



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 24th March 2022 at 5.30pm

Present:	Ann Parham (AP) – Co-opted Governor Robin Conway (RC) - Co-opted Governor – Co Chair Nick Field (NF) – Parent Governor – Co Chair Hayley Leyshon-Brady (HLB) – Co-Headteacher Philip Sutton (PS) – Foundation Governor Nigel Goode (NG) – Local Authority Governor Adele Frankum (AF) – Parent Governor Kathryn Mendus (KM) – Foundation Governor Ruth Gardiner (RG) – Staff Governor Alex Rennie-Lis – (ARL) – Parent Governor
Apologies:	Grant Mottram – GM – Co-Headteacher Tim Owen (TO) – Co-opted Governor, Vice Chair
Absent:	None
Vacancies:	Foundation Governor / Co-opted Governor
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.31pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). NF welcomed everyone to the meeting, in particular Alex Rennie-Lis (ARL) as the new parent governor. Everyone introduced themselves. PS opened the meeting with a prayer. NF will chair agenda items 1-11 and RC will chair items 12-22.	
2.	Apologies for absence HLB and GM alternate attendance at FGB meetings. Apologies were received and accepted from TO. The meeting was quorate and remained quorate throughout.	
3.	Urgent Additional Items None	
4.	Declarations of Interest – No interests in agenda items were declared.	
5.	Approval of FGB Minutes	

	<p>5.1 Minutes of 17.02.2022 (<i>Appendix A</i>) The minutes were agreed as an accurate record. Action: Co-Chairs to sign minutes of 17.02.2022 & file at school</p> <p>5.2 Action log (to note – relevant actions on agenda) (<i>Appendix B</i>) The action log was shared with Governors (all actions included on the agenda). Actions are mostly completed or to be covered under the agenda during the meeting. There are three actions that NF raised to establish if they have been completed:</p> <ol style="list-style-type: none"> 1. Governors to be copied into parental communications. NF does not think they are yet. HLB had given instruction to the admin team. The governor contact information on this distribution list is out of date and needs to be updated. Action: HLB to request Admin Team update the governor distribution list. 2. AP is to reschedule a monitoring visit. Has this been done? A new date has not yet been set. AP will do this on her return to the UK. Likely to be after the Easter break. Action: Reschedule the monitoring visit 3. HLB was to circulate a planning permission proposal to governors. HLB stated that the planning permission was overturned, and this is no longer relevant. Remove from actions. 	<p>RC/NF</p> <p>HLB</p> <p>AP</p>
<p>6.</p>	<p>Matters arising not covered on the agenda</p> <p>None for this meeting.</p>	
<p>7.</p>	<p>HT report (<i>Appendix C</i>) HLB drew attention to some of the headlines and invited questions. Attendance data has been affected by Covid absence. The County average is currently 83%, each year group attendance is at least 90%. There has been an increase in unauthorised absence. The school has gone to OCC for advice, and they have been advised to pursue fixed penalty notices.</p> <p><u>Behaviour</u> has improved and incidences have decreased. The changes made to staffing the playground during lunchtime has help a lot. HLB explained that the specialist SEN provision that was discussed at the last meeting has now begun.</p> <p><u>Safeguarding</u> - A safeguarding case has changed status to child protection (CP) and the school is facilitating social worker involvement. HLB highlighted that the social worker involved has been excellent and they have been impressed with their commitment so far.</p> <p><i>A discussion has been recorded within confidential minutes.</i></p> <p><u>Quality of Education</u> is largely rated green. The changes in Ash class have been huge. Willow class have shifted from red to amber. There is still work to do but the HTs are very pleased with the recent significant progress. There is some staff absence, but this has not prevented the changes being implemented. HLB has arranged for Alison Base to carry out another ECERS review after the Easter break.</p> <p><u>Proposed staffing models</u> A & B have been circulated. They take into account recruitment of appointments for September start.</p> <p><u>Phonics curriculum update</u> – research on phonics schemes is being done with school values in mind. The school will have to choose a scheme soon, they are trialling a selection. There is a preferred scheme, but no decisions have been made yet. <u>Internet safety</u> – pupils are very engaged with this. There is more work to be done with getting parents engaged (with regards to parental controls and access etc).</p> <p>Governor question – Apart from the HT changes on the staffing model, are there other</p>	

