St Michael's Church of England, VA, Primary and Nursery School
Minutes of FGB meeting on 22nd May 2023

Attendees: Olivia Corfield, Julie Boyd, Pippa Van Kuijk, Katie Partridge, David Hibberd, Eleanor Milligan
Apologies: Kim Thornton
Also Attending: Ross Billington and Fiona Tibbitt (Clerk)

KEY: Challenge, Support, SIAMS

Item	Subject	Action
1	**Welcome** OC welcomed everyone to the meeting particularly Ross Billington, who is interested in joining the Governing Body. JB led an opening prayer. Apologies had been received from KT. Register of Business Interests relating to the agenda – DH is school's IT technician. JN advised he had been to the Blue Sky Federation FGB before this meeting.	
2	**Confirmation of minutes from 23.03.23** All approved the minutes as a true record of the meeting. Matters Arising DBS check for NR FT to check all governors have read & confirmed they've read Safeguarding Children in Education. Updated Narrative of Improvement put onto Governorhub during the meeting. JN advised this has been share with Micky Harcourt-Heath from LA. Policy updates have been completed and updated. The orange panels following the building work have been taken away. The others belong to the school but may be sold. The Cluster Trust Agreement has been signed. Flourish pledge –there was a discussion about the Flourish Pledge and it was agreed that it should be a priority on the end of year agenda to tie in with the Governor Self Evaluation and Annual statement. Ideas were highlighted as reaching out into community such as the choral opportunity from Aylsham Parish Church teaching singing skills and all school's singing together at the Rotary Christmas Concert, as well as the Ambitions day and good connections with other schools.	*DBS check NR* *FT to confirm SCiE on Governorhub.* *Flourish to be considered.*

3	**Committee Minutes** F & GP minutes – The budget was shared on Governorhub a few days before the meeting, the F & GP minutes will go to the finance meeting, there were no further questions about the Budget. There was discussion about the financial situation that all schools are in due to the unfunded staff pay rises. A date for the next Curriculum meeting was agreed as 16.06.23 at 9.00am. The HOME SCHOOL AGREEMENT was reviewed. Governors questioned the word attend regularly as felt that was too ambiguous as you could attend once a week and it would be regular. It was agreed the word should be removed so it reads: "Make sure that my child goes to school and arrives on time, appropriately dressed and equipped."	*Home school agreement to be updated.*
4	**Headteacher's Report** The report showed that the NOR is strong. There was a discussion about how quick parents can be to move schools instead of building resilience for their children. The impact of Covid on behaviours was discussed and how this was effecting all schools. Governors questioned what the school was doing due to the high amount of SEMH and dysregulation problems, aside from the targeted interventions which go on all the time. They asked if PSHE needs to be strengthened. It was confirmed that since the February half term JP and JN have been revisiting the PSHE curriculum. All classes have PSHE lessons every week to help pupils recognise and manage emotions by sharing stories and games with an adult to facilitate conversations, coupled with CWs. It was suggested that PSHE should be included on the SDP as a standalone priority. JP is putting together a PSHE curriculum based on Zones of Regulation to be implemented in the autumn term. This is already being used in EYFS. There has been further investment in pastoral support including the SEMH advisors from The Aylsham Community Trust. More children are able to get specific 1 to 1 support on Fridays, 4 children every fortnight so 8 children altogether from Elaine and Diane, with Sara Dale overseeing and helping with triage referrals and ongoing referrals. The national picture was discussed along with the shift in Norfolk approach.	

There are now 3 partner focus officers across Broadland instead of 1. Schools are getting more pressure to run EHAPs (Early Help Assessment Plans) which can be emotionally draining. It was confirmed that co-operative learning strategies will come through the CPD with Zones of Regulation. It was asked if the Zones of Regulation would be fed back to parents such as via a meeting. It was pointed out that only 8 parents attended the 2 RSHE information meetings and phonics sessions were also poorly attended so JP had filmed a session and put it online.

