



PART I MINUTES OF THE FGB MEETING

Date	Wednesday 7th December 2022 at 6pm	
Venue	Hybrid	
Present	Lynda Newton (LN) Gavin Shortall (GS) Debs Coey (DC) Andrew Gait (AG) Joanna Gait (JG) Jess Kippen (JK) Rita Kumar (RK) Jo Westhead (JWe)	Foundation governor/Chair Headteacher Parent governor DBE governor Foundation governor (ex-officio) Associate member LA governor Staff governor (Head of School)
In attendance	Kim Spooner	Clerk

Documents circulated with papers or tabled:
 3 - DRAFT Part I St James FGB 03.10.22 Minutes.pdf
 5 - St James' and St Philip's - Minutes of Joint EFGB 23.11.22.docx
 6.1 - St James HT update Nov 2022.docx
 6.2 - St James - Progress made on School Development Plan - 22 Nov 2022.docx
 6.3 - St James Ofsted _ Inspection Data Summary Report - Nov 2022.pdf
 6.4 - St James C of E Professional Growth Policy - Oct 2022.docx
 8.1 - St James C of E Admissions Policy 2024-2025 Nov 2022 - Covid Variation - Agreed by Schools Adjudicator - LAC Update.doc
 8.2 - St James C of E Nursery Admissions Policy 2024-25 - Dec 2022 - Covid Variation - LAC Update final.doc
 8.3 - St James C of E Safeguarding Policy Jul 2022.doc
 11. DRAFT Part II St James FGB 03.10.22 Minutes.pdf

The meeting met its quorum and started at 6.11pm.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	The Chair welcomed everyone to the last formal meeting of the St. James' Governing Body prior to federating with St. Philip's. Apologies had been received from YA, HJ and SN. PB was noted as absent.
RESOLVED:	That the apologies of the above-named governors be accepted.

AGENDA ITEM 2	DECLARATIONS OF INTEREST
RESOLVED:	There was none.

AGENDA ITEM 3a	PART I MINUTES OF THE FGB MEETING HELD 3 OCTOBER 2022
RESOLVED:	That the minutes of the meeting on 3 October 2022 be accepted as a true and accurate record.

AGENDA ITEM 3b	PREVIOUS ACTIONS/MATTERS ARISING
Discussion	<u>Previous Actions</u> Actions no longer applicable were discharged due to the dissolution of the governing body. <u>Matters Arising</u> There were none.

AGENDA ITEM 4	CHAIR'S ACTION (Standing Item)
RESOLVED:	There was none.

AGENDA ITEM 5	FEDERATION UPDATE / TRANSITION ARRANGEMENTS
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Discussion	<p>The minutes of the Joint Extraordinary FGB meeting held on 23 October were reviewed.</p> <ul style="list-style-type: none"> One amendment was noted: Yana Anderton to be listed as a governor at St. James rather than at St. Philip's. <p>The Headteacher updated that the parent governor from St. Philip's had been appointed unopposed. There were three nominations at St. James so an election would be held with the result announced on 15 December. The Headteacher was awaiting an update about the PCC governors from St. Philips. The PCC at St. James were due to meet on Sunday.</p>
RESOLVED:	That the minutes of the Joint Extraordinary FGB meeting be accepted as a true and accurate record, subject to the noted amendment.

AGENDA ITEM 6	HEADTEACHER'S UPDATE
Discussion	<p>The Headteacher explained that the SLT had "high confidence" in the core subjects (Maths, English and Science); "medium confidence" in History, PE and Music; and "low confidence" in Art, Geography, Design & Technology, and Computing. He explained that the confidence level was not a reflection of how well a subject is taught, but confidence in the amount of monitoring, systems and processes in place and how much evidence was available for Ofsted.</p> <p>Governors were encouraged to read the curriculum information on the school website. Subject leaders would be invited to future meetings to talk to governors and explain how their subjects are taught.</p> <p>Q. What is the likelihood of Ofsted wanting to do a deep dive into art, for example? A. The school will be informed the day before the inspection visit. Our ideal would be Early Reading, EYFS, Maths and Science. They are good models for how we want all the subjects to be.</p> <p>The Headteacher summarised that good progress was being made on the School Development Plan (paper 6.2), especially in writing. Marking and feedback would be the focus for the Spring Term.</p> <p>Q. What is 'Citywise'? A. A charity that offers a structured programme of mentoring of Year 5 and 6 pupils by university students in-school. The school has chosen pupils who are lacking in confidence or who work differently to receive this focussed time and support. Q. Do the pupils get paired with the same students? A. Yes, so they can build a relationship over the year.</p> <p>The Ofsted Inspection Data Summary Report (paper 6.3) was shared with governors. It showed that the school was in-line with the national average in most areas apart from attendance, which the school was aware of and working on. The Headteacher's aim is for the school to be above the national average and was cautiously optimistic that the Year 6 data this year would achieve that.</p> <p>The Professional Growth Policy (paper 6.4) was shared for governors' information. The Headteacher had been inspired by a presentation by Chris Moyes about transforming performance management, as part of his NPQ in Executive Leadership. The policy had been presented to and discussed with staff and the Head of School commented how enthusiastic the staff were about it.</p> <p>The Associate Member commented that she thought St. James already followed this kind of approach, pointing to examples of teachers who had progressed and been given freedom not available in all schools. A parent governor agreed and said that she had witnessed teachers offering to take things on, such as the Eco Group.</p> <p>Q. Are there plans to do something similar with support staff? A. Absolutely. The next step would be to introduce it to teaching staff at St. Philip's and also</p>