	<p>significant changes? HLB explained that they have taken on an ECT (Early Career Teacher) and the new framework for this is immense. The HTs know that this will be too much for one phase leader so they will be splitting phase leadership into Y4/5 and Y5/6. Three staff will be 0.6FTE plus the new person who will be FT. HLB assured the GB that the school will not lose leadership time with GM leaving.</p> <p>Governor question – Are there budget implications with this model? There are but nothing major, because they are taking on an ECT, and this has reduced the costs.</p> <p>Governor question – How many staff will not be in the SLT? There will be 7 staff outside of the SLT. HLB added that there are a lot of part time staff.</p> <p>Governor question – Re: Staffing model - How resilient is it to staff changes / absences? HLB wants to make it as robust as possible. This is why they have split the phase leadership responsibilities and there are mechanisms for building capacity in the future. HLB has a good overview of potential staff changes and wants to be prepared. There will always be an option to go back to the HT & Deputy Head model.</p> <p>Governor question – The TAs are not shown on the staffing model – can HLB expand on leadership responsibility. All of the staff will have a proportion of the leadership workload. HLB has drawn up a document to show full distribution of leadership that she can circulate to the GB. She gave a brief summary and explained that in a small school the load is shared among many staff. She is aiming to get the balance right. The governors support this but do not want to see one or two people overloaded with responsibility. Action: Circulate the leadership distribution document (HLB)</p> <p>Governor question – When is the ECT starting? They will join the school in September Action: School to have an ECT policy in place for September (HLB)</p> <p>Governor question – What has made the difference for the improvement in Willow class? Staff have continued to be given additional time and support to implement the changes required and have bought into the work required and seen the benefits of this. This improvement has been especially seen in the last term.</p> <p>Governor question – Regarding online safety. What guidance is given to the children for the online usage that they don't access in school, such as snapchat or whatsapp? HLB answered. Although the children shouldn't be using this (they are not old enough) she knows that Y6 pupils do. The school has conversations around awareness of the dangers, how to use safely, making good choices on what content they post. This is also delivered to pupils via google classroom. This is also relating to the work they are doing with parents to highlight parental engagement and parental monitoring.</p>	<p>HLB</p> <p>HLB</p>
8.	<p>Update from the Co-Chairs – There are no updates from the Co-Chairs for this meeting.</p>	
9.	<p>School Self Evaluation form – There have been no changes or updates on the SEF since the last FGB meeting.</p>	
10.	<p>School Improvement Plan (SIP) –</p>	

	There have been no changes or updates on the SIP since the last FGB meeting.	
11.	<p>Governor updates since last meeting</p> <p><u>Learning and Teaching</u></p> <p><u>11.1 Co Chairs meeting with HT (Appendix D)</u></p> <p>The meeting notes have been loaded to the hub. Most of the discussion has been reported by HLB already.</p> <p>RC added that HLB has spent time explaining to RC and NF how to read the data that the school uses to monitor and review pupil performance. A lot of work has gone into utilising the data and identifying any areas of underperformance and this is paying off now. Very soon the school will have a full year of data without any time in lockdown / school closure. This will be presented to the board when it has been released.</p> <p><u>11.2 Staffing / Finance (Appendix E)</u></p> <p>NG summarised the budget position. SS is now carrying out bursar duties. The budget report to the end of February contains a lot of information. The key points to notes are on page 12. At the end of the financial year, they expect a surplus of £39,344. This is in addition to the £12,500 brought forward from last year.</p> <p>Approved EHCP funding and wrap around care have been the main contributors to the additional funding streams.</p> <p>NG extended thanks and recognition to all staff at the school for managing the budget and the resources over the year.</p> <p>NG added that there was in the region of £63,000 extra received, and the school has spent where needed (approximately £20,000 for the benefit of the pupils). He advised the governors that some of the carry forward money will have to be allocated to the maintenance plan as there is quite a lot of work identified.</p> <p>Governor support – the budget situation looks very positive. It is helpful that SS provides notes on the document to help governors understand the budget report.</p> <p>NG is now heavily involved in the budget setting exercise. The school has now received the figures for energy costs.</p> <p>The standard formula funding is ahead of where they thought they would be due to the increase in pupil numbers. The budget will be presented at the next FGB meeting for approval.</p> <p>Governor question – There is £1000 donation for Lego on the report – this looks interesting, can HLB give more information?</p> <p>HLB explained that this was a donation for Lego Mindstorms coding programme. It is very popular.</p>	
12.	<p>Safeguarding</p> <p>Safeguarding updates were reported on under the HT report.</p> <p>HLB confirmed there have been no bullying or racism incidences since the last FGB meeting.</p>	
13.	<p>Health and Safety</p> <p><u>13.1 H&S audit 2021-22 (Appendix F)</u></p> <p><u>13.2 Monitoring and verification review form 2021-22 (Appendix G)</u></p> <p>NG advised the GB that the school is working on the actions that have been identified. He confirmed that Sharon Scaysbrooke (SS) School Business Manager is booked onto Legionella training.</p> <p>Governor question – There are concerns about the ceiling tiles in the hall – what is happening with this?</p> <p>HLB responded. She has obtained a quote to have the tiles put back in place. She is looking to have the ceiling painted at the same time because scaffolding is required so it would make sense to get both jobs done at the same time.</p>	

