



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 22nd September 2022 at 5.30pm

Present:	Robin Conway (RC) - Co-opted Governor – Co Chair Adele Frankum (AF) – Parent Governor Hayley Leyshon-Brady (HLB) – Co-Headteacher Kathryn Mendus (KM) – Foundation Governor Nigel Goode (NG) – Local Authority Governor Ruth Gardiner (RG) – Staff Governor Tim Owen (TO) – Co-opted Governor, Vice Chair Ann Parham (AP) – Co-opted Governor Alex Rennie-Lis – (ARL) – Parent Governor
Apologies:	
Absent:	Philip Sutton (PS) – Foundation Governor
Vacancies:	Foundation Governor / Co-opted Governor / Parent Governor
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk, Deborah Bennett (DB) prospective governor

Item	Details	Action
1.	Opening the Meeting to prospective Governors The meeting started at 5.33pm. Vote to open the meeting to a prospective governor until Item 16. RC introduced Deborah Bennett (DB) to the board. DB was transferred to a separate break out room while the Board decided if she could attend the meeting for the 'open' items on the agenda. Decision – the board voted and agreed for DB to attend the meeting until agenda item 16. DB returned to the meeting.	
2.	Welcome and Opening Prayer The meeting was held virtually, via Microsoft Teams. RC welcomed everyone to the meeting, RG opened the meeting with a prayer. The governors and DB all introduced themselves and gave a short summary of their background and experience. AP joined the meeting at 5.45pm	
3.	Apologies for absence AP had difficulties joining the virtual meeting. She was able to join at 5.45pm No formal apologies received from PS. It was understood he is away on holiday. The meeting was quorate and remained quorate throughout.	

4.	Urgent Additional Items – None	
5.	<p>Declarations of Interest – No interests in agenda items were declared.</p> <p>RC reminded everyone that it is a statutory requirement to publish the governor's declarations of interest. The easiest way to do this is on Gov Hub. He asked all governors who have not done this to complete as soon as possible so this statutory duty can be met.</p> <p>Action: Confirm declarations of interest as soon as possible</p>	Govs who have not yet done this
6.	<p>Approval of FGB Minutes</p> <p>5.1 Minutes of 14.07.2022 (<i>Appendix A</i>)</p> <p>The minutes were agreed as an accurate record.</p> <p>Action: Chair to sign minutes of 14.07.2022 & file at school.</p> <p>5.2 Action log (to note – relevant actions on agenda)</p> <p>The action log has now been transferred to a google doc on the shared drive.</p>	RC
7.	Matters arising not covered on the agenda – None	
8.	<p>HT report</p> <p>7.1 HT report – (<i>Appendix B</i>)</p> <p>HLB spoke. The attendance data is included. This is an area the school must focus on. HLB intends to increase administration hours in the school office to cover the additional monitoring of attendance data.</p> <p>There are some non-attendance issues in Y3 and Y5. HLB gave the governors a summary of them both and how they are trying to support the families. There is a transport to school issue for one family and work is being sent home to be completed. HLB is putting the word out to the community network for anyone who could help with lifts.</p> <p>AF volunteered to help with lifts. HLB thanked her for this offer and will be in touch.</p> <p>The safeguarding data is updated following the summer break. There is always an increase following the summer holidays.</p> <p>The SATs data table shows KS2 results against national data. The pupils were also teacher assessed against ARE.</p> <p>HLB pointed out the rolling progress data table (data from target tracker). This is data from Summer 2021 – Summer 2022 (a full year of in-school teaching).</p> <p>HLB explained that 6 progress points in a year is considered good progress. A pupil would need to achieve greater than 6 points in order to close the gap / catch up.</p> <p>Y6 is the year group that left last term. The data shows that progress is improving for those pupils who are coming through the school. Some pockets of lower progress have been identified and will be a focus. SEN pupils are within those cohorts.</p> <p>Y1 data is more difficult to report on. These pupils are on the EY Framework until Christmas, then on the target tracker from the Spring term. The focus for these pupils is for achieving good / greater progress in combined scores. An expected score would be 5-6 points. The average is around 4.8.</p> <p>Questions were invited:</p> <p>Governor question – Regarding the SATs scores. Will the governors receive a report for pupil premium (PP) data. Historically PP pupils have had lower scores. Can HLB confirm if the PP spend / interventions are working?</p> <p>HLB answered. A report on PP data will be brought to the October FGB meeting.</p> <p>When looking at the PP report it will show the progress of all PP pupils coming through the school. Governors are aware that last year's Y6 cohort did not receive consistent quality first teaching, however, in most year groups PP pupils are outperforming their peers. The report in October will reflect this.</p>	

