



<b>DRAFT PART I MINUTES OF THE FGB MEETING</b>		
<b>Date</b>	<b>Wednesday 8<sup>th</sup> December 2021 at 6pm</b>	
<b>Venue</b>	<b>Zoom (due to COVID-19 restrictions)</b>	
<b>Present</b>	Jess Kippen (JK) Gavin Shortall (GS) Yana Anderton * Peter Baylis (PB) ** Debs Coey (DC) Andrew Gait (AG) Joanna Gait (JG) Rita Kumar (RK) Sue Neesham (SN) Lynda Newton (LN) * Jo Westhead (JWe) ***	Parent governor (Chair) Headteacher Foundation governor Foundation governor Parent governor DBE governor Foundation governor (ex-officio) LA governor Foundation governor Foundation governor Associate member (Head of School)
<b>In attendance</b>	Kim Spooner	Clerk

\* present for part of Item 4 onwards.

\*\* present until part of Item 7

\*\*\* present from Item 4 onwards.

Documents circulated with papers or tabled:

3. DRAFT Part I St James FGB 04.10.21 Minutes.pdf

5.1 - St James HT update Nov 2021.docx

5.2 - Ofsted Data Dashboard - Nov 2021.pdf

5.3 - St James Progress on SDP - 1 Dec 2021.docx

5.4 - St James School Calendar 2022-23.doc

6.1 – Feedback from selection of children who have school lunches.xlsx

10a. FINAL DRAFT PART I St James T&L Committee 15.11.21.pdf

10b. DRAFT St James F&P Committee 25.11.21 Minutes.pdf

11.1 - St James C of E Admissions Policy 2023-2024 Dec 2021 - Covid Variation – Final.doc

11.2 - St James C of E Nursery Admissions Policy 2023-24 - Dec 2021 - Covid Variation – Final.doc

**The meeting met its quorum and started at 6.01pm.**

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion</b>	The Chair welcomed everyone to the meeting. PB gave advance notice of early departure.  DC was welcomed to the meeting as the new parent governor.
<b>RESOLVED:</b>	<b>That DC was appointed as parent governor for a four-year term commencing 8<sup>th</sup> December 2021.</b>

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF PECUNIARY, BUSINESS &amp; EDUCATIONAL INTERESTS</b>
<b>RESOLVED:</b>	<b>There were none.</b>

<b>AGENDA ITEM 3</b>	<b>MINUTES OF THE LAST MEETING 4<sup>th</sup> OCTOBER 2021</b>
<b>RESOLVED:</b>	<b>That the Part I minutes of the meeting be accepted as a true and accurate record. The Chair will sign the minutes at the next physical meeting.</b>

<b>AGENDA ITEM 4</b>	<b>PREVIOUS ACTIONS/MATTERS ARISING</b>
<b>Discussion</b>	<i>[JWe joined the meeting.]</i>  4.1 <u>Previous Actions</u> Item 4.1 – Clerk to send Word version of declarations forms to Governors – <b>Completed</b>

	<p>Item 4.1 – All Governors to complete and return declarations forms to the Clerk – <b>Pending for JK, GS, YA, PB, DC, KM, SN, LN, JWe</b></p> <p>Item 7 – SN to contact JWe to discuss Pupil Premium – <b>Completed</b></p> <p>Item 8 – LN to share Ofsted training documentation with GS – <b>Completed</b></p> <p>Item 10b – RK to share MSA’s Ofsted expectations presentation with GS – <b>Pending</b></p> <p>Item 10b – Clerk to ask previous Clerk whether there is a record of governor training – <b>Completed</b>. The Clerk undertook to start a new record of training and would email governors to ask what recent training they had completed; the Headteacher requested a separate column for safeguarding training. The Headteacher would recommend training for the new parent governor to complete.  <i>[YA joined the meeting.]</i></p> <p>Item 10b – Clerk to circulate final meeting schedule to governors – <b>Completed</b></p> <p>Item 14 – SN to contact JWe about the volunteers in school safeguarding guidance – <b>Completed</b></p> <p>Item 16 – All Governors to inform Clerk of attendance mode for future hybrid meetings – <b>N/A</b>  <i>[LN joined the meeting.]</i></p> <p>Item 16 – JK to inform YA of decision about meetings format – <b>Completed</b>.</p> <p>4.2 <u>Matters Arising</u>  There were none.</p>
<b>Action:</b>	<p><b>JK, GS, YA, PB, DC, RK, SN, LN, JWe to complete and return declarations forms to the Clerk.</b></p> <p><b>Clerk to create training record, including separate column for safeguarding training.</b></p> <p><b>Clerk to email governors and ask what recent training they have completed.</b></p> <p><b>GS to recommend training to DC.</b></p>