- Attendance

School attendance was looked at with 21.6 % of absence being persistent absence. Overall attendance is at 92.61% with a target of 96%.
7 children in reception had unauthorised holiday but the school can't take any action for under 5s.
6 children within figure of 29% persistent absence have had an FPN issued. It was confirmed the majority of unauthorised absence is followed up with an FPN. There are 3 children having attendance challenged via Fast Track.
Authorised absences over long periods include a child being off for 3 weeks with a broken elbow, 3 other children have been hospitalised. There have been a high number of significant illnesses with chickenpox currently going through the school.

- Safeguarding

Operation Encompass was explained to governors as being part of MASH (Multi Agency Hub) where the school is notified if police are called to a domestic incidence that the children have been present to.

- Behaviour

The 8 bullying instances for the year were queried. It was confirmed bullying is when there are a sustained ongoing series of events where a child is being picked on in some way.
Governors asked what other allowances or differences for stages of the behaviour plan were put in place for students with SEN. It was confirmed there are a lot of resources and strategies put in place to help students, differentiated to the specific needs. External advisors; Richard Alwright from Schools Inclusion Team, the EAL advisor, and Sarah Spake from the Early Years Team, have all said St Michael's is the most inclusive school they have been to.
OC explained that if JN has needed to take the decision to give a fixed

	term exclusion he always runs this passed her first and she always agreed with his decision. • SEND It was asked when a child would move onto the SEN register as opposed to having an IEP (Individual Education Plan). It was confirmed this happened if 2 cycles of IEP had passed however the child was still not making progress. The report stated that as parents have not been attending IEP meetings they would be sent the IEP out. Governors were concerned that they would no longer be offered a meeting. JN confirmed they would still be offered a meeting, however if they couldn't attend, the IEP would be sent to them instead. The ongoing issue of the Town Council meetings making incorrect statements about the school closing was discussed. JN is going to meet with DS and JT at the High School so there can be an Aylsham Schools response to the Town Council.	
5	**Partnership** The budget looks better with the partnership than not with it, although it still has a small deficit year 3. The structure of Erpingham and Northrepps was discussed and how this works with their budgets. It was confirmed they have a pastoral support practitioner like St Michael's and the Cluster SEMH advisers go to Erpginham School. It was confirmed that Northrepps have high teacher to pupil ratio at present. Governors asked if the NOR was on a downward trend. It was confirmed it isn't but has varied between 35 and 50 over the last several years. The parents of Northrepps are really happy with the school and like the smaller classes. Staffing structure was discussed discretely so governors could be aware if any problems were likely to arise. Governors expressed concerned for JN's welfare in managing the 3 schools. JN explained that Emily Sacre would continue with the day to day running and oversite of Erpingham and Northrepps with JN looking after the financial and HR side. He would attend some of the Curriculum meetings. Governor's questioned why they had the School Improvement Board in place, they were advised that was as the data isn't currently good enough, but it was pointed out that if there are only 6 children in a year group it is hard to have a high average as very much depends on the particular	

cohort.

It was explained that if governors decided to go ahead the schools would enter into an official partnership from 01.06.23, which would run until 31.08.24. Throughout that time, the schools will go through a process and would either go separate ways or form an official Federation from 01.09.24.

Governors questioned if JN was going into this willingly, it was pointed out that he looked excited at the prospect. JN also highlighted that he is sharing the workload out more in St Michael's as JP will have a second non-teaching day to take on some of his current duties, AS has already taken on the SENDCO role from Easter, although he will still support with EHCP finance. JN is going to leave his position with the Diocese SECF (School Estates and Capital Funding) Committee but will stay on the DBE (Diocese Board of Education).
JN will continue to have RE as a subject but KE will take on RHSE, DR will be taking on PE from LW when she goes on maternity leave and he is shadowing Science at the moment. JN and FT are interviewing for the maternity cover position this week with a good potential candidate.
FT is taking on more of the day to day safeguarding role and Sharon will be completing the DSL training as well. SM has already taken on parent support meetings into her role.

