



# 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 28<sup>th</sup> June 2023 3.30pm in person at the school

<b>Present:</b>	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Ruth Gardiner (RG) – Staff Governor – left at 5.11pm Nigel Goode (NG) – Local Authority Governor Steve Green (SG) – Parent Governor Sarah Hudson (SH) – Co-Opted Governor Alex Rennis-Lis (ARL), Parent Governor Tui Solomon (TS) – Co-opted Governor left at 4.57pm Philip Sutton (PS) – Foundation Governor
<b>Apologies:</b>	Kathryn Mendus (KM) – Foundation Governor Ann Parham (AP) – Co-opted Governor Adele Frankum (AF) Parent Governor Sam Shaw – (SS) – Co-opted Governor
<b>Absent:</b>	None
<b>Vacancies:</b>	Foundation Governor x 1
<b>In attendance:</b>	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting was in person at the school and started at 3.41pm. RC welcomed everyone to the meeting and thanked everyone for attending the governor day at the school allowing for strategic development discussion and to give time to plan for the ambitions and goals for the school. The board were able to focus on what is happening now and to think ahead for the future. RC also thanked the governors who have been able to carry out monitoring visits. This is important for the development of the board and matching school priorities with governor's understanding of the school and how things work. RC also extended thanks to the Senior Leadership Team (SLT) for their time and support today.  PS opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> As reported previously, due to work commitments, SS is unable to attend FGB meetings on a Thursday for this academic year and the board have accepted this. Apologies were also received and accepted from Ann Parham (AP) Co-opted Governor, Kathryn Mendus (KM) – Foundation Governor and Adele Frankum (AF) Parent Governor.	

	The meeting was quorate and remained so only while at least 7 governors were present in the room.	
3.	<b>Urgent additional items</b> - None	
4.	<b>Declarations of Interest</b> – No new declarations of interest were made	
5.	<p><b>Approval of FGB Minutes</b>  <b>5.1 Minutes of 08.06.2023</b> (<i>Appendix A</i>)  The clerk spoke about how SG's apologies for the last FGB meeting had not been heard and therefore not minuted. Was the board happy to accept that SG had given apologies for the meeting dated 08.06.2023?  The board were in agreement to accept SG's apologies for 08.06.23  The clerk will add an amendment to the minutes. The minutes were agreed as an accurate record.  <b>Action:</b> Clerk amend minutes of 08.06.2023  <b>Action:</b> Chair to sign minutes of 08.06.2023 and file electronically.</p> <p><b>5.2 Action log (to note – relevant actions on agenda)</b>  The link to the action log is on the agenda. This document is a google doc on the shared drive. Actions not yet completed are covered within the meeting tonight.</p>	Clerk RC
6.	<b>Matters arising not covered on the agenda</b> – None	
7.	<p><b>HT report</b>  <b>7.1 HT report – verbal report</b>  HLB began by thanking the governors for their time in school today. For HLB and the SLT the involvement with school governance really strengthens the bond of governors and SLT working together.  HLB will re-draft the 3-5 year school plan based on the discussions that were held today.  <u>PE &amp; Sport Premium funding</u> – HLB reported that this money has all been spent. Main expenditure was on the Early Years garden (this will require a tidy up over the summer). Gloucester Rugby came in and delivered sessions to the pupils and Rugby Tots delivered to the nursery children and they have really enjoyed those sessions. After school clubs have been subsidised.  Every year group has benefitted in some way from this funding and HLB stated that the school has been able to go above and beyond their PE offer.  <b>Governor question</b> – Why was Rugby Tots chosen over other options?  HLB replied. The school considered other activities such as balance bikes, but Rugby Tots was chosen because it was the best option for that age group. It was best for the new skills offered and team working. For example, many children already knew how to ride a bike.</p> <p>Next year the school will continue to subsidise after school clubs.  <b>Governor question</b> – Do the TAs help run the clubs or is it just teachers?  HLB drew attention to how these clubs rely on the goodwill of the teachers to run them. She may need to ask TAs to help with clubs, but they will need to be paid for their time.  <b>Governor comment</b> – The feedback from parents about the clubs on offer has been very positive and therefore the spend can certainly be justified.  HLB added that she is looking for further funding streams and would like to purchase some kit for pupils / staff to wear when representing the school at events.</p> <p>The nursery garden requires development, but the school will use money from their capital budget for this project.</p> <p><u>SIAMS</u> – The school was called and notified of their SIAMS inspection. HLB was off sick and the inspection was agreed to be rescheduled. They were advised that it will</p>	

be before the end of the school year, and it will be a Friday as this is when the inspector is available. There is a folder of evidence ready in the office. HLB showed the folder to the governors and spoke about the identified key strengths, the key evidence gathered and next steps. They have done as much as they can to prepare for this inspection.

