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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 13th December 2021 at 5.30pm

Present:	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Ann Parham (AP) – Co-opted Governor Robin Conway (RC) - Co-opted Governor Nick Field (NF) – Parent Governor Hayley Leyson-Brady (HLB) – Co-Headteacher Philip Sutton (PS) – Foundation Governor Tim Owen (TO) – Co-opted Governor, Vice Chair
Apologies:	Nigel Goode (NG) – Local Authority Governor Adele Frankum (AF) – Parent Governor Kathryn Mendus (KM) – Foundation Governor Grant Mottram – (GM) – Co-Headteacher
Absent:	
Vacancies:	Foundation Governor / Co-opted Governor / Parent Governor
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.34pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone and PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies received and accepted from KM, GM, AF & NG. 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 16.11.2021 (Appendix A) Short discussion resulted in a decision to amend some of the wording under agenda item 11.2.	Clerk

	<p>5.2 Action log (to note – relevant actions on agenda) (Appendix B) The action log was shared with Governors (all actions included on the agenda).</p>	
6.	<p>Matters arising not covered on the agenda None for this meeting.</p>	
7.	<p>Headteacher report (Appendix C) 7.1 The report had been loaded to the hub prior to the meeting. HLB invited questions.</p> <p>Governor question – Re: the paragraph concerning a child placement. Is the 6-week placement taking place and what is the impact on the rest of the class? HLB confirmed the placement will happen from January. The pupils will have a TA back in the classroom with them for 4 days a week.</p> <p>Governor question – Question around staff well-being. How are the staff dealing with new Covid restrictions? HLB stated that the restrictions do not change anything around school. The staff are tired, but the job still has to be done. The HTs have spoken to the staff about their anxieties and to focus on what they can control. St Michael’s staff, children and parents have largely remained fit and well in comparison to other schools, but tiredness is creeping due to the end of term. Action: RC & NF to thank the staff on behalf of the GB.</p> <p>Governor question – Have the attendance data figures been affected by Covid absence? HLB confirmed they haven’t. If a child is being educated off site (i.e. isolating at home), the school uses a special code so they are not marked absent. HLB has made a referral to the attendance team for one family and attendance has now improved.</p> <p>Governor question – TO spoke about a funeral that took place today and asked if staff / pupils were ok following this? HLB advised that Year 6 pupils and staff were granted leave to attend the funeral if they chose to. They were also permitted to line the street outside of the school as the procession drove by. The children in particular are more resilient and coping with the loss.</p> <p>TO asked HLB to confirm what NOV stands for? HLB confirmed ‘Note of Visit’.</p> <p>Governor question – It is noticeable that reported behavioural incidences have reduced since the last report. What has helped this? What has worked well? HLB replied. The last report covered a longer period of time, however, every TA is now outside for the whole lunchtime period so there are a lot more staff to monitor and intervene if needed. There are also some pupils who have their own lunchtime plans that reduces the chance of incidences.</p> <p>Governor question – Can HLB provide timelines for improvement in those groups identified within quality of education? HLB gave a brief update on the two classes. One is on a 2-weekly cycle for achieving milestones and the other class is doing well, the quality of education is good, they are just waiting for more evidence in school books and performance data before they move into green.</p> <p>7.2 School logo (Appendix D) HLB spoke about how the current school logo doesn’t show or link in with the school</p>	NF & RC

