Kingsbury Episcopi Primary School Full Governing Body Meeting Agenda - Tuesday 8th October 2024, 18:30	
FGBM	**Item**
1	**Welcome & Introductions** **Present:** **In Attendance:** Simon Faull (SF) Chair Melanie Lawson (ML) Headteacher Fiona Guest (FG) David Harris (DH) Barbara Teale (BT) Charlotte England Mike Gulliver Jon Loxston **Also in attendance:** Neil Burn (NB) – potential parent governor Tina Vallelly (TV) – temporary Clerk
2	**Apologies Accepted:** Elodie Carson (EC)
3	**Declarations of Interest/ Register of Business Interests** Each board member was asked to sign a declaration of declared interests for governors for 2024/2025. There were none for the meeting.
	Election of the following: **Chair** The Clerk took over the meeting at this. Simon Faull (SF) left the room. The board voted unanimously for SF to chair the governing body for 2024/2025 academic year. The Chair took the meeting back. **Vice Chair** Jon Loxston (JL) expressed an interest in taking the role of Vice Chair. JL left the room. The board voted unanimously for JL to take the position of Vice Chair for 2024/2025 academic year. **Parent Governor** Neil Burn was voted on the board unopposed. Charlotte England's (CL) role as Co-Opted governor term comes to an end in November 2024. CL left the room, and the board voted unanimously for CL's term to be extended for another 4 years.

4	**Minutes of previous meeting** The Chair asked if there were any matters of accuracy regarding the minutes. A board member advised that although they attended the meeting her name did not appear on the members present. **Action: Clerk to rectify** Aside from the minor amendment above, the board agreed that the minutes of the meeting held on 9th July 2024 were an accurate record of the meeting.
5	**Matters Arising** There were none.
6	**Actions (See appendix A)** There were none.
7	**Matters of urgency** There were none.
New Items	
8	**Instrument of Governance** The board has no amendment to make to this document. Governing Matters | Kingsbury Episcopi Primary School
9	**Governors Code of Conduct** The Chair reminded the board about the importance of confidentiality and that items discussed at a FGBM are confidential and not for general discussion, as most of the board live within the local community. The board agreed the code of conduct, Chair to sign the document. **Action: Simon Faull**
10	**Standing Orders for Maintained Schools** The board reviewed the document and agreed the following changes: • Page 2, remove the paragraph regarding foundation governors as this does not apply. • Page 3, change the term of office for the chair and vice to one year. • Page 4, the board will meet within 5 working days should the Chair and Vice Chair resign or relinquish their offices. The board agreed the Standing Orders, Chair to sign the document. **Action: Simon Faull**
11	**Letter to the board (parent)** This letter was circulated to the board prior to the meeting. The letter is in response to the board contacting parents who removed their child/ren at the end of academic year 2024. The Chair asked for the board's response to the letter.

	The board had a lengthy discussion as this directly links with the safeguarding and behaviour policy also being discussed this evening. **Points raised:** • Concern over this being the same child as a previous complaint earlier this year. • Concern around SEN and communication. • Concern that the board is failing the school. A member of the board met with this family to hear their concerns and reasons for removing their child. It was also noted by the HT that the other sibling remains at KEPS. The board also mentioned that the letter from the family on reflects one side of the story, The board discussed what their response will be, and it agreed that while the behaviour policy has yet to be ratified that a holding correspondence would be sent to the family. **Action: Barbara Teale**
12	**HT Pay Committee Update** The Chair advised the board that this has now been completed and recommendations were made. The Head teacher performance Management process has been completed satisfactorily and in compliance with all statutory requirements. A confidential record of the pay committee meeting will be retained in a secure place for six years.
13	**Sports & PE Premium Report** The board said what an impressive report this was and to give thanks to Carly Cleasby for producing the report. Moving forward the board would like included on the report how many children, what classes were involved in each activity please. **Action: Carly Cleasby (Summer 2025)** **Melanie Lawson & Simon Faull to sign report**
14	**Financial Recovery Plan** Due to issue with the monthly reconciliation files, the school's SFO was only able to produce a month 5 report, and the LA had given their approval for this. A very positive report given our overall deficit. If the school is able to claw back £11,000.00 in this financial year, then KEPS will break even for this financial year. The Chair advised the board that we will have to start to repay the cumulative deficit in the new financial year. Decisions will have to be made starting with the board invoking the redundancy process at the beginning of the Spring term 2025.