	<p>PS has a contact at Hill Farm with a certificated scaffolding tower. They may supply scaffolding at a reasonable rate. The church has used them. HLB is interested and will make contact with Hill Farm Action: PS to send Hill Farm contact details to HLB</p> <p>The H&S action plan will be reviewed and circulated to the GB for the June FGB meeting Action: H&S action plan for review at June FGB meeting.</p>	<p>HLB</p> <p>NG</p>
<p>14.</p>	<p>Distinctiveness and effectiveness of our school as a Church school PS extended thanks to HLB and RG for their work and the good steady progress in SIAMS that he has seen at the school. He noted the integrated assembly and school values and the bible storybook sessions that KM delivers. There has been a lot of positive feedback from the pupils following their sessions with KM. PS invited the governors to visit the school and observe the sessions that PS delivers on Thursday afternoons. It would be a valuable exercise to observe and feedback SIAMS work. They could also speak to the pupils about their own reflection on SIAMS and what it means to them. The session time is 2.45 – 3.15 every Thursday. Once a term of half term would be best. Governor presence will support SIAMS evidence well. Action: Governor presence at SIAMS activity session once a term or half term HLB is arranging for colleagues from other church schools to visit the school and make peer observations. She will report any feedback to the board. KM spoke about the sessions she delivers. She is thinking of re-scripting the book to help the flow of the storytelling. She asked HLB if there are any songs that could be used in assembly time that she could incorporate. HLB advised that Wednesday is the scheduled singing assembly so she can inform KM of the songs and she could use them in her session. KM has noticed that the pupils (and the staff) have really stepped up to getting into character for the activity and she is very impressed. PS suggested introducing a school award for ‘School Value pupil of the year’. HLB was fully supportive of this idea and will discuss with PS out of the meeting. Action: HLB and PS to discuss the school value pupil award. There were no questions.</p>	<p>Govs to volunteer</p> <p>HLB / PS</p>
<p>15.</p>	<p>GDPR There were no updates or reports for this agenda item.</p>	
<p>16.</p>	<p>Governor Business and Communications 16.1 Parent survey (draft) <i>(Appendix H)</i> HLB explained that she has used some Ofsted parent view type questions plus some that represent school values. Feedback was sought from the GB. The response for last year’s survey was 78%. The GB noted that this was a very good response. HLB admitted there was a lot of coaxing and encouraging to get responses in. Governor feedback – The content looks to be fine. Some questions that are ‘Yes / No’ answers seem a little formal but there is no objection to any of them. Governor question - What decision was made with the SEN questionnaire? HLB advised the board that the questionnaire for SEN families will be sent out separately within the 3-year review cycle. The data became skewed and at times inaccurate when included in the main survey. Governor question – How frequent is the survey and are any micro surveys carried out? The survey is annual, and they have not done any micro surveys. Governor feedback – around grouping the questionnaires into similar types so that they flow easier. HLB agreed.</p>	

before sharing a disclosure made by a child. Is this the case?
HLB confirmed this was not the case and this sentence will be deleted.
Governor question – The policy wording indicates safeguarding training is done every 3 years, is this correct?
HLB confirmed safeguarding training is annual. It is a half day training during the September inset day. RC amended the wording.

Governor question – The section stating that photos will not be used if consent is not given – is this always followed?
HLB confirmed that it is followed.

RC added that he is making sure that the word ‘carers’ is now inserted to read ‘parents and carers’. If he has missed any then please do add in.
HLB suggested using the word families. There was a short discussion. The GB can consider this. There was some concern that the term families may not directly address those with responsibility for a child, whereby a parent or carer is. It was decided to continue using the wording of parents and carers for now.

There was a discussion around the use of different coloured paper for confidential papers. With most documents being electronic now, this is not relevant. It was agreed to clearly mark confidential documents as such.

Confidential documents will be destroyed when relevant and this will cross over with the data management policy.

The policy was approved.

Photography & video policy

It was noted that there are very stringent rules around this where, looked after children (LAC) are concerned.

No further comments.

The policy was approved.

Consent request form

Governor question – Is this form to be used as an appendix with enrolment forms?
HLB confirmed that all of the enrolment documents are now one form to make the completion more straight forward.

