



# St Michael's CE Primary School

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

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

Email: [head.3241@st-michaels-pri.oxon.sch.uk](mailto:head.3241@st-michaels-pri.oxon.sch.uk)

[www.stmichaelssteventon.co.uk](http://www.stmichaelssteventon.co.uk)

*Cultivating Respect, Persevering, and Learning with Courage*

## Minutes of the Full Governing Board (FGB) Meeting held on 26<sup>th</sup> May 2022 at 5.30pm

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

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting started at 5.32pm. The meeting was held virtually, via Microsoft Teams. NF welcomed everyone to the meeting, PS opened the meeting with a prayer. NF will lead agenda items 1-11 and RC will lead items 12-22.	
2.	<b>Apologies for absence</b> HLB and GM alternate attendance at FGB meetings. Apologies were received and accepted from TO and AF. The meeting was quorate and remained quorate throughout. No apologies received from KM.	
3.	<b>Urgent Additional Items - None</b>	
4.	<b>Declarations of Interest</b> – No interests in agenda items were declared.	
5.	<b>Approval of FGB Minutes</b> <b>5.1 Minutes of 17.02.2022</b> ( <i>Appendix A</i> )  NG pointed out that the projected increase in income year 2023/24 should be 2019/20. The clerk will amend the minutes and they were agreed as an accurate record. <b>Action:</b> Co-Chairs to sign minutes of 28.04.2022 & file at school	<b>Co Chairs</b>

	<p><b>5.2 Action log (to note – relevant actions on agenda) (<a href="#">Appendix B</a>)</b></p> <p>The action log was shared with Governors (all actions included on the agenda). Many of the actions have now been cleared.</p> <p>NG spoke about the acceptable budget surplus. The October 2020 OCC guidance states not more than 8% of budget after any netted off expenditure for the next financial year. This year is likely to be 8-9% surplus and will be OK, this just needs to be monitored.</p> <p>RC was the only governor who has signed up to the Key since the last meeting. He asked that other governors do this too. AP has had a trial before, you can only have one trial per email address.</p>	
<b>6.</b>	<p><b>Matters arising not covered on the agenda</b></p> <p>Discussed under agenda item 5.</p>	
<b>7.</b>	<p><b>HT report (<a href="#">Appendix C</a>)</b></p> <p><b>7.1 HT report &amp; 7.2 Data packs and groups data (<a href="#">Appendix D – J 7.2a – 7.2g</a>)</b></p> <p>GM spoke. There are a number of reports within this agenda item. Data drop from April 2021 to April 2022 and leadership models with roles and responsibilities.</p> <p>Progress is generally looking good. Attainment in KS1 and KS2 is OK but not where they would like it to be. The HTs knew this was the case.</p> <p>GM attended a HT conference today and learned that this is the case across most school. Writing has been the area affected most.</p> <p>Governor challenge – It is noted the attainment is not where it needs to be. Governors should keep an eye on this. There is agreement that progress is good.</p> <p><b>Governor support</b> – The information on the ECCERS report is very pleasing. This is looking very good for the future and the staff should be congratulated on this achievement. This is not currently reflected in progress across the early learning goals data, but hopes that the school will focus on these areas. Communication skills have been affected greatly due to the pandemic.</p> <p><b>Governor question</b> – The Early Years data shows significant progress towards the end of the academic year. Is the monitoring against end of year goals or year to date?</p> <p>GM confirmed it is year to date. The school is still working on these areas and is work in progress. By the end of next year there will be significant progress and Early Years will be in a much better place.</p> <p>GM added that they will be splitting years 3 and 4 to create smaller classes that will support maximum progress for pupils.</p> <p><b>Governor support</b> – There are some real positives in the data reports especially pupil premium progress which is accelerated in some areas..</p> <p><b>Governor question</b> – Is there anything other than writing that is lower than it should be that the GB should be aware of? For example, EYs pupils not meeting early years goals or the progress of SEN pupils in Y2 and Y3.</p> <p>GM viewed the data and noted the number of SEN pupils in each of these year groups. He cannot provide an answer today, but will ask the SENCo to produce some information to put context around the data so the governors can understand more about the progress for these pupils.</p> <p><b>Action:</b> HTs to ask the SENCo to produce context around the SEN data</p> <p><b>7.3 ECCERS 2022 (<a href="#">Appendix K</a>)</b></p> <p>GM explained ECCERS for the benefit of governors. It is an assessment of the accessibility of learning via the activities on offer for the children and whether they provide challenge or not. It is rated on a scale of 1-7 (7 being the best).</p> <p>At the initial assessment in October 2021 the scores on each area were very low. The recent assessment scores are now much higher (a lot of 7s) and the changes are very obvious. There have been some challenges during this process, but the staff have engaged well. The aim was to get to 7 and remain there.</p> <p><b>Governor question</b> – Governors sought clarification with the self-evaluation ratings</p>	<b>HTs</b>