<p>Governor comment / question – It is reassuring that so many progress scores are greater than 6 points. What is a realistic time frame for catching and for the gap to close?</p> <p>HLB stated that an exact answer would be difficult. It depends on the child's start point and how many points they need to make up. This is different for all children. In December HLB will see the first hard data drop. At that point she can evaluate progress in line with ARE and get some standardisation in place.</p> <p>Governor question – Re: cohort sizes increasing. Does HLB foresee any challenges / issues with staffing and supporting pupils in classes.</p> <p>HLB replied – she stated that she has a very strong staff team in place. They have proactive prevention support already in place. Larger classes may present more of a challenge, but she is confident in maintaining rates of progress with the staff they have in place.</p> <p>Governor question – With the new attendance guidelines, the board should appoint an attendance governor.</p> <p>Yes – an attendance governor will need to be appointed. This will be addressed in the October FGB meeting.</p> <p>Action: FGB to appoint a lead governor for attendance.</p> <p>Governor question – The suspensions that have been issued. They are very early on in term. Are there issues that the school was aware of coming into this term?</p> <p>Yes – the school was aware. One suspension was actually for 1 hour (but system minimum entry is 0.5 day). The pupils are on the radar. They anticipated a difficult return to school, but this situation escalated very quickly. They needed some time to get a plan in place to support the child.</p> <p>Governor question – Does the school have parental support for this pupil and is their sufficient support for staff?</p> <p>Yes – the parents are on board with the school. All staff involved received a de-brief and they are followed up with a well-being check-in. The staff are also aware they can contact PS for support and the PAM assist staff support.</p> <p>Governor question – The unauthorised absence for Y1 and Y3 data. Is there a pattern / is this the same pupils?</p> <p>HLB explained that unauthorised absence was issued for children arriving late. Since the school did this, the parents have brought the children in on time, so this situation appears to be resolved. This is why HLB will be increasing office hours to track attendance / absences.</p> <p>Governor question – Re: The EYFS report. The data looks very promising. How many of these pupils have come through from the nursery school?</p> <p>HLB believes around 75%</p> <p>Governor question – Is there any correlation of those who attended nursery and those achieving higher scores?</p> <p>HLB was not sure if this was the case. Some children had a turbulent time moving from nursery to willow class. Staff changes have helped improve this.</p> <p>RG added that greater collaboration between nursery and Willow class will contribute to raising standards.</p> <p>Governor question – How are the new teaching staff settling in?</p> <p>HLB answered. She is really pleased with how well the new staff have settled in so well. They have got off to a great start. The job shares are working really well and the two ECTs have hit the ground running. The quality of work in books is high, the classrooms are stimulating and neat and expectations are high.</p>	<p>Oct FGB</p>
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	<p><u>SIAMS visit by ODBE</u> Two ODBE representatives visited on Wednesday 21st September to observe on the SIAMS framework. Overall, they re-affirmed what HLB already knew / had self-evaluated. They received strong positive feedback especially relating to the provision for the highest need children. They could see the school vision in action and drew attention to pupil responsibility in school (head boy / head girl roles). One quote was <i>'that kindness runs through this school like a stick of rock'</i></p> <p>HLB did not agree with some of their feedback on their singing assembly and learning through play wasn't valued. The vocabulary that the school uses was not in line with the SIAMS framework. They did not observe everything, so they did not see the full picture. During the visit some pupils were selected to speak with the ODBE visitors. They asked the pupils some very deep questions about the content of the bible. The children found the questions quite tricky and HLB would not expect primary school children to answer questions that deep. She is taking the feedback on board where she feels it is purposeful.</p> <p>Governor comment – The school wants to do well with a SIAMS inspection, but learning and curriculum is the school priority. HLB stated that there is some work to do around articulating what they do in line with their vision.</p> <p>ARL sat in on the feedback session. He agreed that the feedback was generally very positive. He noted that the feedback on vision was less positive, but agreed with HLB's thoughts. The board thanked ARL for attending.</p> <p>Governor comment – There is a concern for HLB jumping through hoops to outwardly show they are ticking a box to meet an inspection criteria. The aim / hope is that the school is actually living the values and kindness. HLB responded. She will be ensuring that she will meet the criteria for a SIAMS inspection in terms of the wording. She assured the board that the teaching staff are implementing and living the values. She will re-word the title of the assembly – her point is that the title has no impact, the actual session they saw was so rich and fulfilling – that is the important factor.</p> <p>Governor comment – It sounds as if the school is living the vision and values, just not in SIAMS language – the criticism sounds a little pedantic.</p> <p>ODBE do offer a 1 hour SIAMS sessions for governors that would be very useful for the board and she recommends they take this up. The board agreed. It would be good to book it as a remote session and record it for anyone who cannot attend to view it later. Action: Organise a SIAMS briefing for governors by ODBE</p>	HLB/RC
9.	<p>School Self Evaluation Form & Improvement Plan (SEFIP) 9.1 Draft SEFIP – (Appendix C) HLB responded to a question raised prior to the meeting. She re-assured the governors that Pupil Voice is featured. The evidence of this will largely come through from the conversations during teacher assessment tasks Governor comment – AP advised that subject lead governors must include in their monitoring because Ofsted will ask about subject knowledge. HLB explained why Quality of Education is rated as RI. This is largely due to the KS2 outcomes. There is a new team in place and early monitoring is already showing</p>	

