



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 18th March 2021 at 5.00pm

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| Present: | 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 Chris Paynter (CP) – Staff Governor Kathryn Mendus (KM) – Foundation Governor Nigel Goode (NG) – Local Authority Governor Adele Frankum (AF) – Parent Governor |
| Apologies: | Robin Conway (RC)- Co-opted Governor Nick Field (NF) – Parent Governor Emma Walker (EW) – Parent Governor |
| Absent: | Philip Sutton (PS) – Foundation Governor Hayley Leyson-Brady (HLB) – Co-Headteacher |
| Vacancies: | Foundation Governor Co-opted Governor |
| In attendance: | Joanne Myers (JMY) – Local Authority (LA) Clerk |

| Item | Details | Action |
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| 1. | Welcome and Opening Prayer The meeting started at 5.15pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone. GM opened the meeting with a prayer. | |
| 2. | Apologies for absence Apologies received and accepted for RC, NF & EW. The meeting was quorate. | |
| 3. | Urgent Additional Items No urgent items were declared. | |
| 4. | Declarations of Interest No interests in agenda items were declared. | |

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| <p>5.</p> | <p>Approval of FGB Minutes</p> <p>5.1 Minutes of 21.01.2021 (appendix A) 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: Chair to sign minutes of 21.01.2021 & file at school</p> <p>5.2 Action log (to note – relevant actions on agenda) (appendix B) The action log was shared with Governors (all actions included on the agenda).</p> | <p>KPM</p> |
| <p>6.</p> | <p>Matters arising not covered on the agenda.</p> <p>None</p> | |
| <p>7.</p> | <p>Headteachers report</p> <p>7.1 Headteacher report (appendix C)</p> <p>Governors noted they were unable to located the report on Governor Hub. Action: Chair to share document link on Governor Hub.</p> <p>The Headteacher highlighted the following:</p> <ul style="list-style-type: none"> • Quality First Teaching – remains priority, • Monitoring – quality of the curriculum & provision. The Headteachers have RAG rated the areas, • Staff – tremendous effort from staff (during lockdown and since full school re-opening), • Target tracker – consistently used throughout the school (tapestry is used within nursery and reception), • Pupil progress meetings – robust process in place, • Curriculum – under constant review, • Key worker/vulnerable children bubbles – staff worked over and beyond, • Teachers – remained resilient and focused, Y2 resignation – parents informed (22 applications received and 8 shortlisted), the existing replacement may be in place until September 2021, • Y6 – the teacher is working from home (due to pregnancy), a new whiteboard and cameras have been installed to the classroom. The TAs are supporting the children. The Headteachers provide support where/if needed, • CPD – staff completing remote training including SENCO training, Nelly programme for TA, Safeguarding and Safer Recruitment, • SEND – The Headteachers and SENCO are spending increasing amount of time supporting SEND pupils (LA meetings are held with various agencies to provide early support). It was noted the SENCO has supported a family within being rehomed. | <p>KPM</p> |



- EHCP – It was noted applications are pending a decision from the LA (some are over 12 months old),
- Safeguarding – 6 minor concerns recently reported to the DSL (highlighting the culture of safeguarding within the school),
- Attendance during lockdown – teacher completed daily register and reported to Headteachers, the Headteachers provided phone calls and doorstep visits to families (to help with engagement),
- Attendance – 10th March 2021 96.3% (YTD 96.59%). It was noted one child is currently out of the country,
- Social Distancing – parents are observing 2metre rule while on site, however concerns have been raised about compliance off site and at the park.

Governors **questioned** how they could support the school with covid compliance offsite.

The Headteacher confirmed signs are on the school gates. It was noted the district council may be able to provide covid marshal support (to engage and educate) at the local park.

It was AGREED for the Chair to reinforce the message in Governor communication.

Action: Reinforce covid compliance/social distancing in Governor Communication.

KPM

Governors **sought clarity** on year 6 remote teacher (have additional resources been provided?). The Headteacher confirmed the class is being supported by 3 TAs and the Headteachers. The class teacher is providing whole class teaching and focused teaching (groups of 6 being taught in library).

Governors **sought clarity** on how long the Y6 teacher would be expected to work from home.

The Headteacher confirmed the current provision would continue until the end of the academic year.

