



MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

St Michael's CE Primary School

The Causeway, Steventon, Oxfordshire OX13 6SQ Telephone and Fax: 01235 831298

Co-Headteachers: Mrs. Leyson-Brady and Mr. Mottram

Email: head.3241@st-michaels-pri.oxon.sch.uk

www.stmichaelssteventon.co.uk

Cultivating Respect, Persevering, and Learning with Courage

Minutes of the Full Governing Board (FGB) Meeting held on 29th April 2021 at 5.00pm

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

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.17pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). TO welcomed everyone. PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies received and accepted for KPM & CP. The meeting was quorate.	
3.	Urgent Additional Items No urgent items were declared.	
4.	Declarations of Interest No interests in agenda items were declared.	

<p>5.</p>	<p>Approval of FGB Minutes</p> <p>5.1 Minutes of 18.03.2021 (<i>appendix A</i>) 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>It was AGREED for the Clerk to include the following policies on the next agenda: 18.4 first aid policy 18.6 supporting children with medical needs.</p> <p>Action: Chair to sign minutes of 18.03.2021 & 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).</p>	<p>KPM</p>
<p>6.</p>	<p>Budget.</p> <p>Finance</p> <p>6.1 3-Year Budget for approval (<i>appendix C</i>)</p> <p>The lead governor highlighted:</p> <ul style="list-style-type: none"> • The budget for the financial year ending March 2021 concluded with the school having a small positive balance of £8.4k, • The success of the nursery has generated a substantial improvement in funding and is a critical contributor to this year's income, • Significant changes to staffing and class structures have been introduced and the team has taken steps to maximise grant support through EHCP plans and other external sources, • The board believe that they will be able to run a broadly balanced budget for the 2021/22 financial year, • Assumptions are summarised in the document. <p>Governors challenged class structures.</p> <p>The Headteacher confirmed class numbers would need to increase to split the classes (Year 3 – 17 pupils, Year 5 – 16 pupils), it was noted class size would need to increase to 24/25 to be financially viable.</p> <p>The Headteacher confirmed Year 1 would have 30 children in 2022.</p> <p>Governors sought clarity on total staffing costs.</p> <p>The Headteacher confirmed long term sickness was covered.</p> <p>Governors questioned national standard for % salaries (84% at St Michael's).</p>	



MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

It was noted the national standard is around 80% and St Michael's is reasonably comparable for Primary schools.

Governors **questioned** energy saving costs.

The Headteacher confirmed the hall had not been heated (resulting in energy saving).

Governors **sought clarity** on SEN funding (down on previous year).

The Headteacher confirmed 8 Year 6 pupils (2 with EHCP) will impact funding.

Governors **challenged** if the School Development Plan (SDP) could be delivered within the proposed budget.

The Headteacher confirmed it would be possible and staff remain positive.

Governors noted the financial challenges facing schools, the school receive an annual £20,000 charity donation from SARINC (Steventon Allotment and Relief In Need Charity). Governors expressed **concern** that the LA may not accept the £20,000 as a sustainable income.

Governors AGREED to approve the 3-year budget.

Governors thanked the Bursar, School Business Manager, Lead Governor and Headteachers for their hard work in preparing and presenting the budget.

Governors thanked the headteachers for their hard work and commitment to deliver school improvement throughout the challenging year.

6.2 Budget notes (*appendix D*)

The bursar report was shared prior to the meeting. It was noted the external bursar will be mentoring and training the school business manager to take on the role.

6.3 PE & Sport Funding Plan (*appendix E*)

The Headteacher confirmed the funding is used to coach/train staff to deliver PE and Sport within school.

Governors **questioned** if swimming lessons had resumed.

The Headteacher confirmed they are currently pending Government Guidance before resuming.

Governors **challenged** when after school sport clubs would resume.