	<p>improvement, but that data does stand out and will draw attention for a couple of years. Christian distinctiveness will be amended following the recent ODBE visit.</p> <p>Action – Revised SEFIP to be circulated once Christian Distinctiveness section is updated.</p> <p>Governor comment - RC commented that he would agree with the RI rating, but it is important to note that there is a plan to move forward and improve outcomes. HLB added that the change in staff will have the biggest impact on improvement. HLB asked the board if they found having all information in one document useful? The governors do prefer this presentation.</p> <p>Questions were invited: Governor comment – It is likely that more questions will arise as target dates throughout the year are reached. HLB referred back to last year's targets being ambitious. She has set ambitious targets again this year.</p> <p>Governor question / comment – The Year 6 outcomes and predicted scores rely on accurate internal assessment. This wasn't the case this year though as the actual outcomes were quite different. How will it differ this year? HLB replied. The change in staffing for KS2 will help to resolve this. HLB has also built in more moderation with local school clusters.</p> <p>Governor question – Can the HT report include a current Y6 comparison with where they were last year to try and keep on top of this? HLB said she has a plan to provide comparisons, but will make sure that Y6 is highlighted in the report.</p> <p>Governor question – Referring to the moderation within local cluster schools. Can HLB ensure the teachers are not too comfortable with their peers? HLB confirmed that the HT's will carry out moderation for Y6.</p> <p>Governor question – How is the SEF 'living' across the school? HLB answered. The KPIs are set at leadership /strategic level – however, the SEFIP feeds into operational level through the monitoring schedule and appraisal discussion. All staff have a copy of the summary document detailing the six priorities. This helps to ensure that everyone stays aligned with what the school wants to achieve.</p>	HLB
10.	<p>Update from the Chair – RC confirmed that the HT appraisal panel is being organised and appraisal is being planned.</p>	
11.	<p>Governance 2022-23: strategic development and self-evaluation <u>Draft monitoring schedule</u> The document is saved within the shared drive. Succession planning is an area that requires work. RC is happy to report that ARL has agreed to take on the deputy role for premises and H&S.</p> <p>The advert for Co-opted governor vacancies generated 2 candidates.</p> <p>The board still needs a Community Engagement governor. If / when new governors come on board they will look to appoint to this important role.</p> <p>RC shared the document on the screen and presented the proposal for 2022-23 year. <u>Key Governance Objectives 2022-23</u> 1) Visible presence in the school and the wider community. Increased awareness for parents of “who we are”, “what we do” etc</p>	

