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

Minutes of Full Governing Body

17th March 2021 via Zoom

Attendees: Olivia Corfied, Julie Boyd, Tracy Jessop, Georgina Chapple, Chris Marriott, David Hibberd, Mary Evans, John Neenan and Julie Phillips.
Apologies: Eleanor Milligan
Also attending: Fiona Tibbitt (clerk)

Key: Challenge, support, SIAMS

Item	Subject	Action
1	**Welcome** OC welcomed everyone to the meeting. JB opened the meeting with a prayer . Apologies for absence: EM had sent apologies in advance and sent questions relating to the agenda. Register of Business Interests relating to the agenda - none	
2	**Confirmation of minutes** from 10th February 2021 With a couple of minor changes GC proposed the minutes were accepted as a true record of the meeting, this was seconded by JP and all approved. Matters arising – the skills audit had been completed and all areas were green. The SIDP is in the process of being updated following governor monitoring.	
3	**Committee Minutes** **Curriculum committee**, JP explained the school is using White Rose instead of the NCTEM document as NCTEM was not suitable for what the school needed. White Rose will ensure consistency across the year groups and includes unit assessments all at a very reasonable cost. JN proposed the minutes were accepted as a true record of the meeting, JP seconded this and all agreed. **F & G -P Budget setting 2021-22 – for approval** DH explained the main task of the meeting was scrutinising the budget which was done at some depth. He advised the school is in a comfortable financial position now the variation funding has come through, after several years of being tight. The surplus will be put towards improvements in the curriculum and educational initiatives which will be decided in line with the SIDP. The surplus reduces in year 2 when a new teacher is budgeted in to allow for a 6th class base.	

	It was confirmed that the budget is based on a 3-year projection. DH proposed the minutes were accepted, JN seconded this and all approved. All governors approved the budget.	
4	**Headteacher's Verbal Report** inc: SIB exit meeting Mike Roughsedge, the LA's senior school advisor came to the SIB exit meeting. There was a lot of praise for the work that has been done and although there is lots of work still to do, they felt the school is on a good footing. The fact the school hasn't yet been able to fully assess impact due to covid was discussed. EM has sent some questions but as they are more pertinent for the curriculum committee so will go to the next curriculum meeting. It was asked how the school are going to get external input and challenge without the SIB. JN advised this will be from a new Diocese group of local rural church schools. The first meeting is on Thursday 18th March. JN will continue to work with schools in TACT as well as connections with other heads from around the county. JP will eventually go to Stalham Junior School to look at their curriculum and see how their Deputy HT works. Governors asked how the Diocese group of schools is being formulated. JN had discussed with Paul Dunning back in October that it would be good to have something like VNET that works out of Diocese so PD put him in touch with Denise Walker, who set up VNET, as she was putting this together. JN contacted the heads at Worstead and Erpingham schools to be included. It is initially starting with 6 schools but is likely to increase and is being funded by the Diocese. It was cautioned to be prepared to step back if the group wasn't beneficial and was too time consuming. The SIB had agreed the school now, is not the same as it was when Ofsted visited in October 2019. There has been a complete overhaul of the curriculum. This is still ongoing and will keep improving, the SLT and teachers are not afraid to change something if it isn't working; DERIC was given as an example as JP is looking for a more appropriate to help improve reading. It was cautioned to allow time for new systems to	

embed and allow for impact but agreed that if it is clear a pedagogy isn't working then it is best to change it.

JN advised that reading and keeping notes needs to become a habit, all teachers are using the same shorthand methods of showing what the children have done while reading. This has come about via the monitoring JP and JN have done as the observations didn't meet the intent there was a need to change.

Mike had no questions having read the evidence provided by JN. The SLT hope the next inspection will show the evidence, background knowledge and research behind school practices.

SAFEGUARDING AND SEN

JN advised the safeguarding numbers haven't change since the last meeting but now all children are back in school, staff can have a closer eye on them. There are no new big safeguarding concerns, and all staff continue to monitor safeguarding and are good at logging concerns.

The children are tired, and behaviours are starting to slip, this is being worked on.

SEN – another EHCP has been confirmed so there are now 6 children in school with an EHCP.

JN talked through SEN report explaining there are several SEN assessments in progress. He explained that using the maths assessment from Renaissance (written by NFER) is enabling teachers to see gaps in learning and build up intervention programmes. A SRB place is potentially going ahead.

