St. Michael's Church of England, VA, Primary and Nursery School

Dream, Believe, Achieve

We are a school, rooted and inspired by Christian values, which nurtures children to achieve infinitely more than we might ask or they may dream; empowering them so they can flourish as confident citizens now and in the future.

– Ephesians 3:20 "Now all glory to God, who is able, through his mighty power at work within us, to accomplish infinitely more than we might ask or think."

FGB MINUTES

Thursday 16th July

Attendees: John Neenan, Mary Evans, Julie Phillips, Olivia Corfield, Matt Chapple, Georgina Chapple, Eleanor Milligan, Chris Marriott and David Hibberd

Also attending: Fiona Tibbitt

Apologies: Peter Martin

Key: Challenge, Support, SIAMS

	Subject	Action
1	**Welcome** OC welcomed everyone to the meeting and JB led with an opening prayer. Apologies had been received for Peter Martin. Register of Business Interests: JB a trustee of Schoolhouse Trust and ME is on Town Council. Georgina Chapple was welcomed as a new Foundation Governor.	
2	**Confirmation of minutes from 1st June 2020** ME proposed the minutes as a true record of the meeting and DH seconded this and all approved. Matters arising – there were no matters arising that are not on the agenda	
3	**Committee reports** • F&GP committee inc. Budget Rev 1 DH advised the committee had monitored current spending and scrutinised the revision 1 budget plan, he advised the budget was tight but all looking ok. There is a possibility that the government will be providing a catch-up fund at £91 per pupil but this has not been confirmed yet. The school is also waiting on a decision on SEND funding to allow for a one to one support staff member for a pupil with exceptional needs.	
4	**Safeguarding report** ME advised the safeguarding SEF document had been updated, she clarified that Ofsted had classed the schools safeguarding as good and DSLs and all staff actively work on safeguarding together. All governors were asked to look the SEF. JN advised that when speaking to the NCC head of FSPs and Early Help Hub she stated that she had heard really good things about St Michael's and how on top of safeguarding etc. the school is.	*Governors to read through the Safeguarding SEF*
5	**Headteacher's report** The written report was shared with governors well in advance of the meeting. The following was discussed: There are a lot of new children starting at St Michael's in September coming into different year groups, the majority reception and then year 3. This will make up for the year 2 to 3 children which have chosen to go to Bure Valley School in September. During COVID lockdown most children of concern have been into school or at least had contact form the school. There has been a lot of work to help those with SEND including discussions with NCC. The school is still waiting on completion of some EHCPs. The HT interim appraisal was helpful. Teachers' targets will be reviewed and reset in the autumn term. Teachers have been given a document to complete for this with their job descriptions to ensure the HT and DHT can help support teachers to fulfil their roles and hold teachers to account if they are not.	*GDPR audit will be reviewed at the next F &GP committee meeting*

	Gareth Southgate will be restarting as caretaker. CM has looked at his duties as H&S governor. GDPR audit will be reviewed at the next F &GP committee meeting. Governors were asked to look at the Curriculum update to see what has been completed during lockdown and what the next steps are. It was agreed governors can use the next steps to help with monitoring so they can see how they have been implemented. The update covers all subjects, JP and the teaching team were congratulated. The document shows the journey the school has been on. There is no further information regarding when SIAMS inspections will restart. JN is not yet sure how Collective Worship will look in September due to COVID regulations. Webcams are being put in each classroom and Zoom CW's have been working well so far. There has been no communication from the Cluster during lockdown although JN has a good support network with Aldborough, Hevingham and Marsham. Governors discussed monitoring the impact as spending on the Cluster. **Overview - Implementation of home-learning** Governors advised that parents had found the video teaching invaluable. JN thanked DH for recommending and helping to set up Purple Mash; this has been a useful tool for home learning and will continue to be used in the next academic year. **Staff Wellbeing and workload** JN advised the support network between all staff and from governors and other heads has helped everyone keep going. The school has managed to keep working on improvements throughout the lockdown period. Governors congratulated JN and thanked him for doing an amazing job managing home learning, managing bubbles in school, and making school improvements and managing staff absences.	
6	**Building update – nursery and hall** The nursery plans have been submitted. The school will be doing a new push to encourage families to walk or cycle to school in September. It was commented that most schools have issues with parking however the school will do as much as it can to support the local-residents and ensure safe parking. JN has been in touch with PC Ward to have a police presence some mornings and parking tickets have been issued. There is also some discussion over 1 pine tree. There are no other contentious issues. NCC will not be making the amendments to current nursery so the Diocese are applying for an LCVAP grant to cover work to remove the canopy and add full length windows. The school would need to cover 10% of these costs. Governors agreed to this in principal. Work to turn the hall into a classroom and library will start the first week of the summer holidays. They will be painting the whole hall and £3000 has been allocated for furniture. Blooms have the contract and will be working with ICT solutions re internet connectivity. The interactive whiteboard from the Den (mobile) will be moved into the new classroom.	
7	**SIDP update by Deputy Head** JP has been working on all subjects across the curriculum and updated governors on the main improvements for maths, reading and phonics. Guided reading has been organised by key skills using DERIC going from Reception to year 6, this includes learning the inference in the older years. JP and SL worked on this together and ZK will be quickly brought up to speed when he starts. Thursday reading with volunteers for KS1 will now be a book club focussing on reading for pleasure. The teaching of reading will be in classrooms with teachers and TAs. TAs will have training for this in the early autumn term. Reading books have been sorted through to ensure they are phonetic books, and all aligned to correct stages.	