Governors were keen for JN to feel empowered to flourish but hoped he would still be approachable for parents at St Michael's. He advised that although the BSF would be paying for 2/5ths of his time he would be doing a substantial amount of that work from St Michael's. Once settled into the structure it is likely to average around 1 morning a week at Northrepps and 1 afternoon at Erpingham, or vice versa. He has already been going into the schools since February half term so is getting to know the staff.
Accountability of the 40% 60% split was discussed.
JN advised that Emily Sacre has been doing good work with the curriculum learning and development in BSF. Governors asked how JN's performance management would work, JN expects to have 2 performance management meetings until the official Federation.
Governors were keen that JN would speak out if things were not going well

	but felt secure he would build the right team. JN confirmed the visions for education from St Michael's and BSF are very much aligned and the majority of teachers are buying into it. He and Emily have had some very open and honest conversations about situations in the schools, both challenges and positives. Governors asked about the next steps if they agreed to the proposal. JN advised from Sept 2023 they would start to have working groups from BSF and St Michael's. There would still be 2 governing bodies until the schools federated. BSF currently has 8 governors and 1 clerk, their Chair of Governors is looking to step down. There was some discussion about keeping the identity of all 3 schools and the fact there would need to be a new federation name. The differences between VC and VA schools were discussed and it was suggested that ideally Erpingham would move to VA status as the school's federated, this is partly because the governing body structure is different for a VA school that for a VC school. In a VA school there are more Foundation Governors and the governors are the employers of the staff not the LA. However, St Michael's still buys into the LA's HR services for payroll etc. It was confirmed that a consultation document for federating could include a section for Erpingham to become a VA school. OC proposed governors agreed to the trial period in partnership with the Blue Sky Federation up to 31.08.24. KP seconded this and all agreed. Governors reiterated their ongoing care and discernment for JN.	
6	**Governor monitoring and training** • Subject Leader monitoring – KP confirmed hers was completed; there are a couple more governors to have their meetings. • Skills Audit – showed a good spread in all areas apart from experience chairing committees. It was suggested that if anyone wanted experience they could ask to trial this. • Governor recruitment – there are 2 PCC Foundation vacancies and 1 DBE Foundation vacancy. JB is considering who would be interested from the regular churchgoers, it was agreed that they need to be someone who will support and uphold the Christian ethos and	*Subject monitoring to be ongoing.* *Governor recruitment ongoing*

	Christian distinctiveness of the school. Governors are looking for people who are enthusiastic, want the best for the children, have time to allocate to the role, care for the community and wish to perform a civic duty.	
7	**Safeguarding update – Governor** OC and JN are meeting the second week back after half term to do a safeguarding check including SCR check. It was confirmed that deputy DSL is included in the Business Manager's job description. DH has completed recent safeguarding training.	
8	**H & S update – Governor** DH and JN had a walk around which highlighted that the wooden fencing needs to be replaced with chain fencing. AS and JP know how to work the fire alarm system now as well as JN, FT and GS. TP fire are now servicing the school fire alarms again after Amalgamated Fire failed to carry out the contract effectively. A drain had to be rodded and cleared to get rid of effluence from off school property. The Diocese sent a surveyor to quote on new perimeter fencing in line with being an eco-zone. The school are looking at black railings, which the school would need to pay 10% towards. He is also looking at arranging for double glazing from carbon reduction funds from the Diocese. It was confirmed this would be done while keeping the façade of the building. The PTA are raising funds to extend the trim trail with a climbing apparatus. DH is moving forward the DfE funding project to Connect the Classroom to replace all the WIFI within the school.	
9	**Cluster update -** All governors now have access to the Aylsham Community Trust area on Governorhub. The Cluster are trying to grow TACT family 5 year vision.	
10	**Date of next meeting** Thurs 06.07.23 5.30pm	