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."

Draft FGB Minutes 7th July 2021

Attending: John Neenan, Chris Marriott, Georgina Chapple, Mary Evans, David Hibberd, Julie Boyd, Julie Phillips, Olivia Corfield, Eleanor Milligan
Apologies: Tracy Jessop
Also attending: Fiona Tibbitt (clerk)
KEY: Challenge, Support, SIAMS

Item	Subject	Action
1	**Welcome:** Olivia Corfield welcomed everyone to the meeting. Julie Boyd led an opening prayer. Apologies had been received from Tracy Jessop. There were no business interests relating to the agenda. **Chair's Report:** There was nothing to report	
2	**Confirmation of minutes from 18th May 2021:** DH proposed the minutes were accepted, JN seconded this and all approved. **Matters Arising:** • Governors discussed the letter to staff, OC agreed to write this, EM agreed to provide and deliver cakes and fruit for all staff. • The first meeting for staff wellbeing has taken place. • The parent questionnaire will go out in the autumn term in October. • All policy updates have been updated. • Governors confirmed they have updated their settings on Governorhub.	*The date and numbers need to be corrected on the minutes before they go on the website* *OC to send letter to JN. EM to provide staff treats.*
3	**Committee reports** • **F&GP inc. Budget Rev 1 & building update** The minutes of the meeting were proposed by GC, seconded by OC and accepted by all. DH explained governors had discussed the NCC themed audits. The Budget revision 1 had been discussed. He advised the surplus due to variation funding is ear marked for KS2 resources and the toilets which need changing to meet the needs of older children. DH advised the nursery build will start on 26th July and there is a pre commencement site meeting with JN, FT, DH and NCL, Les B from Spire, several other agencies including conservationist. NCL renovated the Ark so understand the site and the school has a good relationship with them already.	*Thank you from the*

	JB will also be meeting with Les Bailey, church wardens and Mr Rouse (resident of Schoolhouse). It was emphasised that Mr Rouse will need to be kept involved and updated through the build. JB and KB have a duty of care for him as the tenant. The school will look to give him a show appreciation when nursery is finished from children. The Town Council had asked if school would like to apply to be a listed building, governors had decided that even though not all the building would need to be included in this it would currently be detrimental to the school. The priority needs to be for the enhancement of the children's education and their safety. Work on the building such as window improvements would become a lot more expensive if the building was listed. JN had also discussed the idea with the Diocese Schools Estates Committee, and they would not agree to the governors applying to have the building listed. It was agreed the idea could be revisited in the future if the school was due to move to a new site. **Curriculum** The curriculum committee had looked at the curriculum overhaul, all subject leaders were researching pedagogies and their rationales to drive the curriculum forwards. JP was questioned by the curriculum committee and was able to provide very detailed information. The committee had discussed ensuring equity in responsibility as some upper pay scale teachers had less subject leader roles that main pay scale teachers and they did not have a core subject. Once the curriculum is fully set up there will be a reshuffle of subjects especially with the new teachers having started. Science will be handed over in a phased manner. Governors were keen to consider the health and well-being of one teacher having a lot of subjects especially with having to deal with Ofsted's intense scrutiny. JP proposed the minutes were accepted, EM seconded this and all approved. **Well-being** – EM has put together feedback for the staff and advised what governors are doing to help improve well-being. They wish to ensure staff know that governors recognise the importance of looking after them. The home school agreement and behaviour statement were discussed and updated. GC is going to align these updates with other policies. JP and TJ will have a greater presence in school, so staff feel comfortable talking to them, and they have kindly offered to lead a retreat day next spring as a well-being day.	*children to Mr Rouse* *GC to align policies to the H/S agreement & behaviour statement*
4	**Safeguarding report** ME thanked JN for sharing the safeguarding report with her in advance. She also commented on the positive developments in assessing dyslexia and that it was positive to have a member of staff with a qualification in dyslexia.	
5	**Headteacher's report inc summer transition** JB and JN have been talking about how to develop the Christian ethos throughout the school and looking at the vision, Dream Believe Achieve – enabling children to have aspirations, and believe in themselves and if given opportunities to explore believing in a higher power. The main vision statement was read out and governors discussed how growing children to be the children achieving in the world was under pinned	

by the Ephesians passage. It was felt this was important to revisit this in FGB and staff meetings, so all remember why we are doing what we are doing. There was not a lot more to report since the last FGB meeting.

