

St Michael's CE Primary School

Minutes of the virtual Full Governing Body meeting held on 29th September 2021.

Present: S Addison (Headteacher), R Baddon (Chair), B French, J McDonnell, T Millburn, 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>
1. Apologies.	Apologies were received and accepted from A Robinson. A McPhie-Meiklejon was not present. The resignation of I Atkinson was noted.	
2. Declarations of Interest	None.	
3. Election of Chair	L Taylor proposed and T Millburn seconded that R Baddon was elected Chair of Governors. R Baddon was unanimously elected Chair of governors for a term of 1 year.	
4. Election of Vice Chair	T Millburn proposed and R Baddon seconded that L Taylor be elected Vice Chair of Governors. L Taylor was unanimously elected Vice Chair of governors for a term of 1 year.	
5. Governor Items	<i>Link Governor Appointment</i> Deferred to next meeting. <i>Governor Vacancies</i> Phil Hutchinson – Governors reviewed skills audit and personal statement. All governors in agreement that P Hutchinson be appointed as Co-Opted governor effective 29th September 2021. Nikki Hawkins - Governorss reviewed skills audit and personal statement. All governors in agreement that N Hawkins be appointed as Co-Opted governor effective 29th September 2021. <i>Governor Vacancies</i> Foundation – waiting for confirmation of appointment. LA – skills required SEND. <i>Register of Business Interests</i> Circulated prior to the meeting. Governors to return to G Brown.	All Governors

	Code of Conduct The code of conduct was circulated prior to the meeting. The code of conduct was adopted by the full governing body. Terms of Reference The terms of reference were circulated prior to the meeting, agreed at the meeting. Appointments to the HT Appraisal Committee – T Millburn and L Taylor. All other committees will be appointed at the next meeting. Elections – it was agreed to take nominations for chair and vice chair at the first meeting of each year. The terms of reference were agreed in principal and will be updated following the appointment of governors to committees and governor responsibility allocations at the next meeting.	
6. Approval of Minutes	Minutes of the meeting held on 14th July were received and approved.	
7. Matters Arising	Devolved capital is to be used for the boiler installation. This was not clear in the previous minutes (item 6).	
8. Headteacher's Report Including: Curriculum Report Finance Report Premises Health & Safety	The headteacher's report was circulated prior to the meeting. Points to note and items raised: • Why is year 4 over cohort numbers? Three LAC pupils joined school. • Attendance – why is the % attendance already low? Will the new pastoral lead support these families? High number of authorised are Covid related. Unauthorised absence is also high – these are families that have persistent absence who are PP. Pastoral lead has already had an impact, with interventions in place to improve attendance. Staff will attend managing attendance training (3 sessions). This has been useful for documents and policies to support processes already in place. An EWO has also been appointed through an SLA. Has this come out of PP? No, it has come out of main budget. Is attendance anxiety based? Yes, E Woods will be undertaking training in order to support this. • Note incidents of bullying, has this been followed up? The pastoral lead has supported these pupils to rebuild friendships. It is not persistent, they are one off incidents. It is about perception of what bullying is and where the pupils can access support. The families have been happy with the outcomes. • Fixed term exclusions are now 2. Is it the same child? No. Is it serious? Unable to give more details in case a panel is required. Support is also being given by Healthy Minds. Antibullying Policy is currently being reviewed. • Governor appointments required - SEN governor, CIC governor and Adminstrating Medication governor. To be appointed at next meeting. • Taking part in the KYRA peer review to look at focus with other leaders visiting school to lead on school improvement. • Governors need to be aware of inspection targets for Ofsted. For KS1 there was a dip in data, governors need to be aware of data from 2019. They will want to know what governors have done to improve despite Covid. S Addison to circulate the dashboard. • The FSM allocation, why has it gone down so drastically? Are there less children or is it Covid? There was a large carry forward as the children weren't in school. Advice was taken from schools finance and they suggested to review in October. • Devolved capital – with the spend on boiler it doesn't leave much? The boiler was a necessity. If there is any other major work that is needed then premises budget would be reviewed. Another allocation will be received in April 2022. • School fund – how is this being spent? Curriculum enrichment projects – development of reading culture and environment.	S Addison

