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

Thursday 23rd March

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

Also Attending: Fiona Tibbitt (Clerk)

Apologies: Julie Boyd

KEY: Challenge, Support, SIAMS

	Subject	Action
1	**Welcome** • Natalie opened the meeting with a prayer. • Julie Boyd had sent her apologies. • There were no business interests relating to the agenda.	
2	**Confirmation of minutes from 24th November 2022** Matters arising JB has completed her DBS, NR has hers to complete. The Pre-Christmas governor monitoring has been completed. Governors need to double check they have confirmed that they have read the latest Keeping Children Safe in Education Document on Governorhub. NPS have been out to sort the drains, hopefully successfully, this was done 14.02.23 OC proposed the minutes were accepted as a true record of the meeting, JN seconded this and all agreed.	*FT to check and chase any who haven't confirmed they've read KCSIE and code of conduct on governorhub.*
3	**Governor Action Plan Review** • Skills audit/monitoring There was a discussion as to how many governors had completed their subject leader monitoring. A lot has been done but there are a few still to finish. All were encouraged to arrange a time with their linked teacher if they had not done already. It was confirmed the subject monitoring template was in the monitoring folder on Governorhub. On top of subject monitoring attendance and equality objectives have been monitored. • Town council meetings	Chase skills audits and monitoring.

	Following various people saying they had heard the school was closing and that this had been stated in a Town Council meeting. As there is no truth to this it has become prudent to act on the rumours. JN contacted NCC including Place Planning, and the Diocese of Norwich and the concensus is the earmarked new school is unlikely to be built as it is not necessary from current pupils number projections. If it was then would be either an external MAT (nothing to do with ALF or the Cluster) or a lift and shift of St Michael's if pupil numbers necessitated this. JN spoke to the head of ALF and he agreed with this and sees no reason for a new school given current pupil number projections, even with the new houses being built. JN sent a letter to the Chair and the Clerk of the Town Council advising that the school was not closing and asking for this to be made clear at the next Town Council meeting. Trevor Bennett (the Chair) emailed within half an hour to apologise and followed up by visiting the school the same morning to apologise face to face. DH went to the next Town Council meeting and it was stated that St Michael's will not be closing and this is reflected in the Town Council meeting minutes. A meeting is due to be arranged between JN and the Town Council Clerk, Chair and Vice Chair to clarify the situation. In the meantime governors felt it prudent to ensure that a governor is regularly attending the Town Council meetings to stop incorrect rumours from developing again. DH agreed to attend next TC meeting on 05.04.23	DH to attend the next Town Council meeting.
4	**Strategic future – partnership** OC explained the request for St Michael's to become an official partnership with Erpingham and Northrepps schools with JN taking a position of executive head. This has been requested previously but it was decided it was not the right time due to journey St Michael's was on. JN has been giving support to the new head at Blue Sky Federation (BSF) since September. A month ago he had call from MHH (Senior School's Improvement Lead from NCC) asking him to consider the partnership. There have been initial ongoing discussions with OC, DH and the Chairs from Blue Sky Federation (BSF). The proposal is that JN would be paid 3 days from	Due Diligence checks to be carried out

St Michael's budget and 2 days from BSF and JP would have an extra day out of class to take on some of JN's current duties.

Some background to the difficulty in finding a permanent head for BSF was discussed. The current head of BSF would like to step back to DHT.

It was explained that if governors agree investigate further, then due diligence would be carried into Erpingham and Northrepss. OC has been sent the template for this. The SLT are excited about the possibilities the partnership might bring.

Further admin support will be provided for the school so FT has time to do her job. The current head at Erpingham and Northrepps (BSF) will revert back to being a non teaching deputy with day to day oversight and running of the schools but without the HR, H & S and finance responsilbilities.

Governors questioned what would happen if St Michael's was being forced to join a church MAT as Northrepps is not a church school. It was confirmed Northrepps would be able to join the church MAT as well.