JN advised that several more children are going to join St Michael's in September. There is a little bit of space in year 4 but year 5 and 6 are at capacity with the current class bases and staffing. There is room for a few more in reception. During the F & GP meeting it was discussed whether the school could go ahead and become a 6-class primary from September 2022. The staffing has already been budgeted for and there will be the classroom space once the new nursery is complete.

Attendance is generally good, although quite a few pupils have been off sick with colds over last couple of weeks. Families have been taking PCR tests as a precaution.

Safeguarding - the main change is formalising another FSP so there are now 4 in place.

There have been 2 fixed term exclusions for 1 child. JN is working very closely with agencies to unpick what is happening for the child and will be meeting with the inclusion team meeting tomorrow, he has also sought advice from the head of Eaton Hall School. The child is currently on a reduced timetable and off curriculum and having nurture sessions instead. This has enabled him to stay in school. There is a balance of keeping everyone safe but also knowing there are currently no placements for excluded children.

JN has contributed to a tribunal regarding a child with an EHCP who NCC would like to start in St Michael's reception in September. The parents would like the child to attend a Sheringham Woodfield's Special School. Following the tribunal, the NCC have agreed to provide extra funding for new class base at Woodfield's to enable 9 more children to attend.

SEND –

An Education Phycologist is visiting for a pupil next week as well as gaining SEMH support from the High School.

For Early Years the school are looking at the WELLCOMM package for Speech and Language support, EM is sharing her expertise with this. NELI is proving too large a time commitment to be manageable. WELLCOMM is used extensively throughout Norwich.

	JN has completed several EHCP reviews, in 2 cases the core review is being reassessed for the pupils. Governors queried if minutes were kept of the meetings. It was confirmed that minutes aren't kept for EHCP meetings however a 20-page document is completed so it is recorded. Governors questioned what is captured. They capture the child's voice, parents' voice, targets, achievement against targets, and additional needs and new targets. The EHCP is sent to the co-ordinator, who for St Michael's is Kim Fitchett-Smith. Governors questioned if parents see the report and JN confirm that they do and are kept in loop all way through. Staffing - adverts for 2 support staff members are live, one due to a CA applying to do a PGCE so this will replace her 15 hours and another for an experienced TA at KS2 for full days. Pupil progress – the data will be redone with end of year data. There is an upward trend from January and some from September, however due to lockdown this attainment goes up and down. There are clear improvements in phonics, reading and reading comprehension. The Headteachers Performance Management committee met on 1st July. They discussed how he was getting on with his targets, the meeting went well. Data Protection – There have been no breaches, FT did a walk around school check for passwords or private documents being on display or visible and all was clear. SIAMS - JB and JN have had a meeting in preparation for SIAMS. They have a lot of notes of what the school has been doing and what it will be doing to go into SIAMS SEF which should hopefully be ready in the autumn term. Health & Safety - CM and JN will meet early September for a starting again walk around when the new COVID risk assessments are known.	
6	**Staff Wellbeing working group feedback – already covered in the meeting**	
7	**SIDP update** Phonics programme proposal – JP explained she had completed wide research into phonics schemes and has provided governors with details of 3	

	phonics schemes she's been investigating ready for September. The DfE are no longer validating the current version of 'Letters and Sounds' and have produced a new list of 16 areas to be covered. JP has been looking at which schemes will match this and fit in with the St Michael's Way. The 3 suggestions for governors were: • Little Wandle Big Cat Schemes, • Read Write Ink, • Bug Club phonic. JP and JN advised the best one would be Little Wandle Letters and sound. JP explained that it fits with whole ethos of how reading at St Michael's should look like and puts reading in the heart of the curriculum. It is a reasonable price, although there will be an initial large outlay for books; new 6 sets of books will be needed to allow for 3 lots of group reading. The current books are not fit for purpose. It is felt that Read Write Ink is too prescriptive and has a very high annual cost. It uses a lot of workbooks. It is a way of teaching English as well as phonics and this isn't needed as the SLT aim to use real books for teaching English and writing. Bug Club Phonics was more comparable cost wise with Little Wandle but it did not come with the supporting information. Little Wandle have a clear pedagogy and research behind it, whereas Bug Club Phonics is not backed up with science of how children learn. EM asked if is Little Wandle is the new 'letters and sounds' that government proposed? JP confirmed it was. The government and Ofsted are looking for decodable readings aligned to phonics, with 90% fluency in schools. EM agreed that, having seen Read Write Ink in other schools, it was not inspiring enough for St Michael's. It was questioned if it was too soon to go with Little Wandle as they were a new product so can't see them in practice. JP advised she has been looking for a suitable package for months and Little Wandle ticks all the boxes for what is needed. It fits in with the training she and JN had received from the English Hub and will let phonics be a tool to enable children to read and use it successfully across the curriculum. It was explained that Little Wandle is robust enough to allow for catch up for children from day one. It will also allow for a consistent approach to phonics from nursery to year 6.	

