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

Minutes FGB meeting
Wednesday 9th February 2022

Attendees: Olivia Corfield, Julie Phillips, Chris Marriott, David Hibberd, Georgina Chapple and John Neenan.
Apologies: Julie Boyd, Tracy Jessop and Eleanor Milligan.
Also Attending: Pippa Van Kuijk (prospective new governor) & Fiona Tibbitt (clerk)

KEY: Challenge, Support, SIAMS

	Item	Actions
1	**Welcome and apologies** OC welcomed everyone to the meeting. Apologies had been received from EM, TJ and JB. FT said an opening prayer The school's vision - this will be covered in the Head teachers report. There was some discussion about the interviewing and appointment for the 1-2 day a week teacher to cover deputy head and Sendco time.	
2	**Minutes of the previous meeting – matters arising** The minutes of the previous meeting were proposed as a true record by CM, seconded by DH and all approved. The Parent questionnaire has been completed and is on the agenda. The majority of updated policies are on the website, and this will be completed over half term. Progress data will be presented after half term following the latest assessments. It was confirmed all areas in the governor skills audit were green. OC proposed the minutes were accepted as a true record of the meeting, CM seconded this and all approved. Chairs report: OC had a governance conversation with an advisor from governor services, this had gone well, and they will be sending a report of this. Hannah Goodson has been appointed as Early Years Lead and reception teacher. She started on 7th February to allow for a week's transition with the leaving teachers. Governors felt this had been a good idea, paying both teachers for half term was questioned but as it was only a week's holiday this was deemed appropriate for the benefits, especially for the younger children. It was decided that it is easier to agree dates for governor meetings at the meeting before as they often have to be rearranged if decided at the start of the year.	*Agenda item: governance chat report.*
3	**Committee minutes:**	

	• **Curriculum** – Apologies were sent to JB for the confusion at the start of the meeting. The meeting looked at monitoring from the autumn term. Due to the number of changes in the cohort it wasn't possible to have a year on year comparison and gain an accurate picture of progression. The next data drop will help give a clearer picture, there is still no national data to compare this with. It currently appears that only 30-40% of pupils are meeting ARE (Age Related Expectations) across the county. It is hoped that by the summer term the children will have had a relatively normal year of school. The minutes were approved by all. • **Finance and General Purposes** DH explained that budget revision 3 sees the school in a fairly good financial position. There were no shocks. The energy line is high, although some of this will be reclaimed from the D of N. It was asked how the power from the solar panels on the new nursery will be used, this will be asked at the next build meeting. Overall, there was more of an increase in income than expenditure from the budget revision 2. The SFVS (Schools Financial Value Standard) was explained. The minutes were approved by all. • **Actions from the Well-Being working group**, these were shared. It was confirmed that the meeting to discuss the retreat day is on 8th March and the next well-being working group meeting is on 23rd March at 5pm.	*Ask re solar panels power output usage at the next build meeting.*
4	**Policy Review** • ***Whistleblowing policy*** *(from HR infospace)there were no comments, all approved the policy.* • ***RSHE policy*** *– on page 3 Mrs Bailey's name needs to be removed, on page 11 the review date needs to be changed to February 2024. With these changes the policy was approved.* • ***School uniform policy*** - There is a new requirement to have a school uniform policy to ensure the uniform is accessible for all price brackets and that it is gender neutral. It was agreed the wording should state any gender, not girls and boys. All approved the policy. Governors asked for the policy to be shared with all staff so they were aware. • ***Collective Worship policy -*** JN had added the Spirituality section following advice from Chris Allen (RE specialist DofN) and the DofN. All approved the policy. The first in person (rather than via zoom) Collective Worships had taken place in the Ark this week since 20.03.2020. Key stage 1 on Monday and key stage 2 on Tuesday. This had been really emotional for both staff and children. It was commented that children had discussed this excitedly with parents after school.	*Ensure all staff see and take in the school uniform policy*
5	Head teachers verbal report – JN led a Powerpoint presentation about his journey with St Michael's since he joined in 2018. His biggest concern initially was safeguarding awareness in support staff which was rectified straight away with training sessions.	