STAFFING PROJECTION

The staff allocation was shared with governors. JN advised how impressed he is with how well Emily M has performed in her role, LH is covering EY lead and has HC one day a week in Apple class until KJ comes back from maternity leave.

JP is in Chestnut 4 days and KC in 1 day for JP's DHT release time.

As SL is leaving AS has already started in Rowan Class and is settling in really well. LC who has been working 1 day a week will take over Maple class after Easter, replacing ZK. She has lots of KS2 school experience, performed very well in her PGCE and has good references.

There was a discussion about support given to staff over the last year.

	Class numbers for September 2021 were examined. As there will be 23 coming into reception and 8 going to BVS for Y3, the reception class can be stand alone with the Y1 class being single form too. From September 2022 the classes would be very large unless the school increases to 6 classes. This has been budgeted for and is affordable. From September 2021 there will be a mix of key stage curriculum in Y2 and Y3. This is being managed through knowledge of the pupils and those that need to plug the gaps for the Y3 but also allowing them to follow the Y3 curriculum.	
5	**SIDP** A lot of the content from the heads report will go onto the SIDP along with costings from the budget.	*SIDP to be updated*
6	**Building/nursery update** JB is Involved as Rector from the Schoolhouse Trust and will need to sign the lease agreement to progress the work. JB will discuss this with Les Bailey and Sam Witton. JN is now a member of the Diocese School Estates and Capital Funds Committee.	
7	**Staff wellbeing** Governors as how are staff coping? JP advised everyone is tired but really pleased to have the children back in school. No one went into teaching to do remote learning. As the children are coming back it is interesting to see the changes, the staff as a whole are looking out for each other and trying not to put too much pressure on themselves while maintaining drive to get things done. JN agreed there have been some extra pressures but staff are good at looking after each other, he commented how GS had made him a cup of tea towards the end of a particularly difficult day. When ZK left he thanked JN and FT for really looking after his well-being. It was discussed how it was hard to record and quantify well-being, but the school is a caring place. FT has been having a difficult time out of school so worked from home occasionally. JP also did course at home and completed a mental health first aider course. EM suggested setting up an anonymous survey, JN agreed to this and thanked EM.	*EM to produce Well-being survey.*

	It was commented that so many children were glad and happy to be back, and the staff had done a fantastic job. JB offered, as a Christian school, that she and TJ can be involved as a chaplaincy role and she would like to be known to the staff so they can be someone different to talk things through with. She advised that on 23rd March, the anniversary of the first lockdown the church with Fishers Funeral Home were giving out Seeds of Hope (wildflower seeds) and she would like to give one to every member of staff including ZK. Cards with JB and TJ's contact numbers would be included with them. JN thanked them and said it would be a good alternative to Norfolk Support Line. JB reminded JN that it applied to him too. OC suggested sending a letter to staff from governors thanking everyone and recognising their good hard work. She asked for governors to email her with ideas. JN advised he was trying to enable staff to have a good work life balance, including sending any staff left in the building at 5pm home. It was confirmed that the Chair and Headteacher have regular catch-up phone calls and emails, and as mentioned earlier JN receives support from other schools. Key stage support groups across schools will start up again as well. Parents' well-being was discussed. Governors had noticed an email saying we all need to be positive for the children and work together to make it good for them. There has been a lot of feedback from parents saying they feel supported. Some of the children are sad about ZK leaving but they are being supported through this. Only 2 parents have mentioned this. OC advised her children love school and her oldest is getting on well with the new teacher.	*Thank you letter to be formulated.*
8	**Safeguarding update** ME had received a comprehensive report from JN. Governors were made aware that there is a Jargon Buster on Governorhub. FT agreed to share this on the noticeboard.	*Jargon buster to go on Governorhub noticeboard.*

9	**Cluster update** Nothing to report.	
10	**H & S update** CM saw JN on 04.03.21to ensure everything was in place for reopening for all children. Fern Jarmin, the new surveyor has been chased re the windows.	CM
11	**Governor monitoring and training** REFLECT ON TODAY'S MEETING *The 3 core functions of a governing / trust board are:* *·Ensuring clarity of vision, ethos and strategic direction;* Governors felt the meeting had covered this. *·Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff;* This was also carried out in the meeting. *·Overseeing the financial performance of the organisation and making sure it's money well spent.* It was agreed this was covered as well. Governors stated they couldn't say thank you enough to the school for driving things forward to change of category. JN thanked governors for their input in building a good portfolio of evidence.	
12	Date of next meeting Proposed: To be decided.	ALL