



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 15th July 2021 at 5.30pm

Present:	Tim Owen (TO) – Co-opted Governor, Vice Chair Hayley Leyson-Brady (HLB) – Co-Headteacher Ann Parham (AP) – Co-opted Governor (joined at 6.40pm) Robin Conway (RC) - Co-opted Governor Nick Field (NF) – Parent Governor Philip Sutton (PS) – Foundation Governor Emma Walker (EW) – Parent Governor (left at 6.57pm) Chris Paynter (CP) – Staff Governor
Apologies:	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Grant Mottram (GM) – Co-Headteacher Nigel Goode (NG) – Local Authority Governor
Absent:	Kathryn Mendus (KM) – Foundation Governor Adele Frankum (AF) – Parent Governor
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). TO welcomed everyone and explained that he will Chair the meeting as KPM cannot attend this evening PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies received and accepted for GM, KPM, NG and AP. The meeting was quorate and remained quorate throughout.	
3.	Urgent Additional Items No urgent items were declared.	
4.	Declarations of Interest – (appendix A) No interests in agenda items were declared. Action: Reminder to governors to complete the declarations of interests forms and	

	send to KPM	ALL
5.	<p>Approval of FGB Minutes</p> <p>5.1 Minutes of 20.05.2021 (<i>appendix B</i>) Attendance policy discussion. The % of absence should read 90% not 96%. 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> Action: Clerk to amend the minutes / Chair to sign minutes of 17.06.2021 & file at school</p> <p>5.2 Action log (to note – relevant actions on agenda) (<i>appendix C</i>) The action log was shared with Governors (all actions included on the agenda).</p>	Clerk TO
6.	<p>Matters arising not covered on the agenda</p> <p>None reported.</p>	
7.	<p>Headteacher report (<i>appendix D</i>)</p> <p>HLB explained that there are no SATs results to submit this year, but OCC have asked the school to submit their Year 6 data.</p> <p>The data shows that only 4/15 pupils achieved the expected standard in writing (and the combined reading / writing).</p> <p>Two pupils with SEN have sat their tailored assessment.</p> <p>HLB believes this low achievement has been due to a combination of lockdown with remote learning, and their teacher has been teaching them remotely. A lot of their writing work has been done online and the children lost their stamina for handwriting.</p> <p>Governors questioned if there are any anecdotal data comparisons with local schools?</p> <p>HLB answered. There are none. Schools are saying that their data is unsatisfactory, but not giving out any details. Some schools have refused to carry out any assessments at all.</p> <p>Governors asked what support has been given to aid Year 6 transition to secondary school?</p> <p>HLB has done everything that the senior schools have asked them to do. They have sent information across for each child.</p> <p>Early Years online moderation took place with an OCC Adviser. They have ratified the school's moderation judgement. HLB is requesting for 2 more children to be reviewed so the 72% is not completely robust at this stage. HLB is observing on Monday.</p> <p>HLB is moderating papers for one year group. She explained how the handover sheet works year on year for each child.</p> <p><u>Safeguarding</u> – there has been a significant rise in safeguarding concerns and MASH referrals in the last 2 weeks. There are usually more at this time of year. The school is following procedures.</p> <p>Governors questioned if HLB is confident in the referrals being followed up in a timely manner by outside agencies?^[TO1]</p> <p>Not really. As a back-up plan HLB will be asking trusted colleagues to keep an eye on certain pupils throughout the summer break so she can feel more confident they are OK.</p> <p>She added that no police reports have been coming through recently and she found this concerning.</p>	

