



St Issey C of E Primary School Local Governing Board
meeting agenda, held on Thursday 10th March 2022 at
St Issey School at 2pm.

Present	Rev. Katie Kirby - Chair Marjorie Smith Marjorie Finch Heather Holder-Powell Avril Heard Brenda Wright Mark Durman Shelley Francis Chris Parham - Headteacher
In attendance	Sam Newman - Governance Clerk

Agenda point	Item	Person
1	Welcome, introductions and opening prayer The Chair welcomed everyone to the meeting, the Chair led the governors in the opening prayer.	
2	Apologies for absence and confirmation of quorum No apologies were received, all governors were present for the meeting.	
3	Declaration of business & pecuniary interests No new declarations arose regarding any agenda point. All governors have completed their annual declaration forms.	
4	Minutes and matters arising from the last meeting (19/01/22) The governors were happy that the minutes from the last meeting were a true and accurate representation of the meeting. Governors approved the minutes. Matters arising: Clerk sent out November minutes, Rev Katie will print and sign them. Chris to answer the mismatch in the figures. Answer: In year 3 there is one child that works below the year 3 level.	

	I had confused their data and added it to the wrong year group.	
5	<p>Head of School report, to include safeguarding, H & S and SDP update.</p> <p>Head discussed the Heads Report.</p> <p>No change to NOR.</p> <p>Page 2 information relating to premises- field gate has been fixed.</p> <p>Main issue being that the site assistant has quit already. We are currently recruiting again.</p> <p>A Governor asked if it was the employee that was employed through TLA.</p> <p>Answer: Yes, 4 days a week at TLA, 1 day a week at SIS.</p> <p>We are now looking at recruiting a separate person for one day a week at SIS now.</p> <p>A Governor asked what the job would actually entail.</p> <p>Answer: It would be general maintenance, handyman work.</p> <p>A Governor questioned where it had been advertised.</p> <p>Answer: On Facebook.</p> <p>A Governor challenged the fact that not everyone had facebook and questioned if it would be possible to advertise vacancies elsewhere, alongside facebook.</p> <p>Answer: It would be possible to advertise in other ways, but only needed to advertise on facebook.</p> <p>Attendance has improved at 93%, government ministers have discussed it is a big priority, as ever there is no consideration for the reality of life. Good news is that we are above the national average. Persistent absence is dropping.</p> <p>A Governor asked the Head to explain how the figure of 24% was reached.</p> <p>Answer: It is formed from a report that is taken in the Autumn Term. They take the attendance across the term and anyone that has less than 90% attendance is classed as persistent absence.</p> <p>DfE definition of absence to be brought to the next meeting.</p> <p>Covid 19 update: Evidence that school life is returning to normal, small mitigations within school, however pretty much all that was done on a statutory basis has now been removed.</p> <p>We continue with ventilation, air purification and hand sanitising.</p> <p>No assessment update currently, data drops happen 3 times a year.</p> <p>Assessment is not as significant an interest as it was.</p> <p>KPI's for governor monitoring visits - HHP visited regarding Pupil Premium, MS for the Safeguarding visit and MD for EYFS visit.</p> <p>Head to send Mark the governor visit form.</p> <p>All 3 monitoring visits were discussed, highlights below:</p> <p>The school has 13 on roll with Pupil Premium, what tells a story is that we can explain and show the progress the pupils have made.</p> <p>A Governor asked should individual case studies/scenarios be logged as the number of pupils is small.</p> <p>Answer: It doesn't need to be written out, being able to show it is better.</p> <p>Interventions we use are fairly consistent, maintaining the gap, review and adjust where necessary.</p>	

	<p>A Governor challenged the Safeguarding systems in place for children to raise concerns, how well do they know where to go?</p> <p>Answer: The Head asked for the governor to come back and do a pupil voice survey, to see if they are aware where they need to go.</p> <p>A Governor expressed that the Childline number should be visible in every school.</p> <p>Answer: There is no number at SIS, we can add that, most children in primary school don't have a mobile phone, from our safeguarding point of view, our key job is to ensure we have a strong relationship with them so they feel comfortable raising any concerns to us.</p> <p>Safeguarding newsletters to be sent through to governors.</p> <p>Trustees/ Clerk to clarify if the Safeguarding Governor should have been given access to the SCR for the checks for monitoring.</p>	
6	<p>SEF</p> <p>Head expressed for the governors to take this away and peruse, then come back to the next meeting with questions.</p> <p>Abbreviations, Head to provide a glossary of abbreviations for the governors.</p> <p>A Governor asked if it is appropriate to say whether we can judge ourselves?</p> <p>Answer: Yes, it is essential for us to self assess.</p> <p>Education specification framework to be circulated by the Head.</p>	
8	<p>Policies for info:</p> <ul style="list-style-type: none"> ● VMAT Admissions Policy 23/24 ● VMAT Disciplinary procedure policy KCSIE update ● VMAT Grievance procedure KCSIE update ● VMAT Health and Safety Policy ● VMAT Managing Allegations KCSIE update <p>All policies have been circulated prior to the meeting.</p> <p>The Head explained that these had all been approved already by the Trustees, these policies were for information only for Governor's, not approval.</p>	
9	<p>Summary of actions/ information required from the Trustees</p> <p>The Clerk congratulated the SIS team on behalf of the Members present at the AGM for the hard work that has made a vast difference over the last 3 year to get the school into such a strong place.</p> <p>The Head updated the governors on the request for blinds out of budget, this had been an agreed spend from the trustees at the last meeting and will be moved forward soon.</p> <p>Support staff pay - There was no agreed pay award for support staff due to negotiations ongoing for a long period of time, VMAT agreed a 2% pay rise for all support staff, the pay award went through in February and a rise of 1.75% was finally agreed upon, however VMAT had agreed to set it at 2% previous to this agreement on the understanding that if it was to be a higher percentage, they would then match and backdate it, this was not the case so it stays higher</p>	

	than the average at 2% this year.	
10	Confidential matters Nothing was to remain confidential.	Chair
11	Date & time of future meetings Thursday 19th May at 2pm in the Osborne room Thursday 7th July in the Osborne room.	Clerk
12	Any other urgent business Brenda Wright is resigning as a governor. Marjorie Finch is also resigning. Concern for a SIS parent and family facing eviction in a few weeks due to receiving a section 21 notice. Rev Katie is aware of the situation, the school is involved in searching for a solution for the family, potentially we could lose 4 children from the school.	Clerk
13	Closing prayer The Chair led the governors in the closing prayer.	Chair

Agenda point	Action	Person
5	DfE definition of absence to be brought to the next meeting.	CP
5	Head to send Mark the governor monitoring form.	CP
5	Head to arrange with Safeguarding Governor a pupil voice visit.	CP/MS
5	Safeguarding newsletters to be sent through to governors.	CP
5	Clarification if the Safeguarding Governor should be shown the SCR.	CP
6	Abbreviations, Head to provide a glossary of abbreviations for the governors.	CP/SN
6	Education specification framework to be circulated by the Head.	CP

Meeting closed by Chair at 15:13pm

Signed as an accurate record.....

Print name.....

Date.....

Please note that these are draft minutes until signed off by the Chair at the next meeting.