	<p>vision or values. The logo should represent what the school is about. She has spoken with another school about the process of changing the logo. All of the children are familiar with the vision and values. HLB would like to put this out to families in the new year asking for ideas and suggestions. She will make it into a competition.</p> <p>Governor input in the form of a vote would be welcomed. Putting a vote to the community was also proposed. Maybe posting on the village Facebook page. The governors were in agreement of this proposal. They feel it will put a stamp on all of the work that has been put in over the last couple of years.</p> <p>Governors asked what the timelines are for this process?</p> <p>HLB would like to get a communication out to families this week and plans for the new logo to be on the school uniform for September 2022. She is aware that there will be a period of time where both sets of uniform will be in play at the same time.</p> <p>Governor question – is there any special meaning to the local community with the current logo? Is there likely to be any resistance to this change?</p> <p>HLB cannot see there would be. The current logo contains a bell tower only. This wouldn't even have to go, it could be added to.</p> <p>Decision made – the governors agreed for the new logo process to begin.</p>	
8.	<p>Update from the Chair</p> <p>There were no updates reported by the Chair at this meeting.</p>	
9.	<p>School Self Evaluation form –</p> <p>There have been no changes or updates on the SEF since the last FGB meeting.</p>	
10.	<p>School Improvement Plan (SIP) – (Appendix E)</p> <p>There have been no changes or updates on the SIP since the last FGB meeting. HLB confirmed there will be an update at the next FGB meeting in January.</p> <p>There will be data and KPI's to review in January. Peer assessments and White Rose assessments have taken place. Work is underway to further challenge those pupils who are higher achieving in maths.</p> <p>Areas for catch-up funding plans have also been identified.</p>	
11.	<p>Governor updates since last meeting</p> <p><u>Learning and Teaching</u> (Appendix E)</p> <p>11.1 Governor Learning Walk 29.11.2021 – Learning Walk and Pupil Voice RC reported to governors. During his visit RC felt there was a really positive atmosphere among pupils. The school values are very visible around the school. The reports that the HTs have presented to the GB have been very accurate and their judgements of where each class is on target. RC was able to see where changes have happened.</p> <p>The GB commented that the report was a great window into school life.</p> <p>Questions were invited:</p> <p>Governor question – While talking about school values with the student panel, the older children probably found it easier to articulate this. How did the younger children find the task of discussing this?</p> <p>RC replied that the student panel comprised of Years 5 and 6 only so he didn't discuss with the younger age groups. He did spend time observing younger age groups and saw how they use the kindness dolls and they understood what they were about.</p> <p>11.2 <u>Staffing / Finance</u> Budget monitoring report (Appendix F)</p>	

<p>NG has provided notes with the budget report. The higher income is attributed to the increased demand for wrap around care and more funding being received than expected. Please note that not all Covid grant expenditure has been reflected in the budget yet. The increase will be shown when entered into the system.</p> <p>Governor question – How well is the wrap around provision doing? HLB spoke about the popularity of the breakfast and after school club growing. Next September they expect to employ an additional person to help deliver the provision.</p> <p>After the last FGB meeting the HTs appointed a TA. They have started at the school and doing very well so far. They are also willing to work extra hours for wrap around care. Next April, after the reception intake numbers have been announced they will send out an expression of interest communication to gauge wrap around care demand.</p> <p>The clubs have moved to the school hall now, this gives more space for the children. There is also plenty of outdoor play opportunity.</p> <p>There have been enquiries about wrap around care for the children in nursery recently. It is something the school will have to consider at some point.</p> <p>Governor question – Is the wrap around provision advertised and spoken about to prospective families? It is on the school website, so people are aware of this. During tours / open days it is one of the most asked about questions</p> <p>Governor question – Who is the safeguarding lead for the wrap around provision? HLB advised that one of the DSL's is always on site, however, from the new year one of the wrap around care staff will become a DSL so that they are not reliant on the school staff DSL to always be there.</p> <p>KPM confirmed that the HT appraisal has been completed, the teacher appraisals have been also completed and the pay panel has reviewed and approved the pay recommendations.</p> <p><u>Premises</u> 11.3 Asset Management Plan. (<i>Appendix G</i>) This had been shared prior to the meeting. NG's notes stated a need for a policy & procedure for keeping the assets safe and monitoring this. Action: NG will be researching a model template for this procedure. (NG)</p> <p>11.4 School Transport Plan (<i>Appendix H</i>) NG's notes explain that there is significant review and revision work to be done so it has not yet been completed.</p> <p>Maintenance Plan - NG, GM and Sharon Scaysbrook (SS) (School Business Manager) are working on the long-term maintenance plan. The larger jobs are being scheduled in and built into the budget. This should be completed for the February FGB meeting. Action: Present maintenance plan to GB at February FGB (NG)</p> <p><u>Inclusion & Safeguarding</u> 11.5 Pupil Premium (PP) Strategy & Impact of previous year's funding (<i>Appendix I</i>) HLB explained that the PP strategy document has been completely re-worked. It is a</p>	<p>NG</p> <p>NG</p>
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	<p>new document to work with and she believes it is much improved. SS will be adding the monetary values to the expenditure sections. Questions were invited:</p> <p>Governor support and question: NF agrees this is a much better document to work with. He asked if all intended outcomes are meant to cover the challenges that have been identified? HLB answered. Broadly speaking, yes they are meant to. There was a short discussion. Challenges 1, 2 and 4 are incorporated into the outcomes, but sustained engagement in extra curricular activities and attendance will have a large influence over improving attainment. HLB added that this is a draft and she is happy to add to it. NF suggested changing the wording to parental engagement? Also – the Children’s Services (challenge 4). Suggested that there is clarification relating to the lack of service from Children’s Services rather than parental engagement in this process. Thirdly – can the mention of attendance be more explicit throughout the document? HLB agreed to make these changes.</p> <p>Governor question – TO has noticed some typos on page 1 and page 3. Action: HLB will amend these.</p> <p>11.6 Sports Premium 2020-21 Evaluation of funding impact & 11.7 Sports Premium 2021-22 strategy (<i>Appendix J & K</i>) Questions were invited: Governor question: NF commented that the values detailed on the document do not add up – can this be checked? Action: GM to check the maths in the Sports Premium documents</p> <p>Governor question: Does the school keep the money if it wasn’t spent in the previous year, or is it clawed back? HLB confirmed that the school keeps the money.</p> <p>Governor question – Last year, dance was included in the Sports premium plans, is this included for this year? HLB stated that it is, and they have booked Betty Bloom again. This didn’t happen last year as the school was not open.</p> <p><u>Community</u> 11.8 Governor monitoring – Website audit report (<i>Appendix L</i>) This was shared at the last FGB meeting. TO confirmed there was nothing further to add at this point.</p> <p>Plans for Pupil Voice next term HLB commented that she finds it useful to add onto a monitoring visit when governors come into school. RC added that they are not scheduled with the monitoring calendar, but if a small student panel could be arranged for a governor visit it would be useful for the governor to meet them. This will be planned in over the year to gain a wider picture of the school.</p>	<p>HLB</p> <p>GM</p>
<p>12.</p>	<p>Safeguarding HLB reported to the GB on the severe staffing shortage of social workers within Children’s Services. There are a lot of agency staff and high turnover rate. Phone calls are not being answered / responded to and Social Workers are not turning up for planned meetings.</p>	

