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

Wednesday 14th October via ZOOM

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

ALSO ATTENDING: Micky Harcourt-Heath (LA advisor) and Fiona Tibbitt (clerk)

APOLOGIES: None

Key: Challenge, Support, SIAMS

Item	Subject	Actions
1	**Welcome** FT opened the meeting with a prayer There were no apologies for absence Governors were asked to log their Business Interests on Governorhub, there were no business interests relating to the agenda.	*Governors to log their business interests or not they have none on Governorhub.*
2	**Election of Chair and Vice Chair** DH proposed Olivia Corfield continue as Chair of Governors, JN seconded this and all voted in favour. JN proposed David Hibberd continue as Vice Chair, EM seconded this and all voted in favour.	
2	**Confirmation of minutes from 16th July 2020 and 2nd September 2020** OC proposed the minutes from 16.07.20 were a true record of the meeting, DH seconded this and all approved. Matters Arising All had read the safeguarding report, mobile phones are to be added to the ICT policy. The website updates are a work in process DH proposed the minutes of the Risk Assessment meeting on 02.09.20 were a true record of the meeting, ME seconded this and all approved There were no matters arising.	*Mobile phones are to be added to the ICT policy.* *Website updates/revamp ongoing*
3	**Confirm committee membership and governor roles** **Finance & General Purposes Committee;** DH will continue as Chair, other members are OC, JN and GC. **Curriculum Committee–** EM will continue as Chair, other members are JP, ME and JN. **Strategy Committee –** Members are ME, MC, CM, JN and DH the chair will be elected at the first committee meeting. All governors will continue with current roles and subject links.	
4	**Safeguarding report**	ME/JN

	ME thanked JN and FT for keeping her informed despite not being able to go into school. She stated that staff are really diligent in logging concerns. There has been an increase in safeguarding concerns since coming out of lockdown period and the type of safeguarding has become more difficult. It was recognised that this is emotionally difficult on team and on the families involved.	
5	**Headteacher's report** All governors had read the report prior to the meeting. **NOR**; JN explained that although there were initial concerns about numbers dropping due to children going to Y3 at BVS this has been negated by other children coming into school. The reception is over full and school can't accept any more. The NOR is really positive and the school is financially in a better position. Some of the current Y2 children will apply to go to BVS in Sept 2021, probably about 5, this is not a concern. **Attendance** is good with 3 children having transferred to home educating due to COVID, 2 of them because the family enjoyed home educating so much during lockdown and the other due to health fears. Another 3 children are working from home due a member of the family having to shield, advice is being sought on this going forward. Currently COVID related absence does not go against school attendance figures but this will change after half term. JN has a time consuming daily form to complete to for the DfE regarding attendance. The NCC attendance letter has gone out to all parents and individual letters will go out after half term. **Safeguarding** has increased, governors were shown pie chart detailing the different types of concerns. There has been increased involvement needed from Social Services and other agencies. JN is currently working to support 7 families rather than 2 from last year. Some only on a short term basis. It was felt that it is positive that all families are engaging in the process. Governors questioned if the increase is due to COVID? Some of the cases are due to access rights and disagreements or families separating over lockdown. The demographic of St Michael's has also changed with new families from across the county, country and world. Some have come with SEN, PP or safeguarding concerns. The data was discussed for clarification. It was confirmed that the My Concern software saves a lot of time and ensures nothing is missed.	ALL

