

St Michael's CE Primary School

Minutes of the Full Governing Body meeting held on 8th February 2023.

Present: R Baddon (Chair), B Godbold, S Goddard, J McDonnell, A Rack, A Stevens, 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 E Wood and Mother Karen.	
2. Declarations of Interest	S Goddard – member of staff E Wood – member of staff	
3. Appointment of Co-Opted Governors	A Stevens and J McDonnell were unanimously appointed as co-opted governors for a 4-year term of office.	
4. Approval of Minutes	Minutes of the meeting held on 10th January 2023 were received and accepted as a true record.	
5. Matters Arising	Governor Handbook – acronyms appendix has been added. G Burrows to upload to the governor portal.	
6. Headteacher's Report	This report will include where appropriate for each meeting – Attendance, Curriculum Report, Finance Report, Premises, Health & Safety, Staffing, Safeguarding & Covid Update. Points to note and items raised: Curriculum Report: Higher absence for pupil premium, especially unauthorised? How may pupils FSM and PP are persistent absentees? 81 pupil PP and 89 FSM. There are particular issues with a couple of families with persistent absences with attendance less than 65% Have tried engaging with the families, but not a positive experience. EWO has been involved and safeguarding referrals have been contacted. Early help workers are engaged in getting them to school. Taking advice on what legal actions can be taken. Is there a way of taking them out of the data? It is possible and will be looked at. There are number of pupils that are struggling to attend school for a full day so are on a part time timetable. This is to avoid exclusions. National trend is very similar. The LA has released a pathway for SEMH. S Addison is in the process of completing the mental health lead training and will include this in any school plans and policies. 8 fixed term exclusions seem quite high? This is quite low. The reintegration team have stated the St Michael's go above and beyond to create bespoke support packages for pupils. The year 1 and 2 data are looking positive. Yes, for year 2. Year 1 there is good progress. Persistent absences are having an impact on the data. Using recovery funding to support this year group. Phonics may not be in line with national, but last year it was	S Addison

	significantly behind. Are you happy significant progress is being made? Yes, there is one pocket of children that haven't, but monitoring these pupils further. Year 6 looks worrying, is there any additional interventions? They are a cohort that have been tracking through the years. Assessment in September highlighted a concern. Strategy meeting with year 6 team and allocated recovery premium to support this year group for 6 week block to reduce class sizes. Action plan in place. Many children are on the cusp for expected. This is the core focus group, with gaps that need filling. Is this teaching to the test? Absolutely not S Addison does not agree with that, it is to prepare them for secondary school. Finance Report: School fund – is this up to date? Yes, the most recent year needs to be completed by May. Has the committed funding been moved? It will be. All future trips and parental income will be paid directly into the budget account. The PTFA funds are clearly marked and they would like to specify what this is spent on. S Addison agrees with his. What is the expected income for the year, is it less than £25,000? Yes. Discussion on whether to close the school fund. S Addison would like to keep the school fund account for donations. Insurance income from the flood insurance? Yes, this has been received. Overspend on catering? This year and last year's costs include vouchers. High needs top-up funding, why is the amount changing? Purely based on pupils with EHCP's, when the pupil leaves the funding is withdrawn. I01 why the differences? Additional grant funding for this year and next year. Do you receive rates relief? Yes. Costs of other staff is high. Split coding for staff has not been completed. Training overspent but going forward budget is low, is it worth considering increasing the allocation? It does vary year on year depending on renewals of certain training. Restorative practice training was completed this year and will not be done again for another year. Mental health lead training costs, but this was government funding so was offset by income. The admin staff costs increase next year. Pay rise increase was 7% Cannot pinpoint the reason, S Addison will investigate and answer by email. Email explanation sent the next day: Upon further review of the plan I can see that a member of admin staff was in twice for future years. In January, her role changed from Senior Administrator to Bursar so we added a new line on the plan with her new role starting January with the intention of ending the old line on 31st December. However, we can see from the plan she had been carried forwards incorrectly. Please note, she would only have been paid for one role as the new contract paper work was processed with HR, it was just a mistake on our MTFP. Suggested apprentice to support? There is not capacity to support an apprentice. E12 is the £15,000 forecast high enough? It's impossible to know. Not planning on any major incidents. Is this like previous years? Yes, it is. Can you apply for funding? No maintained schools are not able to apply for this funding. Condition data collection is completed by County and funding is allocated accordingly. Grant funding carry forward is large. Received another recovery premium allocation received. Pupil premium allocations need to be reviewed as staff allocated to this grant have left. This will be done as part of the budget setting process for 2023/2024. Will grants be recouped? Yes, for recovery grants and sports premium.	S Addison
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	Carry forward is reducing, why is that? Will not receive the additional funding that has been received in recent years.	
7. Safeguarding Report	Dates have been received for the audit to be completed.	
8. SDP/SEF/5 Year Vision	Meeting to allocate responsibilities. Governors to revisit the plan ready to agree priority areas. Meeting agreed for 28 th February at 6.00pm.	
9. SIAMS & Church School Distinctiveness	The HT and some governors attended training for how the SIAMs framework will be changed, do all governors need this training? It was not formal training, more an overview of what will be happening. Was told at the meeting to wait until July or September training. S Addison will be attending training in July and will feed back to Governors. Gillian Georgiou will also be asked to deliver training to governors. There will only be 2 judgments so meeting or not meeting expectations.	
10. Policies	The following policies were circulated prior to the meeting: - Charging & Remissions Policy - Procurement Card Policy All policies were approved by the full governing body subject to any amendments above.	
11. Governor Visits	The following visit reports were circulated prior to the meeting: None at this meeting. EYFS governor visit report to be sent to G Burrows Health & Safety governor visit report to be sent to G Burrows Science governor visit report to be sent to G Burrows	N Hawkins J McDonell R Baddon
12. Governor Items	Governor Vacancies - Foundation – Mother Karen has been appointed by the Diocese. This still leaves 2 foundation vacancies. - Co-Opted vacancy – appointed see item 3. - Parent Governor – elections required. G Burrows will organise SRE Governor - R Baddon Terms of reference & governor responsibilities Responsibilities were reviewed in light of new appointments. Data protection – Jim McDonnell	G Burrows
13. Items for Next Agenda	Health & Safety Policy Data Protection Policy Critical Incident Policy May – Finance policies & Attendance Policy	

14. Date & Time of next meeting (s)	All meetings are at 6.30pm • 29th March (Curriculum) • 24th May (Finance) • 5th July (Curriculum)	
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