St. Michael's Church of England, VA, Primary and Nursery School
Minutes of Full Governing Body

2nd December 2020

Attendees: Chris Marriott, Mary Evans, Olivia Corfield, John Neenan, Tracy Jessop, David Hibberd, Matthew Chapple and Georgina Chapple
Also Attending: Micky Harcourt-Heath (LA Adviser) and Fiona Tibbitt (as clerk)

Key: Challenge, Support, SIAMS

	Subject	Action
1	**Welcome** JN welcomed everyone to the meeting, especially Revd Tracy Jessop who has joined as a foundation governor. TJ opened the meeting with a prayer. Register of Business Interests – DH is the school's ICT technician and ME is on the Town Council	
2	**Confirmation of minutes from 14th October 2020** OC proposed the minutes were accepted as a true record of the meeting, GC seconded this, and all accepted them. **Matters arising** It was confirmed that the Governor Code of Conduct and Decision Planner had been reshared on Governorhub. RealPE update – The IT problems are almost sorted, the media trolley has arrived and is set up and the new laptop is due soon. The PE co-ordinator who is on maternity leave, is coming in for a KIT day on the 03.12.20 and has arranged extra training for staff. CM will speak to Mr Kenny the temporary PE co-ordinator after Christmas during the 2 weeks of governor monitoring.	
3	**Committee Minutes** **Strategy** – it was explained that the meeting had looked at future planning and class sizes. ME proposed the minutes were accepted, MC seconded this and all approved. **F & GP including budget revision 2 and staffing structure** It was explained that catch up funding had been discussed and the progress of pupils will be reviewed at the end of this term so the spend can be targeted to where there is most need. OC proposed the minutes	

	were accepted DH seconded this and all approved. **Curriculum** –governors had discussed the revised early years framework. EM explained that the Teaching & Learning policy and Curriculum policy are being amalgamated and will be reviewed again once this is complete. Governors highlighted how successful the phonics trackers were looking and that interventions were working well. ME proposed the minutes were accepted, JP seconded this and all accepted.	
4	**SFVS – School's Financial Value Standard** Governors were happy with the SFVS, once the BMP4 has been changed to BMP5 it can be sent to NCC.	*SFVS to go to NCC - FT*
5	**Headteacher's Report** JN shared the written report prior to the meeting. He clarified that 3 more children had been taken off roll to be home schooled due to the risk of COVID to a vulnerable sibling. They had not been to school since September. The parents have said they hope to re-enrol in the future. 5 children have joined the school, 1 child in each class. Attendance is above target and persistent absence has gone from 17 to 9 pupils. Child protection and safeguarding continues to be a big focus and the number of children on the SEN register has increased. There are currently 63 children with at least 1 concern logged and 9 with open concerns. These are checked on daily and have support from outside agencies. The Single Central Record has been checked. There have been 3 fixed term exclusions for one child and a governor panel will be needed for a permanent exclusion meeting. Governors questioned if there were concerns within vulnerable groups. JN advised that there are more children with more cognition and learning needs than SEMH needs currently. EHCPs are still in progress and being chased. JN will have Pupil Progress meetings with teachers before Christmas and then will go through the data with OC and MHH in January. **Staffing** SL the year 3,4 teacher has resigned and will be leaving at Easter. The positions to be filled were highlighted in the written report. Governors asked for confirmation that the plans conformed with maternity rules.	

	explained how this would work. JN expressed his hope that SB's 3 days a week would be 2 class based and 1 as trainee SENDCo to take on the role fully after a year. This has been budgeted for. ME (SEN governor) agreed that this was essential due to the high workload for SEN. The hope would be to employ at teacher with year 6 experience for 3 days a week to job share with SB. JN advised that while the NQT is working well and has a good rapport with children, his NQT year is being extended due to the disruption caused by COVID-19. Governors looked at different scenarios for class sizes and structure going forward. They discussed the care that needs to take place when splitting year groups into mixed age classes. JN and JP agreed discussed how the school has always had mixed age classes and JN would start conversations with parents about this in May to ensure children were in the right class for them. Governors asked if JN had another scenario if the school took more than 20 pupils into year R. JN shared his projection for 2022/23 when the nursery will be up and running so the school can comfortably grow to a 6th class. This has also been budgeted for, there is the possibility for the PAN to be increased to 24. There will also be variation funding available for the next couple of years at least. Governors commented that as the town is growing the increase of PAN is likely to be needed. It was agreed this will need further thought and consideration. JN was thanked for his report.	
6	**Building update** SW been in contact with Birkett Solicitors and are working with Revd David Hagan Palmer to sort out the legalities of the land. The work has been put out to tender. It was asked if a likely timeline can be given by the next meeting.	*Projected timeline to be brought to next meeting*
7	**Finalised Logo and school signage** Governors were happy with the final design. Kayes have been contacted to get samples of the new forest green uniform with logo and Just Aylsham have agreed to cover the new logo and uniform launch. Matt Chapple was thanked for all his work and time on the logo. New school signs will be ordered for the launch in the Spring.	

8	**SIDP – Governor action plan** The 2 aims for the governor action had been agreed in the previous meeting. It was decided to split aim 2 so that the actions for it would be: 2A Buildings 2B Admissions 2C 6th class possibilities **Governor skills audit** Governors were asked to send FT their completed skills audits. Those who had already completed theirs were thanked.	*Action plan to be updated.*
9	**Safeguarding update** Mainly covered earlier in the meeting. ME advised she works closely with JN via email and JN will happily answer any questions. JN sends reports to ME before meetings so any issues can be raised. JP, JN and FT continually discuss safeguarding and it is included in every staff meeting. Information is disseminated appropriately and the audit on the Norfolk Schools website kept updated. ME commented on how diligent all staff were within the school for safeguarding.	
10	**Cluster update** The next meeting is coming up.	
11	**H&S update** CM will do a H&S walk around when convenient. The caretaker was praised for all his work keeping the site safe, especially the never-ending clearing of leaves. The cleaner has returned to work. There is no change to the current COVID risk assessment.	
12	**HTPM** The HTPM was carried out by ME, EM and OC with MHH. They recognised the overwhelming large amount of work JN has managed this last year and all agreed the pay increment was deserved. New objectives have been put in place. JN commented that a leader is only as good as its team and everyone works for the good of the children. He especially thanked JP and FT for their support. JN also thanked all the governors for all the work they do and meetings	

	they attend.	
13	**Governor monitoring and training plans** The monitoring schedule is on Governorhub. The 2 monitoring weeks will start on 25th January. Governors were asked to arrange meetings with the subject leaders, either in person or virtually, and use the monitoring question sheets and look at the evidence. Subject leaders are aware that they will be asked to show this. JN commented that TP had worked hard on Art and DT, looking at skills progression across the years. SL has a comprehensive list of things to do before she leaves and will ensure she completes this. KJ is continuing to work hard in Early Years. JN commented on the great work ethic across the school although there is still work in progress. Governors appreciated that there would always be work in progress and they will look at the next steps and ensure they are completed. JN confirmed subject leaders have a day release a term so he needs to see that that their work is valuable, and the impact is good.	*Governors to make contact with their subject leaders in January* *FT to share teacher emails with governors to do this.*
14	**Date of next meeting** Wed 10th February 5.30pm	