

St Michael's CE Primary School

Minutes of the virtual Full Governing Body meeting held on 25th November 2021.

Present: S Addison (Headteacher), R Baddon (Chair), T Caputa (Locality Lead), B French, S Goddard, N Hawkins, P Hutchinson, 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>
School Prayer		
1. Apologies.	Apologies were received and accepted from A Robinson. A McPhie-Meiklejon was not present.	
2. Declarations of Interest	None at this meeting.	
3. Approval of Minutes	Minutes of the meeting held on 29th September 2021 were received and approved.	
4. Matters Arising (not on the agenda)	Register of business interests – those not already completed to send to G Brown. Quote to underpin the vision – L Norris has proposed an appropriate quote which S Addison will circulate.	S Addison
5. Headteacher's Report <i>Including:</i> a) Curriculum Report b) Finance Report c) Premises d) Health & Safety e) Staffing f) SDP g) SIAMS & Church School Distinctiveness h) Pupil Premium strategy statement i) Covid Update	The headteacher's report was circulated prior to the meeting. Points to note and items raised: Pupil Premium 61 eligible on January census and now 79. Is this correct and will there be more funding? The report reads that school received funding for 79 children. The 61 in brackets tells you the number of children still present in school. The Y6 we received funding for have since left. Attendance looks higher than national, is this due to the new pastoral lead? This will have had some impact. - All statutory assessments will go ahead this year. Is attendance concerning? FSM is of concern, persistent absentees on radar. Working closely with these families with the pastoral lead and EWO. Formalised letters are yet to be sent due to Covid. This will now be put back in place. Free breakfast, will this help with attendance? Only been in action for 2 weeks. Children are really excited about it and it has been a time to focus on manners, pupils and parents. Capacity means it can only be 2 days per week. Is it for anyone who wants it? Any child in school. Who pays for the bagels? Free of charge, part of the National Breakfast Programme. Free until March 2022, then can continue at 25% costs, approximately £32 per month for one day per week. Would like to extend this to onsite childcare in the morning. Pupils currently go to the Limes? Some do but school is	

