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

Monday 16th November 2020

Attendees: Mary Evans, Chris Marriott, Olivia Corfield, John Neenan and Matt Chapple
Apologies: David Hibberd
Also attending: Fiona Tibbitt as clerk

Key
Challenge, support, SIAMS

	ITEM	ACTION
1	**Welcome** JN welcomed everyone to the meeting, there were no business interests relating to the agenda. JN nominated MC to be chair, CM seconded, there were no other nominations, MC was voted chair of the Strategy committee. The terms of reference were discussed, and it was decided that ensuring IT is get up to date should be included within the engagement section.	*Add IT to the terms of reference*
2	**Building update** Nursery build is still ongoing, Sam Witton is exploring the legality re the trustees of the land, this is in hands of Birkett's Solicitors. The completion date is not likely to be until January 2022 or April 2022. The internal hall development went well, the school only paid for the LED lights which will pay for themselves in time. The Ark has been signed off from the builders, the guttering needs to be cleared behind the Ark.	JN and ALL
3	**Primary progression** - Staffing structure - JN shared a spreadsheet of current staffing and changes needed throughout the year. KJ will be working from home from January as she'll be in the third trimester of pregnancy. She will be going on maternity leave at Easter. SL is leaving at Easter to start a new job. LH will increase her contract by 1 day a week and work in Apple 4 days a week. KL will cover the 5th day as Cover Supervisor following KJ's plans. Once KJ goes on maternity leave it is hoped LH will increase to 5 days a week. KC will move to 1 day a week in Chestnut and a full-time teacher will be employed for Rowan class for the summer term. JN would like SB to return from maternity leave in the summer term for 1 day a week to help	*FGB to discuss and make a*

	year 2 pupils catch up with targeted interventions. If agreed with governors she would go up to 3 days a week in September, 2 days in class and 1 as SENDCO. SB is keen to do this. A teacher will need to be employed for 3 days a week in September and ZK will stay on full time as a permanent member of staff. Nursery is going very well and maintaining its high standard. Cover is still needed for JPs release time in the spring term. JN hopes to advertise for the full-time position before Christmas if possible. MHH has recommended employing a teacher to take on the SENDCO position to free up JN's time. This decision will go to the FGB.	*decision re SENDCO time.*
4	**SIDP** Governors looked at class numbers and sizes going forward, the current plan is for 6 classes including nursery in 2021-22. Looking to 2022-23 forward governors were asked to consider having 7 classes. Once the new nursery has been built there will be 8 class bases including the nursery and the library and the Den. This has been budgeted in without accounting for the variation funding the school is likely to receive.	*Discuss moving to a 6th school class.*
5	**Logo** Governors looked at new logo with St Michael's School Aylsham over the top, and Dream Believe Achieve underneath. FT will get a sample of the jumper in forest green, discuss the roll out with Kayes and produce a school sign design to be discussed. MC was thanked for his hard work on the logo.	*Move forward with new uniform and start sign design.*
6	**Policy Review** Admissions policy – JN has been in discussion with Jo Tuttle and Jamie Olney regarding changing their Admissions Policy so that St Michael's is named as a feeder school for Aylsham High School. It will also no longer be mentioned as a feeder school for Bure Valley School. This needs to go to consultation so in the meantime there will be a message on the Bure Valley website making it clear that pupils in primary schools are not offered a transition to Bure Valley School. JT apologised to JN that this had not be sorted out sooner.	

	JN, JP and FT will have a meeting with DS and JT next year to discuss transition for year 6s to AHS. No changes are needed for St Michael's Admissions policy, it was approved. The school had an impromptu fire drill which went well. Revd Tracy Jessop, who has recently become a curate in the Aylsham and District Team Ministry, has agreed to become a new foundation governor.	
7	**Date and Time of next meeting - TBC**	