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 draft minutes
Thursday 24th November

KEY: Support, Challenge, SIAMS

	Attendees: Kim Thornton, Olivia Corfield, Julie Boyd, David Hibberd, John Neenan, Katie Partridge **Also Attending: Fiona Tibbitt (clerk)** **Apologies: Eleanor Milligan, Natalie Rees**	**Action**
1	**Welcome** Julie opened the meeting with a prayer Apologies for absence had been received from NR and EM Register of Business Interests relating to this agenda - none	
2	**Confirmation of minutes from 26th September 2022** Matters arising – Governors confirmed who had logged Business Interests on Governorhub, Chairs were reminded to approve meeting minutes on electronically on Governorhub. The first internet safety newsletter has gone out to parents, the updated home school school agreement will go out in the new term. Governors agreed to create a blog saying all the positive things that have happened this term. The draft blog will be shared on Governorhub for all to comment, input too. The policy renewal schedule has been updated. The training link has been sent out. All governors were asked to consider new suitable foundation governors. The SEND information report and PP report have been completed and agreed. The Sports Premium report is in development with FT and LW. Some governors are still to complete their safeguarding training and FT will ensure all have DBS checks. Governors asked if DBS and safeguarding information had been received from those hiring the Ark. DBS information and safeguarding risk assessment has been received from NGMA and Vikki Feetham passed NSPCC safeguarding training. Governors asked if Prevent was discussed within school.	*DBS checks to be completed for JB and NR, school ones are needed as well as the Diocese of Norwich checks.*

	The Prevent self assessment is included in the 18 page safeguarding report JN is in the progress of completing, this should be complete by the middle of January. JN has emailed all staff with the link to Prevent training and keeps a log of all who have completed this annually. OC proposed the minutes were accepted as a true record of the meeting, JN seconded this and all approved.	
3	**Governor Action Plan Review** Governors had reviewed the action plan ahead of the meeting. There was a discussion about what they should be asking the children when they come in for pupil voice monitoring during the governor in school fortnight. It was suggested they ask the children: What are you doing? Why are you doing it? What did you do before? It was agreed subject monitoring will take place in the spring term. Govenors were advised there are monitoring training sessions that can be booked via Governorhub. A monitoring form for this fortnight will be shared on Governorhub. JN advised he would like governors to get used to spending time in school and get a feel for what it is like day to day. It was suggested that the governor action plan is put on the back of the monitoring form to ensure governors monitoring links in with the action plan. Governors asked if teachers receive feedback after subject monitoring. It was confirmed monitoring forms from the governors are shared with the subject leaders. JN advised that Ofsted are currently not expected to visit RI schools for up to 4 years after last inspection so the school is unlikely to receive a visit until Autumn 2023. A governor will attend the national governor conference. All yellow points are being worked on in governor SEF.	*Governors to come into school and upload the monitoring forms to Governorhub.*

4	**Curriculum minutes** – Matters arising: JB will meet with JN and JP to discuss Spirituality across the curriculum in late January. All approved the minutes.	*Meeting date/time to be arranged*
5	**Safeguarding report -** JN asked if all governors had read "Keeping Children Safe in Education"? They had and were asked to tick to confirm this on their profiles on Governorhub. OC has 2 sets of questions to ask JN in their safeguarding meeting. JN showed the Safeguarding SEF that is completed so far. This highlights to DSL's where evidence is shown. Once completed the SEF will be shared with OC and then put on Governorhub. Evidence can be seen in the nurture lead's books, from the final golden rules -We Are Safe – and from the relatively high of concerns logged. This shows staff know the correct procedures. The school works with the Broadland partner focus officer, commissioning service community officer Evette. Parents can be signposted to support networks like Mens Shed and Ukrainian support groups. The range of safeguarding concerns goes from parents who are a suicide risk to children not being fed etc. Concerns often come about due to a change in circumstances such as the cost of living, and post covid. SM, the current nurture lead and assistant SENDCO is being moved up a grade to become a pastoral lead practitioner which will encompass being a parent support advisor and DDSL into her role. Greg Daniels (SW) is proactive at supporting the school, he recently got urgent support to a parent in the home within 72 hours of a concern being raised with him. He shares information back to the school DSLs, FT and JN. Governors asked what happens if teachers are concerned about another staff member? JN confirmed the Whistleblowing policy is in the staff room, they would speak to JN or go direct to the LADO, if the	*All to confirm they have read KCSIE on their Governorhub profile*

