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."

FGB MINUTES

Tuesday 2nd November via ZOOM

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

Apologies: Georgina Chapple

Also attending: Fiona Tibbitt (Clerk)

Key: Challenge, Support, SIAMS

Item	Subject	Action
1	**Welcome** OC welcomed everyone to the meeting and TJ said an opening prayer. GC had sent her apologies. There were no business interests relating to the agenda and governors were reminded to update their business interests on Governorhub.	*All update business interests on governorhub.*
2	**Election of Chair and Vice Chair** OC was nominated to continue as Chair of Governors, all voted in favour. DH was nominated to continue as Vice Chair of Governors, all voted in favour. ME advised she would be standing down as a governor at the end of the autumn term, this is the 3rd school she has been a governor in and she feels it is time to stop. ME also wishes to spend more time with her grandchildren and is taking on more roles within the Town Council. ME was thanked for all her time and support.	
2	**Confirmation of minutes from 7th July 2021** DH proposed the minutes were accepted as a true record of the meeting, EM seconded this and all agreed. Matters arising: It was confirmed that EM had made delicious treats as a thank you to the school staff and OC had written a letter for staff. The children will prepare a thank you to Mr Rouse once the nursery is complete. Checking the Home School Agreement and Behaviour policy are aligned with other policies is to be carried forward. It was confirmed that the PTA is not being relaunched as the charity status has elapsed, parents will be encouraged to do fundraising events for specific items, funds will be managed through the School Fund account. If a team of parents naturally forms in the future, there is the possibility there could be a new PTA formed. All other matters arising had been completed.	*Thank you to Mr Rouse to be made by the children once the nursery build is complete.* *Home school agreement & behaviour statement to be aligned with other policies.*

3	**Confirm committee membership, terms of reference and governor delegation of authority via the decision planner and governor roles** Committee membership was agreed as: **Curriculum** – Julie Boyd, Eleanor Milligan, Chris Marriott and Julie Phillips **Finance and General Purposes** – Tracy Jessop, Olivia Corfield, David Hibberd and Georgina Chapple. All were happy with the terms of reference for the committees. The delegation of authority list was approved with the clarification that at least one governor would be involved with teacher recruitment. **Governor responsibilities and subject links** OC – Safeguarding/safer recruitment and CIC, RSHE, MFL and Pupil Progress TJ – Attendance, art/DT and music CM – H&S, SP, PE EM – SEND, PP, EYFS, English and phonics DH – GDPR, computing, science JB – Christian distinctiveness, RE, CW History to be reallocated when a new governor is appointed.	ALL
4	**Safeguarding report** ME commented on the report she had received from JN ahead of the meeting, numbers are stable and safeguarding concerns are dealt with quickly. The graph showing behaviour incidences shows peaks in behaviour incidences are getting less. ME commented on how sensitively the PEX hearing had been carried out, it had been emotional for the parents but they were given the chance to express themselves and had not objected. It had highlighted the lack of external support available for parents and children. The DSL network meeting JN had attended backed up the shortage of social workers across the county.	
5	**Headteacher's report** JN expressed how the last half term has been the most stressful since Covid started. There has been a lot of staff and child sickness meaning attendance is low. Pupils are not just off with Covid, there are other horrible colds and viruses going around. Siblings have tended to be off if a member of the household has Covid, this is not the letter of the law but an advisor from PHE has suggested that they do. **Safeguarding** - There have been more children joining the school. The amount of Child Protection Cases remains steady; the percentage has gone down due to children on roll	

going up. There are more safeguarding incidences being reported in school. JN is having informal FSP meetings with a couple of families which are going well.

The last DSL network meeting only had HTs attending, there were no social workers due to shortness of staffing.

First aid training – there have been 7 new first aid trained staff and 1 paediatric first aid trained staff member this year.

Behaviour – 16 of the incidences logged in the report are from a child [redacted] Lucy Cass from Mundesley SRB will come and do an early observation, the school and parents are funding a full OT assessment and S2S support has been sought. There will also be an EP assessment in the Spring term.

Other children have had behaviour letters home, JN is working with parents to ensure all are engaged. JN confirmed the 6 behaviour letters are for 6 different children.

