

# St Michael's CE Primary School

Minutes of the Full Governing Body meeting held on 13<sup>th</sup> July 2022.

Present: S Addison (Headteacher), R Baddon (Chair), S Goddard, N Hawkins, J McDonnell, A Robinson, T Millburn, L Taylor (Vice Chair), E Wood and G Burrows (Clerk)

## Notes:

**Blue highlights Governor questions and challenges.**

**Green denotes Governor resolutions.**

*A prayer was said prior to the meeting.*

| Agenda No                   | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action |
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| 1. Apologies                | Apologies were received and accepted from P Hutchinson.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |
| 2. Declarations of Interest | S Addison – member of staff<br>S Goddard – member of staff<br>E Wood – member of staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| 3. Approval of Minutes      | Minutes of the meeting held on 18 <sup>th</sup> May 2022 were received and accepted as a true record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |
| 4. Matters Arising          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |
| 5. Headteacher's Report     | <p>This report will include where appropriate for each meeting – Attendance, Curriculum Report, Finance Report, Premises, Health &amp; Safety, Staffing Safeguarding &amp; Covid Update.</p> <p>Points to note and items raised:</p> <ul style="list-style-type: none"> <li>● <b>Attendance breakdown is really useful, how was it prepared?</b> It was released on Perspective Light by the LA. It is only data for the autumn term based on school census. Integris data is for the academic year to date.</li> <li>● <b>Attendance is improving?</b> Unfortunately, it has decreased, due to unauthorised holiday requests.</li> <li>● <b>Disadvantaged – more absence but less unauthorised?</b> There are some students on a part time timetable. These pupils are ones that are at risk of exclusion. These pupils can be removed from the data set for analysis if required.</li> <li>● <b>Would Ofsted be satisfied with attendance?</b> Want to know what doing for persistent absentees. Will show case studies, work with EWO, work with families and explain the story behind the data.</li> <li>● <b>Can SEND and PP attendance be improved?</b> Some of these are persistent absentees, so working with EWO and families. Some of these families have been particularly worried about Covid. <b>Is there anything else that can be done?</b> No, doing all that can be done.</li> <li>● <b>The charts seem to suggest we're taking children in at higher than the national average level but that they are coming out in Year 1 &amp; Year 2 lower than the national average - what is the reason behind this and what are we doing about it? We've talked a lot this year about RWinc and Lexia. Do these figures show that these schemes and the changes made are improving the situation?</b> 69% for GLD last year. At the start of the year, the percentage was significantly lower at 42%. S Addison was disappointed with the phonics results, but by analysis of the data, it should have been 66% and there were a number of children</li> </ul> |        |

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|                                | <p>13.9% that scored one point less than the check required. Test was more difficult this year. Pupils were on track throughout the year. In light of this we have been able to participate in LEAD Equate phonics and English where a consultant has been allocated in order to support closing the gap. They have a binding duty to increase results by 7.5% increase. This is an 18-month project. Schools that have already completed this have results that are significantly higher. Personalised training pathways for teachers. <b>Is this as a result of the results and placed by the LA?</b> No S Addison has sourced this support. <b>Phonics for year 2 is below average?</b> This isn't a full cohort; it is only a small handful of children that had to retake. 2 of these pupils were EHCP and pre key stage standard.</p> <ul style="list-style-type: none"> <li>• <b>Reading, Writing and Maths – are all low?</b> Given what has happened over the last few years the children in this school have still made progress from their starting points, with some exceeding. . The local picture is lower than national. KS1 pupils have only had one full year of education. Scaled score expectations were higher than pre pandemic. <b>Are we confident we are in the right place?</b> Other than Phonics, which has a plan in place, all other areas are highlighted in the SDP.</li> <li>• <b>Do you compare with similar schools locally?</b> This has been submitted to KYRA today for a local comparison.</li> <li>• <b>Progress of SEND pupils, are they in the right place?</b> When the data is validated in January it will be broken down in the data dashboard. Refer to SEND report. Expected progress is in line for SEND pupils. The only exception is year 6 maths, however there is an upward trajectory throughout the year.</li> <li>• <b>Does data have to be published on school website?</b> Yes it does.</li> <li>• <b>KS2 Maths-</b> strong assessment data, felt it was a strength, so this is disappointing. Looking at the papers the results are justified, with pupils missing out by one or 2 marks gaining a scaled score of 98 or 99.</li> <li>• <b>How did the pupils respond to the tests?</b> They have responded well. They are prepared for the tests.</li> <li>• <b>Pupil premium predicted carry forward is significant?</b> The carry forward up to 2027 is high because the original staffing structure included allocations to pupil premium which have now been removed. See also confidential items.</li> <li>• <b>No expenditure on training as yet, is it allocated for something specific?</b> Training that has not yet been invoiced.</li> <li>• <b>E26 agency staff, already 56% spent?</b> Long term absence cover. There will be less cover going forward. Insurance income will cover a proportion of this.</li> <li>• <b>No income from trips?</b> Administrator is currently absent from school and it has not been transferred from the school fund.</li> <li>• <b>What are we going to spend the £10k sports allowance on this term?</b> It has been spent just not been invoiced – Wolds Sports Partnership, Premier Sports and balance bikes.</li> <li>• <b>H&amp;S – are you getting rid of the pond?</b> There are no plans to get rid of the pond. As part of the forest school it has been redesigned and it will be cleared to prepare for forest school.</li> <li>• <b>Impact reports – will the curriculum be ready for September?</b> Not changing intent. Need a consistent approach across all years, especially for comprehension.</li> <li>• <b>Would pupils know what they are learning and what they are expecting to learn, i.e if asked by an Ofsted inspector?</b> S Addison is confident all pupils know.</li> <li>• Parental survey has been completed. Responses will be sent to governors. Letter to be sent to parents. <b>How many in school?</b> 309, only 63 responses. <b>Is it possible to know which parents are not satisfied?</b> It is possible to deduce. <b>Is parental engagement of concern?</b> Yes, this is being discussed as a staff team.</li> </ul> <p>See also confidential items.</p> | S Addison/R Baddon |
| 6. Safeguarding Report & Audit | <p><b>The audit report was approved as a true reflection of current practice.</b></p> <p><b>Should parental awareness of safeguarding be green?</b> No there are a number of parents that either disagree or strongly disagree.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |

