

## MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB



# St Michael's CE Primary School

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*Cultivating Respect, Persevering, and Learning with Courage*

### Minutes of the Full Governing Board (FGB) Meeting held on 17<sup>th</sup> June 2021 at 5.00pm

<b>Present:</b>	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Tim Owen (TO) – Co-opted Governor, Vice Chair Grant Mottram (GM) – Co-Headteacher Ann Parham (AP) – Co-opted Governor Nigel Goode (NG) – Local Authority Governor Robin Conway (RC) - Co-opted Governor Nick Field (NF) – Parent Governor Philip Sutton (PS) – Foundation Governor Emma Walker (EW) – Parent Governor Chris Paynter (CP) – Staff Governor Adele Frankum (AF) – Parent Governor
<b>Apologies:</b>	Hayley Leyson-Brady (HLB) – Co-Headteacher
<b>Absent:</b>	Kathryn Mendus (KM) – Foundation Governor
<b>Vacancies:</b>	Foundation Governor Co-opted Governor
<b>In attendance:</b>	Nicole Brooks (NB) Local Authority (LA) Clerk, Lisa Sipson (LS) SENCo

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting started at 5.05pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone. GM opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> Apologies received and accepted for HLB. The meeting was quorate.	
3.	<b>Urgent Additional Items</b> No urgent items were declared.	
4.	<b>Declarations of Interest</b> No interests in agenda items were declared.	

5.	<p><b>Approval of FGB Minutes</b></p> <p><b>5.1 Minutes of 20.05.2021 (appendix A)</b></p> <p>RC requested that the minutes (16.2) are amended. He is not working on the pupil survey currently. It was more a general statement around the planning of the survey. The remainder of the minutes were agreed as an accurate record. <i>It is noted that minutes can be approved virtually and signed by the Chair (to be filed at the school).</i></p> <p>Action: Clerk to amend the minutes / Chair to sign minutes of 20.05.2021 &amp; file at school</p> <p><b>5.2 Action log (to note – relevant actions on agenda) (appendix B)</b></p> <p>The action log was shared with Governors (all actions included on the agenda).</p>	Clerk KPM
6.	<p><b>Matters arising not covered on the agenda</b></p> <p>None reported.</p>	
7.	<p><b>Headteacher report (appendix C)</b></p> <p>GM reported that the appraisals have not yet been started. A school review has taken place for HLB. All items that were discussed are areas that the school is already working on.</p> <p>There have been no complaints or H&amp;S incidences since the last meeting.</p> <p>The curriculum lead summary document has been loaded to the hub but it needs to be updated and re-loaded. Two new members of staff are due to start with the school.</p> <p>Action: GM amend and re-circulate curriculum lead summary</p> <p>Governors <b>enquired after</b> staff well-being.</p> <p>GM advised that since the half term break things have improved, and staff are doing OK. There is a lot of work to do this term, but everyone understands what needs to be done.</p> <p>CP added that the staff are all on board with the tasks ahead and expectations.</p> <p>Governor <b>question</b> around how leadership roles are evolving?</p> <p>GM stated they are eager to move on and get started with their projects.</p> <p>Governor <b>question</b> – have any concerns / worries been raised from the review?</p> <p>GM would like the pupils to be challenged further and to raise the bar but nothing that he sees as a major concern.</p> <p>Governors <b>asked</b> how pupil well-being is.</p> <p>There are some children who are still struggling, and the school is working with those families. A training project to work with these families is being researched so that these pupils can thrive again.</p> <p>Governors <b>asked</b> if Year 6 have any leavers events planned?</p>	GM