	<p>compared with ECCERS ratings. There were some differences between the two.</p> <p><b>Action:</b> GM will request that HLB provides some clarification with the ECCERS scores.</p> <p>7.4 <u>Leadership team roles and responsibilities &amp; ECT flowchart</u> (<a href="#">Appendix L, M &amp; N</a>)</p> <p>The documents include the staff model from next year and the Early Career Teacher (ECT) induction. Questions were invited.</p> <p><b>Governor question</b> – Who will be carrying out the TA appraisals?</p> <p>Lina Sipson (SENCo) will do this.</p> <p><b>Governor support</b> – These are really helpful documents. They give the GB a clear idea on the team structure for September and this feeds well into the priorities for the SDP.</p> <p><b>Governor question</b> – Are there any gaps in the leadership team development that need to be closed before September?</p> <p>GM explained that they have an UKS2 lead starting at the school after half term. When they have started he will be able to assess for comment.</p> <p><b>Governor question</b> – Re: the ECT flowchart, how many ECTs will the school have in September?</p> <p>GM confirmed there will be two ECTs.</p> <p><b>Governor question</b> – re: ECT flowchart. There are a lot of different roles within the structure. Are these roles all filled by different people?</p> <p>GM replied. In larger school yes, but St Michael's is a small school, and one person will cover more than one role in this case. GM added that he is also happy to help the school if required.</p> <p>This year they have still been on the newly qualified teacher system (NQT). The process will change from next year. Each ECT will have their own mentor and additional PPA and ECT time.</p> <p><b>Governor question</b> – Re: the SENCo having responsibilities for Pupil Premium (PP) pupils next year. Is this a change from this year?</p> <p>GM advised the GB that this is a change, and it came about because there is a significant overlap with SEN and PP pupils. HLB and the leadership team will oversee this.</p> <p><b>Governor question</b> – The new staff structure indicates that HLB and LS are the only DSLs. The old structure had 2 x DSLs and 2 x deputy DSLs. Is this correct?</p> <p>GM confirmed that there will be more DSLs appointed by September. They haven't made final decisions on who yet. Decision will be made by the next FGB.</p> <p><b>Action:</b> DSL appointments update to be provided at the June FGB meeting (HLB)</p> <p>The GB extended thanks to HLB for providing the rolling information through the year. GM told the board that the Leadership team will be meeting to pull together all of the pupil data drop data and questionnaire feedback and feed into the SDP ready for next year.</p> <p><b>Governor question</b> – Is the SDP based on a 1 year or 3-year plan?</p> <p>GM confirmed it is mainly based on one year, but it is useful to have a longer-term plan.</p>	<p><b>HTs</b></p> <p><b>HT</b></p>
<b>8.</b>	<p><b>Update from the Co-Chairs –</b></p> <p>There are no updates from the Co-Chairs for this meeting.</p>	
<b>9.</b>	<p><b>School Self Evaluation form –</b></p> <p>There have been no changes or updates on the SEF since the last FGB meeting.</p>	
<b>10.</b>	<p><b>School Improvement Plan (SIP) –</b> (<a href="#">Appendix O</a>)</p> <p>HLB has RAG rated the SDP. There are more green and yellows showing on this updated version.</p> <p>Questions were invited.</p> <p><b>Governor question</b> – Re: Leadership and Management section. The knowledge organisers is still rated red. Can GM provide a reason?</p>	