	<p><u>Attendance</u> – the data is looking good at this stage. HLB confirmed that self-isolation is being coded as authorised absence.</p> <p>A dip in attendance in Year 2 is due to one child being on a reduced timetable.</p> <p>A dip in Year 4 has resulted in 2 letters being sent to parents to improve attendance. The next step will be issuing a parent contract.</p> <p>Governor question – there are a high number of unauthorised absences – can HLB provide further information on this?</p> <p>HLB has issued unauthorised absence for those pupils who arrived late at school, regardless of reason, for example following [TO2]the Euros football final.</p> <p>There was a short discussion around the cut off point for late arrivals and the need for the school to crack down on lateness. The GB supported this.</p> <p>Staff attendance has improved. There were several reasons for high absence and they have now resolved themselves.</p> <p>Governors asked about the level of staff morale and enthusiasm in school?</p> <p>HLB and CP answered. There is good dedication and team spirit. Staff are happy to be in school.</p> <p><u>Exclusions</u></p> <p>HLB does not have a comparative from last year. Years 3 and 6 have had the most exclusions.</p> <p>Governor challenge – there are 22 days of exclusion – this seems a lot for a small school. Can HLB expand on the reasons and what the school has been doing about this?</p> <p>HLB stated that the reasons have been due to physical violence / repeatedly ignoring adult instruction and destroying property.</p> <p>Eight incidences accounted for 11 days exclusion.</p> <p>Governors asked if there has been any improvement with the children involved?</p> <p>This term there have been far fewer. The incidences peaked on return from lockdown. Exclusions are not what the school wants to do, but in certain situations a circuit breaker is required to re-set and get plans in place to move forward.</p> <p>Governor question - What support do pupils receive to reduce this behaviour?</p> <p>There are a number of in-classroom measures, 1-2-1 TA time, tables outside of the classroom if needed, work with the children to help them articulate the problem and in some cases medication has been prescribed by GP.</p> <p>Governors requested that exclusion data is reported a regular intervals through the year with the reasons, so that governors can keep track on it and identify patterns.</p> <p>HLB agreed to do this.</p> <p><u>Staffing</u> – HLB confirmed that they are fully staffed for September. They appointed a new member of staff yesterday. She gave a brief summary of the new staff joining St Michael's.</p> <p>The governors thanked HLB and GM for their work this year.</p>	
<p>8.</p>	<p>Update from the Chair</p> <p>There were no updates reported by the Chair at this meeting.</p>	



<p>9.</p>	<p>School Self Evaluation form – (Appendix E)</p> <p>The SEF has been edited and RAG rated. HLB gave an overview of the form.</p> <p>The nursery is now full with a waiting list.</p> <p>The school has 15% pupils eligible for pupil premium (PP). There are 6 pupils with and EHCP plus 2 x pupils with an application in progress.</p> <p>There are 30 pupils on the SEN register.</p> <p>The amber rated boxes are amber because the do not have enough evidence yet to support a green rating.</p> <p>There is a short-term action plan in place to address those areas of significant weakness.</p> <p>The school has not benefitted from volunteers in school this year due to covid, but staff have managed to hold Zoom sessions and obtain other resources.</p> <p>The curriculum planning next year will be delegated. More of the teaching staff will be taking ownership.</p> <p>There is a plan in place for rapid improvement in the Early Years provision.</p> <p>Early Childhood Environment Rating Scale (ECERS) and Sustained Shared Thinking and Emotional Well-being (SSTEW) will both be carried out by HLB in Term 1 next year.</p> <p>Staff anxiety due to Covid has been a big barrier this year. There is a plan set out to move forward in a positive way. Paperwork has also been a problem for staff. Tapestry will be used in a more effective way.</p> <p>Governors noted that OCC had felt the school’s judgement was too generous. Is this the original rating or has it been adjusted?</p> <p>This is the judgement. It was in relation to Quality of teaching and Early Years (EY) provision.</p> <p>They had to settle on a judgement between 2 and 3, and there was not enough consistency to rate a 2. They also can’t rate quality of education as 3 if the EY provision is a 2.</p> <p>Governors asked if this was a fair assessment?</p> <p>HLB stated that on reflection she can agree with it. The action plan is helpful and has been fed into the plan for next year.</p> <p>The positives they can take from the review is that any issues that were raised were already known about and they are working on. Nothing new was brought to their attention.</p>	
<p>10.</p>	<p>School Improvement Plan (SIP) – (Appendix F)</p> <p>Pupil progress is highlighted in yellow. It has been difficult to assess pupils due to covid and subsequent staff issues with mental health and well-being.</p> <p>The curriculum handbook is underway.</p> <p>The progression document is a working document due to how much of the year has been affected by Covid. EY is not required to be in this document as per Ofsted guidelines.</p> <p>PS is working with the school to support the SIAMS work.</p> <p>Forest School will not be extending next year as the school does not have the capacity to do this right now.</p> <p>Active mats have been purchased for playtime activities.</p>	

