



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 16th March 2020 at 6.30pm at the school

Present:	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Tim Owen (TO) – Co-opted Governor, Vice Chair Grant Mottram (GM) - Interim Headteacher Robin Conway (RC)- Co-opted Governor Ashaa Rathod (AR) – Co-opted Governor Philip Sutton (PS) – Foundation Governor Emma Walker (EW) – Parent Governor Nick Field (NF) – Parent Governor Chris Paynter (CP) – Staff Governor
Apologies:	Alice Boon (AB) – Parent Governor Nigel Goode (NG) – Local Authority Governor Kathryn Mendus (KM) – Foundation Governor
Absent:	Paul Atkins (PA) – Headteacher
Vacancies:	Foundation Governor
In attendance:	Joanne Myers (JMY) – Local Authority Clerk

Item	Details	Action
1.	Welcome and Opening Prayer KPM welcomed new parent governor (TO). PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies were received and accepted from AB, NG & KM. The meeting was quorate.	
3.	Urgent Additional Items No urgent items were declared.	
4.	Declarations of Interest No interests in agenda items declared. KPM declared he is now a trustee for ALT. Governors questioned if this would impact his role as Chair of Governors. KPM confirmed there would be no impact. The Clerk confirmed AB's Interests had been updated on the form and on	

	<p>Governor Hub.</p> <p>Governors were reminded to update their declarations on Governor Hub.</p>	ALL
5.	<p>Approval of FGB Minutes</p> <p>5.1 Minutes of 06.02.2020 (<i>appendix A</i>)</p> <p>The minutes were agreed as an accurate record of the meeting and signed by the Chair. The minutes will be filed by the headteacher.</p>	
6.	<p>Matters arising not covered on the agenda</p> <p>It was noted that a letter of thanks had been sent to the previous clerk.</p>	
7.	<p>Headteacher Report</p> <p>The Headteacher provided a verbal report at the meeting:</p> <p>Coronavirus – 2 members of staff are self-isolating. 2 teachers and 3 ta's are absent.</p> <p>Duties are being covered internally (agencies unable to provide staff where a school has absence due to self-isolation).</p> <p>Pupil numbers were reported as full for 16.03.20.</p> <p>Staff are preparing for possible school closure; training will be provided to staff on 17th March.</p> <p>Governors questioned if all pupils have access to a device? The headteacher confirmed information would be available on the website to download and print.</p> <p>Governors queried if assembly's were still taking place? The headteacher confirmed pupil only assembly's were still being held.</p> <p>Governors raised concern that there was no hand sanitiser in reception. The headteacher confirmed it was being addressed.</p> <p>Behaviour – The Headteacher reported 1 exclusion on 16th March (the LA officer had confirmed the decision was correct).</p> <p>Staff Moral – moral is high, with staff working on their own intuition and seeing solutions (not problems).</p> <p>Academic data progress – the data had been pulled together today (not available for the FGB meeting). Further pupil progress meetings would take place for individuals.</p> <p>Governors questioned if there was a pattern in the data (age, area, curriculum). The Headteacher confirmed the data had only become available today, and he has been unable to scrutinise the information, however as previously discussed writing and reading is a concern (tweaks to the reading programme had been implemented).</p> <p>Governors questioned when the data would be available. The Headteacher confirmed the refined data would be shared with the FGB on Governor Hub. Governors were encouraged to raise questions with the headteacher. Governors expressed concern that they haven't seen any data this academic</p>	GM

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	<p>year.2</p> <p>Governors queried if there had been any complaints (which fall under the complaints policy). The Headteacher confirmed no complaints had been received. The headteacher confirmed he had been dealing with concerns about behaviour in year 5.</p> <p>Governors sought clarity on the leadership structure. The Headteacher confirmed they meet every 2nd week (previously once a week). The next priority is reviewing the staffing structure.</p> <p>Governors thanked the Headteacher and declared their support and admiration.</p> <p>It was noted that the parents appear happy.</p>	
<p>8.</p>	<p>Update from the Chair</p> <p>LA Strategy Meeting:</p> <p>The Chair provided an update on the Local Authority (LA) Strategy Meeting.</p> <p>The LA are satisfied that areas/issues are being addressed. They are happy with governance (monitoring budget and class structure, leadership structure).</p> <p>The Chair confirmed governors need to continue to challenge.</p> <p>The LA School Improvement Lead confirmed robust performance management is in place.</p> <p>Governors questioned if long term arrangements for the Headteacher role has been resolved? The Chair confirmed a conclusion is expected by the end of the week.</p> <p>Ofsted letter</p> <p>A letter had been received by the Chair. Ofsted had received a complaint from a parent (regarding staff turnover, Governors, Learning & Exclusions) in December 2019.</p> <p>The headteacher had been in contact with Ofsted, who were satisfied with the response from the school (and the Local Authority).</p> <p>Governors questioned if the Ofsted inspection would be brought forward. It was confirmed that the inspection would not be brought forward.</p>	
<p>9.</p>	<p>School Self Evaluation Form (SEF) (<i>appendix B</i>)</p> <p>Governors confirmed the draft SEF reflected their understanding of the school. It was agreed Governor monitoring is required to assess Governor confidence of the document (Governors have previously been allocated an area of responsibility).</p> <p>It was agreed for the Headteacher to share a monitoring plan, the Chair will merge with the Governor Monitoring Plan.</p> <p>The development points identified in the SEF refer to the SDP (both documents</p>	<p>GM & KPM</p>



