

St Michael's CE Primary School

Confidential minutes of the virtual Full Governing Body meeting held on 18th May 2021.

Present: S Addison (Headteacher), I Atkinson, R Baddon (Chair), L Elliot, B French, K Ferguson, J Marritt, J McDonnell, T Millburn, A Robinson, L Taylor (Vice Chair), E Wood and G Brown (Clerk)

Notes:

Blue highlights Governor questions and challenges.

Green denotes Governor resolutions.

<u>Agenda No</u>	<u>Item</u>	<u>Action</u>
Prayer		
1. Apologies.	None	
2. Declarations of Interest	None	
3. Approval of Minutes	Minutes of the meeting held on 11 th February 2021 were received, approved and will be signed by the Chair once face to face meetings have resumed.	R Baddon
4. Matters Arising	Governor Visit Policy – to be sent Cornerstones – coaching session to be arranged. This can be completed prior to the next meeting. Financial Checklist – will be presented at the meeting in July. Blind testing – should say baseline, not blind, this was clarified in the answer to the question.	S Addison
5. Headteacher's Report	Curriculum Report (update) The headteacher's report was circulated prior to the meeting. Points to note and items raised: • Mobility of students has changed class structures. • TAC pupil percentage has increased. These are being supported by the SENDCo. Will this raise any financial issues? Only overtime costs. • Unauthorised sessions what are these? These include the Covid absences where parents chose to not send their pupils in. It is not a true picture due to Covid and will be difficult to compare to previous years. Post March are things back on track with attendance? There were a couple of families that were reluctant, but they are now all back in school.	

	Absences are now due to parents taking holidays during term time. How is attendance compared to other schools? Not had these conversations so cannot comment. • Has bullying reduced now they have been back in school longer? The term “bullying” is being used more often than expected. When investigated S Addison wouldn’t class all the incidents as bullying. After half term Healthy Minds will be working with KS2 around emotional health and well-being as well as one session focused on bullying. There have been lots of minor fall outs. S Addison feels they have been apart for so long that the incidents are being catastrophised. There has been one isolated incident that S Addison would class as bullying. Are the incidents recorded against protected categories? On CPOMS it is categorised. • Have face to face meeting resumed with agencies? Any meetings regarding safeguarding are being held in school. Social workers are directed to still work virtually. BOSS workers have returned to school. Moving forward it will be a hybrid as this is more efficient for many staff. • Data check point has been completed. Analysis will be completed after half term for report at July meeting. • Lead EQUATE English Hub phonics audit has been completed. This was really positive, especially with RWI. Have been allocated £3000 to spend. What will it be spent on? Allocated to English provision. Could you summarise the improvements from using RWI? S Addison has used for 8 years as Teacher and leader and has implemented in several schools. Can see the accelerated progress pupils make. Upskills all staff - TA, Teacher and 1:1’s. It is every member of staff’s responsibility to teach a session every day. Allows staff to quickly identify gaps. Data shows a significant rise in progress attainment, particularly in Reception as they can access through Tapestry. KS1 have also had access. Allows monitoring of top and bottom 20% of readers. Supports development meetings as well. Impact can be seen on outcomes and staff development. Are we still worried about Years 2 and 3? Tracking data every 6 weeks, seeing an improving picture. S Addison will present data at the next meeting. The bottom 20% having 1:1 intervention daily, closing the gap very quickly. Finance Report The finance reports were circulated prior to the meeting. Points to note and items raised on the year-end budget share reports 2020/2021: • Actual E03 – there was more spent than budgeted for? Had to cover staff absences. Where possible have covered internally, but not always best for the children. Funding has been received for additional staff that has come in to a different code in the budget, approx. £4,000, so the overall additional expenditure is less. • Actual E19 – less than budgeted, why? Less spent as children not in school. Educational visits are included in this code, but due to Covid visits did not happen. • Actual Pupil Premium – there is a large proportion spent on TA’s, more than expected? This was for pastoral support, using the grant effectively. Points to note and items raised on the scenario planning for 2021/2022 • Draft budget – additional grants, there is only £12,000 spent from the Covid Catch Up funding, is the remaining in carry forward? The income was received in 2 allocations. A small amount that hasn’t been spent and has been carried forward. A further allocation has been received this financial year. Winter grant funding has also been received in to this code. Funding to cover additional Covid expenditure was also received.	
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	• Draft budget – delegated funds £83,790, the figure for future years it is nil? This is because teacher pay and pension grant is now being paid as part of the budget share allocation. • Scenarios have large carry forwards, for example scenario C, why would this be? Higher than anticipated carry forward 2020/2021. The different scenarios show potential ways of spending the c/f. Visits from the school's finance team have approved the c/f. There have been some reduced staffing costs due to changes, for example less expensive HT appointed, TA leaving and not replaced. • Scenario F there is a larger increase in SENDCo role. This is a different strategy so why not this option? Discussed with staff team and they preferred scenario G and H. Scenario F has been produced to show comparisons and due diligence. • Which is S Addison's preferred scenario? Crucial to the needs of the school and children is that there is someone in a pastoral role. This would reduce teacher workload. The pastoral support would manage parent expectations, use restorative practices and support with TAC and SENDCo tasks. Scenario G is the preferred option – pastoral lead with SENDCo and Deputy Safeguarding Leader having increased leadership time in order to improve outcomes for pupils through leadership. Scenario H is the same as scenario G only the role is permanent. Apprehensive about this scenario as do not know this model will work. Contract can be temporary based on the pending needs of the school. Governors feel it should be a permanent position as unlikely to recruit for a temporary position. Pupil and staff welfare is paramount. Scenario H does not show a deficit until 2024/2025, this figure is before any grants have been used, so could be reduced. Pupil numbers will change and there are increasing numbers of LAC and PP pupils. Governors views are that this could change next year with expansion of school predicted in the next year or so. M Clayton has confirmed that another school will not be built and St Michael's is likely to have additional building work to accommodate more pupils. • S Addison will need to create a bespoke job description for the pastoral role as there is no current job description. Based on current roles in similar schools, the expected grade is G5. Additional questions relating to the finance reports: • School fund – some of this is made up of current assets, is the reported figure actual funds? There are specific pots of funds allocated to certain areas of school. The audit has been completed and the funds can be allocated as required. • How do you think the PE & Sports grant being spent on training of staff is of value? Training upskills staff. An apprentice TA requires support. Impact will be seen in staff development. Premier sports have returned and the provision will be reviewed for September. R Baddon proposed and L Taylor seconded that scenario H was approved for 2021/2022. The full governing body unanimously approved scenario H. Devolved capital - £8,415 to spend. There are no plans at present.	
6. SDP	The SDP was circulated prior to the meeting. Points to note and items raised: • Governors attention was drawn to the milestones. This is where governor impact can be shown. • Governors need to monitor each priority to ensure SDP is progressing.	
7. SIAMS	Covered as part of the HT report.	