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	<p>GM plans to take the group to Hill End for the day. There are other plans in the pipeline, but it will be determined by what restrictions are still in place.</p> <p>Some pupils have had actual transition visits to their secondary school, others have had virtual visits.</p> <p>Governor <b>clarification</b> sought for question in the parent survey concerning school expectations for children. Is this relating to specific groups (SEN, PP, M or F)?</p> <p>GM stated that it is not defined towards any particular group, however, he is reviewing the right level of expectation while monitoring expectations across the board and will be having discussions with staff to ensure they have the right balance.</p> <p>CP added that they have found the resilience of the pupils has been very good. Since returning from the half-term break their behaviour and attitude has been more settled and at normal levels. He has been pitching expectations towards the middle.</p> <p>Governor <b>clarification</b> sought for aiming high – will the school need to modify data / have flexible targets?</p> <p>GM explained that for attainment, yes, a more flexible approach will be needed, but when planning next steps and progress this will be carried out without modification.</p> <p>AP added that during a meeting with HLB they discussed expectations. There has been a focus on keeping the children safe and taking a softer approach due to mental well-being concerns following lockdown. The time has now come to move out of this mode and to move into a more normal approach.</p>	
8.	<p><b>Update from the Chair</b></p> <p>There were no updates reported by the Chair at this meeting.</p>	
9.	<p><b>School Self Evaluation form</b> – SEF review took place yesterday. Discussion included expectations, attainment and maths mastery. Senior staff gave their input. The next steps will be to have a whole staff and governor involvement.</p> <p>Governors <b>questioned</b> if there will be any significant shifts in strategy?</p> <p>GM believes that a re-focus on maths may be required to broaden out the teaching and learning.</p>	
10.	<p><b>School Development Plan</b> – This will also be further reviewed and updated along with the SEF discussions.</p>	
11.	<p><b>Governor updates since last meeting</b>            Lead Governor Reports/updates  <b>Learning and Teaching</b> - Data review report from 14.06.2021 (<a href="#">appendix D</a> &amp; <a href="#">E</a>)</p> <p>AP reported. She has visited school and noted that the children were all working calmly and complimented the bright displays around the building.</p> <p>Data review meeting – AP and HLB met. It has been identified that progress has stalled in some classes. Expectations have already been discussed this</p>	

	<p>meeting. In addition, the approach to maths needs to expand.</p> <p>Year 2 girls writing data shows incredible progress. This is a result of good planning, motivating topics and a good relationship with the teacher.</p> <p>Reading – there has been low progress with reading. This is partly due to lockdown, but even with the accelerated reading program pupils are not developing a passion for reading. This is going to be targeted from September.</p> <p>Governors <b>questioned</b> equality for year groups in mixed classes.</p> <p>GM responded that this has been picked up during the review. The HT's had been concerned with staff mental health and well-being and had missed an issue arising with expectations. They are both tracking this very closely now.</p> <p>Governors <b>asked</b> if the school will conduct Year 4 multiplication tests this year?</p> <p>CP responded that they would like to while it is still an option.</p> <p>Governors <b>sought clarification</b> around the nature of assessments this year. Will they be usual standardised tests, and will there be adjustments made because of Covid?</p> <p>GM advised that there are two elements of assessment. The target tracker system that tracks teacher assessments, plus the standard tests for reading, writing and maths. He stated that the tests will not be adjusted for Covid impact because they need to see how affected the results are compared with 'normal' years.</p> <p><b>Inclusion</b> – Termly report presented by (LS) – SENCo (<a href="#">appendix H</a>)</p> <p>LS joined the meeting at 5.40pm. She gave a summary of achievement since the last report in November. There is increased attendance for SEN pupils. The school has now received payment for outstanding funding applications for their SEN pupils.</p> <p>There is multiple external agency support for pupils.</p> <p>Two more EHCP applications are being submitted. TA meetings are taking place supporting training.</p> <p>Communications with parents of SEN pupils has improved. A coffee afternoon is planned for the end of this term.</p> <p>Governors <b>asked</b> for further information on the Family Links training.</p> <p>This is a 10-week course for parents to help them support their children and develop a consistent approach at home and school. Three schools in the area have been approached to participate. SL requested a bursary to help towards the costs. Each school has been allocated 4 free places. SL is also trying to raise funds for a train the trainer course.</p> <p>This is very good for networking and closer collaboration with local schools.</p> <p>PS believes he can access some community funding for the family links work.</p> <p><b>ACTION:</b> PS will liaise with GM regarding funding</p> <p>Governors <b>questioned</b> engagement with parents following some responses from the parent survey?</p>	<b>PS / GM</b>
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SL replied. Initially only 1 SEN parent replied but she followed up with an email to all SEN parents and 8 more responded. One parent had not read their child's profile. At this stage she does not have the full picture. Some children do not have a pupil profile as they are not on the SEN register. She needs to clarify. In September a parent coffee morning will be held and LS plans to go through the profile in detail so that all parents are fully informed.