	All classrooms will have the have same reading folder and only the teacher will write in this to ensure consistency in every class. The children will be listened to at least once every 2 weeks. All years will use the same colour-bands, comments, and way of recording. This will be inline with Ofsted requirements and will help enormously with monitoring progress. Before lockdown KJ, JP and LH went to Sparhawk Primary who received outstanding in the new Ofsted framework. They focus on fluency, particularly with home reading books and use guided reading for comprehension. Phonics from current reception class – there will be a longer transition phase for phonics to find out where the children are when they get back to school. The phonics videos that JP has produced can be reused. She has recorded over 100. Those that need interventions will be picked up quickly and tracked to ensure the interventions are targeted and effective. If the pupil is scoring under 80% of where they are expected to be, plans will be made for how to improve this. Governors can see anonymised trackers. This will also give JN scope for seeing where needs are as the SENDCO. Governors asked if Purple Mash has a monitoring section to see when the children were last logged in and if they have completed the to dos. JP confirmed it does and teachers can see if pupils have watched the videos on Purple Mash. Phonics covers KS1 spellings and KS2 will have spelling lessons on Purple Mash through online activities and games etc. Lots of work has been completed in the library, there is a reading for pleasure emphasis with a new system introduced to make it easier for children to find books they like. All fiction books are in alphabetical order; when there are year 6 pupils they will become librarians. Non-fiction books have been reorganised into clear sections. It was confirmed that trips to the library in Aylsham are on hold until COVID passes. Once the full stock take has finished all library books can be loaded onto Accelerated Reader. All children will need to be reassessed due to lockdown. It was confirmed that currently the library can't be accessed by different classes due to COVID. NCTEM is now being used for Maths, following their curriculum from EYFS to year 6 which will ensure consistency throughout the school. All staff know the next steps and teachers will be able to pre-empt things children may find tricky. JP and SL are finalising the Calculations Policy for KS1 to year 6 stating how it will be taught and recorded and expectations of how this will look in the children's books. Governors agreed that understanding the basics in maths is important so this can be built on. The Government have recommended the scheme since JP adopted it following her research. It was confirmed that during Lockdown teachers have been calling parents on a rota and JN has also been calling parents whose children may be more vulnerable or require more support and those who have not been logging into Purple Mash. A Chromebook was donated to a family in need. The school with DH and the LA are looking at migrating our system to a Microsoft system this will enable teachers to email children. The school currently uses google but there are minimal controls available with this. It is likely with Microsoft the school would no longer need a large server.	
8	**Parent Questionnaire – to discuss/approve before releasing over summer** There would normally have been a general questionnaire in May however this took place via Parent View with Ofsted in October. JN suggested have a LOCKDOWN related questionnaire which could be used it as a learning tool; what worked well, what did the	ALL

	children learn, what could have worked better? It could be used to find other skills the children have learnt such as riding a bike, climbing a tree etc. Governors agreed and the questions will be approved via Governorhub before the new school year begins. JN has received incredibly positive feedback so far with lots of lovely emails. All agreed in principal.	
9	**Policy Review:** **Home/School agreement** – all approved **Consent forms** – 2018 DPA needs to be updated and wording changed to say child consistently instead of daughter/son. The Intimate care section will remove washing clothes. All approved with these changes. **RE policy** – this will be moved to the September meeting. Revd Jack has already approved it. **Walking home policy** – governors discussed how children need to have the ability to contact a parent in an emergency and this could be going into any shop and asking for help, a mobile phone would not be essential. Governors felt the policy is well-written and brings across how serious it is to the parents and that it is parents' responsibility to monitor how their child gets home. Mobile phones will need to go into ICT policy next year. **Pay policy** – HR policy with options chosen was looked at and all approved. **Internet, social media policy -**Extra sentence has been added due to COVID, all approved. **Attendance policy –** a section has been added to clarify the situation for parents who are separated, all approved.	*Mobile phones will need to go into ICT policy next year.*
10	**H & S update** The COVID risk assessment has been reviewed by CM on the 22nd May, 18th June and 10th July. All governors will need to meet to examine and hopefully approve the Risk Assessment for the school reopening on 2nd September. The school will work in Key Stage bubbles. This will allow EM in nursery to be supported by KJ, EYFS lead. TP who will be moving back to KS1 after a prolonged period in EYFS can be supported by JP, and the new teacher ZK, can be supported in KS2 by SL. JN emphasised the need for staff to be mindful of social distancing from other staff, particularly across bubbles. Governors questioned how many siblings will cross bubbles, JN confirmed there were a lot. However, the school can only manage bubbles during school hours, children will be meeting in dance classes, beavers etc as well as the school tea/breakfast club. If there was a confirmed case of COVID JN would probably need to shut the school. The main aspects of the risk assessment are infection control, cleaning, and good hygiene. It was confirmed hand sanitiser stations would be purchased over the summer.	
11	**Website Audit** GC was thanked for completing the audit. There are a few areas to be updated such as one page referring to the school as an infant still. It was also agreed that the website could be easier to navigate. Some policies were hard to find.	*Amendments to be made.*
12	**Cluster update –** Nothing to say as the meeting was postponed	
13	**Monitoring and training update –** CM as monitored H&S ME and EM discussed headteachers PM with JN ME has monitored SEND and Safeguarding DH has monitored Finance and Buildings GC has monitored the website	Ongoing monitoring

14	**Governor Action Plan review** **a)** Action plan review is ongoing due to COVID and will be updated when the SIDP is updated. **b)** **Annual Governance Statement** All were happy with the annual governance statement.	*Governor action plan to be reviewed and updated.*
15	**AOB and correspondence - None**	