	concern was about the head they would speak to the chair of governors.	
6	**Headteacher's report – SEF so far…** JN had shared the SEF so far prior to the meeting. The evidence shows why the school is now good not RI. JN has completed first 2 areas. Governors asked how the SEF was triangulated, he explained that 8 head teachers across trust break into 2 groups and look at each other's SEFs. JN was with JS, CT and DS. This helps identify areas to add to the SEF. All schools found behaviour and emotional difficulties with last year's, year 6 pupils had been higher than normal. All TAs are reading Paul Dix's book 'When the Adult Changes Everything Changes' and discussing this in meetings with JN so they understand how the new behaviour curriculum was developed. Behaviours have been wonderful this term when showing people around. The school is finding it hard to find support from external agencies for children with additional needs requiring extra support. The Aylsham Cluster Trust are advertising for another SEMH advisor so each school will have an extra half day a fortnight. ACT are trying to raise the money to cover this otherwise the school would need to pay £1400. Sarah Dale, who previously worked with the NHS will continue to oversee everything, Elaine will be mainly based with the high school and a morning every forenight at cluster schools so another member of staff will work with the primaries as well to provide resources and training. DH commented that this is what we he had hoped the cluster would provide but questioned what would happen if we had to acadamise, would we still be able to work with the cluster. JN advised Paul Dunning had said yes the school could continue to work with the cluster and have that community support. All Cluster heads are happy with the new SEMH position. There followed a discussion about joining a Diocese MAT, would the school still have financial control? What would the benefits be? The understanding is that policies would be from the MAT but St Michael's could still have it's own curriculum may lose financial control and	

	although JN would stay headteacher however if a new head was appointed they would be head of school. Governors wanted to be informed so that if they were forced to academise they could be an educated choice between St Benets or DNEAT. Governors would not have as much autonomy. JN is now a director on the Aylsham trust board and vice chair. Pupil numbers are stable, 1 pupil has left to go to a special school and 1 pupil joined St Michael's. Governors were asked to let JN know if they could suggest anything else to add to the OSFED SEF.	
7	**SDP** no update since last meeting Little Wandle assessments reviews are ongoing. AR monitoring has taken place to ensure pupils are getting the right books. Some children are completing the quizzes in JN's office to ensure they are not rushing them. Pupils are encouraged to read a smaller book from a lower level so can do the quiz each week to build up comprehension and read a longer book alongside for pleasure. The whole school has been checked to ensure pupils are reading books at the right level for them. Governors asked how this is checked for KS1 and it was confirmed Little Wandle does this to ensure they are matched to phonics levels. The school has invested in a lot of new books for older children with lower reading ability so that they can gain more enjoyment from the reading material.	
8	**HTPM** EM and OC have completed JN's PM and completed the paperwork. They offered a thank you from all the governors for all his hard work.	
9	**Policy Review:** • Capability of staff – approved by all • ECT induction policy – it was advised this is a standard policy from The Key and tweaked to fit St Michael's. Governors asked why it still mentions NQT's, it was explained that as some are still NQT as started before ECT but are part time. – policy approved by all.	ALL

	Governors asked if the school's current ECT's progress is logged. It was confirmed it is via the learning portal from the UEA which has all progress, observations, and targets. There are weekly meetings with JN as supervisor which are also recorded and JN completes an weekly mentor training session. TAs are also watching the training videos. Governors asked if the subject leader roles are shared evenly. It was explained that they are based on pay scales and size of the subject, for example UPS teachers would be expected to lead whole school training etc. Governors discussed the high percentage of parents who came to the recent Family Learning Day, there was a discussion about how to reach those parents who don't come to school events. • Complaints procedure/policy – approved by all. • Lockdown policy and procedure – There was discussion around this and that if anyone is in the Den they need a need to take a walkie talkie in. The updated procedure has been sent out to all staff and JN will go through the procedure in a CW ahead of a practice. All approved he policy and procedure. • Governor Allowances policy to go to next meeting.	
10	**H & S update** JN explained that a fire risk assessment had taken from NCC, they recommended more smoke detectors and better fire doors. The zones on the fire alarms also need to be clearer. Governors asked if the doors that were recently removed were fire doors. It was confirmed they were not. The flooding on th playground was discussed. Governors asked what was being done. JN advised the silt was removed over the summer but the soakaway does not appear to be big enough. Photos are being sent to the NPS surveyor. It was confirmed the leak which led to a flood in the Ark has been rectified.	*NPS to be contacted re playground flooding.*
11	**Cluster update**	

	Nothing to report that hasn't been mentioned already.	
12	**Monitoring and training update inc SLT feedback** JN has completed EVC co-ordinators training and 5 members of staff have completed epilepsy training, and 4 staff member Buccal Midazolam medication training.	
13	**Correspondence** – none that had not be mentioned already. Governors were invited to the preview of the Christmas tree festival at Aylsham Parish Church after the meeting. **DATE OF NEXT MEETING - Thursday 9th February at 5.30pm**	