	<p>Music has been affected badly by Covid.</p> <p>From September the Senior Leadership Team (SLT) will meet on Wednesday mornings.</p> <p>The house system will also be reinstated from September.</p> <p>Next year the SIP will be shorter and more focused. There will be clear actions for the leadership team, not just for the HT's. Leadership responsibility will be devolved.</p> <p>Governors agreed that the SIP needs to be delegated and tightened up – it is not currently strategic enough.</p> <p>The governors thanked HLB.</p>	
<p>11.</p>	<p>Governor updates since last meeting</p> <p><u>Finance</u> (Appendix G)</p> <p>11.1 End of year budget monitoring report. Verbal update sent in by NG. The major change since we last presented numbers to the FGB is a £17k uplift in income as a result of additional UIFSM funding. This increase is slightly offset by ca £3.5k due to fewer Ever 6 pupil money, but overall, our income is an additional £13k better than projected at the end of P2, which is a £31.6 k improvement on budget.</p> <p>Forecast expenditure at £960k remains aligned with budget so we are indicating the potential for a consolidated carry forward of up to £39k although we may wish to consider spending some of this surplus on items to enhance the delivery of the SDP/SIP. There were no questions.</p> <p><u>Learning and Teaching and Inclusion</u></p> <p>11.2 Termly report on meeting with SENCo (Appendix H) NF spoke about his monitoring report for Maths (with HLB) and SEN (with Lina Sipson,LS). Maths provision was discussed, some immediate impact has been seen following the change of focus with how maths is taught. SEN provision work is being carried out, but there are still some barriers due to Covid. NF raised two questions in the report:</p> <ol style="list-style-type: none"> 1. The maths lead teacher is going on maternity leave – who will take on the maths lead role? 2. LS has requested more time to carry out SEN work (currently 1 day p/w). <p>HLB confirmed that a new maths lead has been appointed and handover has been completed. LS will be given more time for SEN work and will take time in lieu.</p> <p>TO reported briefly on a 'values' session that HLB invited him to. He found it a very useful sessions on how the values are met and the next steps in the process.</p> <p>11.3 Governor monitoring report (Appendix I) Early Years monitoring report carried out by RC. This was a very positive visit. RC was following up on items raised during the year.</p> <p>11.4 LA Note of visit – New HT review (Appendix J) The main message from the visit was raising expectations and keeping them high. This should be a priority factor during governor monitoring visits. HLB has updated the SIP document to reflect this.</p> <p>Action: Share the link to the google file with governors HLB</p> <p>Governors asked HLB if the visit report was a fair assessment. HLB acknowledged that some of it was questioned initially, [TO3]but she has taken it on</p>	<p>HLB</p>