	<p>2) Governor monitoring – RC drew attention to minuting actions that arise from monitoring visits. He has noticed that some of these are missed and wants to reduce this happening.</p> <p>3) Ensure that the work of governors has impact in driving the school forward.</p> <p>RC added that they do also need to have a SIAMS objective and this needs to be agreed upon.</p> <p>ACTION – RC to liaise with PS/KM over SIAMS objectives once SEFIP update is completed.</p> <p>TO had suggested a finance objective. RC stated that this is open to discussion but is not sure if it is needed at this stage. NG agreed that, whilst stable finances and regular monitoring were extremely important, this did not need to be a specific objective as it had been a few years ago when pupil numbers were small.</p> <p><u>Agree governor objectives 2022-23</u></p> <p>Governor comment / feedback – The document is very good and the objectives identified are spot on. The objectives cover exactly what is needed.</p> <p>Governor question – Under governor impact should there be an evaluation of the GB and governor self-evaluation? RC replied – Yes, this is planned into the GB strategic day in June 2023.</p> <p>Governor question – Is there a corporate view of what is high quality education to enable governors to have a deeper understanding of what it looks like? HLB responded – From a strategic governance point of view the school is judged on outcomes. There was a discussion among the board as to how they would summarise this – would it be a vision from the leadership team, the SEF summary or more of a whole experience of school life. Not just the teaching the pupils have received, but their whole primary school journey including pastoral care, values and enrichment experiences</p> <p>KM spoke about using vocabulary so that the children can express / convey what they feel about their primary school journey. RC interjected to keep the meeting on schedule. He stated that this was a valued discussion and that the board should return to this for further discussion. Action: Agree a time for further discussion on ‘What is high quality education?’</p> <p>RC returned to the shared screen and went through the different tabs that show the organisation of governor business. There will be a particular strategic focus at each FGB meeting. This is to keep meetings efficient and focused but there is flexibility if needed.</p> <p>Governor feedback – this is a very good document and has fine tuned the GB work for the year. TO remarked on the improvement this will make. There were no objections to this proposal.</p> <p>Decision – This Governance objectives and Strategic schedule will be trialled to see how it works for the board.</p> <p><u>Agree governance schedule 2022-23</u> – this was agreed at the last FGB meeting</p>	<p>RAC</p> <p>HLB/ RC</p>
12.	<p>Governor Business and Communications</p> <p>Policies for review / approval –</p> <p>18.1 Policy Tracker</p> <p>RC thanked the governors for their feedback and comments on the policies for review. Providing the feedback prior to the meeting allows the meeting to run on time.</p>	