Governors **questioned** the children's welfare (since their return to school). The Headteacher confirmed all teachers are vigilant. Some children are displaying worries and concerns and are being supported by staff. It was noted the ELSA is providing one to one time with children and supporting families.

Governors **questioned** if there had been any additional behaviour concerns. The Headteacher confirmed no issues had been reported.

Governors **questioned** the wellbeing of staff (including Headteachers). The Headteacher confirmed staff are feeling tired. Headteachers are talking to all staff and can signpost staff to relevant services (GP, occupational support etc.).

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| | <p>Governors expressed their gratitude and appreciation to Headteachers, staff and pupils for their dedication and delivering school improvement throughout the challenges of the pandemic.</p> <p>Action: Write letter of gratitude and appreciation to staff.</p> | KPM |
| 8. | <p>Update from the Chair</p> <p>No update.</p> | |
| 9. | <p>School Self Evaluation Form (SEF)</p> <p>9.1 Updated SEF (<i>appendix D</i>)</p> <p>The headteacher confirmed the SEF will be updated once the final assessments have been completed.</p> <p>The Headteachers continue to work closely with the nursery, to support the change of management and provision.</p> <p>Governors noted the importance of monitoring to ensure their understanding aligns with the headteachers.</p> <p>Governors questioned the accelerated reader scheme (are children out of sync? are there plans to relaunch the scheme?).</p> <p>The Headteacher confirmed the scheme continued during lockdown and the school purchased the e-book module to support children with their reading during lockdown. The Headteacher highlighted the scheme is one tool to support reading and should be used alongside guided reading. The Headteachers will be completing a review to ensure reading improves across the school.</p> | |
| 10. | <p>School Development Plan (SDP)</p> <p>10.1 Updated SDP (<i>appendix E</i>)</p> <p>The Headteacher highlighted:</p> <ul style="list-style-type: none"> • Missed deadlines – due to lockdown, • Curriculum - taught differently during virtual learning. • Pupil Progress Meetings – not held as many as previously (due to lockdown). <p>Governors sought clarity on priorities.</p> <p>The Headteacher confirmed the following stages:</p> <p>Baseline assessment (to identify gaps) → Pupil Progress Meetings → Develop next steps (identity priorities).</p> <p>The Headteacher confirmed the first 2 inset days will be used to focus on the new SDP targets.</p> <p>Governors questioned if covid catch up funding could be used. The Headteacher confirmed some funds have been allocated for assessment materials. The Headteachers are exploring additional options and will use research-based recommendations and methods.</p> | |

11. Governor Updates since last meeting

Curriculum (Learning & Teaching)

11.1 02.03.2021 Governor Monitoring Report – Remote Learning, Pupil Voice (*appendix F*)

The lead governor shared the report prior to the meeting. Governors were impressed that the curriculum was extended during remote learning.

11.6 8th March 2021 Pupil Voice (*appendix G*)

The lead governor shared the report prior to the meeting. The children were delightful and articulate. The children confirmed they felt safe.

Finance

The lead governor highlighted:

- Asset register will be reviewed, in line with LA best practice,
- Surplus Forecast £3,000 (original forecast £3,500),
- Pre-school funds – will be transferred once a new account has been opened (to satisfy the trust),
- 2021/2022 – will be a challenging year (funding based on 144 pupils),
- Nursery is full (£30,000 additional funds),

Governors acknowledged, that despite all the challenges the school has delivered excellence. Staff deserve enormous credit for the achievement.

Governors **challenged** how frequently they see finance figures. It was confirmed the board would review and approve the budget at the next meeting (previous figures approved by the board Sept/Oct). It was confirmed the bursar has a schedule of meetings and will provide a report for future meetings.

It was noted the bursar will be retiring and will train and mentor the school business manager (the bursar has praised the SBM ability and enthusiasm).

Action: Write letter of gratitude to SBM (taking over Bursar role).