Governor **question**: Do the SEN strategies extend to the nursery school?

Yes, they do, and LS is involved in this support. It is more beneficial to the children to receive support from the earliest opportunity.

Governors **sought clarification** on the follow up and monitoring of any pupil outcomes following advice given by LS to teachers?

LS does check in on pupils and receive updates, however it is not a formal process. It is something to be looked into. Ultimately it is the teacher responsibility to follow up with LS if no progress is made. There was a short discussion around involving LS in more of the pupil progress reviews.

The governors thanked LS for her report and for her fund-raising efforts for the Family Links project.

LS left the meeting at 6pm.

### **Finance – budget validation and P2 budget profile summary ([appendix F](#))**

NG reported. Advice from the bursar has been to ensure that additional funding is spent within the given timeframes and to continue to closely monitor expenditure. Money is tight but the school has the budget under control.

The budget summary sheet shows that the school is £18K better off than forecast and this is largely due to the new EHCP funding being received.

Additional response payments were for extra teaching cover. Overall, they are about where they thought they would be.

Governor **question** – 11.2 budget validation document. Long term viability of staff changes. Can the school afford to recruit teachers from any pay scale or is this limited?

GM replied. It is more important to get the best candidate rather than focus on the pay scale, however, they have factored in realistic costs in the budget.

They have looked carefully at the number of TA's in the school and have been able to re-allocate existing TA's to 1-2-1 support for the new EHCP funded pupils rather than recruit more.

### **Premises (Excluding Health and Safety) ([appendix G](#))**

NG reported on the need to keep some money aside for repairs and maintenance keeping a tight monitoring schedule in place. A 3-5 year plan for larger projects is recommended.

Perimeter fencing work. This is with the VoWH planning dept. but could take a long time to go through. GM is minded to contact the OCC LADO for



	<p>involvement as this falls under school security and safeguarding.</p> <p>Governors <b>asked</b> if residential visits are planned?</p> <p>GM is keen to get back on track with visits. There was a school trip to the Museum of Natural History in Oxford yesterday. It went well. Next year is not yet mapped out but GM is assuming visits will go ahead as normal.</p> <p><b>Community – Parent Questionnaire feedback (<a href="#">appendix I</a>)</b></p> <p>The overall picture from the survey is very positive and shows how far the school has come in the last 12-18 months.</p> <p>The governors discussed the responses regarding bullying. 15% of parents felt bullying was not being dealt with effectively. GM is looking into this. A full picture and balance needs to be achieved. Staff are always very keen and work hard to resolve bullying allegations. On occasion a parent is not happy with the outcome. He updated governors on a case he has been dealing with this week.</p> <p>Some allegations are not held up as bullying, and not all cases have been brought the attention of the school. The bullying question in the survey could be worded better and this will be looked at prior to the next survey.</p> <p>The school did some work with the pupils 8-9 months ago around resilience and it may be a good time to repeat this. It could also be beneficial to work with the parent body to improve understanding of bullying and supporting child resilience.</p> <p>The staff are very good at logging any incidences at school and showing what actually occurred. Information sharing with parents is important. GM added that actual conversations with parents work a lot better than email conversations in these cases.</p> <p>Governors <b>noted</b> that parents don't seem to know about the governors or what their role is. There was a discussion on how to raise their profile.</p> <p>The school newsletters and end of year reports could include a focus on governors. Governors could also submit some of their monitoring information in newsletter.</p> <p>Governors <b>asked</b> if there were any comments in the free text boxes on the survey?</p> <p>GM confirmed there were. He will circulate these to the governors. The comments were largely very positive.</p> <p>There was a good response rate to the survey and it was helpful to compare to responses from 18 months ago.</p>	
12.	<p><b>Safeguarding</b></p> <p>A bullying concern that GM has reported on earlier in the meeting.</p> <p>GM updated the governors on a referral that has been made to the MASH team and other external agencies.</p> <p>There have also been two low level concerns that the school has spoken to</p>	