	<p>GM explained that this is scheduled work and hasn't been rolled out across the whole school yet. As soon as the schedule is completed it will be green. This will happen by September.</p> <p><b>Governor question</b> – On pg. 5 under KPI April column it is not clear how many steps are expected to be achieved at each point. Is it 3, 5, 5 or 3, 3, 3.</p> <p>GM confirmed there is a typo on the document, and it should be 3, 3, 3. This will be amended.</p>	
<b>11.</b>	<p><b>Governor updates since last meeting</b></p> <p><u>Learning and Teaching</u></p> <p><b>11.1 Co Chairs meeting with HT</b> (<a href="#">Appendix P</a>)</p> <p>The meeting notes have been loaded to the hub. NF added that the staff cover for one of the classes has been resolved and parents have been informed this is in place from after half-term.</p> <p><b>11.2 Governor Monitoring visit report</b> (<a href="#">Appendix Q</a>)</p> <p>AP has produced a comprehensive report from her visit. AP summarised that it was a very positive visit. She carried out a learning walk with HLB. The difference within the Early Years room was significant. It is early days with more work to do but there is a big difference already. The outside areas really do need a re-vamp though.</p> <p>AP observed writing in every class. Children were enjoying their work and happy to talk to AP about it. AP could also see progress in their workbooks.</p> <p>AP spoke with Fenella Satchwell (English lead teacher) and received a good update from her.</p> <p>GM added that RG (staff governor) teaches in the EY class and the improvements are partly down to her. The GB extended congratulations to RG and the EY team for their hard work and achievements.</p> <p>AP congratulated all of the St Michael's staff for such a positive atmosphere through the school.</p> <p>She fed back that she was not informed of who was DSL when she arrived at the school. GM advised that there is a sign on the wall in the entrance to state who is the DSL on duty and he will remind the office staff to point this out to visitors in future.</p> <p>GM updated the governors on some outside work he is receiving quotes for. The plan is to lay some artificial turf in a small area of EY outside area. This is accounted for in the budget. There will be upgrading / replacing of the outside area through the year and there is money available for this.</p> <p>The governors thanked AP for her report.</p> <p><b>11.3 Early Years Advisory Teacher report</b> (<a href="#">Appendix R</a>)</p> <p>Most of this report was based on the ECCERS assessment that has already been discussed. There is one action highlighted to have a combination lock on the gate for EY area.</p> <p>Although this was not identified during a safeguarding assessment GM will action this.</p> <p><b>Action:</b> GM confirmed he will get this lock and place on the gate.</p> <p><b>Governor comment / question</b> – The shift in the EY provision is positively noted. Would this be an opportunity to model writing to support improvement in this area from the earliest point?</p> <p>GM agreed. He explained that this is not a finished area of work and will evolve a lot more from this point.</p> <p>RG added that they have come a long way in the right direction. The expectations for the whole team are clear and plans are in place to continue improvement.</p> <p><b>11.4 English project impact report</b> (<a href="#">Appendix S</a>)</p> <p>The report provides information on the impact of the project and the next steps. GM advised that there is further work planned. He has been impressed with the quality of</p>	<b>GM</b>

