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

Monday 16th May

Attendees: Chris Marriott, Pippa Van Kuijk, Eleanor Milligan, Olivia Corfield, Tracy Jessop, Julie Boyd, John Neenan and David Hibberd

Apologies: Katie Partridge

Also attending (via Zoom): Fiona Tibbitt (Clerk)

KEY: Challenge, Support, SIAMS

Item	Subject	Resp.
1	**Welcome** OC welcomed everyone to the meeting and TJ led a prayer. Apologies had been received from KP. There were no business interests relating to the agenda. Chair's report –OC advised that GC has resigned as a governor and KP is currently co-opted as a governor and will be applying to be a Foundation governor for the DBE. There are a further 2 governor vacancies - Staff and Foundation OC and JN thanked DH, EM and JB for coming in during the SIAMS inspection. DH commented on how well JB had answered "how is our Vision reflected in the budget spending?"	*JB & KP to meet & discuss*
2	**Confirmation of minutes from 31st March 2022** The minutes were proposed as a true record of the meeting by OC, CM seconded this and all approved. **Matters Arising** The parent questionnaire results are on website and were emailed to parents. The RE data is to be looked at in next curriculum meeting. Some monitoring sheets are still to be uploaded. JN will put the subject leaders list onto Governorhub. Class Dojo explanation is to be added to the HT blog. F & GP minutes were approved.	*Ensure all monitoring documents are uploaded to Governorhub* *Subject leader lists to go on the hub by JN* *Class Dojo will be in the HT blog*
3	**Safeguarding report including governor safeguarding compliance checklist** The report was shared prior to the meeting. OC asked for any questions; it was confirmed that all governors need to have safeguarding training again, governors are invited to the staff	*Date for safeguarding briefing to be*

	training in September. JN will also be inviting governors to an hour session in the second half of the summer term to go through the safeguarding policy and My Concern. Dashes will be added to the blank cells on the SCR to make it easier to check. The staff checklist sheets are being redone to make them clearer. JN advised of the concerns around internet safety and mobile phone usage outside of school, mainly with about 6-7 older girls. The need to engage parents with this was discussed. It was questioned whether the Home/School agreement could be adapted to help. OC suggested an internet safety newsletter that H&M pay into monthly, as technology and software trends change so fast it saves doing the research. OC agreed to send the link to FT.	*arranged in summer 2.* *HS agreement to be adjusted & brought to FGB. OC to send internet safety link to FT.*
4	**Staff Wellbeing** The Retreat day took place on 19.04.22, JB and TJ worked hard to make the day a huge success. Everyone required to be there were there plus extras. JN commented on how it was the best team building day he'd been to without it being a team building day. Great conversations were had while painting pottery. Lots of calm and laughter, JB stated how she feels more known in school now, it has broken down barriers. JN explained how didn't say anything at the start of the day and was fairly quiet, JP and FT went off for a walk meaning the SLT left most of the staff to it for a lot of the morning. JB said the day has been noticed by the Diocese as trail blazing. Staff well-being questionnaire is to be sent out ahead of the next well-being meeting. It will have an extra question asking if there are suggestions for discussion at the well-being meeting. Next meeting a week on Wednesday at 5pm.	*Well-being questionnaire to go out to staff.*
5	**Head teacher's verbal report – including commenting on documents provided to the SIAMS inspector including an Attendance review, Behaviour/bullying/racism, Exclusions information** The SIAMS inspection was discussed. JN advised he was notified a week beforehand and had a 2-hour conversation covering from September 2018 to now, exclusions, staffing changes etc. Further documentation was asked for and provided. On Saturday when JN went to the hospital for his tooth surgery he realised that he'd be off all week so started emailing FT, JP and OC. JP stepped up really well in preparation and on the day. Parents spoke positively to the inspectors. The areas for development highlighted in the feedback had already been picked up. The outcome is confidential until the report is released but JN and the SLT are happy. Governors said when the report is out a banner should be ordered.	*Banner to be ordered.*

	JN is currently working with NCC HSB team for one child and writing reports/giving support for 2 court cases re parental custody disputes. There is also a mediation meeting planned for a child whose parent is pushing for an EHCP although the child does not currently meet the threshold. Attendance data – Although there is high persistent absence FT has scrutinised the individual pupil reports and there has been improvements since Covid, a family who started going through the Fast Track process has improved. JN and FT continue to work with Teresa from the attendance team. 2 FPNs (Fixed Penalty Notice) have been placed for a family. Some holidays have been allowed as they were rebooked due to Covid and then couldn't be arranged in school holidays. Anyone with multiple holidays must be fined. Behaviour – the concerns are with a small amount of children with persistent behaviour issues. They are getting lots of outside help, SEMH support and SRB placements. There are concerns over a child coming back too quickly from an SRB, going from 8 children to 4 adults to 30 children and 2 adults. Pastoral care was viewed as excellent by SIAMS inspector. There is not the funding to back up the children who are struggling. JN is also getting advice from the Educate Norfolk Group and the Inclusion Team. A job role of someone to bridge the gap between TA and SRB was discussed, SM is more 1 to 1 SEMH intervention, not an emergency stand-in. JN commented on the impact on FT's day as well as his own as they stand-in to help with behavioural issues and/or emotional support. There was a discussion around staffing for the new academic year. **EM left the meeting** A performance management process had to be started with a TA but they chose to leave immediately. This post will be covered internally until September. Perseverance and resilience for children was discussed with parents appearing to quickly make the decision to change from school to school. Children Missing in Education – FT follows a vigorous process and recently spent time tracking down 3 pupils who had been rehoused to south of Norwich and had found it difficult to find a new school. Another child has moved abroad but the parent has been in contact. Sponsored run - £1028.58 has been raised so far. SATs - the papers are signed in and out, LC had a lot of logistical organising to do with some children needing 25 extra minutes and some with 10 minutes breaks etc. ensuring TAs had read and signed the guidance in advance. The SATS were packaged up and sent off each day. There will be scaled scores across papers with 1 score for the 3 maths papers. The results will be, working towards, expected, more than… The school is notified of the results at some point in July.	*Continue to monitor persistent absence*

