# 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."

Full Governing Body Minutes

Virtual Zoom Meeting Tuesday 18th May

Attendees: Olivia Corfield, Mary Evans, David Hibberd, Georgina Chapple, Julie Boyd, Eleanor Milligan, Tracy Jessop, Chris Marriott, Julie Phillips and John Neenan

Also Attending: Fiona Tibbitt (clerk)

Apologies: None

KEY: Support, Challenge, SIAMS

| | Subject | Action |
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| 1 | **Welcome**<br>OC welcomed everyone to the meeting and TJ opened the meeting with a prayer. There were no apologies for absence nor business interests pertaining to the agenda. | |
| 2 | **Confirmation of minutes from 17th March 2021**<br>Governors looked through previous minutes.<br>It was confirmed the SIDP had been updated, the well-being survey results are on the agenda. Governors will send a message to staff at the end of the school year, and the jargon buster is on Governorhub. EM proposed the minutes were approved, ME seconded this and all approved. | |
| 3 | **Safeguarding report**<br>ME received the report in advance of the meeting. She commented on how detailed and informative it was and that the school's attendance record is excellent.<br>There was discussion around the 60% increase in concerns logged (safeguarding and behaviour incidences) it was agreed this was likely to be due to the Pandemic and Lockdown. There is a similar picture across Aylsham and surrounding villages as well as across the country.<br>It was agreed the safeguarding network between local schools is a good new idea. JN is the joint chair. The school continues to support these families where necessary. | |
| 4 | **Staff Wellbeing**<br>EM explained about the anonymous survey was taken from national standardised questions. The response had been positive in lots of ways with generally good mental health within the SLT and staff in general. It had raised several questions such as increasing the participation in the survey, only about 51% of staff completed it, and it had | *Working party meeting date to be arranged. (Arranged for* |

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| | been concerning that some members of staff had reported abusive language being used towards them. Governors agreed to have a deeper conversation in a working party to discuss the issues raised and ways forward. JB and TJ offered to join as clergy, JN suggested FT join as one of the school's 2 Mental Health Champions. The final group was agreed as EM, JB, TJ, OC, GC, JN and FT. | *Monday 7th June 5pm)* |
| 5 | **Head teacher's report – including COVID update**<br>The full report had been circulated prior to the meeting. The NOR is looking healthy and numbers are due to increase. The average year group size is 20.3, matching the school PAN, with smaller numbers in the older year groups as there are still some KS2 children moving to BVS largely due to older siblings already being there and friendship groups.<br>The safeguarding network was discussed, JN has attended the initial meeting, JP or FT will attend some future meetings to spread the work. It was attended by Aylsham and cluster schools including Colby. The remit is to bring attention of wider safeguarding issues back to group. There will be representation from the police as well as the Early Help Team and hopefully Social Services as well.<br>Lydia (Hevingham head) and JN are co-chairs. Lydia is also a representative for LSCG. JN feels this will be beneficial and well worth the time.<br>JN advised that since Easter there have been a lot of low-level behaviour issues. Strategies have been put in place such as proximity praise, re-emphasis on the Golden Rules and Class Dojo weekly trophy. Improvements in behaviour has already been apparent. There are some instances of extreme behaviour concerns from 3 children and help and advice is being sought from outside agencies.<br>The report shows numbers for PP and SEND including children with an EHCP having increased to above the national average. One child with an EHCP has been offered a place at Sidestrand School in September. There is a child who is due to start in reception in September but as he has exceptionally high needs, his case is going to tribunal with the hope of securing a place at Woodfields School in Sheringham. Woodfields' is oversubscribed however a mainstream school would not be the right setting for him. JN has calculated the cost of accommodating him at £18k and this would be without access to the specialist support he needs.<br>The massive shortage of spaces in special schools and the detriment to the children this causes was discussed. There was also a discussion about the fact that any costing for SEND pupils have £6,000 notional funding removed before extra funding is granted.<br>JN advised that the school maintained a lot of outreach support during lockdown. | ALL |

The new SENDco will start in September when she returns from maternity leave. JN and SB will share the role in the first year while she completes the training, the course is at master's level. She will teach the year 5/6 class 2 days a week and work 1 day as SENDco. SB will oversee SEND within the setting and JN will complete applications for funding. Governors asked if the assistant SENDco role would still be needed. JN assured governors it would.

Pupil progress – JN advised there are further assessments taking place next week, but initial results show the children are making good progress. In year 3 only one has moved backwards.

JN has completed lesson observations which were all good and next steps have been given to move teacher's professional development forward. JP has completed TA observations which went well.