	<p>work throughout this project. There is an opportunity to continue with the project. It has been a positive experience and the cost is negligible. Writing is a priority. The decision is with HLB to continue.</p> <p><b><u>Staffing / Finance</u></b>  NG reported. OCC have signed off the budget that the school submitted. They are due to receive statutory budget reports at the end of each quarter, so they have not seen one yet for this financial year. They are confident everything is under control though. The June budget report will be presented at the July FGB meeting (2 months of monitoring will be received by then).</p> <p><b><u>Community</u></b>  <u>Parent survey</u> (<a href="#">Appendix T &amp; U</a>)  GM reported that the headlines are the 2021-2022 comparison. A letter was sent to parents following the survey to include areas of improvement that had been identified. Communication was again a main item for improvement. The lowest score was in relation to "I know who the governors are" and "I know what the governors' roles are". The response rate was 72%. GM has never known a response rate that high before.</p> <p>The governors discussed insights into governance and what that looks like in other schools.  AP commented that from her experience understanding governor roles always seems to score a low mark. It would help for governors to be visible. Covid restrictions have not helped, but now restrictions are lifted governors could consider attending events and activities and introducing yourself as a governor.  GM was considering having lanyards made up for when governors visit. There are a number of functions coming up this term.  Governors could also attend curriculum evenings and say a few words.  AP volunteered to do this for a new parent event.</p> <p>NG suggested governors attending the SIP review meetings to get to know the staff. He volunteered to attend a meeting.  <b>Action:</b> GM to share the school events on Gov Hub so governors can plan to attend them. All governors are welcome.</p> <p>PS and NF visited the school yesterday for safeguarding monitoring. The open classroom event happened during this visit too. NF reported that it was a very positive event and children were very happy and excited to show off their work to their parents. The parents were getting used to being back in the school. Some parents have emailed to say thank you and that it was a welcome visit after not being allowed in school for so long.  GM stated that the school was happy to host this open classroom event and welcome parents back.</p>	<b>GM</b>
<b>12.</b>	<p><b>Health and Safety</b>  No further reports from GM on H&amp;S.  NG reported that the child who tripped and was injured last month was back in school the next day.</p>	
<b>13.</b>	<p><b>Distinctiveness and effectiveness of our school as a Church school</b>  <u>SIAMS impact report</u> (<a href="#">Appendix V</a>)  RC commented that it is good to see school values and how the children are living them in school life. PS was invited to comment.  PS spoke about the good work that HLB has done for SIAMS. The governors do need to step up their monitoring though.  PS is putting together a framework of evidence linked to the school values. It will include the setting out, delivering and impact and will also have a heavy focus on</p>	



	<p>managing stress and anxiety. Thanks to RG for her work on prayer and linking with school themes. There are three aspects of the communal worship at St Michael's:</p> <ul style="list-style-type: none"> <li>• KS1 – telling the story</li> <li>• Y3/4 – thinking about the story and the meaning behind it</li> <li>• Y5/6 – discussing the challenges and ethics of the story. Looking at the narratives and posing questions.</li> </ul> <p>These activities will take place in the classrooms following assemblies. <b>Governor question</b> – There is not a lot of wording in the vision section of the report. GM replied. He has a working document and is filling the vision section in. He would like to book some time to discuss some of this with PS. PS agreed. <b>Action:</b> GM and PS book a time to discuss the vision section of the SIAMS impact report.</p>	<b>GM/PS</b>
<b>14.</b>	<p><b>GDPR</b> There were no updates or reports for this agenda item.</p>	
<b>15.</b>	<p><b>Governor Business and Communications</b> There were no items to discuss for this agenda item.</p>	
<b>16.</b>	<p><b>Governor Training Update</b> <b>16.1 Updated Governor Training Log</b> (<i>Appendix W</i>) RC reminded governors to update the training log with any training courses attended.</p>	
<b>17.</b>	<p><b>Safeguarding</b> GM informed governors that they are continuing to work on existing safeguarding concerns / cases but there have been no new cases since the last FGB meeting.  There have been no bullying or racist incidences since the last meeting.  <u>Briefing on school specific processes and approaches to Safeguarding</u> HLB has produced a document to brief the board on the school specific processes and approaches. GM shared the power point on the screen and ran through processes and procedures to provide the governors with an understanding of safeguarding at St Michael's school. All staff undergo safeguarding training during a September INSET day. New starters receive the training when they join the school as part of induction. GM drew attention to the database used (CPOMS). All concerns and tracking of actions go through this system. There is also a video to watch to explain CPOMS and how it works. The power point will be circulated after the meeting. <b>Action:</b> Circulate the safeguarding briefing power point (GM)  <b>Governor question</b> – Are governors invited to the September safeguarding briefing? GM confirmed that they were all very welcome to attend.  There was a short discussion around using CPOMS and how important it is that the user gets everything right especially around action tracking. The safeguarding governor should be shown anonymised reports to carry out safeguarding monitoring. GM confirmed that he has shown this to NF during his last safeguarding visit. NF added that he could see it was being used appropriately and that actions are followed up on.  <b>Governor question</b> – What method of reporting safeguarding concerns are there for after school club, breakfast club and holiday clubs? GM stated that the school staff know to contact either himself or NSPCC. There is always a DSL available during breakfast and after school clubs but all wrap around</p>	<b>GM</b>

