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."

Minutes from FGB meeting 26.09.22

Attendees: Eleanor Milligan, Natalie Rees, Katie Partridge, John Neenan, David Hibberd and Olivia Corfield

Also Attending: Fiona Tibbitt as clerk

Apologies: Julie Boyd and Pippa Van Kuijk

Challenge, Support, SIAMS

Item	Subject	Action
1	**Welcome** OC welcomed everyone to the meeting and NR said an open prayer. Apologies had been received from JB and PK. There were no business interests relating to the meeting, it was confirmed that all governors would register any interests on Governorhub. Governors will also reconfirm they will follow the governor code of conduct on Governorhub.	*Governors to confirm business interests and code of conduct adherence on governnorhub.* *Chairs to confirmed minutes on Governorhub.*
2	**Election of Chair and Vice Chair** OC was nominated as chair by JN and EM and all agreed DH was nominated as vice chair by JN and EM and all agreed.	
3	**Confirmation of minutes from 27th June 2022** **Matters arising** that are not on the agenda: The internet safety newsletter is to be actioned. It was agreed cyber security will be reviewed by the Finance and GP committee. The updated Home School agreement will go out to parents via email. Most of the governor monitoring files have been uploaded to the Governorhub. Governors asked if the SLT regularly review the monitoring files. JN confirmed they do at the fortnightly SLT meetings. It was confirmed that the governors will take turns to write a blog for the website. JN proposed the minutes were accepted as a true record of the meeting and DH seconded this. All agreed.	*Internet safety newsletter and home school agreement to go to parents.* *Governors to write a blog for the school website.*

4	**Annual Admin** **Confirm committee membership –** **Finance and General Purposes :-** David Hibberd, Pippa Van Kuijk, Olivia Corfield, Kim Thornton and John Neenan **Curriculum :-** John Neenan, Julie Boyd, Eleanor Milligan, Katie Partridge and Natalie Rees The terms of reference of the committees had not changed and all were happy to continue with the current terms. Governor's decided not to make any changes to the delegation of authority on the decision planner from the previous year. **Governor roles and responsibilities** SEND, EAL and Pupil Premium including LAC – Natalie Rees will look online for training. SAFEGUARDING – Olivia Corfield EYFS – Eleanor Milligan Equality Objectives and attendance - Katie Partridge PE and Sports premium grant and MFL – Pippa Van Kuijk Health and Safety and GDPR – David Hibberd Maths and geography – David Hibberd RSE and data – Olivia Corfield Science and computing – Katie Partridge RE, Collective Worship and Christian Distinctiveness – Julie Boyd Staff Wellbeing – Julie Boyd The following subjects are being covered until new governors are recruited. Music, Art and DT – Katie Partridge History – Olivia Corfield **Policy renewal schedule** Governors looked at the new policy renewal schedule. As there were a lot of policies which had changed from bi-annually to annually it was agreed these would be spread over the autumn and spring term so that autumn was not to policy heavy. The date for the fire safety review also needs to be added to the renewal schedule. FT agreed to put the updated schedule on Governorhub once completed.	*JB and KP to meet re becoming foundation governor* *FT to find send links for online training to NR* *FT to update policy schedule and dates on policies. Schedule to be put on governorhub.* *All governors to considered suitable new members.*

	The **Instrument of Government** was reviewed and it was confirmed there are 2 Foundation governor vacancies. The dates of meetings for the year were discussed and agreed.	
5	**Committee minutes** **F & GP minutes –** The minutes have not completed for the meeting, DH advised that the Pupil Premium statement had been agreed and was ready to go on the school website. The Sports Premium statement would be actioned when the new template was available. Governors were advised that KS2 lead and joint SENCO is working on the SEND information report. These 2 documents will go to the curriculum committee and the costing looked at in the finance committee after they've been approved.	*Sports Premium report and SEND information report to go on Curriculum agenda*
6	**Safeguarding report** NR, KP and EM attended the new governor safeguarding training. They advised all governors need to attend this now and can't rely on attending the school safeguarding training. The governor training will be available online soon. JN reported there has been a significant drop off in safeguarding concerns being reported in schools this month. There was a discussion that normally they increase in September due to a build up over the summer however there has been a change in dynamic in school which has reduced the concerns. JN shared a chart showing the number of concerns logged over the last year. Governors questioned if staff were not logging concerns as often as needed. JN advised there have still been 15 logged this term so he is confident reporting is good and all staff have attended safeguarding training again. The school are currently activily supporting 3 families with 1 application referred for Early Help (replacement for FSPs) 2 more possible. The aftermath of Covid and the cost of living crisis causing difficulties for many families was discussed.	

