

**Minutes of the meeting of the Full Governing Board**  
**held at 7.15pm on**  
**Wednesday 18<sup>th</sup> May 2022**



No	ITEM
1	<p><b>Governors Present:</b>  Kelvin Chappell, Neil Martin, Kevin Hunt, Emily Stephens, Julia Macgregor, David Moss, Ruxi Comisel, Diane Ponting, Ben Fowkes, David Gordon, Fiona Kitson, Fran Clarke, Viviana Staiano and Johanna Baxter</p> <p><b>Via Teams:</b> Rob Cockle and Kate Masters</p> <p><b>Absent:</b> Ann Lloyd</p>
	<p><b>Welcome:</b> The governors were welcomed to the meeting and thanked for attending.</p>
2	<p><b>Pecuniary Interest Declarations:</b> None declared.</p>
3	<p><b>Minutes of last meeting held on 16<sup>th</sup> March 2022</b>  Everyone present agreed that the minutes are a true and accurate record and will be signed in due course.</p>
4	<p><b>Matters arising:</b>  Action 1: Closed - KC has met with Catherine McCoy and some 'walk to school initiatives' have been discussed. A working party of governors will be needed in the future.  Action 2: Closed - SFVS has been submitted and no questions from Internal Audit.  Action 3: Closed - Hall door replacements - a H&amp;S meeting is planned for Monday 23<sup>rd</sup> May when a list of priorities will be discussed.</p>
5	<p><b>EHT &amp; HoS Report:</b> the report was circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>• OPAL will need a second working party with the curriculum lead and an SMSA (two currently off sick) and there isn't any spare budget. Governors need to be aware that it isn't just funds but personnel that is required.</li> <li>• The priorities have been identified as Maths, Phonics and Reading. The sports coaches will be utilised fully and maybe Yr 6 will be trained to be playground leaders for EYFS and KS1.</li> <li>• FoSH – They regularly say “let us know what the priority/need is and we will fundraise”.</li> <li>• An issue arose around some social media content linked to siblings in Marlwood but this has been resolved with the school and parents.</li> <li>• Assessments - there is a healthy anticipation amongst the children who realise they are important but they are not concerned and know that they will do their best. Mr Adams did a great job leading the interventions. Yr2 have taken their SATs as well.</li> <li>• The attendance has dropped across the school but is still above 90%. One child is on-roll but not attending school. The attendance of PP children has improved.</li> </ul>
6	<p><b>Task Group Findings:</b> The school's CSP has visited and highlighted some areas for progress - Staffing (resolved by recent recruitment exercises); Budget (this is under control); Phonics (Read, Write, Inc is being introduced to be in line with St Mary's - the LA is giving £1000 to St Mary's for their support to St Helen's). The next meeting is arranged for 4<sup>th</sup> July.</p>