The homophobia log does have entries and the child concerned understand this won't be tolerated. Governors questioned if they understood what they were saying, JN confirmed they clearly did. The school is working on celebrating differences.

One pupil is attending a SRB for SEMH, another at a SRB for S&LT. These are likely to be for more than one term.

The amount of pupils attracting **PP** funding has increased. Up from 9 to 26 in last 3 years. Some families already here but the majority of them have joined the school.

SEN register - there have been new children joining with SE needs and 5 children will come off as they have made sufficient progress to no longer be on there. Governors questioned this and JN advised he has ensured there is enough evidence that they are making positive progress at Governors felt it was really positive that these children had made such accelerated progress.

One EHCP pupil has moved on to Sidestrand school. There is a new EHCP in progress and another will be progressed soon. It was discussed that a primary will have more EHCPs as Infant school don't have as much time with the children to build up the evidence. The frustration of not being able to get appropriate help for the child in nursery was discussed. The most help will be a possible £500-£600 from the early years funding team.

A **breakdown of SEN** was looked at. The low Cognition & Learning could possibly be due to Covid, and there are gaps in reasoning in maths.

In Norfolk there are currently 220 children having S&LT interventions and 1600 on waiting list.

	Governors questioned if there could be S&LT from within the cluster? This is a possibility being looked at. The cluster has Sarah Dales for SEMH support. Governors asked if cluster staff could receive training in S&LT. This is a plan but Covid has held things up. The school has been able to make early S&LT referrals by using WELLCOMM which gives the evidence needed. **Staffing** The last half term saw a lot of staff absence. FT ended up taking reading groups and JN teaching. It seems steadier now. Most teachers have had their appraisals and those moving up a pay scale know. **The nursery build** is coming along well and is on target. FT raised the inappropriate times some deliveries have been arriving formally at the build meeting, those in the meeting took a very dim view of this. Governors asked when the playground will be made bigger. JN advised it should be soon as most large deliveries have been made. DH raised this in the build meeting as well. The grass area is being used at playtimes when weather permits. Chris Allen has visited to advise on **RE and SIAMS**. **COVID** was discussed including the highest infection rates being across 5-9 and 10-14 year olds and then 30-35 year olds. School staff are not categorised high on the list of those to get the booster jab. Nativity plays and carol services were discussed. PHE had said it was up to the schools as to whether to go ahead with in person nativities/services, but the PHE adviser advised against it. Governors agreed it wasn't worth the risk and liked the back up of recording them for parents to see. JB advised that St Michael's is not the only school using the church and there would not be time for a deep clean between events. This will be added to the risk assessment.	
6	**PE/Sports Premium report** Governors had seen the report prior to the meeting, comments or questions were invited. DH suggested adding how regularly running a mile was achieved. With this added all were happy for the report to go onto the website. **Pupil Premium Report** Governors had seen the report prior to the meeting, comments or questions were invited. The review date needed to be changed to January 2022. The TA recruitment item was queried and governors felt the wording "to match hours at previous setting to secure a high quality appointment" should be added. With these amendments all were happy to go on the website.	

	SEND information report JN explained he used an audit tool to make sure that all the information needed was on there, ME reviewed it prior to the meeting. Governors found it really detailed and informative, it was suggested that as the school's full name was on the top of each page having just St Michael's in the body of the text would do. It was confirmed this mirrors the new curriculum policy.	
7	**Extra class in September 2022 discussion** The structure of school and staffing team were discussed. JN highlighted the extra class base the school will have by September so the school can expand to being a 6 class primary from September 2022. There has been plenty of interest in year 5 and 6 places and JN has had to turn several potential pupils away. Another reception child has just joined the school in last half term. The school would then be at full capacity unless NCC want to make St Michael's one form entry. The budget revision 2 meeting is coming up but FT has already prepared this and it shows the staffing can be afforded for a 6th class. Miss Chamberlain would become a full time teacher and the SLT would recruit a part time job share teacher. It was questioned where the teachers would go, JN advised it would depend if Mrs Phillips wanted experience of teaching older children, the majority of teachers are confident in the different positions. There was a discussion as to whether there would need to be a change of PAN. It was agreed there wouldn't need to be initially as the school can choose to take more than their PAN. Also if the numbers in town are higher than capacity then extra funding would be provided by NCC to take over PAN. The fact there are pros and cons for mixed age classes was discussed but for teachers having one year per class is easier and reduces the differentiation needed. Governors agreed going to a 6th class was a positive move and important not to let classes get too large. It was commented on how positive it was to hear the school had to turn year 6 pupils away after the small year group it started out as in year 3. JN confirmed he showed a lot of parents around the school in the last 2 weeks of the last half term. It was agreed the 6th class would be discussed with Chris Jefferson (county finance officer) in the budget revision 2 meeting.	ALL
8	**SDP** The new SDP was shared before the meeting. Governors asked if the training recommended by Chris Allen for RE was for governors. It was confirmed the RE – Complying to statutory duties was for governors. FT will share the link to book onto it. JN also invited governors to the staff training in February.	