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| 7. SDP                                   | <p><b><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></b></p> <p><b><i>Priority 2 – Develop and embed curriculum leadership by enhancing and building leadership capacity (including governance) throughout the school.</i></b></p> <p>A new SDP is in the process of being written for September 2022. <b>Will milestones that have not been completed be transferred across?</b><br/>Yes if they are pertinent to the SEF. Governor responsibilities will be allocated prior to the next meeting.</p> |                  |
| 8. SEF                                   | Remains unchanged. Data will be added and then circulated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>S Addison</b> |
| 9. SIAMS & Church School Distinctiveness | Worship council has been formed across years 3, 4 and 5. They have met regularly with A Robinson. Developed their confidence in leading worship, how to plan and develop. Undertaking a project to revamp school hall to make a focus wall for collective worship. This will include the school values.                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |
| 10. ERG Report & Action Plan             | It has been updated and actions added.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |
| 11. Policies                             | <p>The following policies were circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>● RSHE – final draft has been received and will be approved in October.</li> </ul> <p><b>All policies were approved by the full governing body subject to any amendments above.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |
| 12. Governor Visits                      | <p>The following visit reports were circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>● SCR</li> <li>● Core Subjects</li> <li>● Phonics</li> <li>● KS2 SATs</li> </ul> <p>For future governor visits, governors should contact S Addison prior to making an appointment directly with a teacher.</p>                                                                                                                                                                                                                                                                                                                                                                                            |                  |
| 13. Governor Items                       | <p>Governor Vacancies</p> <ul style="list-style-type: none"> <li>● Foundation – the process is in place with the candidate being presented to the PCC before the end of the summer. It will then be ratified by the Diocese.</li> <li>● Parent - welcome to Annie Rack. Mentor assigned as L Taylor</li> <li>● LA – still looking for candidates.</li> </ul> <p>Governor Responsibilities</p>                                                                                                                                                                                                                                                                                                                             |                  |

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|                                     | <ul style="list-style-type: none"> <li>• Sports governor required.</li> </ul> <p>Governor Training</p> <ul style="list-style-type: none"> <li>• Induction process is being monitored. To be updated to include KCSIE.</li> </ul> <p>Mentor required for N Hawkins, Phil Hutchinson and S Goddard. R Baddon to organise and send an induction list.</p>                                | <b>L Taylor</b><br><br><b>R Baddon</b> |
| 14. Items for Next Agenda           | RSHE Policy<br>Science Visit Report<br>Election of Chair<br>Election of Vice Chair<br>Sports Governor<br>PTA<br>Parental Survey Response<br>Terms of Reference                                                                                                                                                                                                                        |                                        |
| 15. Date & Time of next meeting (s) | All meetings are at 6.30pm <ul style="list-style-type: none"> <li>• 19<sup>th</sup> October (Finance) SDP 5.45pm start for SDP priorities</li> <li>• 14<sup>th</sup> December (Curriculum)</li> <li>• 8<sup>th</sup> February (Finance)</li> <li>• 29<sup>th</sup> March (Curriculum)</li> <li>• 24<sup>th</sup> May (Finance)</li> <li>• 5<sup>th</sup> July (Curriculum)</li> </ul> |                                        |

## St Michael's CE Primary School

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### Notes:

**Blue highlights Governor questions and challenges.**

***Green denotes Governor resolutions.***

| Agenda No               | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 5. Headteacher's Report | <p>P Marrit has resigned as deputy headteacher. E Wood has been assigned as interim deputy headteacher by the LA. S Addison is working with LA and consultant executive headteacher to review staffing structure.</p> <p><b>Do you have a feeling about the restructure?</b> Would prefer not to comment as present and will present scenarios at the next meeting.</p> <p><b>What is the difference between assistant headteacher and deputy headteacher?</b> Deputy headteacher has to assume position of the headteacher if the headteacher is absent, it cannot be expected of an assistant headteacher. The job descriptions are different as well as pay.</p> |        |