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

Minutes of FGB meeting

10th February 2021

Attendees: John Neenan, Tracy Jessop, Julie Phillips, David Hibberd, Olivia Corfield, Chris Marriott, Mary Evans, Georgina Chapple.
Also attending: Revd Canon Julie Boyd as guest and Fiona Tibbitt as clerk
Apologies: None
Key: Challenge, Support, SIAMS

	Subject	Action
1	**Welcome** OC welcomed everyone to the meeting, especially JB who is attending as a guest prior to joining the Governing Body. TJ opened the meeting with a prayer . There were no apologies for absence and no business interests relating to the agenda.	
2	**Confirmation of minutes** from 2nd December 2020 With a slight change to the wording in section 12, TJ proposed the minutes were accepted, GC seconded this, and all approved. Matters Arising: Governors discussed the new uniform and agreed to continue to give parents the option of buying the jumpers/cardigans with the logo embroidered on from Kayes or purchase a cheaper jumper from a supermarket with the added option of buying a logo badge from school. Confirmation of minutes from 3rd January 2021, JN proposed they were accepted, OC seconded this, and all agreed. There were no matters arising.	
3	**Committee Minutes** • **Curriculum** – The minutes had not been circulated prior to the meeting. EM advised they had looked at Curriculum progress in Reading and Maths particularly, SIDP priorities and seen examples of remote learning. • **F & GP Budget Revision 3 -** DH explained that there had not been a committee meeting however he, JN, JP and FT had had a Zoom meeting with the school's County Finance Officer, Chris Jefferson to look at Budget Revision 3. This was a useful introduction to school's budgets for JP. DH explained that despite the extra expenses during the year due to COVID, and loss of income, again due to COVID, the budget will just about break even. The F&GP were	

	aware this year would be tight due to COVID. Following year projections are better and the school should receive variation funding. JN commented on the good financial management from FT and governors. • The amber rag rating was questioned. DH advised that the school cannot go above amber when the SIB is in place. The documents mentioned had been completed and have now been accepted by CJ without signatures. • JN announced the news that following a conversation with MHH - SIB officer, the school has been reassessed and is no longer a school of concern. They commented on the exceptional progress made since Ofsted. The SIB is assured that JN and JP appropriately challenge themselves and will tackle any situations they think are not working and will continue to drive the school forward. OC stated what a step forward this is for the school and one less meeting for JN to attend. JN advised he will still do a lot of the preparation work, such as the SOAP, as they are useful tools to monitor progress. The SIB will step down on 12.03.21.	
4	**Headteacher's Report inc IEP and SEND monitoring** Numbers on roll were discussed. A year 1 child has left the school as permanently excluded and has been enrolled in a specialist short stay school. A new pupil joined year 5 from 04.01.21 but has not been able to attend school yet due to lockdown. He is accessing Purple Mash and has been into school to pick up work. Online learning – JP has been monitoring the number of pupils accessing the work and this is very positive. Teachers have chased those who do not appear to be working. Paper schoolwork packs have been prepared for those who struggle with technology. 7 laptops and 8 tablets have been given to families. 5 of the laptops are from the DofE so on loan, the rest were either donated to school or by Aylsham Rotary. Aylsham Rotary received a breath-taking response to the request for technology with approximately 80 laptops and 200 tablets donated. Behaviour challenges have been low. Governors asked if the school's proportion of safeguarding is high. JN	JN

agreed it was, however, this is largely due to tight logging of even slight concerns. There are 3 open concerns currently and most vulnerable children are in school. Those that are at home are phoned regularly by FT and JN. All conversations are logged on My Concern.
The 2 children who have direct support from a Social Worker are in school. 2 FSPs have been set up and an S17 meeting has finally been agreed and 3 weeks of chasing daily.
There are currently 26 children eligible for Pupil Premium and 1 forces child. This has increased from 20 in October when the funding will be taken from. The school will benefit from the higher funding in later years, unfortunately a lot of families are having significant financial difficulties.

There is 1 child less on the SEN register, a 5th child has received their EHCP. This came through very quickly as was only submitted on 28.09.20. There is another child whose EHCP application was submitted in February 2020 and JN is still waiting for the completed EHCP. He has been questioning the delay.
Specific dyslexia support has been set up for remote learning with speed read materials being sent home to provide age specific support, and software invested in.

Differentiated phonics is in place, JP and JN are ensuring this is age appropriate.

IEPs were written before the October half term and discussed with parents after the half term break. These would have been monitored after Christmas to ensure targets were still appropriate and interventions suitable, however the KS2 bubble closed pre-Christmas and then there was a national lockdown. YR 1 and Y2 are being reviewed this week and shared with parents after half term.
Governors asked which children have IEPs, JN advised all children with SEND. He advised they are a valuable document with a snapshot on the front of what their interests are and a photo as a reminder that we are looking after the whole child, not just academic progress.
Governors asked how parental voice was captured. JN advised this is included in the IEP as well as the child's voice. The parent also signs to