	Confidential - Wendy Boffin has resigned her role in EYFS and an advert has been placed. She will be greatly missed.
7	<b>Budget Approval:</b> the new budget was discussed at the F & S meeting. Overall, there will be a surplus of £72k at the end of 2022/23 and this includes costings for a TA in Classes 3/4. We have the structures that are wanted for the present time in place. All present agreed to accept the proposed budget for submission to the LA.
8	<b>School Fund Audit:</b> The fund has been audited and shows a balance of £8,780. This fund is for projects around school that will benefit the children.
9	<b>Upcoming HT/EHT recruitment:</b> This will start after half term with the interviews planned for first week in July (Term 6). JM, ES & FC volunteered to be on the interview panel which, if a federation is to be established, will be shared with St Mary's for a joint decision. South Glos. HR will be involved with the process to streamline the process for the governors.
10	<b>Ongoing Interim EHT support from Rob Cockle:</b> (RC left the meeting) - RC is currently contracted to 31 <sup>st</sup> August 2022. The school will not have a new EHT or HT in place until January 2023 so it is proposed that RC be asked to extend his contract if Wick and Abbotswood governors agree. (RC returned to the meeting)
11	<b>Role of SDP:</b> This was discussed at a recent SWG meeting. The SDP is being revamped to make it more accessible and user friendly. Please can all governors be sure to update the SDP after any monitoring visit. Governors are now able to go into school for visits and these are to be encouraged, particularly with a view to an upcoming SIAMS inspection, although this is a little way ahead. RC will book a visit from Laura Harris (Diocese of Bristol) in September 2022 to advise the governors. GMRs to be circulated to all governors for information as well as being placed on Teams. A system will be set up for comments on policies prior to meetings to ease meeting time. The change of governor roles is unclear so - 1) KC will liaise with the new governors to clarify their roles and the SDP; 2) SWG will consider against the SDP priorities.
12	<b>Finance and Staffing Committee update:</b> The new budget has been discussed. No further drainage problems at the present time. A camera survey will be the next step if problems arise.
13	<b>Curriculum and Standards Committee update:</b> Nothing to report - next meeting 8 <sup>th</sup> June 2022.
14	<b>Safeguarding and SEN updates:</b> There is a shortfall in SEN funding of £7k and the use of TAs is being assessed. HH has completed all the EHCP reviews and done an amazing job. Thank you. There are two EHCPs in each of class 3 and 4 and cover is needed due to long term staff sickness. One child remains with the highest priority for social care. The banding system should be fairer eventually. The SEN children are well managed in KS1, but it is more complex in KS2. The LA safeguarding audit has been completed. HH's time is very pressured and support for her in year 5 is being sought to ensure she has two days weekly for SENco work.
15	<b>GDPR updates:</b> None
16	<b>Update on Plane installation:</b> KH has been in touch with AS. The work has been delayed by issues at GKN but hopefully it is now progressing.
17	<b>Policies - various GDPR:</b> These were circulated prior to the meeting. They are very technical documents which have been personalised to St Helen's. All present agreed to adopt all the GDPR documents.
18	<b>Training:</b> NM will meet with JB to discuss the recent skills audit and then see what courses are

	available. The next monitoring course is fully booked. Safeguarding for governors was discussed with the possible option of online training although FC volunteered to hold a training session for governors which it was felt would be more beneficial.
19	<b>Governor visits:</b> The next governors visit day is moved to 21 <sup>st</sup> June 2022. Governors are welcome for as long as they are able to be in school during the morning.
20	<b>A.O.B.:</b> A meeting has been held with Little Stars as their lease only has two years remaining and so some planning for the future is needed. The buildings are in need for some repairs/updating which the school is liable for. The pros and cons of school running the pre-school will be investigated as the committee who run it are volunteers and change quite frequently as their children move on. It was felt that an excellent pre-school is very important to St Helen's as this is the start of a child's education. The church may be able to offer some support and a new building would be ideal. A working party is needed to look at the options - DM, DG, BF & DG volunteered for this.
21	<b>Date of next meeting:</b> Wednesday 25 <sup>th</sup> May at 7pm - EGFB re Federation Wednesday 13 <sup>th</sup> July at 7.15pm Wednesday 20 <sup>th</sup> July at 7.15pm - informal gathering.  Meeting ended at 9.15pm

SDP link:- [https://docs.google.com/document/d/1Pf3kiy0L7LOcAhos3hUvnZlpVI4tE\\_tc6LnoTqFpTdc/edit](https://docs.google.com/document/d/1Pf3kiy0L7LOcAhos3hUvnZlpVI4tE_tc6LnoTqFpTdc/edit)

## ACTION LOG

No	Date Raised	Action	Responsible
1	18.06.2022	To explore a new policy clearance system	NM
2	18.06.2022	To book a visit from Laura Harris (Diocese of Bristol)	RC
3	18.06.2022	To arrange safeguarding training for governors	FC
4	18.06.2022	To discuss the skills audit and training	NM & JB
5	18.06.2022	To establish a pre-school working group.	KC

### RAG Status Key

R Red A problem needs serious attention and action now

A Amber Not complete, in progress, a risk but not an issue yet

G Green On track, in progress and complete to plan, no issues