	<p>She gave a brief overview of the waiting times for families they have referred. GM has spoken with the Children’s Services Manager to express their safeguarding concerns. Every HT is dealing with the same situation.</p> <p>The governors discussed this. It is distressing to hear, and governors asked if they can do something to try and help the situation?</p> <p>The governors decided they will write to the local MP (David Johnston) and copy in Kevin Gordon (Director of Children’s Services at OCC).</p> <p>Action: TO will draft a letter to David Johnston and pass through the HTs when done. Deadline for this will be the beginning of next term.</p> <p>It was agreed to include Layla Moran as some schools in the partnership fall within her constituency.</p> <p>Governor question / suggestion: If a child is subject to child protection, there is an independent chair appointed to the case. Could the school flag an issue to the Chair to bring to their attention the lack of progress?</p> <p>Action: HLB agreed they could and will do so. This may help the case.</p> <p>12.1 Safeguarding audit report (<i>Appendix M</i>)</p> <p>Questions were invited:</p> <p>Governor comment / question – TO remarked that the responses all look to be in order. He asked KPM if he was satisfied with the responses, was the information easy to access, are all staff aware of their responsibilities and are appropriate actions taken when necessary?</p> <p>KPM replied that he was satisfied, and he has no concerns.</p> <p>Governor question – Some of the responses have a ‘Yes’ typed in the box, but they look as though they require some detail in addition. Example is the section on the neglect tool. Is there further information to add?</p> <p>KPM confirmed that GM had an action to add further detail to several of the answers.</p> <p>Action: KPM to circulate the updated safeguarding audit this week for the governors to review the extra information so that it can be submitted.</p>	<p>TO</p> <p>HLB</p> <p>KPM</p>
<p>13.</p>	<p>Health and Safety</p> <p>HLB reported that the outdoor classroom is currently out of bounds. The wooden floor has rotted away due to a leaking roof that had not been noticed.</p> <p>The School Association has been approached for a contribution towards to repairs. They have agreed but the school need to confirm costs. It is likely to be expensive.</p> <p>Governor question – When do the repairs need to be done by, i.e. when is the classroom needed?</p> <p>The classroom is needed and used all through the year, so it is already a significant loss.</p> <p>There are a couple of parents who work in the trade and can provide quotes for the work. They will have a better idea of costs then.</p> <p>Action: To find out available funds for the repair work – check with SS and NG</p> <p>13.1 Covid-19 risk assessment (<i>Appendix N</i>)</p> <p>HLB informed the governors that they have sent a communication out to parents today to encourage families to take a lateral flow test if they or the children are feeling unwell in any way. This is due to a range of new symptoms that have been identified with positive Covid cases.</p> <p>All school staff are testing themselves daily this week.</p> <p>The governors suggested that they check the test kits are all still in date.</p>	<p>HTs</p>
<p>14.</p>	<p>Distinctiveness and effectiveness of our school as a Church school</p> <p>PS reported that there has been continued progress made and the SIAMS program is being organised. He is looking towards what will be done next term. He complimented the commitment shown from the school and HTs.</p>	

