St Michael's Church of England, VA, Primary and Nursery School

Meeting of Full Governing Body minutes
6th July 2023

Attendees: David Hibberd, Pippa Van Kuijk, Natalie Rees, Eleanor Milligan, Olivia Corfield, Katie Partridge, Kim Thornton, John Neenan, Ross Billington and Julie Boyd
Also attending: Fiona Tibbitt (clerk)
KEY: Challenge, Support, SIAMS

	Subject	**Action**
1	**Welcome** OC welcomed everyone to the meeting and NR said an opening prayer. Register of Business Interests - DH declared his role as IT technician Chair's report: There was nothing to report that is not on the agenda	
2	**Confirmation of minutes** from 22nd May 2023 OC proposed the minutes were accepted as a true record of the meeting, DH seconded this and all approved. **Matters Arising** One more piece of ID is required to complete the DBS. It was confirmed not everyone had confirmed they had read KCSiE on Governorhub. Governor Recruitment: RB is to complete a Foundation Governor application form and sign the governor code of conduct, he will be suggested as a DBE appointed governor. JN advised another member of staff would like to become a governor, JB to meet with her re becoming a Foundation Governor. The Home School Agreement has been updated. Subject monitoring is ongoing.	*Governor apt. form to be completed & signed by JN and JB. JB to meet with the new prospective governor. Updated home school agreement to to go all families in September*
3	**Committee Minutes** • Curriculum minutes from 16.06.23 The minutes were approved as a correct record of the meeting. There was discussion around whether there would be a subject leader to coordinate Forest School days. It was confirmed JP would be doing this and suggested that all governors should ask their subject-linked teachers how outdoor learning was incorporated into their curriculum. Having a French speaker visiting the school was discussed. • F & GP committee meeting is to be arranged.	

	• Formation of a joint partnership committee – This would include the Chair of Governors from both governing bodies, JN and 3-4 governors from each governing body. KP, DH and EM offered to join and NR offered to be a backup. JN advised he'd like FT to clerk the meetings, OC suggested checking that BSF governors are happy with this. Terms of Reference will be formulated by JN and the CoGs and agreed with all governors.	
4	**Headteacher's Verbal Report** JN advised the challenge partners; carried out lesson observations, talked to subject leaders in the main subjects, and performed book looks. Areas that JN and JP had highlighted as areas for improvement were confirmed by the inspectors. There are some improvements needed in teaching and learning and one teacher needing some extra support. There was a discussion about different areas of the report and improvements that had already started to be made and the positives. Governors discussed how they could better hold subject leaders to account to ensure their monitoring was effective. It was suggested they ask teachers when they last went into classrooms to see what was happening in their subjects rather than relying on seeing plans etc. Governors asked if, after all JP's work on the curriculum, whether teachers, as subject leaders, had taken on ownership and belief in it. Governors discussed how they could ensure all children were getting a good quality of education through their monitoring. It was recognised that the school has made huge improvements since the last inspection and were close to being confident of a good outcome. It was confirmed that the reason for inviting the challenge partner into school was to highlight the areas that needed further work. It was reiterated that this was already underway. It was highlighted that the goal posts have changed again since the last Ofsted. Governors asked how the relatively new teacher to the school was managing as EYFS lead with oversight of the nursery. JN advised she was doing well and this had been recognised in the report. He advised she has a day a week out of the classroom to cover her PPA and EYFS lead. JN advised that every core Subject Leader has an afternoon out of class per half term to monitor across the school. He confirmed he had given open and honest feedback to all teachers individually. There will be a reduction in	*SIDP to continue to be worked on*

worksheets being used and the marking changes have already been implemented.

There was a discussion about worksheets, if this was a part of maths mastery, that there needed to be more adaptation for higher ability and SEN pupils.

Learning Objectives were discussed and it was confirmed that these were put at the top of the page with feedback stating by whom, how independent the work was, and what resources were used such as Numicon or work mat.

Governors questioned if this is achievable and not too onerous. JN assured them it wasn't, as placed in a straight forward tick sheet form.

