



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 23rd June 2022 at 5.30pm

Present:	Ann Parham (AP) – Co-opted Governor Robin Conway (RC) - Co-opted Governor – Co Chair Adele Frankum (AF) – Parent Governor Hayley Leyshon-Brady (HLB) – Co-Headteacher Philip Sutton (PS) – Foundation Governor Nigel Goode (NG) – Local Authority Governor Ruth Gardiner (RG) – Staff Governor Alex Rennie-Lis – (ARL) – Parent Governor Tim Owen (TO) – Co-opted Governor, Vice Chair Kathryn Mendus (KM) – Foundation Governor – joined at 6pm
Apologies:	Nick Field (NF) – Parent Governor – Co Chair Grant Mottram – GM – Co-Headteacher
Absent:	None
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 5.32pm. The meeting was held virtually, via Microsoft Teams. RC welcomed everyone to the meeting, RG opened the meeting with a prayer. PS joined at 5.34pm	
2.	Apologies for absence HLB and GM alternate attendance at FGB meetings. Apologies were received and accepted from NF. KM had advised the board that she will join the meeting late. The meeting was quorate and remained quorate throughout.	
3.	Urgent Additional Items - None	
4.	Declarations of Interest – No interests in agenda items were declared.	
5.	Approval of FGB Minutes 5.1 Minutes of 26.05.2022 (<i>Appendix A</i>) The minutes were agreed as an accurate record. Action: Chair to sign minutes of 26.05.2022 & file at school 5.2 Action log (to note – relevant actions on agenda)	RC

	<p>The action log has now been transferred to a google doc on the shared drive. RC has shared with some governors regarding outstanding actions but will circulate to all governors when updated after this meeting. Some outstanding items are:</p> <ol style="list-style-type: none"> 1. GM and PS to meet to discuss the SIAMS vision 2. GM – safer recruitment policy. A new version is being published this summer so the safer recruitment policy will be carried forward to when the new one is available. <p>Action: Adopt Safer recruitment policy in September</p> <ol style="list-style-type: none"> 3. GM – To run a sheltering drill. HLB stated that this has not happened yet. Is has been delayed due to the recent school shooting in USA. Many of their Y5 and Y6 pupils watch Newsround and saw those reports, and the staff did not want to carry out a drill with that information fresh in the children’s minds. 4. CP is not attending the meeting tonight to deliver his subject lead report – he does not have capacity, but HLB will deliver this instead. 5. HTs – the Early Careers Teacher policy – will be ready for the July FGB meeting 6. Amending the approved policies to the school format. HLB has the admin team working on this. They will be loaded to the website when complete. PS offered to help if needed. <u>It was noted that the policies are in force.</u> 7. PS – school value pupil award. PS confirmed that he has the resources so he and HLB just need to book some time to bring it all together <p>Action: HLB / PS set some time aside for school value pupil award</p>	<p>FGB</p> <p>HLB/PS</p>
6.	<p>Matters arising not covered on the agenda –</p> <p>None</p>	
7.	<p>HT report</p> <p>7.1 <u>HT report</u> – verbal update (Appendix B)</p> <p>RC talked about the schedule of the FGB meetings and how a written HT report is not required for every meeting. HLB will provide a verbal update today.</p> <p>HLB explained that the main update for the board is the up-to-date staffing structure document. The structure details the following:</p> <ul style="list-style-type: none"> • Leadership structure • Class teachers • Subject leader • Staff with additional responsibilities. <p>HLB updated the board on the recent recruitment process. An offer was made but subsequently withdrawn due to a values-based decision by the HTs. A new appointment was made, and a teacher has now been recruited for Year 6. He brings a strong skill set and experience and will take on responsibility for the Early Career Teacher (ECT) programme. CP will retain the upper school leadership role.</p> <p>Questions were invited:</p> <p>Governor question – There are no surnames on the structure. Would it be possible to include this detail?</p> <p>HLB can do this.</p> <p>Governor question – It would be nice for the governors to have an opportunity to meet the new members of staff. Maybe during the INSET day in September. Is this possible?</p> <p>HLB and RC spoke. This would be a great idea, but it may be difficult for some governors to attend the school during the day. The INSET day is Monday 5th September and Safeguarding training will take place from 10.30am. Several options were set out:</p> <ol style="list-style-type: none"> 1. Attend the safeguarding training 2. Join the group during lunch break (12pm) 3. Arrive at the end of the day <p>Governor question: The staff structure shows that the support staff report to LS. How</p>	

many support staff are there?
HLB confirmed there are 17 x TAs.