	<p>are working documents).</p> <p>Governors drew attention to the need for wraparound provision. The headteacher confirmed it would be possible to implement, however appropriate funding would be required prior to introducing. It was agreed to create a Governor Led steering working group with Governors, Headteacher and parents/carers.</p> <p>It was agreed for the headteacher to report upcoming calendar of events at future FGB meetings. Governors can then sign up to attend (increasing visibility of Governing Board).</p>	<p>EW</p> <p>GM & KPM</p>
10.	<p>School Development Plan</p> <p>The draft Development Plan (SDP) was presented at the meeting.</p> <p>Governors reviewed the document and agreed the six priority areas.</p> <p>It was noted version control is important, to monitor progression.</p>	
11.	<p>Governor Updates since last meeting</p> <p>Curriculum Committee</p> <p>11.1 2020.02.11 Governor Monitoring Report - Behaviour <i>(appendix C)</i> Governors expressed a personal feeling of conflict/dilemma (how they can bring their personal experience in helping the leadership team address behaviour concerns). Governors confirmed their role is strategic and they do not want to get involved in the day-to-day, operational running of the school.</p> <p>The Chair confirmed he would be happy to support individual Governors with practical help. The headteacher confirmed the school would be open to relevant and experienced help.</p> <p>11.2 2020.2.13 External LA Note of Visit – EYFS <i>(appendix D)</i> Governors questioned if the areas of risk had been followed up and actioned. The headteacher confirmed they had.</p> <p>11.3 2020.03.02 Governor Monitoring Report – Behaviour and Learning Environment <i>(appendix E)</i> Governors confirmed receipt of the report.</p> <p>11.4 2020.03.02 Governor Monitoring Report – Parent Voice <i>(appendix F)</i> Governors congratulated the headteacher in the positive report (children are happy). The culture is open and transparent, with staff and parents positive and happy to change.</p> <p>Finance, Personnel and Premises Committee</p> <p>11.5 Governor Monitoring Report – Health and Safety <i>(appendix G)</i> It was noted staff wellbeing has improved. The headteacher confirmed he is pursuing links with John Mason School to share their maintenance resources, however there are implications with insurance.</p>	



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	<p>It was noted the Swimming Pool Policy/Checklist is under review.</p> <p>Update on transfer of funds from pre-school. The Local Authority team are hugely supportive, they are committed to covering ODBE legal costs. It was felt that either the ODBE solicitor delegates this matter or a face to face resolution meeting may be required, with an agreement that it continues until the matter is concluded.</p>	
12.	<p>Safeguarding</p> <p>12.1 Safeguarding audit form – (appendix H) The headteacher confirmed the annual audit form has been submitted to the Local Authority (LA).</p> <p>Governors questioned if there had been any safeguarding, bullying or racist incidents since the last meeting (06.02.2020).</p> <p>The Headteacher confirmed there hadn't been any incidents.</p> <p>The Headteacher confirmed the external safeguarding audit had been completed. Site safety concerns will be addressed by closing the wooden door (resulting in only one entrance into the school building) & options for fencing and a gate to the front of the school are being explored.</p> <p>Up to three adults are always present during playtime (at the front of the building).</p>	
13.	<p>Health and Safety</p> <p>It was noted that there had been no health and safety incidents since the last FGB meeting (06.02.2020).</p> <p>The Headteacher confirmed incidents would be reported on Integris.</p> <p>Governors requested the headteacher included incidents in the Headteacher Report.</p>	GM
14.	<p>SIAMS¹</p> <p>It was noted the SIAMS inspection was scheduled for 2021.</p> <p>It was previously agreed for PS to meet with the Diocese and for the Foundation Teacher to take lead with the inspection.</p>	
15.	<p>GDPR (General Data Protection Regulations)</p> <p>It was noted that there had been no issues or breaches since the last FGB meeting.</p> <p>It was noted that the Chair monitors GDPR compliance before publishing Governor Monitoring Reports.</p>	
16.	<p>Governor Business and Communications</p> <p>Governors discussed proposal for Governance without committees. Governors were concerned if there would be adequate time within FGB meetings to</p>	