<b>AGENDA ITEM 5</b>	<b>HEADTEACHER’S REPORT</b>
<b>Discussion</b>	<p>The Headteacher provided the following verbal updates in addition to the report that had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Attendance was lower than desired and continues to be monitored.</li> <li>• According to the Ofsted data dashboard, St. James was in the top 20% of schools in terms of EAL pupils; in the top 40% of schools for FSM6 (a proxy indicator for the number of disadvantaged/Pupil Premium pupils); and some St. James pupils live in the top 20% deprived postcodes in the country.</li> <li>• Cross-school planning with St. Philips has been successful, with teachers being proactive.</li> </ul> <p><b>The Chair praised the School Development Plan and requested that this is included at every meeting.</b> The Headteacher agreed and would RAG-rate the objectives to show progress.</p> <p>The Headteacher asked governors to agree the school calendar, as circulated prior to the meeting.</p> <p>The Headteacher provided an update on EYFS:</p> <ul style="list-style-type: none"> <li>• The issues identified by the Autumn Term QA visit were deeper than first thought. The environment and poor resources was a reflection of under-funding/tight budget management and the new EYFS framework had coincided with some challenges around staffing; both issues were exacerbated by the pandemic.</li> <li>• The school engaged an EYFS consultant to review the area and the Headteacher was confident that the issues are being addressed and will be resolved by the Summer Term.</li> </ul> <p><b>Governors appreciated the Headteacher’s transparency.</b></p>

	<p><b>Q.</b> Do you have enough TAs?  <b>A.</b> Yes.</p> <p><b>Q.</b> Are there any intervention programmes/support happening?  <b>A.</b> An academic mentor has been secured through the National Tutoring Programme with 95% of the salary covered by the DfE. They will start in January for five days a week until the end of the school year. For the Spring Term, they will spend three days in EYFS, one day focussed on wellbeing/Forest School and one day boosting reading. This additional support will help get everyone up-to-speed with the new curriculum.</p> <p><b>Q.</b> How long might it take for EYFS to be in a more favourable position?  <b>A.</b> The initial target is Spring half-term, in relation to a possible Ofsted inspection. How long it will take to get the provision exactly back to where we want it to be is more difficult to answer. One of the things under consideration is the capacity within EYFS. The EYFS consultant will re-visit towards the end of the Spring Term and if we find that we do not have the right personnel for achieving what we want to achieve we will look at making changes for September.</p> <p><b>A governor responded that the Headteacher had an evident grasp of the issues and was reassured that suitable plans were in place.</b> The Headteacher agreed that this was a demonstration of the strength of the school; a problem had been identified, expert advice was sought, and there was now an extensive and well-resourced plan to resolve it.  <b>The Chair praised the speed of the school’s reaction.</b></p> <p><b>Q.</b> Were the resources tired and worn or just did not exist?  <b>A.</b> Both. Some were old and some had been damaged and thrown out and not replenished.  <b>The Chair challenged that the Finance Committee had discussed allocating part of the budget to replenish tired resources and that this needed to happen in future.</b> JWe assured that resources and new furniture had been ordered and an e-library purchased as part of the new phonics scheme. In future, items would be replenished on a regular cycle.  <b>A governor suggested an itinerary of resources for each class to audit what needs checking, cleaning and replacing.</b> JWe said there was a plan of what should be in each area of continuous provision and checklists could be made from that.</p> <p><b>Q.</b> Has the School Development Plan been updated to include this?  <b>A.</b> Yes. The new EYFS framework is included and the plan includes a focus on reading and phonics.</p> <p><b>DC commented that despite the areas for improvement, at the heart of EYFS is still a really nurturing environment and parents know that their children are safe and looked after.</b> The Headteacher was grateful to hear this and assured that focus would not be lost. JWe added that staff were working hard in the department and that the boost of additional resources and support would ensure the desired outcomes were achieved.</p> <p><b>RESOLVED:</b> <b>That the School Calendar was agreed.</b></p>
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<b>AGENDA ITEM 6</b>	<b>CATERING UPDATE</b>
<b>Discussion</b>	<p>The Headteacher summarised that the staffing situation and issue with portion sizes had been resolved. The online ordering system will be launched in Spring 1 to KS2 and other pupils thereafter.</p> <p>Governors received feedback from a selection of children who have school lunches and noted that the majority of the comments were positive.</p>

<b>AGENDA ITEM 7</b>	<b>STRATEGIC DISCUSSION</b>
<b>Discussion</b>	Governors considered the strategic question: <i>What do governors imagine and want for the school in 2026?</i>