	<p>care staff will be trained for September.</p> <p>Safeguarding procedures have been confirmed to be in place for the holiday club. A member of St Michael's staff runs holiday club (as their own business).</p> <p>Looking at the training log, the governors are on top of generalist safeguarding but all must be able to monitor the school specific safeguarding measures.</p> <p>GM explained to the board the various options that he has when a concern is brought to him. From the lowest level of concern to the most serious cases he has a set of procedures to follow.</p> <p><b>Governor question</b> – What support will be in place for HLB next year when she takes over the full HT role?.</p> <p>GM told the board that HLB has already led on a number of safeguarding cases and is fully capable of taking it on.</p> <p>The question was further clarified that it was more about handover and who she can contact for support.</p> <p>GM stated that HLB will be fully briefed on the support network.</p> <p>GM added that Children's Services will present at the next HT and Chairs briefing to explain their situation and their plan for moving forward and providing stability for the service.</p> <p>More training on in-school processes will be delivered at FGB meetings and policy updates.</p> <p>17.1 <u>DSL job description</u> (<a href="#">Appendix X</a>)</p> <p>Governor feedback was sought.</p> <p>The only point raised was to ensure the JD is updated to reflect St Michael's school throughout. GM agreed this will be done.</p>	
18.	<p><b>Policies for review / approval –</b></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 Covid-19 policy</u></p> <p>RC proposed that this policy is retired as it is no longer relevant. Schools are fully open and no one is remote learning at home.</p> <p><b>Decision made: The GB agreed to retire this policy.</b></p> <p><u>Sheltering procedure</u></p> <p>This is the new name for the former lockdown procedure designed to protect staff and pupils if there is an external threat to the school. Lockdown has a different meaning since the pandemic.</p> <p>RC confirmed there are no substantive changes to the policy.</p> <p><b>Governor question</b> – Has a sheltering practice drill taken place recently?</p> <p>GM stated that there hadn't been one for a while, but he will schedule one for next term.</p> <p><b>Action:</b> HTs to update GB when sheltering drill has taken place</p> <p><b>Decision made: The procedure was agreed and adopted.</b></p> <p><u>Safer recruitment policy</u></p> <p>The front page has a mission statement paragraph – it seems out of date. The governors discussed this. Do they re-draft or delete this page.</p> <p>This policy is the OCC model from 2015. Is there a more up to date version?</p> <p>RC has found a 2019 version. He has cross referenced with the latest Gov.uk guidance. GM said that the website is not always updated with the latest template.</p> <p><b>Action:</b> GM to contact the OCC LADO for the most up to date OCC model policy</p>	GM