	There was discussion about staff turnover and how the school has successfully recruited new teachers. It was commented that it is a strength of the school that it adapts to changes and grows towards the vision. Governors asked how Class Dojo works. JN and JP explained the online reward points system to improve and promote good behaviour. The children help decide what areas they should get dojos for. Governors suggested advising parents about the Class Dojo system. Permanent exclusions were anonymously discussed. It was discussed that in July 2019 the LA School Improvement Board had said St Michael's School was good and should do well in an Ofsted inspection. In September 2019 the Ofsted framework changed and gaps were found in the curriculum Ofsted had found the school good for behaviours for learning and safeguarding. Since then, the curriculum has been redeveloped, largely by JP. There is clear progression from nursery and reception right through to year 6. There is continuous monitoring taking place and changes are made when and if necessary. It was confirmed that RE is in line with themes and values of the Norfolk Agreed Syllabus. Phonics teaching was discussed, and governors looked at the improvements in phonics tests results. Following recent news articles stating that teaching phonics does not improve the ability to learn to read it was questioned if phonics was helping. JN advised of the links between those who started with phonics teaching and went on to perform well at GCSE level. The new reading framework was discussed. It is teachers that teach reading, not parents. The same book is read 3 times with a different teaching focus each time. The book is then taken home as a celebration of reading with their parents. Reading at home should be for pleasure to develop a love of reading. Recent Reading Cafés for parents have been cancelled due to Covid and an online one was cancelled due to an accident. Governors mentioned how useful the Little Wandle videos are at explaining the principles. The founding of the school vision was discussed. There was a discussion about the difficulties in not being able to meet with other schools for moderation and being unable to compare test results. Behaviour in school is still really good; the school has been getting compliments when out in the community about how well the children behave. Governors stated how they support the Behaviour Policy and have confidence in how it is carried out.	*Explain Class Dojo to parents - in Head's blog.*

	It was suggested that the current year 6 children could be invited back to St Michael's next year to talk about their first year in High School. The increase in children eligible for Pupil Premium was discussed having gone from 9 in 2018 to 25. A lot of new families have moved into the area, the demographic of Aylsham has changed. There have been changes to family circumstances throughout Covid. Governors commented on the fact that the school has a good reputation for nurture and SEN, JN is recommended to families with a child with SEN. The High School also has a good reputation for this particularly with the Eagles. Governors thanked JN for the time and effort he had put into the presentation, they found it really useful to get a picture of where the school is.	
6	Safeguarding – including vulnerable groups update OC advised she will be carrying out a safeguarding compliance check and SCR (Single Central Record) check. JN advised he checks the SCR monthly.	*Safeguarding compliance check and SCR check by OC.*
7	Parent Questionnaire results The parent questionnaire response was overwhelmingly positive. There was a very small proportion who were negative. One parent who said their child was not happy at school went on to give positive responses for the rest of the questionnaire. When to have parents' evenings and send out reports was discussed. Looking at the comments governors discussed: That an increase in science etc was not possible due to curriculum requirements. Quite a few school trips had gone ahead despite Covid, this had been harder for younger years due to higher adult to child ratios. Children are taught instruments such as glockenspiels and recorders. Parents need to be signposted to the Curriculum page on the school website as this goes into a lot of detail about the curriculum including topic webs for the year. Sharing teachers' emails with parents was discussed, some governors felt this was not a good idea as the head@ and office@ addresses can help protect staff from unnecessary emails. It was pointed out that since Covid all teacher emails are now routinely shared with parents and they are being used by parents. This had partly been done during Covid to aid	*Check all topic webs are up to date.*

	home learning but since then to stop parents looking teachers up on Facebook etc and sending messages this way. There have been no issues with the emails so far and this will be kept under review. It was suggested that teachers should ensure they have an out of office message on their emails for outside of working hours. It was agreed that there is not a way to make all parents happy all the time with the school, for example one parent said there was not enough email communication, and another said there was too much.	*Feedback to parents following the questionnaire will be actioned after half term.*
8	Governor SEF The last 9 questions of the SEF will be looked at by the Curriculum committee. FT agreed to put the Chairs 360 checklist onto google forms so that all governors can complete it anonymously.	*SEF to be completed by the curriculum committee.* *360 to be put on a google form for all governors to complete.*
9	GDPR - nothing to report	
10	Health and Safety report – CM had a walk around the school on 4th January with JN before school opened. He will do this again before Easter. Governors asked when the playground space will be opened up again, JN advised this should be by half term. The new nursery build should be complete by Easter.	*CM to do a H&S monitoring walk pre Easter.*
11	Training – Monitoring – Correspondence Governors were reminded to keep up to date with training via Govenorhub and to log any training against their profiles.	
12	Date and time of next meeting Thursday 31.03.22 5pm	