

St Michael's CE Primary School

Minutes of the Full Governing Body meeting held on 10th January 2023.

Present: R Baddon (Chair), B Godbold, S Goddard, A Rack, L Taylor, E Wood (Deputy Headteacher) 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
1. Apologies	Apologies were received and accepted from S Addison and N Hawkins.	
2. Declarations of Interest	S Goddard – member of staff E Wood – member of staff	
3. Election of Vice Chair	R Baddon nominated and E Wood seconded that L Taylor be elected vice chair. L Taylor was unanimously elected vice chair for the academic year 2022/2023.	
4. Approval of Minutes	Minutes of the meeting held on 19th October 2022 were received and accepted as a true record.	
5. Matters Arising	Thank you to all staff and governors on the continued good Ofsted grading.	
6. HTPM	S Goodard and E Wood were not present for this item. S Addison's performance management has been completed. It was agreed to award a 2 point increase which will be back dated to September 2022.	
7. Headteacher's Report	This report will include where appropriate for each meeting – Attendance, Curriculum Report, Finance Report, Premises, Health & Safety, Staffing, Safeguarding & Covid Update. E Wood took questions on behalf of S Addison. Any questions that could not be answered will be sent to S Addison to be answered when she returns to work. Points to note and items raised: Attendance – year 6 looks low on unauthorised absence, is there a reason for this and will it impact SATs? Only takes a few days absence in the first term to impact attendance and should improve through the year. Do not expect it to impact on SAT's. There has also been significant illness. 31.8% unauthorised absence for pupil premium pupils – what actions are in place? There was significant illness, especially due to Strep A. This is absence is because parents have kept pupils off because they were worried about catching it. How did you approach these families? It's knowing the families and working with them.	

- **PP attendance is low – progress and actions to reach target attendance? Is this reflected in local schools?** Local data is not known. There are mixed messages from the government regarding not sending children to school if they had a temperature.
- **% on track for phonics, what does this mean?** It means they are on track to pass the phonics test at the end of the year.

Questions for Sarah

- **Phonics data is this good or bad?**
- **Year 6 data looks worrying with SATs approaching. Will there be any additional measures?**
- **School fund – has the charity return been completed?**
- **School fund – has all the committed money been put back into the budget?**
- **Heads Report - School Fund. Has all the committed money now been transferred to the budget share? Or does the balance of £864.97 include these?**
- **Finance - E12 Building and Maintenance Budget 15K Actual to date £20,308. Does the actual figure include the anticipated 5K (Insurance for flood)?**
- **Finance - 103 High Needs Top Up Funding - Expecting £67,995. The actual received £48,794. Is there more to come in this financial year?**
- **Finance - I12 Income from Contributions visits. - Only received £2,244. Expected £11,500. Why such a big difference from budget to actual?**
- **Finance - 106 Income What is the government grant of £1,200 for?**
- **Finance - Contingency The carry forward was £41,363, what is the anticipated carry forward at the end of the financial year?**
- **Finance - In year 4 predicted carry forward £20,761 overspent. In year 5 £141,65. Have you any plans or ideas on how to bring these figures back to a positive figure by then?**
- **Finance - Additional Grants for Schools. What is S316RP £8,772**
- **S316HU £7,050 and S316SL £8,482?**
- **Please remind me what pupils data ‘% working on track’ means in relation to for example, pupils ‘on track’ to achieving a pass level in their SAT tests?**
- **PP data- Comparison of last year’s data to current year’s (eg this year 3 vs last year’s 2) shows a very mixed bag for ‘% working on track’ with many lower %s this year than last year especially eg shown in Y3 R and M, and Y5 W and M. Why? (eg. is it down to inconsistency of assessments?)**
- **Y6 data looks worryingly low with SATs approaching, so will this data prompt any extra measures to ensure the pupils attain their required level to pass?**
- **The ‘on track’ data for FS shows very good progress. Are there some good practices that can be used to help the older pupils in the school?**
- **Attendance: Total 93.12%. PP 90.24% with 31.8% unauthorised absence. What are the main reasons for this very high level of unauthorised absence and what if any extra actions are being considered? Is it a matter of parents /guardians not notifying the school of what would be classed as authorised absence if they did?**
- **PP attendance of 90.24% looks very low for 21% of the school NOR. Please update us on progress and actions to reach our target attendance and maybe further work in view of the recent data? And is this picture reflected in primary schools locally?**
- **Finance: E07- Can you remind me why ‘cost of other staff’ is over budget at 259.65% and yet only 29.29% of grant is spent on PP S316AA?**
- **Finance: E09- Why is the overspend on ‘Staff development and training is 172.72% under PP S316AA and should a larger budget than £4K be considered for future years in this important spend?**

8. Safeguarding Report	No items to raise	
9. SDP/SEF/5 Year Vision	Areas highlighted by Ofsted to be reviewed. There are a number of areas that do not have a governor allocated. This is to be reviewed at the next meeting.	
10. SIAMS & Church School Distinctiveness	Pupils are planning worship.	
11. ERG Report & Action Plan	Induction process has now been implemented. It was agreed that the ERG is now closed as all actions have been completed.	
12. Policies	The following policies were circulated prior to the meeting: • SEND Policy • Safeguarding Policy All policies were approved by the full governing body subject to any amendments above.	
13. Governor Visits	The following visit reports were circulated prior to the meeting: • SDP Priority 2.1	
14. Governor Items	Governor Vacancies • Foundation – Mother Karen has been in contact with the school. Waiting for confirmation from the Diocese. This still leaves 2 foundation vacancies. • Co-Opted vacancy – G Burrows has contacted A McPherson to complete a skills audit. This leaves one vacancy. J McDonnell to be contacted to see if he would like to be a co-opted governor. • Parent Governor – elections required Link Governor A Rack agreed to be the link governor. SRE Governor Postpone to next meeting. Terms of reference & governor responsibilities To be updated and brought to the next meeting. Code of conduct Agreed for academic year 2022/2023 Governor handbook Thank you for A Rack for creating.	

	Acronyms to be added as a glossary. <i>Academisation</i> The white paper has been withdrawn.	
15. Items for Next Agenda	SRE Governor Terms of reference and responsibilities	
16. Date & Time of next meeting (s)	All meetings are at 6.30pm • 8th February (Finance) • 29th March (Curriculum) • 24th May (Finance) • 5th July (Curriculum)	

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