<p>board and will move forward with it. OCC are showing challenge and support and their expectations are high and this is a positive thing.</p> <p>Governor question – is there a way to evaluate the impact of the outside play area [T04] on the physical development of Year 1 pupils? HLB confirmed that she has a model to use for this purpose.</p> <p>11.5 Approval of Public Sector Equality Duty Statement September 2021-22 <i>(Appendix L)</i> The statement needs to include mention of the equality policy. The statement was approved subject to the amendment. Action: Amend the Equality Statement as per discussion</p> <p>Governors suggested that the Equality policy terminology is changed. Rather than stating ‘he/she’ can this be changed to read ‘they’. This was agreed.</p> <p>11.7 Review of 2020-21 Access plan and 2021-25 plan <i>(Appendix M)</i> HLB stated that nothing has been highlighted as a current problem. There is an alternative entrance to the building if the front door is an issue. They are aware that the physical play equipment may need to be assessed for accessibility if a child with a physical need attended the school. Makaton and Braille are [T05] used and so Appendix C is relevant. The policy was approved.</p> <p>11.8 Approve SEND information report <i>(Appendix N)</i> The SENCO presented at the last FGB meeting and explained a lot of the content. Everything has been updated to reflect the current situation.</p> <p>Governors asked if there is still a school council? HLB confirmed that this will be in place from September.</p> <p>Governor question - On page 4 – GB assessment that the provision is meeting the needs of the SEN children and a Governors annual SEN report is mentioned. This isn't something the governors do. It is not a statutory requirement. It was agreed to add a section to the Governor's community report. Take mention of this out of the SEND report and change to paragraph to read 'assessment is carried out by ongoing discussion in governor FGB meetings'. Action: Amend SEND report as per discussion</p> <p>11.9 Pupil Premium (PP) funding 2020-21 review and 2021-22 strategy <i>(Appendix O)</i> There is very little difference to the previous year's [T06] strategy. Comments and questions were sought. Governors questioned how the link between PP children with SEN needs addressing. There is no reference to the reverse, for SEN children who are also PP and expectations for those pupils. Action: This will be looked at by HLB or GM but it will be done during the summer break prior to being published on the website.</p> <p>11.10 Approval of Sports funding 2020-21 review and 2021-22 strategy <i>(Appendix P)</i> The strategy will get going again properly from September. Covid restrictions have impacted most on competitive PE. HLB explained the plan for swimming from September. The children will have 1 x swimming lesson once a week for a term. They will attend in year groups, not class groups. The governors approved the report.</p>	<p>KPM</p> <p>KPM</p> <p>KPM</p> <p>KPM</p> <p>HLB / GM</p>
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	<p><u>Community</u></p> <p>11.11 Parent view results – qualitative (<i>Appendix Q</i>) There was a 49% response from parents. A common theme of expectations and stretching the more able pupils was noticed. Governors asked if the school could provide reassurance that the more able pupils were being challenged adequately? HLB stated that their principle is to look after every child, exposure to quality teaching for all, providing depth of learning / application / reason and debate will extend and benefit all children. This will be communicated to all parents in a newsletter to explain what deep learning is and what evidence they might see from that. Every newsletter does detail the current topics being worked on. When parents can come back into school it will help the situation. AP echoed this. The lack of contact with parents due to covid has made things difficult.</p> <p>11.12 Website audit using audit template (<i>Appendix R & U</i>) TO has carried out a website audit and sent to KPM. Since then PS has completed a SIAMS audit and the website falls short on SIAMS areas.</p> <p>PS added that SIAMS values and ethos needs to be reflected in all documents that are on the school website. He suggested viewing the St Blaise PS website for comparison.</p> <p>Action: TO will complete an additional website audit taking SIAMS into account.</p>	TO
12.	<p>Safeguarding</p> <p>Safeguarding updates were delivered within the HT report.</p>	
13.	<p>Health and Safety</p> <p>H&S updates were delivered within the HT report.</p>	
14.	<p>SIAMS – Vision documents – (<i>Appendix T</i>)</p> <p>PS spoke about using reference documents to assist governor involvement. SIAMS ethos and values should be included within monitoring reports. SIAMS includes community support and involvement and building a framework to work with. HLB & GM need to block out some time early in the Autumn term to work on this without interruption. They are keen to have a proper plan in place and when restrictions are lifted it will be possible to do more towards this work. Governor question how the ethos and vision sits with SIAMS, are they in sync with each other? HLB answered. They are sitting as three separate items at the moment. The work that she and GM have planned includes bringing them all together. PS offered to present some assemblies to support the work and evidence it. PS also offered to help provide resources if the HT's can provide him with the plans, and he will share some examples of curriculum to support the HT's. It was suggested that a SIAMS session for governors is held at some point.</p> <p>Action: HT's to write a crib sheet for governors to help build their knowledge and become more confident with SIAMS.</p> <p>Action: Governors to look at the St Blaise PS website.</p>	
15.	<p>GDPR</p> <p>There were no updates or reports for this agenda item.</p>	