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	parents about. No further action at this stage.	
13.	<b>Health and Safety</b>  There were no reports or updates for this meeting.	
14.	<b>SIAMS – Vision documents – (<a href="#">Appendix J</a>)</b>  <u>Vision and Values</u> GM updated the GB on the SIAMS work. Meetings so far have produced an overview, setting out milestones and governor involvement. Further meetings are planned. Vision and values documents and resources will be presented at the next FGB meeting. This links in with expectations, surroundings, appreciation of the school and the school community.  The plan is to look at what the school is already doing and draw out this detail as evidence for the SIAMS folder. PS added that he is impressed with what the HT's are doing so far to build on the SIAMS narrative. He is happy to support the governors in their understanding of the ethos and how to monitor this. <b>ACTION:</b> Bring vision and values resources to the next FGB meeting.	GM
15.	<b>GDPR</b>  There were no updates or reports for this agenda item.	
16.	<b>Governor Business and Communications</b>  <b>Agree governor monitoring</b> <u>Governor monitoring (<a href="#">appendix K</a>)</u> RC confirmed that dates have been set for the monitoring action list provided at the last FGB meeting.  <b>Governor communication – (<a href="#">appendix L</a>)</b> Draft EOY report. KPM asked for any feedback / comments? RC feedback that it was a very good report. He feels that comments on what governors and staff etc have done could be in a different placement in the report. KPM will make some amendments to reflect this.  <b>Co-opted Governor recruitment</b> There have still been no applications for this role.  <b>Succession planning for Chair of Governors</b> KPM feedback to governors that NF and RC joined him for the session he delivered on the role of the Chair of Governors. NF and RC both stated they are willing to put their names forward for a Co-Chair model unless anyone else wishes to stand for Chair. The GB are very positive about RC and NF willing to do this. The school is in a much better place right now and these two governors in a Co-Chair role can continue to move the school forwards.	

	<p><b>ACTION:</b> Clerk to check if the Co-Chair election can take place at the July meeting for a January 2022 start (when KPM steps down).</p> <p>Governor <b>question</b> – Will there still be monthly FGB meetings from next year?</p> <p>KPM will need to look at the meeting schedule from September. If they go back to 6 meetings per year then the committee structure will need to be re-introduced along with how the GB will operate.</p> <p><b>ACTION:</b> KPM to review meetings and FGB structure from September</p> <p>Skills audit form – (<a href="#">appendix M</a>)</p> <p><b>ACTION:</b> All governors to complete the skills audit. KPM will not complete this so that the GB can identify skills gaps when he leaves in December.</p>	<b>Clerk</b>
17.	<p><b>Governor training update – (<a href="#">appendix N</a>)</b></p> <p>No governor training reported.</p>	<b>KPM</b>
18.	<p><b>Policies for review / approval – (<a href="#">appendix P</a>)</b></p> <p>Policies have been circulated. KPM acknowledged the late circulation and hoped there had been sufficient time for governors to review.</p> <p><u>Computing code of conduct – Acceptable use of school's ICT (<a href="#">appendix Q</a>)</u></p> <p>There were some queries raised:</p> <ol style="list-style-type: none"> <li>1. Years 5 / 6 advice section on wider internet use and meeting people in real life who they have met online. Questions around how appropriate this advice is.</li> <li>2. Staff use of ICT – the policy bans the use of social network sites and chat rooms within school. This seems outdated given the valid resources available to staff via these sites.</li> </ol> <p><b>ACTION:</b> Email the queries to GM and he will look further into this.</p> <p><u>Attendance policy (<a href="#">appendix S</a>)</u></p> <p>This is the OCC model policy so amendments will be limited. There were some queries on content placement:</p> <ol style="list-style-type: none"> <li>1. Shouldn't the statement around minimum level of 96% attendance be at the top of the document?</li> <li>2. In addition – shouldn't exceptional leave be higher up in the document?</li> <li>3. There is reference to Years 9 and 10 in the policy. Can this be removed?</li> </ol> <p>GM will review these areas of the policy.</p> <ol style="list-style-type: none"> <li>4. The policy states that attendance below 96% will trigger an early help assessment referral. Does the school follow this?</li> </ol> <p>GM needs to look at this statement. They would normally trigger this referral if attendance drops below 80%.</p>	<b>ALL</b>
		<b>NF</b>