Staffing - Miss Chamberlain will be working 3 days a week in Maple Class (year 5/6) and 1 day in the year 2 class. Mrs Stock will continue in year 3/4 permanently replacing Miss Lewis.

Rachel Tichelly is leaving after 15 years as a CA/TA at the end of May as feels she needs a new start. Mrs Cockerton is leaving teaching as she has been offered another job which fits in better with family life.

On 7th April the DofE produced a new document regarding qualifications needed to work in Early Years Settings. Unfortunately, the current nursery TA's qualifications do not quite fit, however, another CA in the school does have the level 3 qualification needed. JN advised that he has spoken to Ofsted, the DofE and HR to confirm the need to move the staff and the process to swap the roles will start tomorrow.

There was a discussion about whether TA's would start to need these specific qualifications and governors suggested all TA's qualifications are checked. JP confirmed she has been doing this while carrying out their Performance Management meetings.

JP advised that she has observed all TA's working in their classrooms and found it hard to write them up as there was so much positive practice it was hard to find next steps.

JP found it useful to spend time in all classes, especially in KS2.

GDPR – JN advised there had been a data breach by a member of staff disclosing a confidential matter to an ex-member of staff. As there is no evidence as to who this member of staff is, all staff members received a strongly worded email about the seriousness of the breach. FT spoke to our DPO and filed a report on the matter, Ane was

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| | happy the response was proportional and as the parent was happy with the outcome no further action was needed.<br>All staff have completed GDPR training this half term by watching a video powerpoint created by FT and Ane. | |
| 6 | **Building update**<br>The trees have been removed ready for building work on the new nursery to begin. It is hoped work will start in 4 to 6 weeks. JB is waiting to sign final documentation for the church land.<br>Fern Jarmin the new school surveyor has been to examine the windows and porous brickwork. She agreed they need addressed is following this up. She raised concern about subsidence, however it is only minimal.<br>JN has obtained one quote for the necessary upgrade of the KS2 toilets, 2 more contractors are due to visit soon. | Continue to push for remedial building work and obtain 2 more toilet quotes. |
| 6 | **SIDP update**<br>SIAMS – JB offered to go through the preparations for the upcoming SIAMS inspection with JN. They will go through the pile of evidence after half term.<br>JP and JN have been discussing a complete overall of the SIDP, changing the outcomes and focus. They aim to have this actioned before the end of the academic year, so it is ready for the new year. The majority of the current SIDP has been completed.<br>JN and JP have found the continual monitoring they perform useful in determining which strategies are working for improvements in learning. For example, DERIC was not working sufficiently well so after a lot of research the school will invest in Reading Vipers with Literacy Shed. | *JN, JP and FT to go through the SIDP before the next governor meeting.* |
| 7 | **Monitoring and training update**<br>It was agreed the next Governor Monitoring fortnight would start on 14th June.<br>Governors are asked to meet with their linked subject leaders over those 2 weeks. EM will update the points for discussion on the form.<br>Mrs Stock has become subject leader for maths to reduce JPs workload.<br>EM monitored phonics and was looking for consistency across the year groups. She had a very positive morning seeing the same resources used but progression throughout. Geraldine the giraffe was popular in all the classes. EM could see how it builds up through the years and abilities.<br>Teachers are using consistent strategies across the years teaching half the class phonics at a time from YR to Y2, this allows teachers to differentiate the learning. It was purposeful and calm, she saw teachers pick up on children's interests and made the work | *Monitoring forms to be updated by EM*<br><br>*All governors to carry out monitoring.*<br><br>*JN to put a list of teacher* |

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| | relatable for them. EM will put the completed form into the monitoring folder on Governor hub.<br>SB has taken over as PE lead again and during one of her KIT days already arranged for staff training. DH had been in school for IT and witnessed the trainer praising the whole school team and how they joined in and engaged well with the training.<br>SB is looking into outdoor exploration and having an internal sponsored sports day. From September team games will be introduced such as netball and football. It was commented that while SB had endless enthusiasm for pushing the school forwards there needed to be caution that she didn't do too much and burn out. Her work/life balance must be maintained. JN has found inviting SB to SLT meetings has made them really productive with lots of challenge and putting ideas forward.<br>The next academic year planning was questioned and how the curriculum was enfolding for the first year 6 cohort. JN and JP advised that the whole school curriculum has come a long way and flows right through all year groups showing progression throughout.<br>There is an inset day after the last day of term and 2 at the start of the new school year to firm up the topics to be covered for the year, ensuring they will cover the curriculum needs. JP has been working hard on new assessment strategies and has been having monitoring discussions which show where gaps need to be filled and where higher ability children need more challenge. It is a difficult picture post lockdown with some children having kept up with the work throughout and others having done no work or only concentrated on one subject.<br>Subject leaders are stepping up now with clear guidance, so the workload is balanced more across the teaching staff. | *subject leads and their email addresses on* Governorhub . |
| 8 | **Parent Questionnaire – to discuss/approve before release after half term**<br>The parent view questions were discussed as a template for the parent questionnaire. The clubs' question will be removed as they have not been able to go ahead due to COVID. A question on remote learning will be added and some extended open questions such as:<br>How are children settling back into routines?<br>Is there anything else we can usefully do for you? Help us to improve the school for you.<br>What do you value about St Michael's?<br><br>It was suggested that parents have the option to choose to be known and can request to be contacted to discuss any issues they may have. | *Parent questionnaire to be updated and shared on Governorhub.* |