KPM

11.7 2021.11.03 Governor Monitoring report – premises, asset management and insurance cover (*appendix H*)

The lead governor shared the report prior to the meeting, and highlighted:

- Insurance premium – reduced to £1,000 (previously £5,000),
- Historical reserved funds - £15,000 previously carried over for number of years (no longer carried over as the school can seek low interest rate loan from OCC if needed),

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| | <p style="text-align: center;">Staffing Update from Headteacher on teacher resignation and recruitment.</p> <p>The Headteacher provided an update during the Headteacher report (item 7.1)</p> <p style="text-align: center;">Premises (Excluding Health and Safety)</p> <p>It was noted the staff hours audit would not be carried out due to impact on wellbeing.</p> <p style="text-align: center;">Inclusion</p> <p>It was noted the wrap around provision is in place and working well. The Headteachers will be reviewing the range of activities on offer.</p> | |
| 12. | <p>Safeguarding</p> <p>Governors questioned if there had been any safeguarding, bullying or racist incidents since the last meeting (21.01.2021).</p> <p>The Headteacher confirmed 6 minor concerns had been raised and will be monitored.</p> <p>12.1 2021.03.11 Governor Safeguarding Monitoring Report (appendix I)</p> <p>The report was shared prior to the meeting. It was noted the meeting was positive and provided evidence of the strong culture of safeguarding within the school.</p> | |
| 13. | <p>Health and Safety (H&S)</p> <p>Governors questioned if any H&S incidents had occurred since the last FGB meeting (21.01.2021).</p> <p>The Headteacher confirmed 1 incident had been reported (playground accident).</p> <p>13.1 H&S Audit Report – 10th February 2021 HT/NG (appendix J)</p> <p>13.2 H&S Audit Report Letter – 10th February 2021 HT/NG (appendix K)</p> <p>The lead governor confirmed staff deserve credit for understanding, implementing and following H&S procedures, which resulted in impressive audit outcome (only 1 finding).</p> <p>13.3 Risk Assessment for School Re-opening 8th March. (appendix L)</p> <p>The risk assessment was approved by Governors via Governor Hub.</p> | |
| 14. | <p>SIAMS¹</p> <p>It was AGREED for the Church ministry team to meet with the Headteachers. Action: PS & KM to meet headteachers.</p> <p>The Headteachers have met with the Diocese advisor. Action: GM to present information from diocese advisor meeting at future FGB meeting.</p> | <p>PS</p> <p>GM</p> |

¹ Statutory Inspection of Anglican and Methodist Schools



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| 15. | <p>GDPR (General Data Protection Regulations)</p> <p>Governors questioned if there had been any issues or breaches since the last meeting (21.01.2021).</p> <p>The Headteacher confirmed there had been no issues or breaches.</p> | |
| 16. | <p>Governor Business and Communications</p> <p>Update on co-opted governor recruitment</p> <p>It was noted the co-opted governor advert will be re-advertised.</p> <p>It was reported a note of gratitude has been sent to parents to thank them for the resources & financial donation.</p> <p>Update on Steventon Parish Council discussion regarding sports hall</p> <p>The Parish Council have offered the land to the school on the condition the school cut the grass and hedges/vegetation.</p> <p>Action: draft letter to Steventon Parish Council (agreeing to maintain land).</p> <p>Succession planning for Chair</p> <p>Governors were reminded that KPM will be leaving December 2021. Governors were asked to contact KPM if they would like to be mentored for the role of chair.</p> <p>Action: Governors to email KPM to express interest in being mentored for role of chair.</p> | <p>KPM</p> <p>KPM</p> |
| 17. | <p>Governor Training undertaken since the last meeting.</p> <p>The following training has been completed.</p> <p>Safeguarding 02/11/2020 – AP</p> <p>Prevent 26/02/2021 – AP</p> <p>Staff/employment issues 27/02/2021 – TO</p> <p>Action: Email training certificate (staff/employment issues) to KPM.</p> | <p>TO</p> |
| 18. | <p>Policies Review/ for approval (as per policy schedule):</p> <p>18.1 Updated Policy Tracker (<i>appendix M</i>)</p> <p><i>Lead Governors to connect with School Business Manager as needed (based on review dates) to ensure policies are reviewed proactively.</i></p> <p>18.2 Admissions Policy (<i>appendix N</i>)</p> <p>The Policy was reviewed and approved.</p> <p>18.3 Nursery Admissions Policy (<i>appendix O</i>)</p> <p>The Policy was reviewed and approved (<i>it was noted the links need to be updated</i>).</p> | |