	<p>template.  <b>Action:</b> Carry forward to the next FGB when the latest model policy is confirmed.</p> <p><u>Child Protection and Safeguarding policy</u>  RC spoke about the “Allegation of abuse against staff” section. The school must have procedures but it is not a policy. A number of references are out of date. Most schools incorporate the procedures into their safeguarding policy but the OCC model on this is very brief.  RC has found an example on The Key and it is a very thorough section (4 pages long). This was put to governor discussion. What does the board want in respect of this procedure? The current model policy seems weak in respect of allegations of abuse against staff.  It was proposed to append The Key’s procedure to the safeguarding policy. It is clear and concise and elaborates on the OCC model. It needs to be understandable and accessible. Keeping it with the safeguarding policy makes sense.  <b>Decision made: The governors agreed to the proposal.</b></p> <p><b>Action:</b> Drop the procedure at the next FGB meeting and circulate the procedure model from the Key. Append to the safeguarding policy and review for approval at the next FGB</p> <p><b>Action:</b> Feedback the thoughts on the OCC “Allegation of abuse against staff” section to the LADO (GM)</p> <p><b>Governor question</b> – Is GM the designated teacher for looked after children (LAC)?  GM confirmed he was and that HLB would be from September.  <b>Action:</b> This information needs to be on the leadership structure.</p> <p><u>Children not collected at the end of the day policy</u>  RC does not believe that a policy is needed. It is not on the statutory policies list. Each school has their procedures for this situation happening.  There was a brief discussion and the governors decided to remove this from the policy list and keep as one of the school procedures.  <b>Action:</b> Remove ‘Children not collected at the end of the day policy’ from the policy list.</p>	<p><b>RC</b></p> <p><b>RC</b></p> <p><b>GM</b></p> <p><b>HT</b></p> <p><b>RC</b></p>
19.	<p><b>Post FGB communication</b>  RC posed some questions regarding the content for the next governor communication.  <b>Monitoring</b> – It would be nice for governors to share some of the positives they have observed in school  <b>Action:</b> Please add your contributions to the comment section.</p> <p><b>A communication plan for GM’s retirement at the end of this school year.</b>  The governors discussed this. Some parents are already aware, but it was agreed that something formal does need to go out. This can be joint with GM or a separate governor communication.  <b>Action:</b> GM will review and comment.  <b>Action:</b> All governors to make comments for RC to view  This will be the first of several communications to parents.</p>	<p><b>ALL</b></p> <p><b>GM</b></p> <p><b>ALL</b></p>
20.	<p><b>Items for the next agenda</b>  RC and NF have struck through the items not believed to be necessary.</p> <p><u>HT report</u> - (If applicable) Review Long Term Vision Map (3 &amp; 7years); Provisional outline of SDP targets for next year  Residential visits and approve planned Residential Visits for the year after next.  Curriculum monitoring information sharing via AP (action from March FGB – moved from May)</p> <p><u>Community</u> - Present draft end of year Community Report – for Governor discussion  <u>SIAMS</u> - (If applicable) Review School Values &amp; Mission statement; Outcomes of</p>	



	<p>monitoring visits for Assemblies and Collective worship.</p> <p><u>Other: Chair</u> - Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year – SDP Target</p> <p><u>Policies:</u>  Health and Safety and Wellbeing  First Aid  Administration of medicines  Sun  Asthma  Travel plan  Visitors  Personal Care</p> <p><b>Governor question</b> – Re: The Community report. TO and EW did this last time. It is a summary of what the GB has done through the year.</p> <p>Governors discussed - Should we start this now?</p> <p>It will depend on capacity. RC was planning to ask the governors to contribute a paragraph from their respective areas. It would be beneficial to have several voices contribute. It will also help to explain to the parents what the governor roles are.</p> <p>RC thanked everyone for attending.</p>	
<b>21.</b>	<p><b>Meeting schedule</b></p> <p>Meetings will continue to be virtual. The next meeting on 23<sup>rd</sup> June will be virtual.</p> <p><b>To start at 5.30pm:</b>  Thursday 23<sup>rd</sup> June 2022 – Virtual  Thursday 14<sup>th</sup> July 2022 – Virtual</p>	
<b>22.</b>	<b>AOB - None</b>	

The meeting closed at 7.19pm.