16.	<p>Governor Business and Communications</p> <p><u>Election of Chair and Vice Chair</u></p> <p>Nomination of KPM for Chair from September, RC and NF to be Co-Chairs from January 2022 and TO for Vice Chair.</p> <p>The GB voted KPM to be Chair until the end of December. TO left the meeting temporarily and the GB voted him as Vice Chair for a 12 month term.</p> <p>There were not enough governors present for a vote on RC and NF for Co-Chair so this will be carried forward to the next FGB meeting.</p> <p style="text-align: center;">Action: Election of Co-Chairs on the next FGB agenda.</p> <p><u>Update on Co-opted governor vacancy</u> – there was no information. C/f to the next FGB meeting.</p> <p><u>Ideas for Foundation governor vacancy</u> – C/f to the next FGB meeting.</p> <p><u>Governor Training</u> <i>(Appendix JJ)</i></p> <p>Governors were asked to email any training they have undertaken to KPM to update the tracker.</p> <p style="text-align: center;">Action: Advise KPM by email of any training you have done</p> <p>Governors are also recommended to attend Complaints handling training course. It is important that the GB understands this process.</p> <p>16.1 Present end of year community report <i>(Appendix V)</i></p> <p>Governors have read the report and feedback that it was a very professional and informative report. Governors approved the report. It will be circulated as soon as possible. EW requested a photo of Year 6 to insert and it was agreed to send it out the next day with the newsletter.</p> <p style="text-align: center;">Action: HLB send a picture of Year 6 to EW.</p> <p>2020-21 Governance effectiveness review</p> <p>16.2 Governor training needs analysis</p> <p>This item has been carried forward to the next FGB meeting.</p> <p style="text-align: center;">Action: Complete the training needs analysis as soon as possible please</p> <p>16.3 Evaluation of Governing Board 2020-21 objectives <i>(Appendix W)</i></p> <p>KPM has RAG rated the objectives. There are plenty of boxes in green and a small number yellow.</p> <p style="text-align: center;">Action: EW and KPM will liaise on Governor Community Engagement</p> <p>TO asked if governors felt the ratings were a fair reflection. The governors agreed they were. From September there will be a push on governor visibility in school.</p> <p>The governors were satisfied with the evaluation.</p> <p style="text-align: center;">AP joined the meeting at 6.40pm</p> <p>16.4 Summary of 2020-21 governor monitoring visits <i>(Appendix X)</i></p> <p>The governors have read and digested the statement. There were no comments.</p> <p>16.5 Self-evaluation of governing board effectiveness <i>(Appendix Y)</i></p> <p>There was a short discussion on the governing board health check document. It was decided to carry this item forward to the next meeting when a meaningful discussion</p>	<p>Clerk</p> <p>ALL</p> <p>HLB</p> <p>ALL</p> <p>EW / KPM</p>