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| | <p>18.4 First Aid Policy (<i>appendix P</i>)</p> <p>18.5 Stress at Work Policy (<i>appendix Q</i>)</p> <p><i>It was agreed to seek clarity from the school business manager.</i></p> <p>Governors agreed to approve the policy via Governor Hub.</p> <p>18.6 Supporting Children with medical needs policy (<i>appendix R</i>)</p> <p>18.7 Administration of medicine Policy (<i>appendix S</i>)</p> <p>The Policy was reviewed and approved.</p> <p>18.8 Asthma Policy (<i>appendix T</i>)</p> <p>The Policy was reviewed and approved.</p> <p>18.9 Dignity at Work Policy (<i>appendix U</i>)</p> <p>The Policy was reviewed and approved.</p> <p>18.10 Internal Financial Procedure (<i>appendix V</i>)</p> <p><i>The reference to finance committee needs to be removed and include reference to lead governor for finance.</i></p> <p>Governors agreed to approve via Governor Hub.</p> | |
| <p>19.</p> | <p>Items for next agenda (in addition to actions)</p> <p><i>Governors to send any changes to the below before the meeting:</i></p> <p>Mid-year review of funding impact for: PE & Sport Funding Plan – HT/RC/NF Pupil Premium Funding – HT/RC/NF SEND funding (strategic plans) - HT</p> | |
| <p>20.</p> | <p>Date of next meetings:</p> <p>It is noted that future meetings will be held virtually (until Government advise otherwise).</p> <p>All meetings start at 5pm</p> <p>29th April 2021 20th May 2021 17th June 2021 15th July 2021</p> <p>KPM closed the meeting and wished staff a peaceful, restful half term.</p> | |

The meeting closed at 18.57.

JM 29/03/2021



Appendices (documents and reports discussed)

| Agenda Item | Appendix | Name |
|-------------|----------|----------------------------------------------------------------------------------------|
| 5.1 | A | St Michaels Minutes 21.01.2021 |
| 5.2 | B | Action Log March 2021 |
| 7.1 | C | Heads Report March 2021 |
| 9.1 | D | SEF SMPS 2021 |
| 10.1 | E | School Improvement Plan 2020-212 |
| 11.1 | F | 2021.03.02 Governor Monitoring Report – remote learning pupil voice |
| 11.6 | G | Pupil voice summary 8 th March 2021 |
| 11.7 | H | 2021.03.11 Governor Monitoring Report – premises, asset management and insurance cover |
| 12.1 | I | 2020.03.11 Governor Safeguarding Monitoring Report |
| 13.1 | J | St Michaels CE Pri Sch 20-21 AP |
| 13.2 | K | St Michaels CE Pri 2020-21 Maintained MV V4 |
| 13.3 | L | Covid-19 RA March 2021 |
| 18.1 | M | Policy Schedule 10.3.21 |
| 18.2 | N | Admissions Policy Feb 2021 |
| 18.3 | O | Admissions policy nursery class Feb 2021 |
| 18.4 | P | First Aid Policy Feb 2021 |
| 18.5 | Q | Stress at Work Feb 2021 |
| 18.6 | R | Supporting Children with medical needs Feb 2021 |
| 18.7 | S | Administration of medicine March 2021 |
| 18.8 | T | Asthma policy March 2021 |
| 18.9 | U | Dignity at work March 2021 |
| 18.10 | V | Internal financial procedures March 2021 |

Action Log

| Meeting Date | Item Number | Action | Owner | Deadline |
|--------------|-------------|---------------------------------------------------------------------------------|-------|-----------|
| 18.03.2021 | 5.1 | Chair to sign minutes of 21.01.2021 & file at school. | KPM | ASAP |
| 18.03.2021 | 7. | Reinforce covid compliance/social distancing in Governor Communication. | KPM | ASAP |
| 18.03.2021 | 7. | Write letter of gratitude and appreciation to staff. | KPM | ASAP |
| 18.03.2021 | 7.1 | Share HT report link on Governor Hub | KPM | Completed |
| 18.03.2021 | 11 | Write letter of gratitude to SBM (taking over Bursar role). | KPM | ASAP |
| 18.03.2021 | 14 | PS & KM to meet headteachers (SIAMS). | PS | ASAP |
| 18.03.2021 | 14 | Present information from diocese advisor meeting at future FGB meeting. | GM | |
| 18.03.2021 | 16 | draft letter to Steventon Parish Council (agreeing to maintain land). | KPM | ASAP |
| 18.03.2021 | 16 | Governors to email KPM to express interest in being mentored for role of chair. | ALL | ASAP |
| 18.03.2021 | 17 | Email training certificate (staff/employment issues) to KPM. | TO | ASAP |

■ End