Governor challenge - This is quite many staff to have responsibility for.
There was a short discussion. The TAs largely work with the pupils who have additional needs and this dovetails with LS's role as SENCo. Most of the TAs work part-time. It is common practice for this arrangement to be in place. Performance reviews are done with HLB. This system is already in place and not new for next year. HLB added that RG is undergoing the Early Years core SENCo training with the intention of taking on some of the SENCo role to help and support LS.

Governor question: What is the FTE count for all TAs added together?
HLB answered. There are 397 x TA hours per week. This equates to 11.8FTE

Governor question: Would it be more beneficial for the school to reduce the TA time and employ more teachers and smaller classes?
HLB replied that the school does not have the physical space to split the classes any further. She does agree that the number of TAs is high, and it is a concern of hers that the teachers can become very reliant on having a TA. She will look to reduce the number of TAs, but this will be by natural attrition.

HLB would prefer to over staff the Early Years classes with TA support to resolve many issues as early as possible and class TAs would then not be required in Y5 and Y6.

Next year the Y6 class will have 17 pupils. The class will have 1 x TA allocated for 1:1 support. If that pupil is not in then the TA will be re-deployed.

The TAs are allocated by priority. Those pupils with an EHCP, then those on the SEN register, and those in nursery and reception.

Every year group has 1 x FTE TA. Ideally the overall TA team will reduce to 7 FTE.

The school still needs to support the specific needs of the pupils. When recruiting for specialist TAs, a contract may well be based on a named child for the duration of their time at the school.

The board agreed that this is something to keep an eye on at a strategic level.

Governor question: Re: Is the school able to track the KPI's against the needs of the child and compare with peers/other schools?
HLB explained that it is hard to track this. Too many differences to compare. For example, a local school she knows doesn't have a 1:1 TA support structure. It is a team approach.

The school carries out their own internal tracking exercise because they must justify the EHCP funding expenditure and that it has been spent appropriately.

Governor comment: It is important to note that the EHCP doesn't reflect the need alone. The successful application reflects the time and effort that is put into it. The average time requirement for each application is 25 hours.

HLB added that some schools fund some TA time with their pupil premium budget. As mentioned previously she does not want to de-skill teachers with overuse of TAs.

KM joined the meeting at 6pm

Governor question: How do the teachers feel about a possible reduction of TA support?
It may be difficult for some to start with. It will become the norm though, especially as new staff come on board, as this will be explained before they join the school.

AP added that EHCP numbers are increasing in general, but the funding is not covering this. There will be less funding available, but schools will still be expected to meet the need. Mainstream schools are expected to be more inclusive due to a lack of spaces in special schools.

- Governors need to have read and understood the SEN code of practice (with particular attention to section 6).
- GBs should have a named SEN governor
- All governors to have knowledge of the statutory guidance
- There are 3 x bite size online SEN topic training available via Governor Hub