	Behaviour – 4 children are being supported and additional funding has been agreed. There is involvement from Lucy Cass at Mundesley SRB. It was agreed the return from Lockdown has had an impact. **SEN** The percentage of SEN hasn't changed but number of pupils has. There are currently 4 EHCP and 3 more applications in with a significant proportion of these being the older children in the school. Speech and Language Therapy department managed an observation via Zoom today. The school has signed up to Dyslexia Outreach with the first pupil to be seen in November. IEPs are being written this week. 3 children in year 1 are compound disadvantaged (SEN & PP) so the school is employing part time CA to support them. **Phonics** screening assessment will continue from reception until the children reach a level where it is no longer needed. There was a noticeable backwards step in September but having been re-assessed they are significantly increasing with some Y1 children having already doubled the number of sounds recognise. **Salford Reading Ages -** Many Y3 pupils have made negative progress during Lockdown, governors examined an anonymised chart showing this. Y2 children will be assessed after half term. **Catch up planning** – JP and JN had a meeting with MHH to discuss what the school has been doing so far and what will come next. The plans have been sent to the F&GP committee and will go to the Curriculum committee. JN was asked what interventions will be used to help children catch up? He talked through the catch up funding report detailing the targeted support and 1 to 1 tuition. There has been a priority implementation of assessment tools to pick up areas that need working on and plans in place to ensure any future home learning will be effective. TAs in KS1 and KS2 are completing CPD on supporting learning in the classroom to be more effective learning assistants; reading and fluency is being targeted and will include a reading after school club. There are still some parents who don't engage in reading at home and letters of concern will be introduced to ask parents to read with their child, aiming to hold the parents to account. Children being taught in small targeted groups have been picking up quickly. There is a greater focus on Social Emotional and Mental health support by Sharon (assistant SENCo and Nurture lead). **PE inset;** this was very successful and teacher and TAs already more confident in leading PE.	

	The Strategy committee will be looking at the **staffing structure** going forwards. **Buildings;** the nursery build has planning permission and this is slowly progressing.	
6	**PE Premium report, Pupil Premium Report & SEND report** The reports were shared with governors prior to the meeting. There is no data in the PP report as there were np end of year assessments . Real PE problems were questioned from the PE premium report. This is due to an old laptop causing problems with the multimedia delivery not the package. Staff need to ensure they download the PE session in advance. This is being worked on with RealPE, governors asked for progress with this to be a future agenda point. The lessons being delivered are great with the children really engaging and loving it. Staff are also happy with the package. There was little change to the SEND report.	*Agenda item – RealPE progress*
7	**Logo** The overall design of the logo was agreed, governors asked if the design had been approved by a textile company to ensure it would work on clothing. This has already been done. It was confirmed that the new uniform jumpers/cardigans will be a forest green. Governors agreed that the final decision on colours should be made by the school staff and children before half term.	*Colours on logo to be finalised by half term and progress to next steps of the new uniform.*
8	**SIDP update** The SIDP was shared prior to the meeting. Governors questioned the governor monitoring schedule and advised they were keen not to give undue burden to staff in the current climate. OC and JN will look through monitoring schedule and send it out. Subject leads can meet with their linked governor via Zoom having shared plans. Governors will be given their linked teacher's email to arrange the monitoring with them to take place at some point over a 2 week period. There is a staff meeting timetable; this half term has been preparing a COVID response and building a week's worth of lesson plans in case the country goes back into Lockdown. In house monitoring on reading is already ongoing and although lesson observations have already started full monitoring will begin after half term.	*Governors to look out for monitoring timetable.*