	All governors agreed that it was clear that JP had put a lot of research into this and as it would be good to start with the new scheme in September it should be purchased straight away.	
8	**PTA relaunch** JN explained that GC has been trying to bring the accounts for SMASH up to date as they had been left and were about 3-4 years out of date. FT had completed one year, and GC had kindly agreed to take over and bring the rest up to date and has nearly completed this. The charity status for SMASH has now elapsed. Due to the COVID-19 pandemic it had not be prudent to reactivate the PTA. Governors discussed a relaunch for September, having a Coffee Morning to try and capture new parents and encourage new ideas. It was discussed whether to run the accounts through the School Fund as treasurers were hard to find. It is governors' responsibility to oversee the accounts. Governors were keen not to add to FT's workload and hoped that with the relaunch a new treasurer could be found. It was agreed that the PTA accounts would be a regular F & GP agenda item to ensure the accounts are regularly seen. It was highlighted that the accounts need to be audited to Norfolk School's standards. There was a discussion as to whether it was time for a rebrand and new name for the PTA. JN advised that the PTA has been invaluable in the past providing equipment and enabling school trips to go ahead. Governors felt September would be a good time to have a rebrand and invite new parents to get involved. It was suggested there be a formal governor link with the PTA as well as a teacher/ staff member link. It was emphasised that parents can be involved at varying levels, they don't want to be scared off by thinking they have to take on a big role. It was agreed there would be an action point for September to push forward the relaunch. GC offered to help with this.	*Relaunch of PTA – JN, GC, teacher*
9	**Policy Review:** • Home/School agreement – approved by all • Behaviour statement – approved by all • Anti-fraud policy – approved by all • Confidentiality policy – action point to add staff not to share things outside in public domain and add Governorhub to the policy. With these amendments the policy was approved. • Internet social networking policy with the removal of a sentence in 6.11 re sentence strategy consideration the policy was approved. • Lone working policy – JN confirmed Risk Assessments for lone working were done and shared with staff. The policy was approved by all. • Performance and appraisal for support staff policy –this was approved with the deletion of advice for the policy adoption.	*Update policies FT*

	• Performance management for teachers' policy – there was some discussion re the different choices suggested by Educator Solutions HR, with the amendments made the policy was agreed.	
10	**H & S update** JN advised that having been back and forth with BMP5 the windows are essentially the school's responsibility however as the school is due for external redecoration next year some work will be done to them. There was some discussion about the safety of the windows. It was suggested, if necessary, some of the school's budget could be used to replenish safety screening however all windows are covered with this already. The cost of replacing the windows is too high and their replacement is not needed due to the safety screening. JN will take advice as to whether anymore intervention is necessary. It was mentioned that the panes have been in the same state for many years and are not at risk due to the safety screens. DH has sent links to mitigate any perceived risk for GS (caretaker) to action over the summer.	
11	**Cluster update** The next meeting is next Monday 6.30pm	
12	**Monitoring and training update** The new virtual training sessions available via The Governance Service on GovernorHub launched in April 2021 was discussed. All were asked to make use of this as they are paid for with the Governor Service subscription. There was a reminder that all governors have been asked to complete the Prevent training. Governors were all asked to update their own training record within Governorhub. JB and TJ have completed their induction training and will log this on their profile in Governorhub. Everyone has completed their subject monitoring (or booked them in). Governors were asked to please ensure their forms are in the monitoring folder on Governorhub. Everyone was encouraged to look at each other's monitoring forms.	*All governors to look at the online courses and book themselves onto areas of interest via governorhub and update their training records on governorhub .* *Monitoring forms to be uploaded as well. - ALL*
13	**Annual Governance Statement** The Annual Governance Statement had been formulated and circulated. Governors were asked for comments. It was agreed that the PTA link governor be added to the list of roles. JB suggested that ensuring Christian values are underpinning the curriculum and throughout the school is added. She offered to join the curriculum committee to oversee this. It is hoped that TJ will join the F&GP committee. All agreed that the strategy committee is no longer needed as the school has moved forwards as a primary. Governors' roles are strategic so these decisions will be taken in committees or at FGB meetings.	*Annual Governance Statement to be updated and put on the website - FT*

14	**AOB and correspondence** Everyone was congratulated for getting through this year's meetings during the Pandemic. Attendance had remained really good.	