	<p>The school provides an annual report on the SEN provision. NF is the SEN lead governor.</p> <p>Action: Load the SEN code of practice to Gov Hub</p> <p>HLB explained how the system currently operates. Parents can nominate a school for their child. The school shouldn't refuse, but many do stating they are unable to meet the need of the pupil. The parents usually commence legal action against OCC and a space is found.</p> <p>HLB has recently responded to a SEND consultation survey and included her thoughts on how the system is not fit for purpose.</p> <p>Governor question: When funding is received – is it backdated to the date of application?</p> <p>Yes it is but can sometimes take up to a year to come through. Early Years funding comes through very quickly though.</p> <p>The governors thanked HLB for her report.</p>	HLB
8.	<p>Update from the Co-Chairs –</p> <p>End of term planning – this discussion will be about GM's retirement. It will be discussed after the meeting has ended.</p>	
9.	<p>School Self Evaluation form – There are no updates to report on.</p>	
10.	<p>School Improvement Plan (SIP) –</p> <p>HLB confirmed that the SIP will be reviewed on 14th July. The SIP for 2022-23 will be presented at the September FGB meeting. The board will sign-off on the SIP for 2021-22 and read the new one.</p> <p>Action: SIP 2021-22 to be signed off at September FGB meeting</p>	FGB
11.	<p>Governor updates since last meeting</p> <p>11.1 <u>Governor Monitoring report SIP update</u> (Appendix C)</p> <p>A monitoring visit report has been submitted by NF. RC asked that governors read this and direct questions to NF / ask at the next FGB meeting when NF will be present.</p> <p><u>Learning and Teaching</u></p> <p>Report on subject action plan - Science</p> <p>As CP is unable to attend this meeting HLB spoke on his behalf. CP will still be the science lead next year but the newly appointed Y6 teacher will share the computing part with him. A science audit has been done. CP carried out a work scrutiny, looking through books, talking with the children, looking at the floor books that KS1 produce. Generally, the science teaching is OK. Some pockets are poor, but now they have identified this, there is a plan and strategy in place for improvement. Moving forward to September, CP has mapped out the science curriculum teaching very tightly. There is a minimum of 2 hours per week that must be allocated for science. It can be scheduled as 2 hours every week, or it can be blocks of time such as 2 days together working on a larger project. When there is a practical element involved the children are so much more receptive and engaged. CP has also set up links to STEM websites for ideas and to raise the profile of science. CP will now be collecting science data every short term. Previously it was done every long term.</p> <p>Governor question – How does 2 hours a week compare with other subject time allocation?</p> <p>HLB confirmed that other subjects such as history, art and RE get 1 hour per week.</p> <p>Governor question – Can this be an opportunity for after school clubs to expand and offer science clubs?</p>	

<p>HLB replied. They have booked Bright Sparks to run after school science clubs, but they only allocate 6 weeks per year for schools. She has tasked staff with setting up opportunities from September, particularly KS1.</p> <p>Governor question – Will the science mapping information be put onto the website. There is not a lot for parents on the website at the moment.</p> <p>There is a plan over the next year to overhaul the curriculum information that is on the website. HLB explained she wants to get the balance right because if it is too wordy then parents tend not to read it.</p> <p>HLB asked the parent governors what they would like to see and how helpful is the current information.</p> <p>ARL and AF feedback that being able to see a high-level objective set over a term would be sufficient. Make it bite sized with broad statements. Make terminology straight forward.</p> <p>HLB will focus on making the information on the website for the need of the parents and governors can ask to see a deeper level of detail during monitoring. In September HLB will schedule a parent forum. She will give options to parents as to what information can be published for them. If ARL and AF can be part of that it would be helpful.</p> <p>Governor question – How is the school moderating the science data / outcomes? Are there external benchmarks being used?</p> <p>HLB confirmed that they use the Ofsted review, CP is a part of the Abingdon & Oxford schools science group, they will look at what other schools publish on their websites and have asked Triad to review their work.</p> <p>If the school qualifies for time with the SIP partner next year, she will be asking for 2 x half day sessions and will include science within the conversation.</p> <p>The governors extended thanks to CP for his work on science.</p> <p><u>Residential visits</u></p> <p>Year 6 have been to Kilvrough for their week long residential. They had a great time, and it all went very smoothly.</p> <p>Next years trip has already been booked (Kilvrough again). Plans for smaller residentials are also planned for years 3, 4 and 5.</p> <p>Year 3 will camp overnight at the school. Year 4 will spend 1 night at Hill End and Year 5 will spend 2 nights at Hill End.</p> <p>11.2 <u>Curriculum monitoring information sharing report by AP</u> (Appendix E)</p> <p>RC thanked AP for submitting this document. It is very useful and will be included in the monitoring planning.</p> <p>HLB has also uploaded the assessment and monitoring schedule 2022-23 to help plan the monitoring schedule next year. (Appendix D)</p> <p>Governor question – TO commented that he would value being asked / directed into a monitoring subject. Can this be done?</p> <p>RC replied. Yes, they can and had a plan for this to start in Autumn term, but due to the high number of Covid cases the plan never got going properly.</p> <p>There was short discussion about sharing the load across more governors and it was decided to see the SDP in September first and then allocate monitoring subjects from there.</p> <p>HLB proposed a governor's day for all governors to spend the day in school if this is possible. They could plan an FGB meeting during the day and then carry out an observation (phonics for example). Employers should allow their employees some time off work for governor duties.</p> <p>Action: HLB to schedule a governor's day when the governor meeting model has been</p>	<p>HLB</p>
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	<p>firmed up (after the next FGB).</p> <p><u>Premises</u> NG gave an update on the premises maintenance plan. A rolling programme is in place. This year an extra £15K additional expenditure has been identified by GM and is within the available budget. Most of this is painting and decorating (this will happen in the summer) and £1K on trunking (booked for 25.07.2022). The painting will all be done in white. Thanks to the HTs and NG for organising this.</p> <p><u>Community</u> No reports.</p>	
12.	<p>Safeguarding HLB has completed Safer Recruitment training and is booked on to a Safeguarding train the trainer course very soon.</p> <p>There are no new safeguarding cases to report. One x child protection case has been closed with good outcomes for the family. The remaining cases are ongoing. An email has been sent to Social Services to commend the work of a social worker they have worked with recently.</p> <p>12.1 <u>Safeguarding monitoring report (NF / PS)</u> (<i>Appendix F</i>) Governor comment: This is a very comprehensive and useful report. HLB spoke - At the last FGB meeting it was mentioned that DSLs were not necessarily pointed out to visitors when they arrived. From September they will have an electronic system in place for checking into school. A photographic visitor badge will be issued when you check in and this badge will state who the DSL is. There will also be a safeguarding statement on the screen that visitors will have to read. HLB pointed out that no biometric data is collected using this system. Governor support – TO commented that this report is very re-assuring re: safeguarding measures in school. There are lots of acronyms in the report. TO offered to create a glossary of acronyms especially for new governors. HLB said this would be very useful for many people. Action: TO will create a glossary of acronyms and load to Gov Hub.</p> <p>Governor comment: It has been noticed that some parents will tailgate through the doors and staff will have to be vigilant to prevent this when the new checking in system is in place. HLB agreed and she also must put an end to the practice that some parents have of dropping their children off at the side gate when they are late for registration and the children are not being signed in.</p> <p>Governor question: Re: the recent social worker success. This was good to hear but isn't always the case. Who is the lead person to go to is this isn't working well and what are the markers? HLB responded. There is a list of contacts to go to if needed. Until more social workers are recruited there will be issues. The social workers are supposed to remain neutral and to be the advocate for the child. Too often the school is the advocate. It would be much better if they could work in tandem.</p> <p>There have been no bullying or racist incidences since the last FGB meeting.</p>	TO
13.	<p>Health & Safety There are no reports for this meeting.</p>	