	<p><u>Governance policy</u> - there were no comments or amendments proposed. Decision – the policy was approved.</p> <p><u>Governor Induction Policy</u> – The governors believe that new governors as they come on board should be asked their views on the policy. There were no other comments or amendments proposed. Decision – the policy was approved.</p> <p><u>Governor Expenses Policy</u> - there were no comments or amendments proposed. Decision – the policy was approved.</p> <p><u>Governor Visits Policy</u> - There was a discussion about lanyards and badges. HLB has got governor specific lanyards at the school now. If governors want an ID badge aswell, then please send a photo to the school / or come to the school on 1st November when the school photographer is in. Decision – the policy was approved. Action: Provide the school with a photo for ID badge / have photograph taken by school photographer on 01.11.2022 (if you want an ID badge)</p> <p><u>Governor Code of Conduct</u> – The school uses the NGA model. This model has been proposed again for this year. Decision – the policy was approved. Action: – All governors to make the code of conduct confirmation on Governor Hub.</p> <p><u>Pre-reading – Keeping Children Safe in Education 2022 (Appendix D)</u> The September 2022 Keeping Children Safe in Education (KCSIE) has been loaded to Gov Hub in the meeting folder for meeting pre-reading. All governors must read this and declare on Gov Hub they have read and understood it. Action: – All governors to read and understand KCSIE 2022, and make the KCSIE declaration on Governor Hub.</p> <p><u>Standing orders</u> – (Appendix E) RC has amended / updated the standing orders as per the query raised by AP with some information being out of date.</p> <p>Governor question – The safeguarding policy on the website is out of date. HLB confirmed that she has an updated version to be published.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>
13.	<p>Governor Updates Since last meeting Governor monitoring TO stated that he and KM as Safeguarding governors will need to visit the school once a term for a monitoring visit. Action: Set a date for first safeguarding monitoring visit with HLB</p> <p>ARL attended the ODBE feedback session this week – this has already been covered under HT report.</p> <p>Governor comment – Subject knowledge is something Ofsted inspectors will expect governors to know. This should be on the monitoring schedule. RC thanked AP for raising this. He agreed that this should be on there and will factor it in. Action: Include subject monitoring into the monitoring schedule</p> <p>TO will book a maths monitoring visit in this term. It was suggested that another governor could join TO when he visits. To increase governor visibility in school and to help governors gain more experience with these visits. Action: Book a maths visit in with HLB and circulate to all governors inviting them to join.</p>	<p>TO/KM</p> <p>RC</p> <p>TO</p>

	<p>RC asked if governor(s) would book a visit for a general learning environment / behaviour / forest school monitoring session.</p> <p>HLB advised the board that there will be a visiting HT's day and a SIP visit early October. She requested that the visits didn't clash with this and add pressure to the teaching staff.</p> <p>There was a short discussion to clarify that a general visit (low pressure on staff and to show governor visibility in school) would be a good start to monitoring.</p> <p>AP stated that environment and behaviour should be observed at all visits and the governors agreed this would happen.</p> <p>ARL volunteered to book this visit in. He will also circulate the date inviting other governors to join him</p> <p>Action: ARL to book a governor visit and circulate to all governors inviting them to join.</p> <p>A phonics governor visit could take place after half term.</p> <p>AP asked HLB if she could book a visit to observe an act of worship within school. HLB agreed.</p> <p>Action: AP to book a SIAMS governor visit with HLB</p>	<p>ARL</p> <p>AP</p>
14.	<p>Governor Training Update</p> <p>17.1 Updated Governor Training Log</p> <p>Governors are to update the training log with any training courses attended.</p> <p>RC is booked to attend HT appraisal training and Benchmarking.</p> <p>TO is booked onto Safeguarding training</p> <p>RC drew attention to the courses that are available via Gov Hub. Effective use of Pupil Premium and Induction for Governors.</p> <p>It would be really useful for one or more governors to attend the Pupil Premium training and all new governors need to attend the induction. The induction course is also useful for more established governors as a refresher if they are able to attend.</p> <p>Action: Governors to book onto training courses – in particular Pupil Premium training and Induction training</p>	ALL
15.	<p>Items for next agenda (in addition to actions and as per annual governance schedule, governance meeting schedule, policy planner and Governor Monitoring schedule)</p> <p>The focus for the next FGB meeting in October will be:</p> <ul style="list-style-type: none"> • Inclusion • Attendance <p>DB left the meeting at 7.19pm</p>	
16.	<p>Co-option – Recorded under confidential minutes</p> <p>This item was discussed after agenda item 19 was completed.</p>	
17.	<p>Safeguarding</p> <p>HLB gave a brief summary on CP cases – referring to HT report.</p> <ul style="list-style-type: none"> • Safeguarding monitoring visit – see agenda item 13 • KCSIE see agenda item 12 • Safeguarding training for governors see agenda item 21 (AOB) 	
18.	<p>GDPR</p> <p>There were no updates, breaches or reports for this agenda item.</p>	
19.	<p>Health & Safety</p> <p>There were no H&S reports for this meeting.</p>	

