

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

FULL GOVERNING BOARD		DATE:	8th July 2024
CHAired BY: Brian Gravenor (BG)		CLERKED BY: Jo Richardson (JR)	
GOVERNORS PRESENT:		Also Present:	
Brian Gravenor (BG) Jennifer Elliott (JE) Rev. Jon Holder (JH) Amy Hardinge (AH) Vicky Harris (VH) Ruth Marsh (RM)		Mel Turl (MT) – Deputy Headteacher Brigid Thompson (BT) – Business Manager	
APOLOGIES: Lynette Bickers (LB), Gemma Tozer-Howe (GTH), Phil Wales (PW)			
Absent without apology: None			

Governor questions are highlighted in grey

Agenda Items	
1.	Opening Prayer & Welcome 1. Opening Prayer taken by JH.
2.	Apologies and sanctions of absence. 1. Apologies were received from GTH, PW. Also from LB who has now resigned due to personal reasons. BG thanked LB for her service and time on this board.
3.	Declarations of Interest & Correspondence 1. No declarations of interest. 2. Correspondence – none
4.	Approval of minutes from last meetings and update on actions 1. Approval of minutes from 13.5.24 All agreed minutes were a true and accurate record and signed by the Chair. 2. Update on actions All actions were agreed as completed. AH confirmed that the non-pupil days now tie-in with Ventrus days, school website has been updated and another reminder letter will be sent to parents.

	<p>3. Leadership & Teachers Pay Committee meeting minutes All governors agreed they were happy to sign off the minutes from 06/03/24. AH has questions for Ventrus 'coaching scheme' that Ventrus have and how they carry out their appraisal process with staff. AH will update governors in due course.</p>
<p>5.</p>	<p>Finance</p> <p>1. Budget Monitor 2. Lead Governor Finance report.</p> <p>BT gave an overview of the budget to governors. The budget is looking better and have assumed full spend. Pending pay awards will be backdated to all support staff and estimations for forthcoming pay awards in September have been made for teachers.</p> <p>The school is anticipating 4 TA resignations, 3 have now been submitted and awaiting confirmation on the fourth. AH has been shortlisting applications today and is hopeful to have 3 strong candidates and would ideally like to replace 3 jobs before the move to Ventrus in September. All governors agreed this would make sense with the current high need for children with SEND and the work that needs to be done requesting for EHCP's.</p> <p>JH then asked whether he needed to notify the board of a potential conflict of interest as his wife has applied for one of the TA positions. AH felt this wasn't necessary as no confidential information was being discussed.</p> <p>BG asked whether the 3 TA positions would have to be signed ASAP to ensure their contracts could be TUPE over with the Ventrus move? BT would make enquiries and check this for the board. AH re-confirmed she would not fill 3 positions if the last resignation hadn't been received.</p> <p>JE queried whether the forest area of the school was wheelchair friendly? AH confirmed that if necessary areas could be adapted or moved closer to the fire pit area which is accessible. The school has not had any issues with access so far and doesn't currently have any pupils in a wheelchair.</p>
<p>6.</p>	<p>Lead Governor Termly reports</p> <p>No questions were raised regarding the termly reports. A query regarding what the curriculum will look like when moved over to Ventrus, AH confirmed that there are no major changes, AH has had a meeting with Geography and History leads and this will be the starting point in September. AH confirmed the school isn't adopting a 'Ventrus curriculum' it is still down to teachers to decide how best to use the resources given and how to approach it for the school.</p>
<p>7.</p>	<p>Headteacher Report</p> <p>All governors confirmed they had read the HT report and didn't have any specific questions for AH.</p> <p><u>Staffing</u> - AH explained that teachers know which classes they will be teaching but TA's haven't yet been informed. TA's were asked their preferences and areas of interest and a draft plan has been made. AH will only be led by what is best for the pupils in school. JH asked a question about the job share detailed in the report. AH has spent a considerable amount of time aligning the job share to make it easier for staff and pupils. There will be 3 job shares in September.</p> <p><u>BT left the meeting at 18:45pm.</u></p>