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| | It was agreed that it would be useful to use the majority of parent view questions as these are the ones Ofsted will use and will challenge governors and JN on the answers. It was confirmed that the curriculum overviews weren't sent out this year due to Lockdown. The new website, which is in progress, was discussed with the clearer curriculum pages.<br><br>JN highlighted that a large number of hours has been put into building the curriculum this year despite everything else that has had to be managed. A lot of research has gone into knowledge, structure and resourcing. It is hoped that parents realise the pressures that school staff have been under. | |
| 9 | **Policy Review:**<br>The policies were shared prior to the meeting.<br>**Written statement of behaviour** – line 2 needs to be changed to primary, it was suggested that the statement should cover families and staff as well. Making it clear that there should not be any abusive language used towards staff and all unacceptable behaviour is discouraged. It was suggested a sentence could be added to the home school agreement. This will go to the well-being working group to discuss.<br>It was agreed that this statement goes alongside the behaviour policy with rewards and sanctions clear.<br>**Pupils' code of conduct** – there were no comments or changes.<br>**Home/School agreement**- this will go to working group re above.<br>**Consent forms** – It was suggested that the internet consent is brought up to date, removing phrasing which may not be understood. DH agreed to action this.<br>**Self-harm policy** – this is to be joined with the safeguarding policy as an appendix. Governors asked if it had been shared with staff, JN confirmed it had in the April safeguarding update.<br>**Tackling Extremism and radicalisation and anti-racism policy** – It was suggested the review date changes to annually instead of every 4 years due to the nature of the policy and governors need to undertake training annually. This was agreed.<br>**Pay policy** – The options from HR educator solutions were discussed.<br>13.7 – all to be deleted<br>14.2 take out first line and 15.1 options<br>TLR – teaching and learning responsibility, this is not needed. | *Home school agreement to go to the well-being working party.*<br>*Behaviour statement on next FGB agenda*<br><br>*DH to update the consent forms.*<br><br>*TE&R&AR policy to be reviewed annually.*<br><br>*Updates to be made to the pay policy as stated.* |

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| | There was discussion about SEN allowances, they aren't needed this year and JN will seek HR advice for when the new SENDco has completed her training.<br>18.4 option 2 was agreed.<br>All approved policy. | |
| 10 | **H & S update**<br>CM will do a check in with JN in the governor monitoring fortnight. | *CM to meet with JN between 14th and 26th June.* |
| 11 | **Cluster update –** JN joined a cluster heads meeting yesterday looking at moving forwards. ALF was questioned about what the funds paid had gone towards. All the issues being experienced by St Michael's are happening across all schools in the cluster, with many having more extreme issues. | |
| 12 | **GDPR** update – already discussed re. data breach and training. | |
| 13 | **Governor Action Plan review**<br>**a) Action plan review –** it was agreed that the strategic overview and monitoring has improved but it is still relevant to be on the action plan. Building work will continue to be on the action plan due to the impending nursery build. Once JP, FT and JN have updated the SIDP governors will add more to their action plan to compliment it.<br>**b) Annual Governance Statement** To discuss, develop and approve the annual governance statement to be published on the school website in the autumn term. It was agreed that OC and FT will work on this together and share it on Governorhub | *Action plan to be updated. OC and FT to complete the Annual Governance Statement* |
| 14 | **AOB and correspondence**<br>**COVID update –** there were no comments on the COVID update.<br>**Governor Services Data Privacy Notice 2021 –** Governors have been asked to agree for their governor data to be shared, this would be the information available on GIAS and on the school website already along with governor training records. All agreed. | *Governors to go onto their profile and ensure they are happy with the settings and confirm details.* |
| 15 | **Agree time and date of next meeting - proposed Tuesday 6th July 5.30pm hopefully in the Ark. CHANGED TO WEDNESDAY 7TH JULY 5.30PM** | |