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

FGB minutes

27th June 2022

Attendees: Pippa Van Kuijk, Olivia Corfield, Julie Boyd, Katie Partridge John Neenan and David Hibberd

Apologies: Eleanor Milligan, Tracy Jessop

Also attending: Fiona Tibbitt (Clerk)

KEY: Challenge, Support, SIAMS

Item	Subject	Action
1	**Welcome** OC welcomed everyone to the meeting and JB said an opening prayer. There were no business interests relating to the meeting Chair's report – CM had resigned prior to the meeting as his daughter is moving to High School, he had stated he felt he was leaving the FGB in a strong position. It was agreed CM's input over the years had been valuable, a thank you will be arranged before the end of term. TJ is also resigning as she is moving to Fakenham to take on a new position as a team Rector. Thanks were expressed to TJ for all her work and support.	
2	**Confirmation of minutes** OC proposed the minutes from 16th May 2022 were accepted and DH seconded this, all agreed. Matters arising: • Staff well-being – the results of the well-being questionnaire were positive and the retreat day had been a huge success. • Change of hours consultation – only 3 parents gave their opinion and they were all positive. Governors agreed the hours should change to 8.45 to 3.15 in light with the governments White Paper.	*Parents to be notified of change of school hours*
3	**Committee Minutes** The committee meeting times were agreed as follows: F&GP 01.07.22 1.15pm Curriculum 14.07.22 4.45pm	
4	**Headteacher's Report** The HT report had been shared prior to the meeting. There was a discussion about the increase in parents deciding to move their children between schools as an in-year transfer, both in and out of school. Other schools have found this as well. Governors suggested having an agreement with other schools in the cluster for this to be discouraged. It was agreed that sometimes it is necessary. Attendance is below the target, governors asked why this was and what was being done to combat it. JN explained this was down to a	

	small amount of pupils with high absence. He and FT are working with the families to improve attendance and seeking advice from the school's NCC attendance officer, Children Missing in Education and the medical needs team. One family are moving schools. The significant amount of concerns around pupils emotional health was noted. Support available was discussed. It was commented that this has an impact on behaviour as well. JN highlighted the increase in pupils with EHCP and the higher than average amount of pupils with SEN on roll. Governors commented on how proactive the school is in getting SEN assessments progressed. Pupil progress data was discussed. It was confirmed that the KS2 data was not available yet. JN explained that the tutor-led funding had been used for 1 to 1 support for children with dyslexia and some used for targeted maths and literacy interventions. Governors questioned this impact of this, JN advised he was still waiting for a data drop for this but it appears from book looks, and discussions with the teachers, that good progress is being made. Governors commented that they were unhappy that the new nursery wasn't running to the original schedule but they appreciated the difficulties in supply that the contractors would have. All agreed the SIAMS report was a real success and showed the dedication from JN and the staff team.	
5	**Cyber security – themed audit** DH explained that NCC had carried out a themed audit of cyber security across all Norfolk schools and had produced a report with approximately 50 action points to be made. He advised some were an easy fix, but some would be more time consuming. DH explained that some points, such as keeping the server in a room that was always locked, was not plausible in a small school. DH will be going through the report to action the highest rated points as soon as possible and will bring the report to the next F & GP meeting for discussion.	*Cyber security actions to be made in order of priority by DH.*
6	**Policies** • **Written statement of behaviour principles** – the updates to the behaviour principles were discussed. Governors were pleased to see the emphasis on families setting an example on how to behave in how they speak to school staff. • **Home school agreement** – The updates previously discussed had been actioned and all approved the agreement. It was suggested this as sent out to parents again. Governors were keen that there shouldn't be an expectation for parents to sign it and send it back as that would create a large amount of work for the school office. • **New and expectant mothers' policy** – it was confirmed the policy is the set policy from NCC HR. All approved this. • **Maternity scheme teachers** – All governors were happy with the scheme. • **Lockdown policy and procedures** - The lockdown procedure	*New Home School agreement to be sent to parents in autumn term.* *Lockdown drill to be carried out*

	was discussed. Governors questioned if a lockdown drill had been carried out recently. JN advised it hadn't but one was planned for the new school year. The policy was approved.	
7	**Governor monitoring and training** • **Governor in school week** OC thanked governors for meeting with their subject linked teachers and final arrangements for this were confirmed. Monitoring files had been shared. • **Governor SEF** The SEF had been mostly completed before the meeting. It was confirmed new Foundation governors need to be recruited. Q7 will stayamber as some governors stay for longer than 2 terms, however it was felt the knowledge of long standing governors was a great benefit and was matched with fresh ideas of newer governors. It was agreed Q11 should be green as agendas are based around the years planning cycle and the strategic direction of the SIDP. There was a discussion about Q13 and it was suggested that Governors start a termly blog, similar but less frequent than the HT's blog. This will start in the autumn term. Q17 It was agreed the policy review schedule could be better evidenced if it was brought to the first meeting of the autumn term with the decision planner. Clerk to action. Q18 Governors felt comfortable with performance management procedures in school, teachers having regular meetings with the HT and 2 official PMs throughout the year. Support staff having annual PM with the DHT and regular meetings with their class teacher. • **Annual Governance Statement** Governors were happy with the annual governance statement, this will go onto the school website. • **Consider chair of governor for next year** OC offered to stand for chair again in September unless anyone else wished to stand. All were happy for OC to stand again.	*All monitoring files to be uploaded to governorhub. The school's SLT to read them all and discuss* *Focus on governor recruitment.* *CofG blog to start.* *Policy review schedule to be brought to next meeting with decision planner.* *AGS to go onto the website.*
8	**SIDP areas for next year** It was agreed that JN would bring the new SIDP to the Autumn meeting to be discussed once all progress data had been received.	*JN to work on new SIDP*
9	**Safeguarding update** OC advised she had gone through safeguarding data with JN and made recommendations for the personnel file checklist. She had also monitored the Single Central Record. JN reviews this every month.	
10	**Building/nursery update** The nursery build was discussed earlier in the meeting. It was confirmed the new toilets for KS2 would be fitted in Autumn half term and Apple classroom work would now take place in the first couple of weeks of the summer.	

	External redecoration is also due to take place in the summer holidays.	
11	**H & S update** The windows are due to be fixed over the summer	
12	**Cluster update –** Colby and ALF were consulting on whether Colby should join ALF (Aylsham Learning Federation)	
13	**Date of next meeting** The next meeting was agreed for Monday 26th September at 5pm	