¹ Statutory Inspection of Anglican and Methodist Schools



<p>scrutinise data and reports. After a full discussion it was agreed trial the model and evaluate at the end of each meeting.</p> <p>16.1a Governance Policy if no committees <i>(appendix I)</i> The policy was adopted.</p> <p>16.1b Governor Annual Schedule if no committees <i>(appendix J)</i> The policy was adopted.</p> <p>16.2 Standing Orders - committees <i>(appendix K)</i> The policy was not adopted.</p> <p>16.3 Standing Orders – no committees <i>(appendix L)</i> The policy was adopted.</p> <p>16.4 Governing Board Delegation Planner – with committees <i>(appendix M)</i> The policy was not adopted.</p> <p>16.5 Governing Board Delegation Planner – without committees <i>(appendix N)</i> The policy was adopted. It was agreed for Governors to review their proposed roles and provide feedback to the Chair.</p> <p>16.7 Staff Wellbeing Questionnaire to go out <i>(appendix O)</i> Governors reviewed and agreed the questionnaire. Governors resolved to offer one to one conversation's (to demonstrate the practical aspects of the wellbeing policy). It was agreed for PS to be available for conversations (providing pastoral care). Governors questioned how staff manage their work/life balance. The Headteacher confirmed the Senior Leadership Team (SLT) support staff, however they would appreciate support from PS (counselling experience). It was agreed a good level of support is available.</p> <p>Co-opted Governor Vacancy Governors discussed the co-opted Governor vacancy; it was agreed to put on hold, due to no professional gap in Governing Board.</p> <p>Parent Questionnaire The Headteacher confirmed he had received 12 replies from the parent questionnaire (which is a good sign).</p> <p>Class Structure Governors discussed possible changes to class structure (aligning classes) and the importance of transparent communication to parents/carers. It was agreed that drop-in sessions (with headteacher and chair) should be offered, in addition to holding a community meeting, and one to one conversation's (to listen to concerns). It was agreed that while this would be preferable, it may not</p>	<p>ALL</p> <p>PS</p>
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	<p>be possible due to the coronavirus outbreak.</p> <p>The interim Headteacher confirmed he will be in post until July.</p> <p>It was agreed for the Headteacher to share his letter with the FGB.</p> <p>It was agreed for the Chair to share draft post meeting communication with the FGB.</p> <p>Website</p> <p>It was noted that the Governor Website Page had been updated. It was agreed for EW to liaise with the Headteacher to improve the website (to include twitter feeds).</p>	<p>GM</p> <p>KPM</p> <p>EW & GM</p>
17.	<p>Governor Training Update</p> <p>17.1 Governor Training Tracker (<i>appendix P</i>)</p> <p>It was agreed for all governors to email training details to KPM.</p>	ALL
18.	<p>Policies Review/ for approval (as per policy schedule):</p> <p>18.1 Governor Visits Report (<i>appendix Q</i>)</p> <p>The Policy was reviewed and adopted.</p> <p>18.2 Governor Induction Policy (<i>appendix R</i>)</p> <p>The Policy was reviewed and adopted.</p> <p>18.3 Governor Expenses Policy (<i>appendix S</i>)</p> <p>The Policy was reviewed and adopted.</p> <p>18.4 Social Media Policy (<i>appendix T</i>)</p> <p>Governors discussed the need for the policy, it was noted the original policy needed to be cross referenced with 10 separate policies. Governors reviewed and adopted the proposed policy.</p> <p>It was noted the business manager is reviewing the Staff Handbook.</p>	
19.	<p>Items for next agenda (in addition to actions)</p> <p>Standing Orders</p> <p>Budget</p> <p>Data</p> <p>Accessibility Plan and Policy – AB</p> <p>Financial Skills Matrix – NG</p> <p>Governor Policy and Document Tracker – KM</p> <p>Governor Monitoring Schedule - KM</p>	



20.	<p>Date of next meetings:</p> <p>It was noted that future meetings may be held virtually (due to coronavirus).</p> <p><u>Full Governing Board</u></p> <p>Tuesday 30th April 2020 at 7pm (approve budget)</p> <p>Thursday 18th June 2020 at 7pm</p> <p>Thursday 16th July 2020 at 7pm</p> <p>Governors thanked the Chair for his contribution, momentum and positive vibe.</p>	
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The meeting closed at 8.07pm

JM 04/04/2020

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michaels FGB 06022020
9.1	B	SMPS SEF Draft 2020
11.1	C	2020.02.11 Governor Monitoring Visit Report – Behaviour
11.2	D	2020.02.13 External NOV – EYFS
11.3	E	2020.03.02 Governor Monitoring Report – Behaviour and Learning Environment
11.4	F	2020.03.02 Governor Monitoring Report – Parent and Carer Voice (1)
11.5	G	2020.03.04 Governor Monitoring Report – H&S
12.1	H	St Michaels Steventon Audit 11.02.2020
16.1a	I	Governance Policy 2020-21
16.1b	J	Governance Schedule 2019-20
16.2	K	Standing Orders 2019-20 committees
16.3	L	Standing Orders 2019-20 no committees
16.4	M	Delegation Planner – 2019-20 With committees
16.5	N	Delegation Planner – 2019-20 Without committees
16.7	O	2020.03.17 Staff and Volunteer letter and Engagement Questionnaire
17.1	P	Governor Training Record March 2020
18.1	Q	Governor Visits Policy 2020-22 (1)
18.2	R	Governor Induction Policy 2020-22
18.3	S	Governors Expenses March 2020
18.4	T	Proposed Social Networking Policy