	Consultancy support has been booked for the summer term to complete an action plan in order to move Church School Distinctiveness forward. Outdoors spaces will be developed further until whole school worship can be resumed. A Robinson will also be attending training. J Fletcher will be involved with school during A Robinsons maternity leave. The diocese are very supportive. C Watt will be an interim rector, but will also be part time.	
8. Safeguarding	The school has been identified for effective safeguarding and working with families. The quality and standards department at social services invited families to feedback on the step down from social services to TAC. One family put St Michael's forward as a positive example. E Wood has been recognised for best practice and was been invited to feedback on how school supports families.	
9. Health & Safety	Governor visit will take place on 26th May 2021. There are no items outstanding or that need to be raised.	
10. Food in Schools	Acceptable quality of food is now being received. Is the system working effectively? The office workload has been reduced significantly. Is the allergy information working? Parents are fully responsible for what they order. The system is easy to use. School need to ensure pupils receive the right meals with a coloured band system in place.	
11. Policies	To note the finance policies were circulated prior to the meeting and approved unanimously for adoption.	
12. Governor Visits	The external audit identified that governor visits needed development with regards to monitoring the curriculum. This will be addressed as part of the governor action plan. The following reports were circulated prior to the meeting: • New to Governance • Curriculum – Maths • Attendance • Monitoring Church School Distinctiveness A program of governor visits will be proposed for the next academic year.	S Addison, R Baddon, G Brown
13. Governor Items	External Governance Review An external review was conducted by S Stewart from the Diocese. This was a supportive process. The process is about supporting governors to be strategic and to ensure they are carrying out their statutory duties. Key suggested action points and areas for further governance development were indicated by the Chair's resume of the report, including the three key of governance and the fourth of Christian distinctiveness of the school. Circular Model of Governance	G Brown

	Explanation of circular model was given by G Brown. 6 full governing body meetings per year, 3 finance focused and 3 curriculum focused based around data points. A schedule of meetings will be produced for the July meeting. Governor Expectations A reminder given of confidentiality, ensure documents are read, challenging questions, attendance at meetings, governor monitoring visit reports. Governor Responsibilities Agreed by governors as per circulated list of their roles and responsibilities. Link Governor – governors to email G Brown if they would be willing to take it on. Early Years Governor – to be confirmed, Skills Audit Reviewed on an annual basis. Will inform training. To be circulated. Governor Vacancies R Baddon is meeting with a potential candidate. This candidate has an education background.	All Governors L Taylor
14. Items for Next Agenda	Cornerstones – governor presentation Financial Checklist Data check points Governorhub	
15. Date & Time of Next Meeting(s).	Full Governing Body (all meetings start at 6.30pm): 14th July 2021	
Closing Prayer		

Signed.....Chair

Date.....