	<p>The Headteacher confirmed it would be reviewed after half term. It was noted the historical agreements (to pay staff to run after school clubs) had been problematic.</p> <p>Governors questioned if parent volunteers could support after school clubs.</p> <p>The Headteacher confirmed experienced or qualified volunteer support would be appreciated, however the school would need to await Government Guidance (covid compliant).</p> <p>6.4 Pupil Premium Funding (<i>appendix F</i>)</p> <p>The Headteacher confirmed funding is used to fund staffing, ELSA (Emotional Literacy Support Assistant), SENCO support and one to one TA to support learning.</p> <p>Governors challenged if it was sustainable for the Headteacher to continue to support early years.</p> <p>The Headteacher confirmed the recent recruitment has been strong and staff are capable and he is confident in the early years provision.</p> <p>6.5 SEND funding (strategic plans) (<i>appendix G</i>)</p> <p>The Headteacher confirmed teachers focus on assessing children and provide focused support in small group teaching.</p> <p>It was noted the SENCO has worked additional hours/days to support the SEND provision in school.</p> <p>Governors challenged attendance for SEND pupils.</p> <p>The Headteacher confirmed that families are being supported with phone calls to improve engagement, it was noted teachers and headteachers will also conduct doorstep visits to engage with families.</p> <p>The Headteacher confirmed Multi Disciplinary assessment meetings are being held with various agencies to support families of concern with professional help.</p> <p>Governors expressed concern that items 6.3, 6.4 & 6.5 did not provide a funding impact.</p> <p>The Headteacher confirmed the three reports are a mid-year review and an end of year funding review would be completed and presented to Governors in the Autumn term.</p>	
7.	<p>Safeguarding</p> <p>Governors questioned if there had been any safeguarding, bullying or racist incidents since the last meeting (18.03.2021).</p> <p>The Headteacher confirmed one safeguarding incident had been managed by MASH (Multi Agency Safeguarding Hub).</p> <p>It was noted a formal complaint has been resolved by the Headteacher.</p>	



MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

8.	<p>Health and Safety (H&S)</p> <p>Governors questioned if any H&S incidents had occurred since the last FGB meeting (18.03.2021).</p> <p>The Headteacher confirmed no incidents had been reported.</p>	
9.	<p>GDPR (General Data Protection Regulations)</p> <p>Governors questioned if there had been any issues or breaches since the last meeting (18.03.2021).</p> <p>The Headteacher confirmed there had been no issues or breaches.</p>	
10.	<p>Governor Business and Communications</p> <p>New Chair of Governors/Succession Planning</p> <p>It was noted KPM is due to step down as Chair of Governors at the end of December 2021.</p> <p>Governors were reminded to contact KPM to find out further information and express an interest in taking on the role of Chair or Governors.</p> <p>Governors noted the processes KPM had implemented. Governors discussed the option of co-chair of governors.</p> <p>It was noted the board need to ensure succession planning for Health & Safety and Finance.</p>	
11.	<p>Items for next agenda (in addition to actions)</p> <p style="text-align: center;"><i>Governors to send any changes to the below before the meeting:</i></p> <p>HT report to include: School Admin Data, attendance, incident report, mid-year appraisal (pr 2) report, SDP progress update.</p> <p>Data pack and groups data: review pupil progress and attainment, including reporting on vulnerable groups.</p> <p style="text-align: center;">Agree SDP monitoring actions for the coming term.</p> <p style="text-align: center;">SMSC – School calendar of events and proposed governor support/involvement.</p> <p style="text-align: center;">Skills Audit – review</p> <p>Vacancies – progress and plans to fill foundation and co-option vacancies,</p> <p>Policies for approval - first aid policy & supporting children with medical needs.</p> <p>Governors challenged SIAMS (Statutory Inspection of Anglican and Methodist Schools) progress.</p> <p>It was confirmed a SIAMS meeting would be held on 5th May.</p>	

	Governors were reassured that SIAMS would continue to be a standing item on future agendas. The agenda was reduced for the meeting held on 29 th April to ensure the board had sufficient time to review and approve the budget.	
20.	<p>Date of next meetings:</p> <p>It is noted that future meetings will be held virtually.</p> <p>All meetings start at 5pm</p> <p>20th May 2021</p> <p>17th June 2021</p> <p>15th July 2021</p> <p>TO closed the meeting by thanking the Clerk for her support to the board and how much the board appreciated her professionalism, sound advice, positivity and good humour.</p>	

The meeting closed at 18.26.

JM 29/04/2021

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michaels Minutes 18032021
5.2	B	Action Log 30.03.2021
6.1	C	Proposed Budget 21 April 2021
6.2b	D	Governors Visit Report Budget 2021-22
6.2	E	Budget Notes 21 April 2021
6.3	F	Primary PE and Sport Premium 2020-21 Review
6.4	G	Pupil Premium Review 0421
6.5	H	SEND Update April 21

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
29.04.2021	5.1	Chair to sign minutes of 18.03.2021 & file at school	KPM	

■ End