**Governor comment** – PS spoke about how the SIAMS journey comes with a narrative of how the values are lived in the school and also how the school supports the community. The school can demonstrate this and also how the church is involved. PS believes the school has good evidence in place. PS added that the SIAMS inspection will change from next year and is moving towards a self-evaluation model. HLB stated that there will be a new Oxfordshire syllabus from September and their SIAMS adviser will also change at that time.

**Governor question** – What is the consequence for the school if the inspection result is not good and is there replication within an Ofsted inspection?

HLB spoke about how they have to demonstrate their vision and values through the way the children live life and learn at school. This is a primary school and the younger pupils especially show their values and vision through play based learning. It will depend on the inspector as they will be subjective. The children are still developing their learning of who St Michael is.

PS interjected and spoke about the challenge of explaining myth to the children and that this doesn't really meet the SIAMS criteria and that this should not impact on the SIAMS inspection. The pupils have a depth of understanding about the school values from bible stories and how they have meaning in their life.

The inspection outcome does not have a direct impact on Ofsted. SIAMS is about demonstrating that they are carrying out their statutory duty as a CofE school around values and engaging with the community. However, if the inspection outcome is not good, then it will be harder to demonstrate personal development during an Ofsted inspection.

**Governor comment** – RG stated that the SIAMS preparation has brought a level of cohesion around the school and feels that this has strengthened the team and they are in a better place for it. The SIAMS journey encompasses all faiths and backgrounds.

It was also noted that in analysis of the parent survey results, only 2% of respondents felt that SIAMS was important.

*Item recorded under confidential minutes*

Finance - NG will be meeting Sharon Scaysbrooke (School Business Manager) next week for a budget monitoring meeting. Early indicators are that the budget is on track. It was noted that OCC has questioned the staffing model. This was checked and found to be correct, but the figures had not been pulled through to the system properly, so this has been adjusted and was then accepted.

Health & Safety – HLB told the board that the Department for Education (DfE) advised they would attend the school to carry out a building check on the 13<sup>th</sup> July. They then cancelled this date and HLB is waiting for a new date to be confirmed.

**Governor question** – What is the remit for this check?

HLB stated that it is to carry out a check on the condition of the school building. She is welcoming this inspection and believes there will be value in having this done. The governors discussed a wall that has been identified as being damp and that salt deposits have been discovered.

HLB will be chasing up why they have cancelled and when a new date will be confirmed.

	<p><b>Governor question</b> – Information sought around H&amp;S responsibility and monitoring around the school?</p> <p>NG replied. There are a number of documents held that advise what must be done and what checks should be carried out. Sharone Scaysbrooke monitors these and ensures checks are kept up to date.</p> <p>There is also now a maintenance programme in place, and this is also up to date.</p> <p><b>Governor question</b> – Is accessibility covered within the H&amp;S remit?</p> <p>HLB confirmed they have an accessibility policy that covers this area.</p> <p><b>Governor comment</b> – There is an area behind Willow class that looks physically constraining and has uneven ground. Is this area safe?</p> <p>HLB stated that H&amp;S gave this area the all clear earlier this year.</p> <p><b>Governor question</b> – The front gate seems to be problematic at the moment – Can this be fixed?</p> <p>HLB confirmed that it has been identified and work is being done to get the problem fixed.</p> <p><b>Governor question</b> – What is the purpose of the panel that has been put up outside the Willow class window?</p> <p>HLB explained that this was planned. It aims to interrupt the view into the classroom from passers by, as there is a public footpath running along that side of the building. So, it offers some privacy to the class and also helps those children who get upset if they see their parent walking by.</p> <p>No further questions were asked.</p>	
8.	<p><b>Update from the Chair –</b></p> <p>RC did not have any updates for the board but invited governors to share feedback/learnings from the governor day.</p> <p><b>Writing</b> - SG started by speaking about the book scrutiny activity. He undertook writing – this was one of the priorities this year.</p> <p>SG observed clear progress from Reception and then Yr2 books. It was noted that Yr1 books had not been left out and apologies had been sent for this.</p> <p>PS added that it had been extremely useful to have spoken to the teacher and to have improved their understanding of what to be looking for. There was tangible evidence and the narrative around it. He felt more informed as a governor by observing, enquiring and visiting the school.</p> <p>The governors had a discussion around handwriting. There is an obvious need to teach writing, but what this looks like creates some debate. These pupils will be using technology more and more and the need to have standardised writing styles will reduce. It is likely that voice activated technology will be mainstream by the time they are adults. The governors agreed that learning the value of communicating clearly in whatever format is required will hold the value.</p> <p>Handwriting is within the curriculum and a requirement of SATs assessments so the school will continue to teach it.</p> <p>SH fed back re: <b>Student voice</b>. They spoke to three groups of pupils.</p> <ol style="list-style-type: none"> <li>1. SEND pupils</li> <li>2. Pupil Premium pupils</li> <li>3. High achiever pupils</li> </ol> <p>They asked the same set of questions to all three groups. The pupils were very eloquent and keen to speak to the governors. More than half of the pupils spoke highly of their enjoyment of maths.</p> <p>The pupils were able to speak about school values and how they fit into life in and out of school.</p> <p>All of the pupils stated that they felt safe in school, and they also know who to go to if they didn't or if they need to report something.</p> <p>The pupils also talked about behaviours and the processes / reflection activities when they haven't met behaviour standards. They demonstrated a good understanding of</p>	