	<p>with the SDP planning. The SDP will state what the school will deliver, and the GB could confirm what they will deliver. There may be some scope for this but will need further consideration.</p> <p>Action: A firmer plan for a meetings schedule to be presented at the next FGB (with a focus on fewer meetings and a more streamlined process).</p> <p>Action: Circulate an email to governors asking for further comments</p>	<p>RC/NF</p> <p>RC</p>
17.	<p>Governor Training Update</p> <p>17.1 Updated Governor Training Log (Appendix J)</p> <p>Governors are to update the training log with any training courses attended.</p>	
18.	<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.</p> <p><u>Safeguarding policy</u></p> <p>At the last FGB meeting ‘allegations against staff’ was discussed. It was proposed to drop the existing section and to add the procedure from The Key as an appendix. The edits / amendments have been completed as suggested.</p> <p>Decision made: Policy was approved and adopted.</p> <p><u>Health and Safety policy</u></p> <p>This policy was reviewed and adopted in February. RC apologised for it being added in again. There have been some updates. All the comments made were raised and discussed in February and have been resolved.</p> <p>Decision made: Policy was approved and adopted.</p> <p><u>Administration of medicines / Asthma policy</u></p> <p>It was proposed to merge these two policies as there is so much overlap.</p> <p>Governor question: Would asthma get lost if it is within another policy?</p> <p>HLB stated that if the information is contained in one document then it is easier to access and read.</p> <p>Governor question – Clarification was sought around parents being informed about medicines being administered.</p> <p>HLB confirmed the following:</p> <ul style="list-style-type: none"> • Asthma inhalers – the school would inform the parents if it had been used and depending on severity they may need to ring them at the time • EpiPen – parents would be informed - part of the required procedure and an ambulance would be called. After EpiPen use, the patient should be observed in hospital for a period of time. • Prescriptions – the parents would already know of this and be the ones advising they needed to be taken. <p>No medicine is administered unless double checked by a second adult. Inhaler and EpiPen dates are checked every half term. Staff also check that children with inhalers know how to use them. The children use their inhalers with adult supervision.</p> <p>Calpol was discussed. The policy does not mention Calpol. There was a brief discussion, and the policy allows for the school to refuse to administer Calpol.</p> <p>Decision made: The policy was approved and adopted.</p> <p><u>First Aid policy</u></p> <p>There were no comments or feedback.</p> <p>Decision made: The policy was approved and adopted.</p> <p><u>Sun policy</u> (Appendix K)</p> <p>This is being carried forward to the next FGB.</p> <p><u>Travel plan</u></p>	