The SLT has been looking at the school development plan with the report so can see how they work together.

1 day of the Deputy Head's time a week will be dedicated to curriculum and monitoring so she can better challenge the middle leaders. Governors recognised that the team is already working beyond capacity to get the school to where it needs to be. The difference in a small school compared to large schools for subject leader responsibilities was discussed. It was felt the subject leader conversations with governors should help build confidence ahead of Ofsted.

The report showed that EYFS, behaviour, personal development, leadership and management are good.

- Attainment data –

EYFS are at 68.42 % reaching Good Level of Development (GLD). Last year it was 67% and the national average is 65%. It was confirmed there was no data from 2019 due to Covid.

Year 1 phonics tests had 80% meeting the threshold. Last year the school was at 76% and the national average was 79%.

Out of the 5 year 2s who retook their phonics, 3 of them passed.

KS1 teacher assessment data and year 2 SATS

For maths 76.6% are at Age Related Expected standard (ARE), and 6.7% at Good Level of Development (GD). Last year 65% ARE and 19% GD.

For reading, at the end of KS1, 73% were ARE, last year was at 55% with national average 75%. It was confirmed all pupils had made progress. Writing is at 63.3% ARE compared to last year's 58% and the national average last year being 69%. There was a discussion about secure fit marking for writing. For example, if they are reaching 80% of the target areas they can't be ARE as not 100% of the expected areas. Governors discussed the fact that not all counties across the country used secure fit marking but best fit. This stops, like for like, comparisons. One example given was that a child may have good language and depth in their writing but if they are not using cursive script they can't get ARE.

It was highlighted that some children become too stressed in an assessment scenario and don't do as well as they normally would.

The multiplication times tables for year 4 had an average point school 20.7, the national average was 20.5.

It was agreed that using phonics screening to estimate GCSE attainment was ridiculous and that it would be interesting to find out how old pupils performed at GCSE level.

It was agreed those with good speech and language and emotional regulation are more likely to do better in the future. A lot of support is going into improve S and L and emotional resilience.

KS2 assessment data has not been returned yet however it is expected that writing will be low, partly due to neatness.

- SIDP areas for next year

The SLT has been using the challenge partner report as an aid to setting new SIDP priorities.

New targets will include raising attainment in writing in KS2 and maths.

Ensuring SEND interventions are monitored more effectively and work is adapted appropriately for individuals.

Sticky knowledge will be discussed as to how leaders and teachers will know the children have made progress.

The behaviour policy is being adapted looking at how to develop children intrinsically wanting to do well. There will be a focus on ensuring behaviour is tackled consistently.

KS2 teachers will be going to secondary settings to see the behaviour expectations in year 7 and discuss how best to prepare them for this.

There will be a focus on personnel development and embedding spirituality.

The EYFS outside area will be a focus to ensure the progress of how it changes to meet the needs of children in reception as they get older. Ensuring the progress is more explicit.

Leadership and management - there will be a focus on improving monitoring and ensuring subject leaders are able to hold professional conversations.

Attendance needs to improve, there was a discussion regarding the cost of holidays in school time compared to holiday periods. There are also families who are seasonal workers so it is hard to take time off in school holidays.

14 Fixed Penalty Notices (FPNs) for taking school out of school in term time have been actioned this year.

JN is continuing to work on the SIDP over the summer break.

Governors asked if the SIDP will be with same for BSF as for St Michael's. JN advised a lot of the areas needing particular focus were this same, however some will be specific to the school.

Governors were advised there has been one Permanent Exclusion this term and this was upheld at the governor tribunal.

- Circle meetings –

Following recent advice from the Diocese was a discussion about whether it would be beneficial to move away from committees and have one longer FGB meeting which included curriculum and F and GP. There was quite a lot of discussion around this, and whether it would enable governors to have a better overview of all of the school. However, governors felt there would be too much reading for the meetings, and too much to take on board. Some governors were better suited to finance and some better suited to the curriculum. The LA see the governing body at St Michael's as strong and it was felt it may not be beneficial to change its organisation, especially with the partnership ongoing. The need to ensure JN's workload isn't too high was discussed and governors suggested that the Deputy at BSF could lead some Curriculum meetings, just as the Deputy at St Michael's does.