<p>what happens and why and accepted this process.</p> <p><b>Governor question</b> – what year groups were part of the student voice? Pupils from Yr2 through to Yr6.</p> <p><b>SEND</b> – TS &amp; ARL fed back. They met with Lina Sipson (LS) (SENCO) who spoke to them and gave an oversight of the SEND provision for pupils. There are 30 pupils (15% of the school) with SEND. LS has a mild concern about the number of SEND pupils increasing next year (given the number of expected diagnoses coming through) and what this will mean for the school.</p> <p>SH and ARL noted that some pupils do have significant additional needs. These pupils however are happy to engage with the learning. They were able to observe pupils who receive SEND provision and confirmed that these pupils are completely included within the class time along with the rest of the class.</p> <p>It was noted that the ethos and values of the school can be seen through the SEND provision.</p> <p>It was agreed that what the governors had observed today was matching with the HT reports that HLB has given throughout the year.</p> <p><b>Governor question</b> – Is there any feedback from the teachers about the governors? From a HT viewpoint HLB feels that governor visibility is important. Visit the school as much as you can. Governors having a named area of responsibility would work well. More monitoring visits would be great. Today's governor day was a good opportunity for staff to see / meet governors. They have become very receptive to governor visits over the last few years.</p> <p><b>Governor question</b> – Were there any comments or thoughts on parental engagement today from conversations held? Parents spoke to governors but nothing particularly meaningful came out of the conversations. This was not surprising as they were put on the spot. It was accepted that parental surveys are the method for purposeful feedback.</p> <p><b>Governor question</b> – Would it be helpful if there was a general 'governor' email address for parents to use if they want to contact the GB? RC explained that there was one in the past, but it wasn't used well. Parents are now directed to the school office for this purpose.</p> <p>There is still a feeling that parents don't know who the governors are or what they do. There was a short discussion. The board agreed that parental &amp; community engagement along with governor visibility are two areas that need to feed into the governor development plan next year. The board need to establish what this would look like in a way that works.</p> <p>It was acknowledged that technology such as Whatsapp groups and Facebook groups are the common the methods of parent communication. If there is an issue it is likely to appear in the group chat prior to being raised with the school.</p> <p>Communications from the board could be improved by a governor article in each school newsletter.</p> <p><b>Governor question</b> – What is it that parents want to know? Mostly events going on in school. HLB does include this in the school newsletter but often it is not noticed.</p> <p><b>The governors agreed the following</b> – The board want parents to know they exist and are here in the background working with and supporting the school. The board want to focus on outgoing communications to parents. The governors are not involved with day-to-day operational matters.</p> <p>Evaluation of governing body work this year</p> <p><b>Skills audit</b> – RC has circulated the skills audit for governors to complete. (<a href="#">Appendix B</a>)</p> <p>RC invited comments / feedback:</p>	
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	<p><b>Governor question</b> – Are we keeping the same number of FGB meetings next year? This is one the agenda under the next agenda item.</p> <p><b>Governor comment</b> – The board has overall performed well. They have been in a period of re-build and are in a better place now. More governors have been recruited. Some areas could be streamlined.</p> <p><b>Governor comment</b> – Some governors on the board have a strong educational background and this has been both necessary and extremely valuable. Today has been encouraging to see governors without an educational background demonstrate their ability to analyse and articulate their observations and thoughts and take on their governor responsibility moving forwards.</p> <p>The coverage of skills across the board is generally good but could be improved. Analysis has shown that the average is slightly under 3 and the board should look to have 3 or higher (out of 5 maximum).</p> <p><i>TS left the meeting at 4.57pm – the meeting was still quorate</i></p> <p><b>Governor comment</b> – Regarding induction / onboarding. It is surprising that not more people are coming forward to be a governor. Thought there would be more competition for vacancies.</p> <p>As a newer governor, it was good to have a period of time to observe and settle in. Now it is a more familiar role they are able to input more. It would be a good idea to have another induction/ onboarding governor now that Tim Owen has left the board. The new governors agreed that there is a lot of information to learn, and it is quite intense getting up to speed on the role.</p> <p><b>Governor comment</b> – It is good to see new faces on board bringing new ideas. The GB admin is also improved.</p> <p><b>Governor question</b> - How does the board encourage more people to become a governor. Focus for the future?</p> <p><b>Governor comment</b> – Thoughts around how to engage the staff body with governance and to get them more involved.</p> <p>Summary of ideas for feeding into the governor plan next year:</p> <ul style="list-style-type: none"> <li>• Outgoing governor messages</li> <li>• Governor recruitment</li> <li>• Staff engagement</li> <li>• Governor visibility</li> <li>• Governor monitoring</li> <li>• Clear remits and roles of governors</li> <li>• Induction and onboarding of new governors</li> <li>• Training &amp; development for governors</li> </ul> <p><b>Governor question</b> – When coming in for governor monitoring visits, it is only HLB that can escort the governors around the school?</p> <p>HLB confirmed that it will be the more likely scenario. This is because everyone else is teaching and not available. Governor visits are scheduled to fit in with the school planning. It would be helpful if governors came to visit in batches or on a Wednesday.</p>	
9.	<p><b>Governor Business and Communications</b></p> <p><b>Constitution, structure, link governor roles, committees - review and plan for 2022-23</b></p> <p>Several years ago, the board removed the committee structure and chose to hold more FGB meetings during the year. This was to remove duplication of discussion</p>	