	show agreement with the document. Assessments were discussed. JN advised a pupil progress data review document had been completed by teachers. These have been examined by MHH, OC and the Curriculum committee. The school is only just short of making good progress. Teachers felt that they would have hit targets by February half term if the school had not gone into another lockdown. There will be more assessments after Easter. Catch up funding is being allocated to have Mrs Bailey in 1 day a week in the summer for specific catch-up interventions in KS2 and with year 2s. There was some discussion about the Government saying they hope all children will be caught up by 2024. This was thought to be due to the current lack of statutory testing meaning progress cannot be tracked in the same way. The school is hoping children will be caught up by the end of 2022. JN assured he would be pushing the children forward. There was further discussion about news items suggesting longer days and summer schools. Governors highlighted the need to be mindful of the mental health of the children, the staff and community. It was felt the staff and children would be exhausted and having an extra hour a day at school would be a waste as they would not be in a fit state to take in anymore learning, they would be saturated. JN agreed and is aware that unions would not stand for it, other cluster schools agree. There is a national issue in teachers and heads becoming overwhelmed if workload is increased. **Staffing** – Interviews are being held via Zoom on Friday for 1 day a week teacher in reception for 3 terms and fulltime year 3 teacher for 1 term. The current NQT is getting support from JP and is a genuine asset to the school. EM has been involved in the process. JN thanked governors for their monitoring and advised that all teachers had found process supportive and enjoyed talking about their subject. JN had enjoyed a great meeting with TJ re the RE curriculum.	
5	**Skills audit results** – FT will chase the last couple of governors who have yet	*Skills audit*

	to send in their audits. FT advised that the outcome is already looking green in all areas. She will share the audit results on Governorhub when completed.	*results to be shared*
6	**Building/nursery update** – The new nursery plans have gone out to tender, a lot of builders are saying access is a problem however not insurmountable. JN confirmed they were still waiting for the environmental survey into mercury in the soil, but it was not believed to be of concern. Paul Dunning the Director of Education for the Diocese of Norwich has called JN to service to be on the School Estates and Capital Funding Committee. **School sign** – The prospective designs were discussed. It was confirmed the sign is to go where the current covered up sign is, facing Blickling Road. All agreed to go with design number 4 with the logo expanded upon with just a few changes. The wording will be reduced to just the school name 'St Michael's Church of England, VA, Primary and Nursery School' and 'Dream, Believe, Achieve.' The dimensions will also be adjusted to be nearer the size of the current sign. There will be a smaller copy of the sign opposite the school entrance on Schoolhouse Lane. There was some discussion regarding further information about the school and it was agreed to have a QR code for people to scan to link up to the school website. The finished sign design will be shared on Governorhub when complete. It was suggested that the caretakers phone number be made available in case the school alarm is activated. *(Post meeting note: As the school pays into the Norfolk Keyholders Scheme with the Norfolk Police Authority instead of having the caretakers phone number on the website there will be a note to call 101 to alert the police of the alarm. The school will then contact the registered keyholders in turn. These are GS, FT, JN and JP.)*	
7	**H&S update** – CM completed a H&S walk through with JN, he said the 3 boiler rooms are a credit to the school as not used as a storage room. He highlighted the need to invest on improving the window frames as the seals are falling apart and becoming a danger. JN confirmed this was an ongoing conversation with NPS and will be followed up. This will be an agenda point in the F&GP committee meeting.	*Window safety to be a priority – FT, JN,DH*

	JN carried out a routine inspection of H&S logs and documentation and could see everything is up to date. He advised that GS and FS (Finley Southgate) have taken over the grounds maintenance as the outside company had stopped attending.	
8	**Cluster update** – nothing to report	
9	**Safeguarding update** ME advised that JN had completed safeguarding SEF and most areas were outstanding with a few good. ME felt this was satisfactory and will look at the good areas with JN. JN highlighted how the investment of My Concern software saves hours of work.	
10	**Governor monitoring and training** DH is having his meeting JP on 11.02.21 and JN will meet with DH re IT monitoring as well. Governors were thanked for all their monitoring reports.	
11	**SIDP** OC offered to add the monitoring update onto the SIDP – JN will then add to this it will go in the monitoring folder as well. The intention and implementation have been covered, the impact is hard to evidence due to lockdown. Teachers are measuring what they can.	*Update SIDP from monitoring – OC and JN*
12	**Policies** **Governor allowances policy–** reviewed and approved – no changes were made. **Home School Agreement** – reviewed and approved – no changes were made. **Whistleblowing policy** (from HR infospace) – updated from Educator Solutions – guidance to be removed – policy approved. **Confidentiality policy** – reviewed and approved – no changes were made. **Offsite Educational Visits policy** – reviewed, the local procedures were discussed. It was suggested that forms to be signed by parents etc are placed in the appendix. FT will do this- policy approved. **Recruitment policy** – This has been updated by Educator Solutions –the changes were highlighted to governors prior to the meeting. There was some discussion as to whether to add any extra criteria as a church school. It was agreed not to state they should be church going Christians as the school is fully inclusive. However, the interview process and advert would ensure they embrace the school's Christian ethos. The policy was	*Guidance and the word trusts to be removed from Educator Solutions policies. Appendices to be added to the Offsite visit policy - FT*

	approved. **Alcohol and Substance Misuse policy** – reviewed and approved – no changes had been made. **Providing Remote Education to children – information for parents and carers** – it was confirmed the document had been placed on the website on 22.01.21 and shared with NCC via MHH. It was suggested the "in this section" phrasing was removed. The SIB and other challenge partners have been complimentary regarding the school's remote learning offer.	
13	Date of next meeting – Wednesday 17th March at 5.30pm. St Patricks Day EM gave her apologies will advised she will send questions in advance of the meeting.	