	<p><u>Parent & Community engagement</u> – The school is making a big step in working with the wider community. AH and MT attend a meeting at Cranbrook to meet local councilors every 6 weeks which helps to form positive relationships and is good to show support.</p> <p>The school has been part of a number of local events such as ‘The colour run’ and local car boot sale, both attended well with families and beneficial to the community.</p> <p>The school Sports Day and family picnic were also successful events, the school had to be quite strict on mobile phone usage with parents.</p> <p><u>Residential trips</u> – positive feedback from the London trip. Governors asked whether any thanks was received from parents? AH explained that she had to prompt parents for feedback and encouraged everyone to do the same so that the school can continue to improve.</p>
<p>8.</p>	<p>School Improvement Plan</p> <ol style="list-style-type: none"> 1. <u>Governor SIP Monitoring Termly Reports</u> 3 reports circulated prior to the meeting, governors had no further questions. Governors did express they felt slight a duplication in the reports comparing to the HT report and governor monitoring reports. The board did agree this was the way to demonstrate that the school is doing what they should be. 2. <u>SIP Progress report from HT</u> The SIP has been drafted for next year and it contains old and new items for the school. AH has learnt not to try and do everything in September, but knows what to prioritise. This piece of work should be thought of as a 2-3 year period rather than immediate. 3. <u>Recognise and celebrate schools progress.</u> BG feedback on JH’s last assembly during the announcement of the new bishop of Exeter, he said it was the best assembly he has ever attended and the feedback from the Diocese was amazing and the school was hugely celebrated. All governors agreed. AH reflected on the tricky year the school has faced with last year’s change of leadership, TA staffing challenges etc. She felt the biggest success was the children that had been in the HUB who are now back in the classrooms with their peers was a huge achievement. AH was hopeful that tomorrow’s SATS results would also see some strong results for the school. The school also has 5 year 6 children going to Colyton Grammar which is great to see those inspiring to attend the school reaching their goals. All agreed lots to celebrate this year!
<p>9.</p>	<p>Joining Ventrus MAT</p> <p>BG explained the Joint Committee was held earlier this evening and was a positive meeting, no future dates will be set given the move in September.</p> <p>BG asked governors to raise any reservations or doubts now as after today’s board meeting the move will go ahead on 31st August 2024.</p> <p>JH raised a concern about the amount of work that needs to be done between now and August given the summer holidays is due. AH explained that everything is in hand and things like IT systems have already been thought about and are in place.</p> <p>BG told the board that the Complaints Policy should be corrected for 1st September, as soon as the school joins Ventrus this version of the policy must be used.</p> <p>6 governors have applied to transfer over to Ventrus and will be supplied with new email addresses and training in September.</p> <p>All present governors agreed they were happy to progress with the move to Ventrus.</p> <p>The Commercial Transfer Agreement (CTA) document was then signed and witnessed.</p>
<p>10.</p>	<p>Admissions</p> <ol style="list-style-type: none"> 1. Report on in-year admissions for this term Details included in HT report. One new admission since half term in Year 1. The school is

	<p>currently full and does have a waiting list, particularly for Year 1.</p> <p>2. Approval Admissions Committee Minutes 17.5.24 Agreed as a true and accurate record and signed by the Chair and AH.</p>
11.	<p>Policies</p> <p>Governors agreed to uphold all policies that will continue over to Ventrus, most policies will adopt new versions when joining Ventrus. One governor asked if anyone had seen the Behavior Policy set by Ventrus? AH confirmed that it is on their school website and can be adapted to suit the school it is made for. All governors agreed this would be a priority in September.</p> <p><u>Policies approved by Lead Governors:</u> Behaviour, Capability, Emergency Management Plan</p> <p><u>Policies approved by the Full Governing Board:</u> Behavior principles, nursery admissions, nursery terms and conditions & grievance – all adopted by the board.</p> <p><u>HR Policies</u> – no changes were made, all adopted by the board: Confidentiality, Managing Sickness Absence, Maternity, Privacy, Probationary, Recruitment & Selection, Secondment, Shared Parental Leave, Staff & Volunteer Acceptable Use.</p>
12.	<p>Governance</p> <ol style="list-style-type: none"> 1. Agreed that meeting dates for 24/25 could not be made yet as not all governors are in attendance. Will await details given by Ventrus in September 2024. 2. <u>Recent training</u> – JE shared her experience from the latest training course attended and encouraged governors to download any useful items from DCC before the move to Ventrus. JR confirmed once governors are set up with Ventrus email accounts after the move they will be sent the relevant training to complete by their clerk. 3. <u>Impacts from previous half term</u> – all governors agreed the major impact to the board will be joining the Ventrus team next term.
13.	<p>Safeguarding</p> <p>Governors had no questions for JH on Safeguarding. AH confirmed that safeguarding training is still in the diaries for next year and there will be an opportunity for governors to attend.</p> <p>AH then gave governors a training scenario which governors then problem solved together.</p>
14.	<p>Discussion: How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?</p> <p><u>Key things</u> –</p> <ul style="list-style-type: none"> -The Bishops feedback on the school 'why can't all Christian schools be like this'. Governors agreed this was a result of the HT, Deputy Head and staff at St Martin's. -The work the PTA was doing to add to benefit the school long term, helping to develop the community and bringing people together who need it the most. <p>AH thanked everyone for their hard work and support this term.</p>
14.	<p>Meeting finished at 20:02hrs</p>

ACTIONS FROM THIS MEETING

Action	Person responsible	Date to be completed by
1. BT to check whether potential new TA contracts would need to be signed before Ventrus move in September.	BT	ASAP

SUMMARY OF DECISIONS

- The Commercial Transfer Agreement was signed and witnessed by governors.
- The Governing Board reviewed and approved the policies detailed in item 11.

Next meeting: TBC once joined Ventrus on 1st September 2024.

Signed as accurate by the Chair:

Name of Chair:

Date:

Draft