	The HT also advised that board that it is highly unlikely that there will be voluntary redundancies this time around and that the process will be very difficult and delicate. The Chair advised that this will most likely be an Extraordinary General Meeting.
15	**SLT Discussion** The HT advised the board the Darren Bell (DB) is currently doing his NPQSL qualification and is keen to progress in his career. He will be given responsibilities over the school year to build up his experience. All other roles will stay the same. The HT informed the board that she meets with Rebecca Heath-Coleman and Liz Meeten on a 3 weekly basis**.**
16	**Whole School Maths** The Chair asked that this item be moved to the next meeting due to time constraints. It was noted that pupil data on all reports should be anonymised.
17	**Year 6 Data** The Chair asked that this item be moved to the next meeting due to time constraints.
Standing Items	
18	**Headteacher Update** The HT advised the board that the open days have been a success and a good investment of time. Rebecca Heath-Coleman has a large push on reading across the school.
19	**Policies for review:** • **Behaviour** The HT provided the board with a list of unacceptable behaviours from the DfE. The Chair advised the board that this policy has to be followed to the letter. In the event of a PEX, the PEX may not be upheld if the policy is not adhered to. The HT advised the board that this policy is more suitable for those children who do not require extra support or have SEN needs. There are currently 3 children who are in the remit of a PEX. The board discussed the wording of the policy and agreed amendments that were made as the meeting went along. The board discussed procedure and sanctions at length and agreed that the HT needs sufficient flexibility to run the school. The HT will put all amendments together and share the policy by email with the board **Action: Melanie Lawson** • Model Safeguarding & Child Protection – board adopted policy.

	. • Arson - JL • Data Protection including Freedom of Information & freedom of information publication scheme - DH • Accessibility Policy & Plan - FG • Attendance - SF • CCTV - CE • Charging & Remissions - MG • Equalities - NB • Health & Safety - BT • Online Safety - DH The board members agreed to split the polices amongst themselves and to report back over the next few governing body meetings (see initial above)
20	**Safeguarding** There was none.
21	**Health & Safety:** The Health and Safety audit previously circulated to the board. The Chair thanked all those involved for their hard work. There are still a few tasks/training to be completed. **Action: Melanie Lawson & James Satterley** Tree survey undertaken, still awaiting report from LA. A child fell off the monkey bars and sustained a broken wrist. The HT will report this on the EEC site. **Action: Melanie Lawson** The wall in front of the school was damaged during the summer holidays, we have received a quote through the LA. The board advised that for safety this work need to be done. .
22	**SEF** The HT advised that there was nothing to report to the board.
23	**Complaints:** There were none.
24	**Governor training/roles/visits** The HT will review the governor roles on the school website. **Action: Melanie Lawson**
25	**Any Other business** The Chair advised the board that Mark Harvey has now resigned from the role of Clerk to the Governors due to ill health. The board wished Mark well.

	Regarding the exit interviews undertaken by the board to the families that left KEPS in July 2024. 3 families declined to answer, 1 family sent a letter (agenda item 11), 1 family moving schools due to their religious beliefs and 1 family removed their child as they were unhappy with the teaching style in class. Meeting closed at 20:30.
	Date of next meetings: Tuesday 3rd December 2024 Tuesday 4th February 2025 Tuesday 25th March 2025 (Budget) Tuesday 20th May 2025 Tuesday 8th July 2025

Appendix A	Please inform the Clerk once actions have been completed	Completed