	<p>HLB added that she has attended the ODBE Impact training. A lot of things that were discussed are already being carried out by St Michael's. She learned more ways to evidence their SIAMS work. A useful learning point was how to incorporate the school's values into phonics lessons.</p> <p>Alison Taylor (ODBE) has been invited into the school to observe and provide feedback on how they are doing.</p> <p>Governor question – KPM was working on terms of reference for the SIAMS working group. Is the working group and ToFR still required.</p> <p>PS suggested this is reviewed. He has put together a summary document of the SIAMS journey so far and will share with the GB. It was suggested that it could be placed at the front of the SEF document.</p> <p>Action: PS will share his SIAMS summary report with the GB.</p>	PS
15.	<p>GDPR</p> <p>There were no updates or reports for this agenda item.</p> <p>Governor question – Who is the Data Officer for the school?</p> <p>HLB confirmed it is Sharon Scaysbrook (SS) (School Business Manager)</p>	
16.	<p>Governor Business and Communications</p> <p>KPM's roles that will need to be re-allocated when he leaves the GB at the end of December are:</p> <p>Community Lead / Safeguarding Lead / Premises Lead / Staffing lead / HT appraisal panel / Pay committee</p> <p>KPM confirmed that EW has resigned since the last FGB meeting and there is now a Parent Governor vacancy. There will be four governor vacancies in total when KPM has left.</p> <p>The governors discussed the number vacancies and how it might be difficult to fill the roles immediately. The Safeguarding Lead role is the only one that must be allocated straight away.</p> <p>Decision made – NF will take on the role of safeguarding lead governor.</p> <p>It was agreed to focus more on governor recruitment in the short term.</p> <p>The governors discussed when to start the parent election process. It was agreed to send out a parent governor notice / advertisement before the end of term so that parents can consider the role over the Christmas break and ask any questions, and then get the nomination / election process underway on return in January.</p> <p>The GB can state what skills set is required, but it is ultimately down to the parent community who puts themselves forward and how they vote.</p> <p>Action: KPM to generate and circulate a parent governor advert before the end of the term.</p> <p>NF will sit on the HT appraisal panel and RC will sit on the Pay panel.</p>	KPM
17.	<p>Governor Training Update</p> <p>17.1 Updated Governor Training Log</p> <p>Governors are booking onto the GDPR training as requested.</p>	
18.	<p>Policies for review / approval –</p> <p>18.1 Policy Tracker</p> <p>RC reported that he is working on the policy schedule overhaul. He will have an overview document ready in January.</p> <p>The governors discussed how part of the SIAMS process is to have a link to values and vision within school policies.</p>	