	<p>and questions that inevitably happened. The board were in agreement to continue with this meeting schedule and to have the same number of meetings as this year. It was agreed to have nominated subject / area lead governors and to also continue with all governors reviewing policies prior to the FGB meetings so that ratification can be as streamlined as possible.</p> <p><i>RG left the meeting at 5.11pm meeting quorate for most voting scenarios</i></p> <p>The governors discussed whether the meetings should be virtual or in person and what time they should start. In person meetings are more conducive to longer discussions for strategic matters and allow better flow of ideas and everyone feeling able to contribute. Virtual meetings support governors (especially staff) to get home at a reasonable time for family life. <b>Decision made</b> – One in person meeting per long term and the remainder to be virtual. In person meetings to have a more strategic discussion focus. In person meetings to start at 5pm / Virtual meetings to start at 5.30pm</p> <p><b>Governing board roles / responsibilities</b></p> <ul style="list-style-type: none"> <li>• <u>Safeguarding</u> = KM – It was agreed that a Deputy Safeguarding lead should be in place too.</li> <li>• <u>Finance</u> = NG (NG leaving the board in February 2024 when term of office ends)</li> <li>• <u>Premises / H&amp;S</u> = NG (NG leaving the board in February 2024 when term of office ends)</li> <li>• Community engagement = SH</li> <li>• Governor induction = SG</li> <li>• Inclusion = tbc</li> <li>• SIAMS/ethos/values = tbc</li> </ul> <p>RC asked for governors to confirm their interest in a subject area by email and roles will be allocated / confirmed at the next FGB meeting in September. <b>Action:</b> Email to RC indicating interest in a lead subject area for governor responsibility</p> <p><b>RC term of office expires 25.09.23</b> RC confirmed he will stand for another term as Co-opted governor. The board were in agreement in principle for electing RC to another term in office. The meeting was not quorate for this vote. The vote will be carried forward to the next FGB meeting. <b>Action:</b> RC re-appointment at Co-opted governor at the next FGB</p> <p><b>Election of Chair and Vice Chair for next academic year</b> The board discussed Chair and Vice Chair nominations for the next academic year. RC was nominated for Chair of Governors 2023-24 ARL was nominated for Vice Chair for 2023-24 The meeting was not quorate to hold this type of vote as one person needed to leave the room during the voting process and that left only 6 governors. Nominations were agreed in principle by those present. <b>Action:</b> Election of Chair and Vice Chair will be carried forward to the next FGB meeting when the formal vote will take place. Clerk to include on the next agenda,</p> <p><b>Governor vacancies</b> There is a foundation governor vacancy to fill. RC will also be contacting Sam Shaw to check he can become involved with the board from September. If he cannot, then another Co-opted governor vacancy will arise. <b>Action:</b> Follow up SS commitment to the governing board RC has noted that AF's term of office as parent governor expires September 2024</p>	<p>ALL</p> <p>Clerk</p> <p>Clerk</p> <p>RC</p>
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	<p><b>PE &amp; Sport Funding report</b> HLB advised the board that this report will be on the website by 31<sup>st</sup> July. This will be circulated to the board for review before the end of term. <b>Action:</b> Circulate the PE &amp; Sport Funding report to the board before the end of term</p> <p><b>Governor communications</b> RC will be sending a communication out on behalf of the board to the whole school staff team to thank them for their hard work and commitment this year. Some individual emails will also go out for particular achievements. <b>Action:</b> Emails to St Michael's staff from the governors to thank them for their commitment this year.</p>	<p><b>HLB</b></p> <p><b>RC</b></p>
10.	<p><b>Governor Updates Since last meeting</b> <b>Staffing / finance</b> NG provided an update under HT report</p> <p><b>Inclusion &amp; Safeguarding</b> <b>Public Sector Equality Duty Statement</b> The board required further clarification on what is required for this statement. The Clerk advised that it is a statement to describe what the school does in order to meet their Equality duty statutory requirements. The clerk offered to circulate a model example to help the board with their understanding of this. <b>Action:</b> Share a template / example of a Public Sector Equality Duty Statement</p>	<b>Clerk</b>
11.	<p><b>Governor Training Update</b> <b>17.1 Updated Governor Training Log</b> Governors are to update the training log with any training courses attended. RC asked that this is kept up to date as the information is useful for identifying training needs for the next academic year.</p>	
12.	<p><b>Items for next agenda (in addition to actions and as per annual governance schedule, governance meeting schedule, policy planner and Governor Monitoring schedule)</b> No comments.</p>	
13.	<p><b>Safeguarding</b> There have been no bullying or racist incidences since the last FGB meeting. No further safeguarding reports or updates.</p>	
14.	<p><b>GDPR</b> There were no updates, breaches, or reports for this agenda item.</p>	
15.	<p><b>Health &amp; Safety</b> HLB advised that the outdoor classroom has been repaired. <b>Governor question</b> – What is happening with the climbing frame? During the work carried out on the outdoor classroom it was discovered that the climbing frame posts were rotten below the ground. During previous checks this was not picked up because an assumption had been made that the posts were set into concrete, but there were not. The contractors have been asked to set new posts into concrete to resolve this problem. It will cost approximately £900.</p>	
16.	<p><b>Meeting schedule</b> – As per discussion under agenda item 9, proposed meeting dates for 2022-23 will be circulated by RC. <b>Action</b> – Circulate proposed schedule of meetings for 2023-24 year</p>	<b>RC</b>
17.	<p><b>AOB</b> <i>A discussion was held that is recorded under confidential minutes.</i>  <i>The meeting closed at 5.30pm.</i></p>	