	The school is investing in a safeguarding training package from NCC for anyone joining the school mid year. This has quizzes throughout to ensure learning and understanding is taking place. As school uses My Concern safeguarding software and the High School uses C-Poms governors asked how data is sent to the High School. JN advised he prints out a PDF transfer file from My Concern and takes this documentation to the High school by hand. He went through the reports with the High School safeguarding lead. Safeguarding data for other schools was sent by secure post. It was confirmed that JP's DDSL status has lapsed and she won't be renewing it currently to reduce her workload. Governors asked how governor training is being recorded? They were advised to update their own training logs on Governorhub as training was completed. It was confirmed OC, DH, PK and JB, are still to do governor safeguarding training. OC confirmed she goes through the safeguarding audit with JN. JN confirmed he has a record of safeguarding training attendees and all have signed they have read the appropriate sections of Keeping Children Safe in Education. It was highlighted in the governor training that schools have a responsibility for the safeguarding of children in clubs renting school premises outside of school hours. This led to a lot of discussion. The school currently uses the NCC schools standard terms of hire form which does state the club leaders must ensure safeguarding measures are in place. Governor's questioned if this was enough and if the school aught to ensure they see DBS certificates of anyone hiring the Ark. Should this be added to the SCR? New governors need to have their DBS checks completed. KP has one with the school already. It was confirmed that although NR and JB have DBS checks through the Diocese they will need school one's completed as well.	*Governors to ensure they complete the governor safeguarding training and log all training on Governorhub* *JN and FT to ensure appropriate measures in place for those hiring the Ark.* *DBS checks to be completed for NR, JB and PK* Prevent self assessment to be completed as a school to assess the level of risk.

	JN was asked if PREVENT training has been covered for school staff. He confirmed it has within the core safeguarding package and all staff have also see a 20 minute training video.	
7	**Headteacher's verbal report SOAP & Behaviour Curriculum** NOR 134 in main school and 159 including nursery Reasons for pupils moving in and out of school were discussed. There is a 20.9 average pupil to teacher ratio 6.4 FTE. It was confirmed that there are TAs in every class full time. Governors were pleased that KS2 have full time TAs apart from when they are covering PPA. DR is the new teacher for the new 6th primary age class. As there are smaller classes in school this gives space to grow and is also helping some of the pupils to catch up. Attendance was discussed and the need to work towards all children having good attendance. Governors asked if the HT has authority to authorise holiday and if so when. JN advised only in very exceptional circumstances and he would need to be able to justifiy this to a county attendance officer. Fines were discussed as being actioned if a pupil missed more than 9 sessions 4.5 days in an unauthorised absence. An anonymised SEND register for the current academic year was shared. It was asked how the workload was shared with JN and AS as joint Senco. JN advised AS is looking after day to day IEP and behaviour plans and he is doing paperwork for EHCP, EPS school to school and funding etc. The SEND register has decreased from 13.3% to 6.6% since from July 22. 3.7% have EHCPs and 2 more applications are to be submitted. Governors asked if there was evidence of the high SEND level in the summers year 6 class which effected the SATS. JN confirmed there are pen portraits of all the children that show SEND levels and the childrens academic journey.	ALL