	<p>It isn't that easy to add this to the OCC template policies. It was suggested that for those policies that are harder to amend, that a front sheet is added explaining the rationale and how vision and values are linked with the policy.</p> <p>For other policies that the school has developed themselves the values and vision can be embedded into the body of the policy.</p>	
19.	<p>Post FGB communication</p> <p>A letter from the GB will be drafted to send out at the end of term. Ideas for content are as follows:</p> <ul style="list-style-type: none"> • Thanks to staff • Changes in the Governing Body • Thanks to parents • Thanks to the staff who did 'run the rainbow' during lockdown. • Values and vision message • Positive messages about the school, how it is thriving and number of pupils on roll. <p>Action: Circulate the draft letter via hub when complete (KPM)</p>	KPM
20.	<p>Items for the next agenda</p> <p>Items were noted. There were no additions requested.</p>	
21.	<p>Meeting impact</p> <p>KPM spoke of how the GB should continue to review the FGB meetings and their impact. What works well, what could be improved or changed?</p> <p>TO commented. Having the monthly FGB meetings has been a real positive aspect. It has brought the governors together.</p> <p>The agenda system that KPM has brought in has worked really well too.</p>	
22.	<p>Meeting schedule</p> <p>The governors had a short discussion about the meeting schedule for the new year. It was agreed that meetings from January to March will remain virtual and review for April onwards.</p> <p>The start time of 5.30pm works well for the governors while the meetings are held virtually.</p> <p>To start at 5.30pm: Thursday 20th January 2022 – Virtual Thursday 17th February 2022 – Virtual Thursday 24th March 2022 – Virtual Thursday 28th April 2022 – TBC Thursday 26th May 2022 – TBC Thursday 23rd June 2022 – TBC Thursday 14th July 2022 – TBC</p>	
23.	<p>AOB</p> <p>HLB reminded governors that the Christmas service will be going ahead. It will be outside at the green. She briefly went through the service schedule. PS will be present.</p> <p>Goodbye and thank you to KPM</p> <p>TO spoke. It is KPM's last meeting as Chair and as a Governor at St Michael's. The GB wanted to extend their thanks to KPM for his hard work and leadership for the last 2 years. It is much appreciated. KPM has supported the GB to steady the ship, bring confidence to the GB and put them in a great position to continue moving forwards positively. All governors thanked KPM.</p> <p>KPM stated he was sad to be leaving but has a lot of confidence in the GB for the</p>	

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	future. He thanked all governors for their support.	
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The meeting closed at 7.15pm.

NB 13.12.2021

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michael's Minutes 18.10.2021
5.2	B	Action Log 18.10.2021
7.1	C	Head's report
7.2	D	New logo
11.1	E	Governor monitoring report 29.11.2021
11.2	F	Budget profile summary Nov 2021
11.3	G	Inventory of assets
11.4	H	St Michael's travel plan
11.5	I	Pupil Premium strategy 2021
11.6	J	Primary PE and Sport Premium review 2020-2021
11.7	K	Primary PE and Sport Strategy 2021-2022
11.8	L	Website audit response
12.1	M	Safeguarding audit response
13.1	N	Covid-19 Risk assessment

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
13.12.2021	5.1	Clerk amend wording on minutes 16.11.21 Chair to sign minutes of 16.11.2021 & file at school	Clerk KPM	Next FGB
13.12.2021	7	RC & NF to thank the staff on behalf of the GB	RC & NF	This week
13.12.2021	11.3	NG will be researching a model template for this procedure. (NG)	NG	Next FGB
13.12.2021	11.4	Present maintenance plan to GB at February FGB	NG	Feb FGB
13.12.2021	11.9	HLB will amend the typos on the PP strategy.	HLB	Next FGB
13.12.2021	16	GM to check the maths in the Sports Premium review / strategy documents	GM	Asap
13.12.2021	12	Re: Safeguarding / Social worker shortage. TO will draft a letter to David Johnson and pass through the HTs when done.	TO	Beg. Of January
13.12.2021	12	HLB to flag concerns that social workers are not attending CP meetings with the independent chair	HLB	asap
13.12.2021	12.1	KPM to circulate the updated safeguarding audit this week for the governors to review the extra information so that it can be submitted.	KPM	This week

13.12.2021	13	To find out available funds for the repair work to outdoor classroom	HTs	By next FGB
13.12.2021	14	PS will share his SIAMS summary report with the GB.	NG	By next FGB
13.12.2021	16	KPM to generate and circulate a parent governor advert before the end of the term.	KPM	This week
13.12.2021	19	Circulate the draft Governor letter to Community via hub when complete (KPM)	KPM	This week

■ End