	• Covid catch-up when can this funding data be seen? Data was circulated at the meeting. How will impact be shown? In a variety of ways – immediate environment, short term data. Are you expected to measure actual results show the impact? Prior attainment is reviewed, discussions are had at pupil progress meetings. The impact of Covid hasn't been entirely education, there has been emotional impact. Attention following the return to school is currently a focus • Will the contingency be lower than expected with the new allocations to departments? Unable to put new staff in to the MTFP, waiting for support from schools finance. This will be reported at the next meeting, but the contingency is not likely to be lower. • Supply teaching 71% spent so far? This is due to long term absence, not Covid absence. Insurance income will be received. Have also had to appoint through agencies for pupils at high risk of exclusion. Additional funding will be received from pupil reintegration team. There have been staff absent with Covid, but the pupils were also not in school. • High needs top up funding, when will it be received? They have changed how it is allocated and it is now monthly, so that if the child moves school funding does not have to be clawed back. • How long will the long-term absence be? Being managed in line with absence management policy with occupational health support. How long is the process? Long term is over 4 weeks absence and there are 3 stages, with monitoring periods set of up to 4 months. If reach stage 3 this can mean dismissal from post, but a review period can also be requested. • Trim trail? There has been a significant incident that has put it out of action. Part is waiting to be fixed. The section still in use has been inspected and has been assessed as safe. • How are school dinners? They are really popular and uptake is good.	
9. SDP	The key priorities have been written. The action plan is currently being worked on. This will then be reviewed by A Craven and T Caputa. Significant priorities have been carried forward. Priority 1 – To further develop the teaching and learning within Reading, Writing and Mathematics across the whole school so that progress is improved and the proportion of children meeting and exceeding the nationally expected standard is increased. Priority 2 – Develop and embed curriculum leadership by enhancing and building leadership capacity (including governance) throughout the school. Allocations of governor responsibilities – to be agreed at the next meeting.	
10. ERG Report & Action Plan	Some actions have already been completed. In order to progress a working party will be created to look at the action plan and set timescales. A Craven will talk to Governors about responsibilities and governance. Date agreed 18th October at 6.30pm.	
11. SIAMS	See headteacher's report, item 8 and vision, item 15. Previous inspection areas for development • Increase the rigour of leaders' monitoring of the school's Christian distinctiveness and its impact on the life of the school, including academic attainment and progress. • Provide a range of opportunities for children to plan, prepare, present and evaluate acts of worship so that they become developed as leaders of this aspect of the school's life.	

	Ensure that children are able to articulate fully their understanding of the theological basis of collective worship and extend their understanding of Christianity as a multicultural world faith.	
12. Safeguarding	KCSIE Part 1 should be read by all governors. G Brown to upload to governor portal The Child Protection & Safeguarding Policy has been updated in line with the model policy circulated by LCC. For safeguarding training, the LSCP 6-year pathway is used. This year the training is year 1. How have you disseminated information to staff about new policies for Keeping Children Safe in Education? Staff training has been completed for all staff by E Wood. How are you working with external agencies to offer Early Help to families? Operationally nothing has changed. As and when pupils need support it is offered. The Pastoral lead will take on a greater responsibility as she has training. E Woods explained the systems in place and how these work with pupils.	All Governors & G Brown
13. Policies	The following policies were circulated prior to the meeting: - Safeguarding Policy - Admin of Medication Policy – to be agreed at next meeting - Attendance Policy – to be agreed at next meeting - Behaviour Policy - SEND Policy – to be reviewed by email for approval All policies were approved subject to any amendments above.	S Addison
14. Governor Visits	The following governor visit reports were circulated prior to the meeting. Relevant points and explanations given to the Governors by the report authors to enhance their awareness and general understanding of strategy/impact progress. SCR visit report to be circulated. A governor visit schedule will be agreed at the next meeting.	
15. Vision, Ethos & Strategy	The vision has been further reviewed with staff, A Craven and T Caputa. In our inclusive and caring church school community our actions are mirrors of our Christian values. We strive to instill a love of learning through empowering individuals with the knowledge and skills that encourage them to be independent life-long learners; widening horizons and providing for all irrespective of their different starting points. We have pride in who we are and excitement about who we can be. Suggested to change “individuals” to “all”. This was agreed by all governors.	

	Has the final version been shared with staff? Not the final version, but they have significant feedback on the previous version and S Addison has taken that on board in creating this vision statement. The vision as stated above with the amendment agreed above was adopted by the full governing body. A quote to underpin the vision is still required. Suggestions are to be sent to S Addison.	All Governors
16. Items for Next Agenda	Attendance Policy Antibullying Policy SEND Policy – to note agreed by email Link Governor, SEN governor, CIC governor and Adminstrating Medication governor SDP governor responsibilities To note all governors have read KCSIE part 1	
17. Date & Time of Next Meeting(s).	Full Governing Body (all meetings start at 6.30pm): • 25th November (Curriculum) • 2nd February (Finance) • 23rd March (Curriculum) • 18th May (Finance) • 13th July (Curriculum)	

Signed.....Chair

Date.....

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None at this meeting.

Signed.....Chair

Date.....