Governor question – Wording around removal of images when children leave the school. There was a discussion. Most images can be removed i.e from the website, but not for example if the pupil is in a class photo displayed in school. The wording will be changed to state ‘removal of images from the school website and other digital media’.

Governor question – Point 3.3 - Parents and carers have a duty to inform the school of any changes to consent, so does the school need to gain permission annually?
The governors discussed this. This is a valid point, but by gaining consent annually, the school is being proactive around child protection measures and carrying out due diligence. This should be maintained. It was agreed that the school will gain consent on an annual basis, and should a parent / carer change their mind in the meantime they can advise the school in writing.

Governor question – Who in the school team is responsible for sending out the consent form?

HLB stated that the overall responsibility is on the HT but that she marks it on the school calendar for action by the admin team.

The consent request form was approved.

Online safety policy

It was noted that the text needs to be re-formatted.

Following a short discussion, it was agreed that the wording for governor responsibility should be amended to state that the safeguarding lead governor will feedback to the

	<p>governing board. Governor question – The policy states that online safety is covered during parent's evenings. Is this correct? HLB advised that it is covered within parent workshops and that the wording should change to reflect that.</p> <p>The governors discussed acceptable use of ICT equipment and governor use. As things currently stand, the governors do not use the school systems or equipment. If they do, they will need to sign the online safety policy. The policy was approved with these minor amendments.</p> <p>Governor question – Regarding DSLs. Is there a separate job description in place for DSLs? HLB stated there is not. AP advised the governors that there should be and requested that one is put in place. Action: Create a job description for the role of DSL (HLB)</p> <p>Governor feedback – This policy review structure and google document policy tool is a real improvement and has really move policy review forward. Thanks to RC. RC thanked everyone for their contributions and making the task less onerous. Action: Policies to be uploaded to Gov Hub and the website</p>	<p>HLB</p> <p>RAC</p>
19.	<p>Post FGB communication</p> <p>RC explained that there is no substantial message to send out at this time. There are events and certain changes coming up, so it was proposed to send a governor communication towards the end of the next full term.</p> <p>The GB agreed with this.</p>	
20.	<p>Items for the next agenda</p> <p>Budget approval is the main discussion for the next FGB meeting. There will be some other minor items to discuss, but the budget is priority.</p>	
21.	<p>Meeting schedule</p> <p>Meetings will continue to be virtual. The next meeting on 28th April will be virtual. To start at 5.30pm: Thursday 28th April 2022 – Virtual Thursday 26th May 2022 – Virtual Thursday 23rd June 2022 – Virtual Thursday 14th July 2022 – Virtual</p>	
22.	<p>AOB</p> <p>RC thanked everyone for attending.</p>	

The meeting closed at 7.18pm.

NB 24.03.2022

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michael's Minutes 17.02.2022
5.2	B	Action Log from Jan & Feb FGB meetings
7.1	C	Head's report March 2022

11.1	D	NF RAC HLB Meeting Term 4
11.2	E	Budget monitoring report period 11
13.1	F	H&S Action Plan monitoring report 21-22
13.2	G	Monitoring & verification review form 2021-22
16	H	Parent Survey 2021/22
17.1	I	Governor training record 10.03.2022
18.1	J	Policy tracker working document

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
24.03.2022	5.1	Co-Chairs to sign minutes of 17.02.2022 & file at school	RC / NF	Next FGB
24.03.2022	5.1	HLB to request the Admin Team updates the governor distribution list	HLB	ASAP
24.03.2022	5.1	AP to reschedule the monitoring visit	AP	Before end of term
24.03.2022	7	Circulate the leadership distribution document	HLB	Next FGB
24.03.2022	7	School to have an ECT policy in place for September	HLB	End of school year
24.03.2022	13	PS to send Hill Farm contact details to HLB (for scaffolding tower)	PS	ASAP
24.03.2022	13	H&S action plan for review at July FGB meeting	NG	July FGB
24.03.2022	14	Governor presence at SIAMS activity session once a term or half term	ALL to consider	Termly
24.03.2022	14	HLB and PS to discuss the school value pupil award.	HLB / PS	Next FGB
24.03.2022	16	Review the parental survey results in May/June meeting	HT / ALL	May/June FGB
24.03.2022	17	AP will write a summary / overview of curriculum monitoring training to share with the GB Agenda item on curriculum monitoring at April or May FGB	AP Clerk	ASAP Next FGB
24.03.2022	18	Add vision and values to the Social Networking policy & Format all policies for consistency	HLB	ASAP
24.03.2022	18	Create a job description for the role of DSL	HLB	Next FGB
24.03.2022	18	Load policies to Gov Hub & website	RAC	Next FGB

■ End