brown (Health & Safety Governor) explained that during a recent H&S 'walkabout' with C Partridge and S Townend (Site Manager) certain windows in the older part of

Signed 

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the school are in need to replacement. This will be identified to SCC during their upcoming Site Survey.

A Owen proposed that the GB accept the Report. All agreed.

A Owen formally thanked T Roberts for her continued commitment and hard work with the school finances.

Finance Policy:

A review of the Finance Policy took place. The policy was adopted by the Governing Body.

Safeguarding:

Brief Safeguarding explanation given to new Governors:

- Use of My Concern to report concerns
- St Paul's has 5 DSL members due to number of families needing support (most schools would have a maximum of 2)
- KCSIE a crucial document. All staff asked to read and sign to confirm.
- All staff must read the Safeguarding policy
- Currently 2 CIN cases
- Staff debrief after an especially challenging case
- Regular safeguarding reviews with all DSL's
- Explanation of **PENS** – types of abuse Physical, Emotional, Neglect, Sexual.
- Need for 'Safer Recruitment' training for staff involved with new appointments. Governors asked to consider undertaking as members of the GB are needed for Teacher / Head appointments.

Agenda items for next meeting:

- Head's Report
- Data drop

CP – suggested an extraordinary meeting in December with D Fingleton for the new governors to understand assessment and the data they produce. – will allow for informed challenges.

AO

- CP and SLT want to formally thank 3 members of the Governing Body who have been involved with a HR matter at school recently. Thank you for their time and professionalism.
- CP requested a short paragraph from each governor to add to the school website.
- HF explained that she had recently been on a governors finance training course and found it extremely informative. TR explained the range of SSE training course and will ensure that every governor has a login to the site.

Signed



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- AO explained that as a Church School we have SIAMS inspections and guidelines from the Diocese. Courses are also available.

Date of Next Meeting:

Wednesday 26th January 2022

Meeting ended 19:49

Signed

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