

St Michael's CE Primary School

Minutes of the Full Governing Body meeting held on 29th March 2023.

Present: R Baddon (Chair), B Godbold, N Hawkins, M Karen, 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 and after the meeting.

Agenda No	Item	Action
1. Apologies	Apologies were received and accepted from S Goddard and J McDonnell	
2. Declarations of Interest	S Addison – member of staff S Goddard – member of staff E Wood – member of staff	
3. Approval of Minutes	Minutes of the meeting held on 8th February 2023 were received and accepted as a true record, with the below amendments: • N Hawkins was present • Point 9 page 3, typo contents still makes sense so no adjustment made	
4. Matters Arising	None	
5. 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: • Attendance seems to be improving but Foundation and Year 1 seem to be pulling this down. Are there any particular factors which explain this? Foundation stage had a period of sweeping sickness and scarlet fever. There is one persistent offender. Year 1 are the same children discussed previously. Letters have been sent to parents. Second letter to 14 children who are under 80% which is persistent attendance, TAC and CIN plans are in place for a number of children. Those not on a plan, have had a meeting and a plan of support for attendance put in place. There were 2 families who did not attend, one has asked to rearrange. None of the parents disagreed with what was being said and were supportive of improving attendance. Given a 6 week review period. There are 111 pupils under 90% This is an unmanageable number of children to have meetings	

for. The absence reasons were scrutinised and there were genuine reasons behind most absences. Absences greater than 10 days are reported to LCC. **The impact of covid – have parents got out of the habit of regular attendance and is this national?** Our data is in line with national averages.

- **All groups appear lower but EAL seems particularly low at 88%, is there a particular reason for this and how could it be addressed?** There are only a couple of children. There are specific reasons for these pupils which are around language barriers.
- **Do you have any initiatives for praising high attendance in students? (Obviously suited to each individual's targets, medical needs etc)** Not at the moment, feel it would be too much to do along with low attendance. **Do you do the 100% attendance at the end of the year?** No this was stopped during Covid. Suggestion to use a postcard sent directly to the parents. This will not prejudice those that are genuinely ill. **Is there a way to look at attendance without persistent absentees?** Ad hoc report needs to be created, so this will be looked at.
- **Can we have anything for them to catch up on phonics?** QR codes are sent home after every lesson. If they are absent they are asked to revisit at home. The bottom 20% have intensive 1:1 session when they are in school. Some of these pupils also have PSP so is a challenge. **Good start for phonics in EYFS, 87% on track. Why do the figures drop in year 1?** Phonics consultant is working with school. We know they make a good start in Reception and they have consistency in teaching staff. There has been a greater movement of staff in KS1 and this has had an impact. This was noted at the beginning of the academic year so a RWI leader was implemented who supports teaching. Pupils on PSP's may not be accessing phonics for various reasons. There is a 17.5% progress increase in those that are on track from December. Aiming for 69% at the end of the year. Do we think next year, we will be in a better position? There is a plan in the new MTFP to be able to second a teacher to lead RWI and phonics for a year. This person will not have a class responsibility. This has already been trialled for 6 weeks and has had a significant impact.
- **SEND pupils are over 1/5 of pupils, is this increasing?** Yes, there are nationally more SEND pupils. Easier to support children where learning is the barrier, but for those with SEMH it is individual for each child and will need a bespoke plan of support. **Is it possible to get more funding?** Unfortunately, not. EHCP's attract funding for specific pupils. There are currently no special school places.
- **Update on year 6 progress towards SATs?** Data is being collated this week, so data will be presented at a future meeting. Intensive support has taken place, pupils are engaged, and staff are focused. Significant impact seen in reading.
- **When will we be able to see the outcomes of the Year 5 intervention programme?** Not been in place for long, but will analyse the impact when data has been submitted this week.
- **There have been 5 new incidents of bullying reported in February and March. Is there any discernible pattern between these incidents - certain pupils, year groups etc?** Cannot go into specific detail to remain impartial. Children who are supporting pastorally using Lincolnshire Ladder.

	• Fixed term suspensions - there were 8 at the last meeting and 10 recorded in this meeting's report - what are the additional two for and how long for? Cannot identify children, but it is a necessary reaction to behaviours. How long? 1.5 and 2.5 days. • Which teachers have resigned/handed in notices, and will you be advertising for direct replacements? K French is moving to secondary teaching. The other is retiring. Current teachers who can step in to leadership positions, so will appoint lower down the scale. How easy is it to recruit? Teacher recruitment is fairly easy for permanent positions. What happens for ECT? They have a permanent contract and has specific performance criteria in relation to ECT. Financial Report • Can you confirm the carry forward? It has increased due to journals from grants. £83,571, this will be confirmed at the end of the financial year. Cannot carry over more than 8% Staffing structure is still not finalised. This will be completed ready for the new MTFP. • Pupil premium has a large carry forward? Additional recovery grants were received. These were used first as otherwise they would have been clawed back, so items that had been allocated from PP were taken from these grants. We don't lose PP? No, but will be challenged on why it has not been used. Will use to support the model of leading phonics and RWI in school. • Homes for Ukraine money not yet spent, how can this be spent? Can use as see fit, for example uniform, FSM, specialist service, as long as it supports in education. • E03 education support staff and E07 other staff – one has a saving and one is overspent. E03 is not an unexpected spend but has been forecast. Pay increments for education support staff were high. High needs funding has been received so additional staff have been appointed. E07 split coding credit is shown here. • Premises staffing structure, decrease sustainable? An external company is used for cleaning. This is coded elsewhere under cleaning and caretaking. Still a significant cleaning. • I03 high needs has an underspend? This is income so not an underspend is an increase in income. • E09 - how have we doubled staff development and training - very happy with training but does this need amending in the next year's budget? One off training this year for restorative practice. •	
6. Safeguarding Report	When is the safeguarding assurance report due? Summer term.	
7. SDP/SEF/5 Year Vision	Why are some actions red? The goals may change throughout the year. Amber is that actions are being completed. Green is completed. Governors have been assigned priorities in the “live” version of the SDP. A Rack has been given access rights to edit the SDP.	

8. SIAMS & Church School Distinctiveness	Mother Karen to meet with S Addison to get up to speed with the collective worship council group. Is St Michael's church closing? There is a dwindling congregation, due to the decision not to accept female priests. The building is extremely costly to maintain, for example leaking roof. There is not a regular congregation to find it. So now a festival church, so open at certain times of the year. There is also St James just down the road. Mother Karen would like to see it remain open, especially for school events.	
9. Policies	The following policies were circulated prior to the meeting: • Health & Safety Policy • Data Protection Policy • Critical Incident Policy – will be reviewed in May 2023 All policies were approved by the full governing body subject to any amendments above.	
10. Governor Visits	The following visit reports were circulated prior to the meeting: • Health & Safety – have the areas identified been actioned? Ongoing loft issue, caretaker will clear during the holidays. • EYFS • SEND Quality of Teaching • Science	
11. Governor Items	Governor Vacancies • Foundation –2 foundation vacancies. • Parent Governor – elections to be held after Easter.	
12. Items for Next Agenda	Finance Policies Critical Incident Policy Whistleblowing Policy MTFP Approval	
13. Date & Time of next meeting (s)	All meetings are at 6.30pm • 24th May (Finance) • 5th July (Curriculum)	

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