	Governors asked how the school can get parents onboard to work at home with the children who didn't during the previous Lockdown. The staff would look at regular phone calls and asking for work to be sent back to school daily. Governors asked if the SLT have identified the reason for non-engagement with home learning. If it is to do with capacity or motivation? It is considered to be generally motivation but some due to capacity. 80% of children were engaging in the working from home which is higher than a lot of other schools. Purple Mash is used regularly in school and at home now, so children would be able to connect with work on it easily if home learning becomes necessary. Governors asked if the school can engage in 'pester power' from the children, JP advised that children will receive class dojo points for completing work. It was confirmed that it is generally the same families who don't read at home with their children that don't encourage the home learning as well. Governors commented on how useful the Purple Mash blog used in Rowan class had been. It was confirmed that all classes did this. On action point 8 governors asked who has advised that NCETM is good? This is through research by JP, a NCC guidance document and on a Zoom webinar. It is not to be used as the curriculum for maths but a centre of excellence for teaching and maths, as it doesn't cover all of national curriculum. JP has the curriculum already mapped out. Governors asked where the basis for the new curriculum is from? JN advised following support and guidance from all sorts of places and choosing what fits in with St Michael's. They are ensuring the skills progression comes from a reputable source. JN advised that unit plans are being built for all subjects. JP has adapted the planning format so it is shorter; 1 to 2 sides to reflect what we want science to look like at St Michael's, what the education expectations are. TP is doing this for music, art and DT as well and is looking for a more comprehensive package than the school currently use. The school has already signed up for RealPE to ensure clear progression and plans and had professional input from the Diocese for RE. When governors are monitoring they can ask to see the skills progression in advance. JP has been leading this and has worked enormously hard. Feedback from MHH and from staff is good. It is clear what the expectations are and how knowledge will be deepened.	
9	**Parent Questionnaire results**	

	The questionnaire was based on how the school managed home schooling during lockdown. Only 12 people responded but with positive results. Feedback from the playground also stated the work was manageable and appropriate, and allowed parents to support their children.	
10	**Policy Review:** RE policy – there were no comments, all approved the policy. Behaviour policy – with a couple of tweaks the policy was approved by all. Safeguarding policy –the policy was approved. It was asked how governors ensure this is implemented. ME advised as linked governor she does this. Staff code of conduct – there were no comments and all approved the policy.	*Updated policies to go onto the school website*
11	**H & S update** It was confirmed the steps are still to be marked but dry weather is needed for this. The caretaker and cleaner have been made aware of current expectations for H&S. Monitoring and general discussion of H&S will happen later in the term. JN noted that some parents have become complacent on the playground and were coming up to the classroom doors and/or staying and chatting to other parents. It will be re-iterated that all parents must stay 2 metres away from staff and the classroom entrances and should move on once they have collected their child unless they are speaking to a staff member. Visitors are asked to wear a face mask or visor. It was commented that there is a need to keep an eye on the trees especially after the recent high winds. JN agreed and advised a check has been done and there are currently no concerns.	*Governors to set an example to parents with social distancing on the playground.* *H&S monitoring to take place later in the term.*
12	**Cluster update** There has been a zoom cluster meeting, it was agreed there would be a 25 year lease of Astroturf. The primary schools have not seen a benefit from the SEMH worker yet but this will hopefully change now lockdown is over. The need to ensure value for money from the trust was highlighted.	
13	**Monitoring and training update** Governors were asked to update their own monitoring and training on Governorhub. It was highlighted that Educator Solutions have provided a lot of online training which can be accessed by governors on Governorhub. JN reminded governors of the safeguarding zoom training he will be leading on Tuesday 20th October. It was highlighted how good it had been to be able to	*Governors to access online training through Governorhub and log all training and monitoring*

	provide Kelly De Ville Shaw from Aylsham Parish Church safeguarding training for her role as a Youth and Children's Worker.	*against their own profiles.*
14	**Governor Action Plan review** The previous actions had been met apart from number 9 which will stay on the new plan. The actions points will be: 1) To ensure monitoring is effective while being completed remotely, ensuring understanding of skills progression and evidence successful implementation of the new curriculum. 2) Plan strategically for the future (previously number 9)	*Action points to be worked towards.*
15	**AOB and Correspondence** As the Code of Conduct and Decision Planner were not on the agenda, due to the advice from NCC governor services to prioritise essential areas, it was agreed they would be put on Governorhub as a reminder. The next FGB will be on Wednesday 2nd December at 5.30pm. Committee meeting dates will be shared and agreed shortly .	*Governor Code of Conduct and Decision Planner to be reshared on the Governorhub noticeboard. Committee meeting date suggestions to be shared.*