	Chris Allen said the school is covering a lot and should be able to get a solid good in a SIAMS inspection. Although we haven't been able to do as many things as we would have liked due to Covid, a lot has been enabled. Food parcels were arranged and vulnerable children were given a place in school during lockdown. TJ advised SIAMS are very encouraging and look for the good being done. It was confirmed JN doesn't know when they will come. Governors liked the new layout and found it easier to understand. DH has observed that JN revisits vision and values in CW. All were happy with the SDP.	
9	**Parent Questionnaire to go out after parents evenings** Governors were happy with the questions and agreed to add the routines for question 12.	
10	**Policy Review:** SEND and Inclusion policy – no changes needed, all approved the policy Time off and leave policy – no changes made, all approved. Behaviour policy – all approved Safeguarding policy – there was 1 query, on page 34 the word designated needs to be removed. With that tweak it was approved. Governor code of conduct – all agreed and will confirm their acceptance again on Governorhub.	*SEND, Behaviour and safeguarding policy to go on the website. Governors to update their agreement with the code of conduct on Governorhub.*
11	**H & S update inc COVID 19 –** CM's monitoring visit couldn't go ahead due to levels of Covid. Early expectations are being sent to parents to remind them in how they can support the school in this time such as wearing face coverings etc. The NCC have made recommendations and they can be applied to school when the timing appears appropriate. Children are operating in key stage bubbles; this can't be maintained with staff due to low staff numbers. Only 6 staff members should be in the staff room at one time. There are CO2 monitors in school, governors asked when they will be checked, JN advised this will be done routinely twice a day and results logged. External doors to classrooms are kept open whenever possibly, the CO2 monitors show this helps. CM thanked JN for following up on the windows. JN confirmed we keep pursuing this, FT is looking down the insurance route for the main windows and Sam Witton feels we can apply for capital funding for them but a school's condition survey will need to be carried	CM

	out first as the current one is out of date. As a VA school this isn't available without charge so it will be carried out at a lower cost than NPS, via the Diocese. Governors agreed that the matter should now be passed to the F&GP committee to follow up.	
12	**Cluster update** none	
13	**Monitoring and training update** The governor monitoring and visit protocol was agreed. Governors were asked to visit in the next 2 weeks or speak via email, zoom, or phone with their subject linked staff member. FT will put their email addresses and subjects on Governorhub. Governors were asked to make use of the training on offer from NCC as it is provided as part of the package the school pays into. RE- Complying to Statutory Duties, which covers Norfolk Agreed Syllabus, SIAMS & OFSTED, will be attended by some governors.	*All governors to complete their monitoring and book training.*
14	**Governor Action Plan review – SEF & Skills audit** Governors were asked to compete the skills audit in the meeting folder and email the completed form to FT. The overall results will be added to the governing body SEF. The SEF areas from the governor newsletter will be divided up by FT and added to the agendas for committee meetings. The importance of reflecting on practice was discussed.	*SEF areas to be discussed at committee meetings.*
15	**AOB and Correspondence** **F&GP 18.11 2.00pm – new time/date 02.12.21** **Curriculum 23.11 5.00pm – to be agreed.** **FGB 08.12 5.00pm**	