	<p>Responses included:</p> <ul style="list-style-type: none"> <li>• a desire to maintain the ethos, standards and the depth of curriculum at St. James</li> <li>• to develop more community, environmental and charity links</li> <li>• to develop links with the Church (DC commented that Holy Trinity Platt Church was keen to engage)</li> <li>• to ensure that St. James remains an “individual haven”</li> <li>• to enhance the outside area as the first impressions of the school’s exterior are currently misleading</li> <li>• to make more use of the school’s Community Room. The Chair responded that COVID-19 had stalled progress. JWe commented that English classes for parents should be re-started to meet the needs of parents.</li> </ul> <p>The Headteacher’s spoke in favour of St. James being a community hub that supports the local area and other schools.</p> <p>The Headteacher said that the school was two years into its five year plan and that this should be the basis of the strategic discussion at the next FGB meeting.  <i>[PB left meeting.]</i>  The Chair added that there was a Governor Development Plan that could be re-visited to agree objectives for the academic year.</p>
<b>RESOLVED:</b>	<b>That the strategic discussion for the next FGB meeting would be the 5-year Plan and the Governor Development Plan.</b>

<b>AGENDA ITEM 8</b>	<b>FEDERATION DISCUSSION</b>
<b>Discussion</b>	<p>The Chair updated that the arrangement with St. Philips would be extended until the Summer Term.</p> <p>There would be an information-sharing meeting on 12<sup>th</sup> January between both governing bodies and the LA to discuss the process of federating and other options. The Chair clarified that there was no proposal to merge the schools.</p> <p><b>A governor cautioned that the Diocese must be involved in discussions.</b> The Headteacher assured that the Chair of Governors at St. Philips would be contacting the Diocese and a representative would join the meeting in January.</p> <p><b>Q.</b> What are the financial implications?  <b>A.</b> This will need to be discussed with the LA and Diocese.</p> <p><b>Q.</b> What is the timeframe?  <b>A.</b> If the decision is to federate, it can be arranged very quickly. The maximum length of time for the Executive Headteacher role is two years as it is not a permanent contract.</p> <p><b>Q.</b> Do we need to involve parents and the community in the decision?  <b>A.</b> Yes, but it has to be done in a reassuring way. Parents will worry that they will lose what they have got and that is not anyone’s intention. The Headteacher assured governors that the St. James’ ethos would be at the heart of any new arrangement.</p>

<b>AGENDA ITEM 9</b>	<b>CHAIR’S ACTION</b> ( <i>Standing Item</i> )
<b>RESOLVED:</b>	<b>There was none.</b>

<b>AGENDA ITEM 10</b>	<b>COMMITTEE REPORTS</b>
<b>Discussion</b>	Governors received the minutes of the 15.11.21 T&L Committee meeting and the 25.11.21 F&P Committee meeting.

<b>AGENDA ITEM 11</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion</b>	Governors considered the <b>St James C of E Admissions Policy 2023-2024</b> ( <i>Dec 2021 – COVID Variation</i> ) and the <b>St James C of E Nursery Admissions Policy 2023-24</b> ( <i>Dec 2021 – COVID Variation</i> ), as circulated prior to the meeting.
<b>RESOLVED:</b>	<b>That the Admissions Policies were approved.</b>

<b>AGENDA ITEM 12</b>	<b>ANY OTHER BUSINESS / ITEMS FOR THE NEXT MEETING</b>
<b>RESOLVED:</b>	<b>There were none.</b>

<b>AGENDA ITEM 13</b>	<b>DATES OF NEXT MEETINGS</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• <b>Extraordinary Meeting at St. Philips – 12<sup>th</sup> January 2022 at 5pm</b></li> <li>• <b>FGB – 9<sup>th</sup> February 2022 at 6pm</b></li> <li>• T&amp;L Committee – 26<sup>th</sup> January 2022 at 4pm</li> <li>• F&amp;P Committee – 2<sup>nd</sup> February 2022 at 4pm.</li> </ul>

<b>AGENDA ITEM 14</b>	<b>CONFIDENTIAL MATTERS</b>
<b>RESOLVED:</b>	<b>There were none.</b>

There being no further business, the meeting closed at 7.24pm.

..... (Signed) ..... (Date)

#### ACTIONS FROM THE FGB MEETING HELD 08 DECEMBER 2021

Min. No	Action	By Whom	By When
4.1	to complete and return declarations forms to the Clerk	JK, GS, YA, PB, DC, RK, SN, LN, JWe	ASAP
7	to create training record, including separate column for safeguarding training	Clerk	09.02.22
8	to email governors and ask what recent training they have completed	Clerk	Before the end of Term
10b	to recommend training to DC	GS	09.02.22

**Future Agenda Items:**

FGB 09.02.22

- School Development Plan (*Standing Item*)
- Strategic discussion: 5-year Plan and Governor Development Plan.