	The papers were harder than they had been expected to be in 2019, despite 2 years of Covid. The reading paper was ridiculously hard, the children were encouraged to do their best and that would be enough.	
6	**Building update – nursery, old nursery** The new nursery build is now occupied and building control has signed it off. Nursery staff are absolutely loving the new nursery, it is calm, purposeful and enjoyable. A buffet will be provided for guests for the Official Opening of the nursery by Bishop Jane. The new window/door/wall in the older nursery is due to start in May half term. GS is repainting the old nursery. (*The work is now scheduled to take place in the first 2 weeks of the summer holiday.)* Gooch will be renovating the KS2 toilets and will be confirming a start date shortly. The decarbonisation of schools' project means there will be £40,000 for St Michael's and 2 other schools for renovation of windows. External redecoration of the school is due to take place in the summer as part of the BMPP package.	
7	**SIDP: Having read the Schools WHITE PAPER 'Opportunity for all: Strong schools with greater teachers for your child', and the GREEN PAPER 'SEND Review: Right support, right place, right time' do our plans generally align with the principals/goals outlined there or could changes be considered?** The school plans to extend the school day by 10 minutes in line with the white paper so it runs from 8.45 to 3.15. Governors were supportive of this and discussed if this should go to consultation. Costings of increasing TA hours were discussed, some have been increased already, this will be looked at in budget rev 1. Governors asked if teacher wage increases have been budgeted in, JN confirmed they have. The narrowing of the gap between a teacher of 17 years and an ECT teacher was discussed. It is thought only ECT teachers with London weighting will be starting on £30,000. JN will attend an NCC breakfast meeting about the white paper. The government may want all schools to become academies but they have said this before and the majority of schools are still maintained. Governors will be interested to see how NCC sees the Aylsham Cluster Trust as opposed to an academy. The matter is not urgent but it was agreed it was good to be informed, however there is no need to be reactive as the SLT and governors would like to stay as a maintained school. The 'upskill your staff' section was mentioned, this was seen as more pressure on some individuals to tick boxes, no action to be taken until more details are released.	

	To be reviewed again, it was commented that there will be another general election before 2030 so the strategic direction may change. The green paper focusses on SEN. AS is completing the SENCO course which is covering the green paper and how its impacts will be fed back in. AS will attend the next budget revision to get a better understanding of how SEN income is managed.	
8	**Monitoring and training update – allocate Equality Link Governor** The new training information has been uploaded onto Governorhub. KP has offered to be the Equality linked governor.	
9	**Summer Transition – year 6's** JN is waiting for transition details for year 6's from AHS. Elaine Dyer (Cluster SEMH support) is already working with those with extra needs and/or concerns as is SM. Still struggling to get swimming up and going so may need bus them to Victory instead although coach hire is proving difficult.	
10	**Policy Review:** Safeguarding policy -a sentence has been added re Children Missing in Education for clarity – All approved. Written statement of behaviour – All approved. Home/School agreement –This will be updated to add something along the lines of Support the school by ensuring your child stays safe online, including using the phone while at home. We will ensure that we will educate on internet safety at school. It was suggested the school signpost parents to helpful websites to monitor your child's usage as another way of raising the issue. Consent forms – All approved. Pay policy – based on the HR Local Authority policy – no changes had been made and all approved it. JB – left the meeting to attend another.	*Bring updated Home School Agreement to next FGB.*
11	**H & S update –** CM had looked around new nursery with JN re health and safety. He agreed it was a great asset to the school.	*Further H&S check after summer building work.*
12	**Cluster update** Nothing to report	
13	**GDPR update** Nothing to report	

14	**Governor SEF** **a) How will this be completed?** Curriculum to do their half next half term **b) Annual Governance Statement** To discuss, develop and approve the annual governance statement to be published on the school website in the autumn term. **c) Chair of governors 360 feedback –** all positive feedback.	*Governor SEF & Annual Governance statement to be completed*
15	**AOB and correspondence** Nothing to report	
16	**Agree time and date of next meeting - Monday 27th June 5pm**	