**Appendices (documents and reports discussed)**

Agenda Item	Appendix	Name
3	A	Minutes of FGB meeting 08.06.2023
8	B	NGA skills audit

**Action Log**

Meeting Date	Item Number	Action	Owner	Deadline
28.06.23	1	Clerk amend minutes of 08.06.2023 Chair to sign minutes of 08.06.2023 and file at school.	Clerk RC	Next FGB
28.06.23	9	Email to RC indicating interest in a lead subject area for governor responsibility	ALL	Next FGB
28.06.23	9	RC re-appointment at Co-opted governor at the next FGB	Clerk	Next FGB
28.06.23	9	Election of Chair and Vice Chair will be carried forward to the next FGB meeting when the formal vote will take place. Clerk to include on the next agenda	Clerk	Next FGB
28.06.23	9	Follow up SS commitment to the governing board	RC	Next FGB
28.06.23	9	Circulate the PE & Sport Funding report to the board before the end of term	HLB	By end of term
28.06.23	9	Emails to St Michael's staff from the governors to thank them for their commitment this year	RC	By end of term
28.06.23	10	Share a template / example of a Public Sector Equality Duty Statement	Clerk	Next FGB
28.06.23	16	Circulate proposed schedule of meetings for 2023-24 year	RC	End of term

■ End