	16. Co-option – Recorded under confidential minutes	
20.	Meeting schedule - Meetings for 2022-23 will be as follows: Thursday 20 th October, 5.30pm (remote) Thursday 8 th December, 6.00pm (in person) Thursday 2 nd February, 5.30pm (remote) Thursday 30 th March, 5.30pm (remote) Thursday 11 th May 5.30pm (remote) Thursday 5 th June, 5.30pm (remote) Wednesday 28 th June: In-School Day then meeting at 3.30pm (in person).	
21	AOB <u>Safeguarding training for governors</u> The clerk informed the board that all governors are required to have completed level 2 safeguarding training. If any governors have not completed this there is an online course on 4 th October through governor services. Action: Complete Safeguarding training (if this has not already been done) Governor question – Can there be a discussion re: timing of meetings? It was raised last term. RC stated that this was discussed in the July FGB meeting but agreed that it can be raised again at a future meeting – he suggested in January after the planned in person FGB meeting has taken place.	ALL
	The meeting closed at 7.31pm.	

NB 24.09.2022

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
6	A	St Michael's Minutes 14.07.2022
8	B	HT report
9	C	SEFIP 2022-23 September
12	D	Pre-reading KCSIE September 2022
12	E	Standing orders 2022-23

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
22.09.22	5	Confirm declarations of interest as soon as possible	Govs who have not yet done this	ASAP
22.09.22	6	Chair to sign minutes of 14.07.2022 & file at school	RC	Next FGB
22.09.22	8	Organise a SIAMS briefing for governors by ODBE	RC/HLB	This term
22.09.22	11	Agree a time for further discussion on 'What is high quality education?'	RC	This term
22.09.22	12	Provide the school with a photo for ID badge / have photograph taken by school photographer on 01.11.2022 (if you want an ID badge)	ALL	This term or 1.11.22

22.09.22	12	All governors to make the code of conduct confirmation on Governor Hub	ALL	Next FGB
22.09.22	12	All governors to read and understand KCSIE 2022, and make the KCSIE declaration on Governor Hub.	ALL	Next FGB
22.09.22	13	Set a date for first safeguarding monitoring visit with HLB	TO/KM	This term
22.09.22	13	Include subject monitoring into the monitoring schedule	RC	This week
22.09.22	13	Book a maths visit in with HLB and circulate to all governors inviting them to join.	TO	This term
22.09.22	13	ARL to book a governor visit and circulate to all governors inviting them to join. A phonics governor visit could take place after half term.	ARL	This term
22.09.22	13	AP to book a SIAMS governor visit with HLB	AP	This term
22.09.22	13	Governors to book onto training courses – in particular Pupil Premium training and Induction training	ALL	In line with course dates
22.09.22	14	Governors to appoint a governor with key responsibility for attendance.	ALL	October FGB
22.9.22	15	Revised SEFIP with Christian Distinctiveness section to be circulated to governors.	HLB	Before October FGB.
22.9.22	16	Draft a SIAMS objective for the Governors' Objectives	RAC (PS)	October FGB

■ End