<p>can take place.</p> <p>16.6 Annual schedule audit (Appendix Z)</p> <p>It was noted that the RAG rated items that are red were due to Covid and could not be carried out.</p> <p>2021-22 Governance planning</p> <p>16.7 Governor induction policy (Appendix AA)</p> <p>There were no comments or feedback. The policy was approved.</p> <p>16.8 Governor visits policy (Appendix BB)</p> <p>HLB and CP stated they are happy with how the governor visits work.</p> <p>The policy was approved.</p> <p>16.9 Governor Expenses policy (Appendix CC)</p> <p>There were no comments or feedback. The policy was approved.</p> <p>16.10 Standing orders (Appendix DD)</p> <p>The standing orders state that from September the GB structure will remain the same with no committees, but there will be a monthly FGB meeting.</p> <p>The governors were happy to approve this as it stands for now.</p> <p>16.11 Delegation planner (Appendix EE)</p> <p>There was a discussion around the 'levels' columns as the ticks do not tie up with the previous level. The end column is what is decided by the school, but the levels need to be checked.</p> <p>Action: NF will email KPM to highlight this issue.</p> <p>Agree 16.12 Governance schedule (Appendix FF)</p> <p>The dates need to be amended to reflect the correct year.</p> <p>The schedule is quite general at this stage but will become more detailed when further information is confirmed.</p> <p>Governors were happy with the schedule as it stands.</p> <p>16.13 Review governance policy (Appendix GG)</p> <p>The governors were happy with governance policy and it was approved. It was noted that Rosemary Howden's name should be removed as she is no longer a governor.</p> <p>The policy will be reviewed again in January after KPM has left.</p> <p>16.14 Agree Governor's code of conduct (Appendix HH)</p> <p>There were no queries or comments. The policy was approved.</p> <p>16.15 Governor behaviour principles (Appendix KK)</p> <p>There were no queries or comments. The policy was approved.</p> <p><u>Appoint Safeguarding, Whistleblowing and H&S lead governors</u></p> <p>Safeguarding governor = EW</p> <p>Whistleblowing governor = AP</p> <p>Health & Safety governor = NG</p> <p>It was confirmed that whistleblowing procedures are in place.</p>	<p>NF</p>
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	<p>16.16 Proposed lead governor role allocation (<i>Appendix II</i>)</p> <p>There were no objections to the lead governor role proposals.</p> <p>HT appraisal panel will remain as TO, KPM and NG</p> <p>The Pay Committee will remain as TO , KPM and NG</p> <p>All governors completed a DBS check and Edubase up to date?</p> <p style="text-align: right;">Action: Check with School Business Manager (Clerk)</p>	Clerk
17.	<p>Policies for review / approval –</p> <p>Policies have been circulated.</p> <p>17.1 Update policy schedule (<i>Appendix LL</i>)</p> <p>The governors discussed reviewing the rationale of policies and policy schedule itself for the next cycle. Many of the policies are model templates and there is limited personalization to the school.</p> <p>Look at the statutory policies first and make sure they are the right fit for the school.</p> <p>The schedule was approved as it is but will undergo a full review.</p> <p style="text-align: right;">Action: Review the rationale of all policies and ensure they link into the values of the school</p> <p style="text-align: right;">Action: Review the policy schedule so that policies are spread more evenly through the year.</p> <p>17.2 <u>Anti-bullying policy</u> (<i>Appendix MM</i>)</p> <p>The GB confirmed with HLB that the policy is fit for purpose. Values need to be added into the policy.</p> <p>The policy was approved as it is, but the values must be added in.</p> <p>17.3 <u>Community cohesion policy</u> (<i>Appendix NN</i>)</p> <p>There was a short discussion on the purpose of this policy. It is believed to be Government driven.</p> <p>The policy was approved.</p> <p>17.4 <u>Exclusion policy</u> (<i>Appendix OO</i>)</p> <p>The governors confirmed with HLB that the policy is fit for purpose. HLB stated that it is working for the school, and most of the content is statutory.</p> <p>The policy was approved, but governors have read that terminology may be changing from exclusion, to expulsion and suspension. If this happens then the policy will be reviewed again at that point.</p> <p>17.5 <u>Photographic images policy</u> (<i>Appendix PP</i>)</p> <p>There were no queries raised. The policy was approved.</p> <p>17.6 <u>Staff code of Conduct</u> (<i>Appendix QQ</i>)</p> <p>Governor question – Are all staff Team Teach trained still?</p> <p>HLB confirmed that all staff receive this training.</p> <p>Governors discussed the photographs and images section within the Code of Conduct. Unnecessary overlap. It was agreed to amend the Code of Conduct by replacing this text and referencing the photographic images policy instead.</p>	KPM, RC, NF, GM & HLB

	The Policy was approved subject to this amendment being made. Action: Amend code of conduct as per agreed decision.	KPM
18.	<p>Items for next agenda</p> <ul style="list-style-type: none"> • Agree Governance 2021-22 objectives • Agree Governor monitoring schedule. • Publish list of governing body members, associate members, and responsibilities on the school website for 2019-2020 • Agree Statutory Policy Schedule for the Year (these are in the schedule) • Update and publish register of pecuniary interests. • Publish the governors' attendance for previous year on the website, including those who have left in the last 12 months. <p>Headteachers:</p> <ul style="list-style-type: none"> • Termly report to include School & County admin data (numbers on roll /SEND and all vulnerable groups, staffing); attendance & critical incidence reports from previous term/year; safeguarding. • DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. • Review Behaviour / Bullying/ Exclusion Policies • SMSC -School calendar of events and proposed governor support / involvement • Review child protection policy and procedures • Review child protection policy and procedures • SEF 2021-22 • SDP 2021-22 • 17.2 Computing Code of Conduct • 17.4 Admissions Policy • 17.6 Sex and Relationships Education Policy <p>Emma:</p> <ul style="list-style-type: none"> • Consider and discuss community link actions/ targets for the year (if not in SDP); to include Parent surveys/ focus for discussion at Parents' Evenings. 	
19.	<p>Date of next meetings</p> <p>19.1 Governor meeting schedule (<i>Appendix RR</i>)</p> <p>The next FGB meeting will be Tuesday 14th September 2021 – 5.30pm</p> <p>Meetings from September to December will be held on a Monday or Tuesday, virtually with a 5.30pm start.</p> <p>Meetings from January onwards will be on a Thursday, in person starting at 6.30pm</p> <p>Action: March 2022 date needs to be 24.03.2022</p> <p>TO thanked all governors for their work this year. It has been a pleasure to work with everyone.</p> <p>TO gave his apologies for the next FGB meeting.</p>	Clerk

The meeting closed at 8.26pm.