Governors questioned what the benefits would be for St Michael's. They agreed the leadership team at St Michael's are in a good place. JN advised if the partnership went ahead he would resign from extra committees like the DBE and DSEFC

The possibilities for shared subject leadership responsibilities were discussed as well as sharing pastoral support and SEND expertise. BSF have 2 mini-buses and Forest School firmly embedded with lots of outdoor space at Erpingham. There are 103 pupils across the 2 schools.

Governors want to ensure they are not taking on 2 schools that need a lot of work. They are conscious that they are small schools both with 3 small classes.

Governors questioned if the school would be at risk of having resources drained. It was confirmed that part of the due diligence process would be looking into these sorts of details. If all decided to go ahead after that there would be an initial informal partnership for a year. As St Michael's is expecting Ofsted soon it was questioned if the timing is right.

It was pointed out that, in the unlikely event of JN being hit by a bus, finding an executive head of 3 schools would probably be easier that finding a head for one school.

There was also discussion into whether the partnership may strengthen the future of St Michael's. It was agreed it was beneficial that St Michael's is a larger that Erpinghanm and Northrepps put together.

Governors asked what the benefits are for the children? The main benefit would be sharing the resources – ie if we are doing Romans and they are doing Egyptians resources can be shared across schools.

St Michael's would keep it's own subject leaders but there would be more collaboration across the partnership and increased moderation, such as getting all the year 2 teachers together to moderate attainment. Teachers across the schools could carry out deep dives into subjects and there was the possibility of using supply cover from other school's supply lists. There may also be increased buying power in bulk purchasing, although budgets would be kept separate.

It was confirmed they use a lot of the same schemes of work such as Little Wandle's Letters and Sounds and White Rose maths.

Governors asked if measures would be in place for Northrepps to stop them being overwhelmed by bigger schools. It was advised they have been federated with Erpingham for 8 years without this happening.

It was confirmed JN would not need to physically be in Erpingham and Northrepps 2 days a week, but could carry out work for those schools from St Michael's.

It was explained that looking at our current budget for 2023-24 there is a deficit in all 3 years due to the unfunded pay rises for teachers and support staff. This is a similar picture across most schools. A budget for St Michael's if the partnership went ahead has been formulated as well and this allows the budget to balance.

Governors asked how JN felt about the offer, if it excites him and is likely to keep him at St Michael's for longer. JN confirmed he is excited by the proposal. The school has come a long way.

All governors agreed that it was worth carrying out due diligence into the partnership proposal and that a letter should be sent to parents so they are aware of the conversations that are happening and be assured that governors will be ensuring it won't go forward if it would be detrimental to the children in St Michael's.

	It was agreed there would be a working party meeting to decide what information is needed from BSF, when the information is provided it will be reported back to an extraordinary FGB meeting.	
5	**Committee minutes/Meeting notes** • Curriculum minutes – Governors agreed the meeting had been a great monitoring discussion especially discussing parental engagement. The minutes were proposed by EM, seconded by JN and all approved them. • F & GP minutes, the minutes from the February meeting were shared. The March meeting minutes were not available yet however the budget was discussed. Governors were keen to submit the original budget with the deficits showing as the partnership was so early in discussions. Also they felt the need to give a true representation of the situation schools are in. It was agreed that there were no areas in the budget that could be cut back as the staffing was necessary and had been trimmed back as far as possible, and already more than the school would like to ensure good interventions. Governors agreed more admin support for the school was a necessity to ensure the SBM could have the time to fulfil her role fully. Governors approved the budget proposed by the FGP. • Governor Services meeting Jan 23, OC had a very positive meeting, they felt governors were effective and said the school website was compliant and up to date. They suggested the clerk sends out actions within a day or two of meetings ahead of the minutes.	
6	**Safeguarding report -** • OC has checked the Single Central Record (SCR) • OC had shared safeguarding meeting notes from her meeting with JN in February. • Safeguarding report to governors has been shared on Governorhub. Childcare disqualifications forms need to be completed by all governors. These will be emailed out. It was confirmed that a new, regular supply teacher is on the SCR.	Childcare disqualification forms to be completed by governors.