	produce something similar for support staff. Governors were enthusiastic about the policy and welcomed it.
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AGENDA ITEM 7	COMMITTEE REPORTS / APPROVAL OF MINUTES / DISCHARGE OF ACTIONS
Discussion	<p>a) T&L Committee Meeting - 14 November 2022</p> <p>i) Approval of Minutes Governors reviewed the minutes of the Committee meeting held on 14 November.</p> <p>ii) Actions/Matters Arising from T&L Committee Meeting Item 5 GS to share outcomes of assessments in Music – Pending (to be shared next Term). Item 5 GS to investigate links with schools abroad – Complete. The Headteacher reported that St. James’ link with Spain has been re-established. Item 6c/f GS to create appendix to safeguarding policy covering weapons being brought to school – Complete. Item 6 HJ to research/draft paragraph on weapons for the appendix to the safeguarding policy – Complete.</p> <p>b) F&P Committee Meeting - 15 November 2022</p> <p>i) Approval of Minutes Governors reviewed the minutes of the Committee meeting held on 15 November.</p> <p>ii) Actions/Matters Arising from F&P Committee Meeting Item 6.1c/f JM to create an action plan following the Health & Safety Report – Pending (to be shared at the next F&P Committee meeting).</p>
RESOLVED:	<p>That the minutes of the T&L Committee meeting on 14 November 2022 be accepted as a true and accurate record.</p> <p>That the minutes of the F&P Committee meeting on 14 November 2022 be accepted as a true and accurate record.</p> <p>That the outstanding actions from both Committees would be carried forward to the new Federation Committees.</p>

AGENDA ITEM 8	POLICIES FOR REVIEW/APPROVAL
	<p>Governors considered the following policies, as circulated prior to the meeting:</p> <p>8.1) St James C of E Admissions Policy 2024-2025 Nov 2022 (Covid Variation - Agreed by Schools Adjudicator - LAC Update) Q. Will each school have separate admissions criteria and does the COVID variation need to be retained? A. It will be sensible for the new Federation Governing body to discuss whether they want to have the same set of criteria across both schools. If they want to change the criteria, that would require a period of consultation in the Autumn Term. They could also consider removing the COVID variation at that point as part of the same consultation.</p> <p>8.2) St James C of E Nursery Admissions Policy 2024-25 - Dec 2022 (Covid Variation - LAC Update)</p> <p>8.3) St James C of E Safeguarding Policy Jul 2022.</p> <p>The Headteacher explained the plan to move towards, for each policy area, having one core policy for the Federation, with appendices relevant to each school. He had asked if OneEducation could work on this. They felt it was a task for the new School Business Manager but the Headteacher was keen to commission someone to look at both schools’ policies to combine/re-draft them.</p> <p>The Clerk confirmed that the schools would be covered by their existing policies approved by</p>

	their current governing bodies and could continue to operate under those but that a policy review schedule should be agreed for the new Federation Governing Body. She cautioned that there was a lot of work to do and it would be helpful to prepare as much in advance as possible. Governors were keen not to rush the exercise and jeopardise proper scrutiny.
RESOLVED:	That the policies were approved.

AGENDA ITEM 9	ANY OTHER BUSINESS
Discussion	The Chair reported that she had met with the SENDCO on 22 nd November and written a report which would be shared with the Federation Governing Body.

AGENDA ITEM 10	ITEMS OUTSTANDING FOR NEW FEDERATION GOVERNING BODY
Discussion	To note that the following agenda items would be carried forward to the Federation Governing Body: <ul style="list-style-type: none"> • SDP / SEF • Ratification of Committee Terms of Reference • Confirmation of Subject Links (decided by Committees) • Sports Premium strategy for 2022-23 • To decide which governor(s) would meet with the new School Business Manager to complete the SFVS ready for approval on 31st March 2023 • Action from T&L Committee: GS to share outcomes of assessments in Music • Action from F&P Committee: JM to create an action plan following the Health & Safety Report • SENDCO visit report from LN.

AGENDA ITEM 11	CONFIDENTIAL MATTERS
RESOLVED:	That the Part II minutes of the meeting held on 3 October 2022 be accepted as a true and accurate record.

There being no further business, the meeting closed at 7.09pm.

..... (Signed) (Date)