	not affiliated with them. What are the benefits? Offering breakfast to those children who may not have eaten, increased attention for some children, a time to liaise with families on the playground, encouraging manners. • What is KYRA? They are a teaching school alliance, school is a strategic partner as E Wood is their SEN lead, leading SEN forums. They offer CPD, as part of the buying 40 credits are received, which is value for money CPD. • Are Covid absences dropping? Yes, there are currently only 2 cases in school. • Two more pupils have been identified as SEN since the report. • What process is needed for a pupil to go on the SEN register? Would always discuss with parents first. Criteria are in the SEND code of practice. Can include long term illnesses. E Woods gave an example where to show it was not necessarily based on a diagnosis. Pupils can be on and off the register. How does it change the interaction with teacher's if they are on the register? It shouldn't, there would be a programme of support for that pupil. How is the information disseminated to the teachers? The support package/programs are disseminated to the teachers and other staff that need to know. Do MDSA have access to CPOMS? The supervisors do and it is their responsibility to disseminate the information. • British values – there should be a statement on the website, are we working towards this? The curriculum is planned to incorporate a British value every half term. How do you know what is expected on the website? There is a statutory DfE guidance. Guidance to be uploaded to the governor portal. Who is responsible for the website? Governors are responsible for statutory requirements, all other content will be put on by designated staff member/s. Is there a document detailing who is who? Currently working on the induction package which will be distributed after the meeting. • Peer review training – working with KYRA. E Woods and S Addison are triaded with St Peter's in Boston and Sturton by Stowe. Middle Leader is also involved acting as an 'Improvement Champion', leading workshops following peer review feedback. • Year 3 versus year 4 results – they appear to be different, what actions have been put in place? The last normal for year 3 was Reception. During lockdown there would have been a mixture of pupils in school and those being taught at home. Transition from year 2 to year 3 is generally difficult and a dip in data is always seen in the first term. In terms of catch up a number of pupils have been identified for RWI, which would normally be complete after 2 years. Gaps are being assessed. Small group work is being used as daily intervention. Assessments are showing accelerated progress. However, they are missing KS2 English content and are having to catch up in the afternoon. Daily exposure to age related spelling. Daily active English lessons. Is there a stage in the year where further support is needed? Lexia and RWI are accredited interventions. Quality first teaching is key. • What about year 6, is this discussed with secondary schools? Is what you are doing sufficient? Following the whole curriculum. Accessing LLP, who provide documents to look at crossover between year 5 and 6. It comes back to differentiation, quality first teaching and teachers knowing their pupils. Discussed what when and where for every pupil. • Did year 3 have a lower starting point? Yes, they are lower. Are we using Covid as an excuse? No, the missed learning has had a significant impact as the have missed the foundation learning. Are we sure we haven't failed these pupils? The foundation data for these pupils is significantly lower for these pupils. Everything in place to make accelerated progress. In last data set they were not as low compared to others? The expectations from year 2 to year 3 are significantly different. Once they have been exposed to the interventions, progress will be seen. Historically at this time of year, are year 3's this low? Yes, from experience. • We have to close the gap for PP and SEN pupils. How do we compare with other schools as our gap has widened? Only through conversation with peers, there is no published data. Will you be able to use the peer review? Only if they want to share. Could you ask to share? S Addison openly shares data with those that request it.	G Brown G Brown/R Baddon/L Taylor
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	• The writing attainment looks disproportionately hit by lockdown. Are the actions in place expected to get the pupils back on track? Yes. This is identified in the SDP. Examples of how handwriting shouldn't be a barrier to writing. • Finance data is similar to that presented in September. • For the new governors could you explain why carry forward decreases over the course of the MTFP? There is still a significant number of grants that have yet to be allocated within the plan. For example, staff salaries. This will have an impact of the carry forwards. There have also been more staffing changes. If a deficit is still evident, scenario planning will be presented to governors when setting the budget for 2022/2023. Who is the finance team? Finance governor R Baddon and L Taylor. Bursar who works with school's finance and a senior administrator who processes payments., raises invoices etc. • Cleaning & caretaking only 20%? Budgeted not yet spent, this spend amount is for the annual window cleaning. • Agency supply overspend, is this normal? No, this isn't. Use supply to cover absence and training. There has been a lot of sickness absence due to Covid across school. Insurance does kick in until after 10 days, so Covid related absence does not incur any income from insurance. There is however a significant portion that will be paid on sickness insurance due to long term absence. The premium for 5-day cover is double that of 10 days. • Pupil Premium is down as money coming in but no expenditure? Budgeted but yet to allocate, formula's need to be included in the MTFP. • Are there any worries with regards premises? None at present. • Is there devolved capital still to spend? J Rossington has been emailed to finalise remaining allocation. • What was the £3,000 for gates? Had to be realigned as the pupils were able to open them. • All governor reports should refer back to church school distinctiveness. This is on the new governor visit template, for governors to make notes. • What support is needed for Collective Worship? S Addison will follow up with A Robinson when she returns from maternity leave. • Will prayer spaces be considered this year? Meeting the new advisor on 1st December, part of the schedule is to look and short- and long-term actions. A SIAMS action plan is in the progress of being created. How often are we inspected? 5 years. Is that on the horizon? Yes, as well as Ofsted. What are the ramifications if it goes badly? Will receive a judgement in line with this and support will be put in place. Does it feed in to Ofsted? No, it is separate. SIAMS does however have a heavy focus on the quality of education. • PP strategy statement now includes the Covid catch up premium and a document has been released to be completed by 31st December 2021. Propose to circulate by email before publishing. • No further guidance regarding Covid. Are all staff back in school? Yes, they are. <u>SDP Priorities</u> <i>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.</i> <i>Priority 2 – Develop and embed curriculum leadership by enhancing and building leadership capacity (including governance) throughout the school.</i> Finalised version has been circulated. Milestones are RAG rated.	S Addison
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	T Caputa advised that questions are submitted prior to the meeting for the HT report and the focus of each meeting is the SDP. Additional meeting to be agreed to look at the SDP for all governors – 14th December 2021.	
6. Safeguarding	To note all governors have read and understood KCSIE Part 1. The number of pupil at TAC and CIN has decreased. This is due to the new pastoral lead's work with parents. The LSCP safeguarding assurance has been completed to ensure meeting all the assurances.	
7. HT Pay Review	Took place on 3 rd November 2021 with A Craven. Pay Committee awarded a 2 point pay increase.	
8. ERG Report & Action Plan	External review of governance by S Stewart. • Have moved to circular model of governance. • Appointment of a new Clerk to Governors. • Governor Training • Meeting dates set for an academic year Action plan to be circulated and created as live Google Doc.	R Baddon
9. Policies	The following policies were circulated prior to the meeting: • Attendance Policy – do we fine? The school does not personally fine. It is an option with the LA. • SEND Policy – to note approved by email All policies were approved subject to any amendments above.	
10. Governor Visits	Visit Report Schedule – to be agreed at SDP meeting. SCR Visit Report and SEND visit report – to be distributed after amendments have been made.	
11. Governor Items	Governor Vacancies – appointment of Co-Opted Governor, S Goddard, was noted. Governor Vacancies – LA & Foundation SDP governor responsibilities Priority 1 – S Goddard, T Millburn, L Taylor, N Hawkins Priority 2 – R Baddon, Ben French, P Hutchinson, J McDonald, E Woods Appointment of Link governor – P Hutchinson Appointment of SEN governor – S Goddard	

	<i>Appointment of Administrating Medication governor</i> – J McDonald <i>Appointment of CIC governor</i> – S Goodard <i>Appointment of EYFS</i> – N Hawkins Christmas Letter – contributions to be sent to R Baddon.	All Governors
12. Items for Next Agenda	None.	
13. Date & Time of Next Meeting(s).	Full Governing Body (all meetings start at 6.30pm): • 14th December - SDP • 2nd February (Finance) • 23rd March (Curriculum) • 18th May (Finance) • 13th July (Curriculum)	

Signed.....Chair

Date.....

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Blue highlights Governor questions and challenges.

Green denotes Governor resolutions.

None at this meeting.

Signed.....Chair

Date.....