NB 26.05.2022

### Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michael's Minutes 28.04.2022
5.2	B	Action Log May 2022
7.1	C	Head's report
7.2a	D	Rolling year attainment termly comparison report Spring 2
7.2b	E	Rolling year attainment termly comparison report Spring 2 Girls
7.2c	F	Rolling year attainment termly comparison report Spring 2 Boys
7.2d	G	Rolling year attainment termly comparison report Spring 2 SEN
7.2e	H	Rolling year attainment termly comparison report Spring 2 Not SEN
7.2f	I	Rolling year attainment termly comparison report Spring 2 FSM
7.2g	J	Rolling year attainment termly comparison report Spring 2 Not FSM
7.3	K	ECCERs 2022

7.4	L	Leadership team roles and responsibilities
7.5	M	Staffing 2022-23
7.6	N	ECT induction flow chart
10.1	O	School Improvement Plan May 2022
11.1	P	NF RAC HLB meeting term 5
11.3	Q	St Michael's ROV
11.4	R	English project impact report
11.5	S	Parent questionnaire feedback for staff
11.5	T	Parent questionnaire letter
13.1	U	Governor monitoring report – School visit May 2022
13.2	V	SIAMS impact report
16.1	W	Governor training record
17.1	X	DSL job description

### Action Log

Meeting Date	Item Number	Action	Owner	Deadline
26.05.2022	5.1	Co-Chairs to sign minutes of 28.04.2022 & file at school	Co Chair	Next FGB
26.05.2022	7.1	Request that the SENCo provides some context to the SEN data	HT	Next report cycle
26.05.2022	7.3	GM will request that HLB provides some clarification with the ECCERS scores	HTs	Next FGB
26.05.2022	7.4	DSL appointments to be provided at the June FGB meeting (HLB)	HT	Next FGB
26.05.2022	11.3	GM confirmed he will get this lock and place on the gate (EY's).	GM	This term
26.05.2022	11	GM to share the school events on Gov Hub so governors can plan to attend them. All governors are welcome.	GM	ASAP
26.05.2022	13	GM and PS book a time to discuss the vision section of the SIAMS impact report.	GM/PS	Next FGB
26.05.2022	17	Circulate the safeguarding briefing power point (GM)	GM	ASAP
26.05.2022	18	GM to contact the OCC LADO for the most up to date OCC model policy template.	GM	Next FGB
26.05.2022	18	Carry the safer recruitment policy forward to the next FGB when the latest model policy is confirmed	RC	Next FGB
26.05.2022	18	HTs to inform the GB when a sheltering drill has taken place (policy compliance)	HTs	When drill has taken place
26.05.2022	18	Drop the procedure at the next FGB meeting and circulate the procedure model from the Key. Append to the safeguarding policy and review for approval at the next FGB	RC	Next FGB

26.05.2022	18	Allegation of abuse against staff - Drop the procedure at the next FGB meeting and circulate the procedure model from the Key. Append to the safeguarding policy and review for approval at the next FGB.	RC	Next FGB
26.05.2022	18	Feedback the thoughts on the OCC "Allegation of abuse against staff" section to the LADO (GM)	GM	Next FGB
26.05.2022	18	Designated teacher for LAC to be entered onto the leadership structure	GM	Next FGB
26.05.2022	18	Remove 'Children not collected at the end of the day policy' from the policy list.	RC	This week
26.05.2022	19	Please add your contributions to the comment section of Governor communication letter	ALL	Next FGB
26.05.2022	19	Communication re: GM's retirement GM will review and comment. All governors to make comments for RC to view This will be the first of several communications to parents.	GM ALL	Next FGB Next FGB

■ End

*Rowan*