	There were no questions arising from JN's safeguarding report, it was confirmed the report will be updated termly. Governors looked at the safeguarding and behaviour update figures. There are currently 4 EHAPs in progress (Early Help Assessment and Plan). The pastoral lead practitioner is taking on some of this work. The scope of EHAPs was briefly explained. It was noted there has been a gradual increase in the number of safeguarding concerns, this seems partly to be linked to pressure from money struggles and emotional health suffering. Some children and families aren't coping. JN explained that following discussions with other headteachers many KS2 children are struggling across the cluster. There has been an increase in fixed term exclusions. KS2 staff are now emailing parents to if their child has had a particularly good day, and also if they have struggled and were not following the Golden Rules. There have been 6 logs for bullying, this was largely due to one particular group of pupils and a friendship intervention group has been set up to help teach good friendship behaviours to this group. One incident of bullying separate to this did lead to a fixed term exclusion. Revd NR offered the possibility of her coming in one afternoon a week to offer pastoral support. This was welcomed by JN and other governors. It was discussed how sometimes pupils need that one to one time with an adult having time to listen. The amount of support in the school was discussed with the pastoral lead (SM) and SEMH from the cluster once a week. However SM is stretched with time. FT, JN and JP are having a presence at lunchtimes to encourage good behaviours this is seeing improvements. TA's have been encouraged to have time to play with the children – for example KT playing ludo with a small group of children to build up positive rapports and it not all be about school work.	
7	**Monitoring and training update inc SLT feedback** JN confirmed the monitoring forms from December had been read by both the SLT and Subject Leaders.	
8	**Headteacher's report –** JN had shared his Narrative of Improvement prior to the meeting to show the journey the school had been on. It was pointed out that JN hadn't mentioned himself in the report. It was agreed the narrative inform and add to the school SEF. Governors suggested that information	Update the Narrative of improvement as per minutes

	about how the quality of teaching and TA support was monitored and assessed should be included. To show how JN knows that teachers and TAs are using the right questions to further the pupils' learning. It was suggested there could be a paragraph about how he has developed in his headship role. The Narrative will be updated and shared on Governorhub.	and share on Governorhub
9	**SDP – Flourish** OC explained how the latest governing board briefing asked governors to pledge a commitment to helping children flourish. She asked governors to consider what St Michael's pledge could be. Giving the children more time was suggested – although it was appreciated that without more funding for staff this would difficult. **Sports Premium statement** Governors discussed the sports premium statement, a couple of minor updates were pointed out. The low swimming percentage for last years, year 6s was discussed as only 68% could swim a length. The difficulties in arranging swimming lessons was discussed and the make up of the cohort. Swimming has been given a much higher priority this year with either year 5s or year 6s swimming every week. One year 6 pupil who had been very nervous and has more progress to make is joining the year 5 swimmers too, and is happy to do so. The amount of those reaching expected standard should be a lot higher this year. Governors felt the report clearly shows how the sports premium is spent and how it covers all necessary areas. It was approved to go onto the school website.	Flourish pledge to be considered.
10	**Policy Review:** • Governor Allowances policy – all agreed the current standard policy • RSHE policy- Governors questioned if the policy had been consulted on with parents. It was confirmed that parents were invited to 2 consultation meetings, one in the day time and one early evening. The policy has also been shared with all parents on the website. The policy was approved by all governors. • Complaints policy – with one amendment to remove the word "however" in the bottom bullet point. – all approved the policy.	Update policies on website

	• Equality Ojectives- Governors approved the Equality Objectives with the removal of a now irrelevant reference to Covid. The Equality Audit Tool which was used as a monitoring tool was also shared.	
10	**H & S update** JN and JP completed a site walk together and produced a job list for the caretaker to work through in the Easter break. Governors agreed the car park looks a lot better. It was agreed the panels need to be removed.	Email re removing panels
11	**Cluster update- Cluster Trust Agreement –** The agreement will be shared on Governorhub to allow for comment and then OC will sign it if all in agreement.	Share on governorhub and comment
12	**Correspondence and date and time of next meeting** Monday 22nd May 5.30pm	