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	<p><b>Lockdown procedure (appendix R)</b></p> <p>One <b>question</b> asked. In the lockdown policy, do the lockdown measures override the Covid measures of keeping windows open?</p> <p>GM confirmed that yes they do.</p> <p><b>Policy approved.</b></p> <p><b>Teachers appraisal policy (appendix O)</b></p> <p>No comments of feedback</p> <p><b>Policy approved</b></p> <p><b>ACTION:</b> Computing code of conduct and Attendance policy requires further work</p>	
<b>19.</b>	<p><b>Items for next agenda</b></p> <p>The next meeting will be quite document heavy as the FGB will prepare for the September FGB meeting.</p>	
<b>20.</b>	<p>It is noted that future meetings will be held virtually.</p> <p><b>All meetings start at 5pm</b></p> <p>15<sup>th</sup> July 2021</p>	

The meeting closed at 18.52.

NB 17.06.2021

### Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michael's Minutes 20052021
5.2	B	Action Log 20.05.2021
7.1	C	St Michael's curriculum teams
11.1	D	Learning walk and data 14.06.2021
11.2	E	Attainment termly comparison reports (11.2 A-G)
11.3	F	Budget profile summary
11.4	G	Governor visit report - premises
11.5	H	SEN update report June 2021
11.6	I	Parent survey overview
14.1 / 2	J	Work on vision and values
16.1	K	Monitoring schedule
16.2	L	Draft annual report
16.3	M	Skills audit form
17.1	N	Training tracker
18.4	O	Teacher's appraisal policy
18.1 a	P	Policy schedule

18.1 b / c	Q	Acceptable use of ICT policy
18.2	R	Lockdown procedure
18.3	S	Attendance policy

### Action Log

Meeting Date	Item Number	Action	Owner	Deadline
17.06.2021	5.1	Clerk to make amendments to minutes and Chair to sign minutes of 29.04.2021 & file at school	Clerk & KPM	
17.06.2021	7	GM amend and re-circulate curriculum lead summary	GM	
17.06.2021	11	PS will liaise with GM regarding community funding	PS & GM	
17.06.2021	14	Bring vision and values resources to the next FGB meeting.	GM	
17.06.2021	16	Confirm the Co-Chair election can take place in July for a January 2022 start (when KPM steps down).	Clerk	
17.06.21	16	KPM to review meetings and FGB structure from September	KPM	
17.06.21	16	All governors to complete the skills audit. KPM will not complete this so that the GB can identify skills gaps when he leaves in December.	ALL	
17.06.21	18	Email the policy queries to GM and he will look further into this (ICT policy and attendance policy).  Computing Code of conduct and Attendance policy requires further work	NF  GM	

■ End