NB 15.07.2021

Chair of Governors



Date 14th September 2021

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
4.1	A	Declaration of interests form
5.1	B	St Michael's Minutes 17.06.2021
5.2	C	Action Log 17.06.2021
7.1	D	Head's report July 2021
9.1	E	SEF SMPS 2020
10.1	F	School Improvement Plan March 2021
11.1	G	Ledger codes budget monitoring report P3
11.2	H	Governor visit report – Maths and SEN 06.07.21
11.3	I	Governor visit report – EY, Curriculum, Writing & Behaviour
11.4	J	OCC external consultant visit 09.06.21
11.5	K	St Michael's Equality policy & objectives 2021-25 draft
11.6	L	St Michael's PS Public sector equality duty statement Sept 2021-22
11.7	M	Access Plan
11.8	N	SEN information report to parents
11.9	O	SMPS PP review & strategy 2021-22
11.10	P	PE & Sport premium review 2020-21
11.11	Q	Parent survey
11.12	R	Maintained schools websites checklist
14.1	S	Governor monitoring report – values
14.2	T	SIAMS summary
14.3	U	SIAMS audit tool
15.1	V	Community Annual Report July 2021
15.3	W	Governor objectives 20-21 end of year review
15.4	X	Review of Governor monitoring
15.5	Y	Governorhub healthcheck July 2021
15.6	Z	Governance schedule 2020-21 audit of actions
15.7	AA	Governor induction policy
15.8	BB	Governor visits policy
15.9	CC	Governor expenses policy
15.10	DD	Standing orders 2021-22
15.11	EE	Delegation planner 2021-22
15.12	FF	Governance schedule 2021-22
15.13	GG	Governance policy 2021-22

15.14	HH	Governor's Code of conduct
15.16	II	Proposed Governor role allocation July 2021
16.1	JJ	Governor training tracker July 2021
17.1	KK	Policy schedule
17.2	LL	Anti-bullying policy July 2021
17.3	MM	Community cohesion policy July 2021
17.4	NN	Exclusion policy July 2021
17.5	OO	Photographic images policy July 2021
17.6	PP	SMPS Code of conduct July 2021
19.1	QQ	Proposed 2021-22 FGB meeting dates

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
15.07.2021	4	Complete the declarations of interests forms and send to KPM	ALL	
15.07.2021	5.1	Make amendment to minutes and Chair to sign minutes of 17.06.2021 & file at school	Clerk & TO	
15.07.2021	7	Share the link to the google file with governors	HLB	
15.07.2021	11	Amend SEND report & Equality Statement as per agreed decision by FGB	Clerk / KPM	
15.07.2021	11	Review PP strategy to look at the link between PP pupils who have SEN	HLB / GM	
15.07.2021	11	Additional website audit taking SIAMS into account.	TO	
15.07.2021	14	Write a crib sheet for governors to support their knowledge and become more confident with SIAMS Look at St Blaise website for SIAMS good practice	HLB / GM ALL	
15.07.2021	16	Election of Co-Chairs on next FGB agenda	Clerk	
15.07.2021	16	Advise KPM of any Governor training attended HLB send a picture of Year 6 to EW Complete the training needs analysis ASAP EW & KPM liaise on Governor Community Engagement Delegation planner review – email queries to KPM Check DBS checks and Edubase are up to date Amend governance policy and governance schedule as per agreed discussion	ALL HLB ALL KPM / EW NF Clerk KPM	
15.07.2021	17	Review the rationale of all policies and ensure they link into the values of the school Review the policy schedule so that policies are spread more evenly through the year Amend staff code of conduct and anti-bullying policy as per agreed decision	KPM/ TO/ RC/ NF KPM	
15.07.2021	19	March 2022 date needs to be 24.03.2022	Clerk	

■ End