There may be potential to discuss how Cawston manages circle meetings in the future.

- Staffing structure – recruiting for SEN

The high SEN need in school has been recognised through funding requests and the SEND funding being received means that 3 new SEN TA's can be appointed

	for 1 to 1 work with several different children, and the drop in nursery numbers does not necessitate any redundancies as a TA (EY Practitioner) can move sideways into reception.	
5	**Safeguarding** • KCSIE update -there is a lot of focus on online safety, filtering and monitoring, this needs to be monitored by a governor who is not DH as he is helping the school with the ICT work. • The safeguarding SEF analysis report is a useful tool from NCC. • The SEF review of 38 pages has been completed with some actions such as ensuring tasks are properly closed on My Concern, have already taken place. • The safeguarding compliance checklist has been completed and the majority of actions completed. Safer recruitment training needs to be completed and DSL meetings minuted. • SCR check has been completed and needs one supply teacher's number. (ACTIONED) • IT was confirmed that people who hire the school hall do have their safeguarding policy etc checked. JN has evidence of this.	*Governor for online/filtering monitoring to be decided.* *Safer recruitment training to be completed.*
6	**Policies** • Cover policy –The options to choose from the in Educator Solutions standard policy were discussed. page 5 options top supply teacher and suitably trained cover supervisor 6.2 supply teacher and where appropriate a fixed term appointment will be made (particularly suitable for maternity cover).] All approved. • Alcohol and Substance misuse policy – All approved with the dates updated. • Capability for teachers' policy- All approved the standard policy. • Lone working compliance code- this has been updated, governors asked if the risk assessments have been done, DH confirmed he has seen them.	
7	**Flourish Pledge** The school is being asked to make a pledge that it will seek to achieve over the next year to help children and young people in Norfolk to flourish. There was a discussion about whether this should be to do with the outdoor learning shift, having less, but more meaningful outdoor sessions, or if it should be linked to spirituality in the curriculum, or a commitment to receive music choral offering	*Flourish pledge to be formalised at next meeting*

	bringing schools from across the Diocese together. This will be further discussed in Autumn 1.	
8	**Governor Monitoring and Training** • Monitoring reports – OC agreed to update the monitoring template to stop duplications and make it more user friendly, including seeing how subject leaders are evidencing how they have monitored, there will be a check for evidence seen, and a reminder to ask when the next time will be. • Governor SEF - this has been completed with most areas green. The Chair of Governor 360 degree review needs to be completed. FT will send this out to all governors. Governors agreed that providing an annual blog to parents was regularly enough. The Annual Statement is also published each summer. • Annual Governance Statement – all were happy with the proposed statement; this will go onto the website. • Succession planning - all governors to consider areas they would like to move to in the future within the governing body.	*OC to update the monitoring template.* *FT to send out CofG 360 degree and governors to complete and return it.* *Governance statement to go on the website*
10	**Building and Connect the Classroom updates** The new double glazed window project is going to the planning stage. The Diocese has allocated £106K for double glazing for the older part of the building. It was confirmed it will be done in keeping with the building's heritage. The nursery has an air conditioning unit as it was getting too hot due to the excellent insulation. Connect the classroom project - the school is due extra funding from the DfE as it is in Norfolk and currently with a RI rating. DH has been progressing this and the school has been allocated approximately £70,000 for ICT infrastructure with a 10-year service contract. Everything ICT has been dealing with this as they were recommended by the DfE. All the buildings will be joined by the latest fibre broadband which will enable faster, more reliable internet and a guest network up and running. JN has also secured a £81,000 grant from the Diocese to replace all the perimeter fencing for the school and ideally the gates as well. There are ongoing discussions re the Hydromix substance to reportedly improve heating costs.	
11	**H & S update** The fire panel is linked properly with the Ark, school and nursery.	

12	**Cluster update –** postponed	
13	**Date of next meeting** Proposed: Wednesday 27th September 5.30pm	