	The behaviour register was discussed. JN advised they start afresh with the new year. There are currently 4 at stage 1 spread over years 1 3 4 and 6. The behaviour policy and steps were discussed. EAL students were discussed and tools used to help with language and emptional need. The EAL course was postponed but the teacher is using google translate, printing out with English, Ukraininan and Russian and picture symbols of emotion. All class work is in English and Ukrainian. The new behaviour curriculum is aiming to ensure consistency across whole school and JN is having weekly meetings with TAs to discuss Paul Dix's book, "When the adult changes everything changes." There was discussion about the new 3 golden rules, we are ready, respectful and kind, and how the behaviour curriculum looks at what this looks like in practice. Governors asked how this looked at lunchtime and was there consistency from lunchtime staff. JN advised the school are aiming for consistency from all staff members and it was already a lot calmer, children understood they should not leave class without a blue lanyard and SM (nurture lead) has a specific timetable of when children should be with her. Governors asked if the old goldren rules are embedded within the 3 new rules. JN confirmed they were but the 3 rules keeps it simple and easier for all to remember. The push on positive affirmation was discussed. With peer praising, class dojo's for house points and positivity jars for class treats etc. Pupils who still had significant difficulties were worked with revisiting timetables to enable them to access as much curriculum as possible while recognising they can't access a full curriculum. There is currently 18.5% Pupil Premium pupils 2.2% pre LAC 1.5% EAL with 2 completely new to English. There are 3.7% of pupils compound disadvantage with SEND and PP. Staff CPD is continuing with a lot of networking and training taking place. This is noted on the year planner in JN's office.	

8	**SDP –** Governors suggested adding spirituality across the curriculum be added to the SIDP. Governors did feel 14 action points was high for a SIDP but it was appreciated that a lot of the action points were currently running well but the need to keep them highlighted and monitiored felt appropriate. It was confirmed the SDP was costed. The SDP will be looked at in more detail in the Curriculum committee. It was confirmed the monitoring schedule is on Governorhub. In the next governor fortnight goveronrs are invited to come in and snippets of a normal school day. The governor fortnight in the spring will be meetings with subject leaders. JN advised Supervision is being set up for the Early Years team by HG and JP and AS will be setting this up across the rest of the school.	ALL
9	**Open Evening** Governors were advised there would be an open evening on 04.11.22 from 4.00 – 6.30, for parents to come and see what St Michael's is like. The head pupils will be helping and governors are welcome along if they would like to attend.	
10	**Policy Review:** **Supervision policy** – Governors questioned why there was a need for one. It was explained it is a requirement in EYFS HG has created a format for it. JP will lead this in KS1 and AS in KS2. It was asked if there is a staff member who isn't following the code of conduct can this be brought up in supervision. It was advised it would be a professional discussion but not performance management. All approved the policy. **SEND and Inclusion policy** – There was no change – all approved the policy **Behaviour policy** – this covers the highlights of the behaviour curriculum and golden rules. All approved the policy	ALL

	Safeguarding policy- This is the NCC standard policy - all approved it. **Governor code of conduct** – Govenors were asked to confirm their compliance with this on Governorhub. **Attendance (New)policy** – This is a new NCC policy – all approved it. **Joint Medical Protocol** – it was questioned why this was necessary It was explained that there had been and were instances of pupils having excessive absence due to ill health with no medical back up. The protocol sets out how to get the medical information and set up extra support for school work out of school if necessary due to ill health. It was approved by all. **Menopause policy** –Standard NCC policy. It was confirmed there are some members of staff struggling with perimenopause symptoms at the moment. All approved the policy. **Pay and appraisal policies –** These are HR specific and should be released by 30.09.22.	
11	**H & S update** DH is the new link governor for H&S. It was reported that the EYFS risk assessment has been updated for the new site – there are some pupil specific assessments for some EYFS children as well as PEEPS assessment. There was an accident on Friday where a child needed professional medical intervention. The incident was reported on OSHENS and highlighted with H&S but no remidal work was needed to the area. Children are encouraged not to run in that area. All railings are now in place for nursery, there is one pane of double glazing missing as the outside panel shattered in the summer and a replacement is on order. There were no school staff or children on the premises when it broke. New KS2 toilets should be fitted this term.	
12	**Cluster update** None	
13	**Monitoring and training update** Discussed earlier in the meeting	
14	**Governor Action Plan review** -It was agreed this should be higher on the agenda next time to ensure more discussion time. New governors were encouraged to complete the Induction for new governors training, and exsisting governors who have not completed it before.	*Have governor action plan higher on the next agenda.*

	It was agreed the action plan should include: Governor induction Ensure appropriate CPD for all staff members including disseminated training by holding the SLT to account – this can be a subsection of monitoring OFSTED – have a clear understanding of Y6 data and plan for the future.	
15	**AOB and Correspondence** The HTPM date was agreed. The ideal for KS2 classrooms to be redecorated if funds allowed was discussed	