	<p>This has only recently been circulated. The plan will be deferred to a later date to give the governors time to read and comment.</p> <p><u>Visitors' policy</u> The governors discussed the requirement for being issued a badge. If you are entering the school building a badge will be issued unless you are just picking up child(ren). Badges could be issued for parents attending an open class event. The gardeners attend out of hours and are not issued with a badge. The wording was adjusted to reflect this. Decision made: Policy was approved and adopted</p> <p><u>Personal care policy</u> The latest OCC model policy (July 2021) has been used. The title is now Toileting and Personal care policy. There were no comments ore feedback. Decision made: Policy was approved and adopted.</p>	
19.	<p>Post FGB communication Draft communication for planning. Link to google doc was shared on the agenda. RC would like a voice from every governor to be included. A paragraph of something you have done, or something positive you have observed in school, some words to explain the work of governors etc. RC clarified that this is a community communication / annual review of the GB work and achievements. Action: All governors read the draft report and add your bit and provide as much information as you can.</p> <p>There was a discussion on items to add / include. Anything that showcases the work of the GB and any kind of explanation that helps parents understand what the governors do.</p>	ALL
20.	<p>Items for the next agenda RC will discuss this with HLB and NF in preparation for the next FGB meeting. RC thanked everyone for attending. The governors who are attending GM's retirement will stay on the meeting, but this will be an informal discussion and not part of the FGB meeting.</p>	
21.	<p>Meeting schedule - Meetings will continue to be virtual. To start at 5.30pm: Thursday 14th July 2022 – Virtual</p>	
22.	AOB - None	

The meeting closed at 7.43pm.

NB 23.06.2022

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
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5.1	A	St Michael's Minutes 26.05.2022
7.1	B	Staffing structure 2022-23
11.1	C	Governor monitoring report SIP 22.06.2022
11.2	D	Monitoring a subject guidance
11.2	E	Assessment and monitoring schedule
12.1	F	Governor safeguarding monitor report 25.05.2022
16.1	G	Governor objectives 2021-22 draft review
16.2	H	Monitoring schedule 2021-22
16.3	I	Possible meeting models 2022-23
17.1	J	Governor training record 15.06.2022
18.1	K	Sun safety policy

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
23.06.2022	5.1	Chair to sign minutes of 26.05.2022 & file at school	RC	Next FGB
23.03.2022	5.2	Adopt Safer recruitment policy in September	FGB	Sept FGB
23.06.2022	5.2	HLB / PS set some time aside for school value pupil award	HLB / PS	ASAP
23.06.2022	7.1	Load the SEN code of practice to Gov Hub	HLB	By end of term
23.06.2022	10	SIP 2021-22 to be signed off at September FGB meeting	FGB	Sept FGB
23.06.2022	11.2	HLB to schedule a governor's day when the governor meeting model has been firmed up (after the next FGB).	HLB	After next FGB
23.06.2022	12	TO will create a glossary of acronyms and load to Gov Hub.	TO	By next FGB
23.06.2022	14	HLB / PS to set a meeting date for SIAMS planning 2022-23	HLB/PS	By end of term
23.06.2022	16.1	Recruitment strategy ideas for vacant positions – discussion for governors	RC/NF	Next FGB
23.06.2022	16.1	Circulate a framework to help governors evaluate and self-reflect.	AP	ASAP
23.06.2022	16.2	TO will schedule a maths monitoring visit before the end of term	TO	This term
23.06.2022	16.3	A firmer plan for a meetings schedule to be presented at the next FGB (with a focus on fewer meetings and a more streamlined process).	RC/NF	Next FGB
23.06.2022	16.3	Circulate an email to governors asking for further comments on meeting schedule model	RC	ASAP
23.06.2022	19	All governors read the draft report, and add your bit and provide as much information as you can	ALL	ASAP

■ End