



**ST MICHAEL'S CE PRIMARY SCHOOL**  
**MEETING OF THE FULL GOVERNING BODY**  
**At the School**  
**Wednesday 14th June at 7pm**

**MINUTES**

**Part 1**

<b>Local Authority Governor (1)</b>	<b>Staff Governors (1)</b>	<b>Parent Governors (2)</b>
+Catherine Kennally CK (21-01-18)	*Frances Sorapure (FP) (21-11-20)	+Matthew Kerr (MK) (07-04-19) *Cordelia Brown (CB) (07-04-19)
<b>PCC (2)</b>	<b>LDBS (2)</b>	<b>DEANERY SYNOD (2)</b>
* Jonathan Murphy <b>VICE CHAIR (joint)</b> (JM) (11-04-19) +Mark Dailey (09-11-20)	*Lucy Clarke (LC) (03-05-20) VACANT (1)	* Adam Zombory-Moldovan, <b>VICE CHAIR (joint)</b> (AZM) (26-11-18) *Adam Garfunkel, <b>CHAIR</b> (AG) (12-05-19)
<b>EX OFFICIO: FOUNDATION (1) and HT:</b> +Rev, Bryce Wandrey, <b>Ex Officio Foundation (Temporary)</b> *Geraldine Gallagher <b>Ex Officio Head Teacher (HT)</b>		<b>ALSO PRESENT:</b> Michele de Broglio, Clerk
<i>*denotes governor present +denotes apologies</i>		

<b>1. Opening prayer, welcome and apologies for absence.</b>	
1.1 The meeting started with an opening prayer and the Chair welcomed everyone to the meeting and governors NOTED that Rev Wandrey, Mark Dailey, Matthew Kerr had all sent their apologies due to their unavailability. Apologies for Catherine Kennally were received and accepted.	
<b>2. Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Items on the Agenda.</b>	
2.1 No Interests were declared in items on the agenda. Since the last meeting the Clerk had received the completed Declaration of Business Interests Form from Rev Wandrey and this had been forwarded to the school for filing at the school with the others.	
<b>3. Membership of the Governing Body, Committees and Link Governors:</b>	

<p>3.1 a) Governing Body membership update: Vacancies: filling the two vacancies for LA and LDBS Governors is still being progressed.</p> <p>3.2 b) and c) Committee membership and Lead Governors: No changes</p> <p><b>4. Minutes of the previous meeting (22/05/17) and Matters Arising.</b></p> <p>4.1 Item 10.4: Strike out “In the Midlands”  <i>The Minutes were APPROVED as an accurate record, subject to this amendment, and were duly signed by the Chair for filing at the school.</i></p> <p>4.2 Matters arising: Item 9.2 – The Clerk had asked Governors Support Services about the “Confidentiality Code” referred to in the LA’s Whistleblowing Policy and Carolyn Banks has referred this matter to HR and is awaiting a response.</p>	
<p><b>Main Business:</b></p> <p><b>5. Vision Review</b></p> <p>5.1 The Action Plan for Governors from the Vision session was circulated in the meeting and it was noted the governors had followed through on many commitments, including:</p> <ul style="list-style-type: none"> <li>• Fundraising Working Group – The First meeting will be taking place next week.</li> <li>• The Development Plan – this was reviewed at the last meeting.</li> <li>• Governors had attended various events at the school – CB attended Year 4, AG attended the secondary transfer meeting, and two governors had attended the assembly marking the Flatford Residential and had been enormously impressed, particularly buy the film made by pupils.</li> <li>• Supporting and celebrating staff – governors felt that that were doing pretty well (drinks are held with staff at the end of each term), but that this could be improved. Governors AGREED to write cards to staff at the next meeting.</li> <li>• Communication with parents – this has improved and the Chair receives regular emails from parents expressing an interest and asking questions.</li> </ul> <p><b>6. KS1 Data (Early Years, End of Reception)</b></p> <p>6.1 The Headteacher explained that children are assessed in 17 different areas and are graded according to whether they are performing against expectations and if so whether matching or above or below expectations.  The scoring works as follows: <ul style="list-style-type: none"> <li>• If they achieve a 1 in any of the 17 areas they are scored as “Emerging”, Grade 1.</li> <li>• If they achieve a 2 in <u>All</u> areas they are scored as “Expected”, Grade 2.</li> <li>• If they achieve a majority of 3s across the areas they are scored as “Exceeding”, Grade 3.</li> </ul> </p> <p>6.2 Predictions for KS1 and KS2: Progress</p> <ul style="list-style-type: none"> <li>• 1's are predicted to do better than expected</li> <li>• 2's are predicted to be at expected or above.</li> <li>• 3's are expected to be performing at greater depth have more areas with 3s.</li> </ul> <p>Other factors are factored in such as SEN, EAL, PP in determining whether pupils are low, middle or high attainers.  <i>A governor asked whether Social and Emotional Development has an impact and the headteacher confirmed that it does.</i></p> <p>6.3 Tests carried out include: Year 1 – Phonics, Year 2 – Reading, Writing and Maths.  <i>Another governor asked what this tells the school in education terms? The Headteacher explained that it tells the school where the gaps are. Teachers are mindful of the gap analyses and the children are also aware of this. It supports the</i></p>	Action: All

	<i>teaching strategy although some aspects of the testing are overzealous.</i>	
<b>7. Website – Fundraising Pages</b>		Action: Chair
7.1	Governors AGREED that this will be done by governors before the next meeting and draft text could be emailed for comment.	
<b>8. Review of Premises Committee Terms of Reference</b>		Action: Premises Committee
8.1	The Chair stated that this will be discussed at the next Premises Committee on Monday 19 <sup>th</sup> June.	
<b>9. Policies</b>		
9.1	<u>Preventing Radicalisation Policy:</u> Governors asked a number of questions about the policy including:	
9.1.1	<i>Is anything specific being done to prevent radicalisation? The Headteacher explained that the signs to look out for are linked to those for "Safeguarding" and the Curriculum and is included in PSHE. For example, recent events are discussed and staff are made aware to look out signs of disengagement etc.</i>	
9.1.2	<i>A governor asked about the Role of Safeguarding in having to be aware of pupils' vulnerability to radicalisation. The headteacher indicated that more training is needed on this and some training is available online. The main thing for the school is that teachers feel that they can create an atmosphere in which pupils are able to express themselves. She stated that the staff are confident and comfortable with this. A governor asked how staff are familiarised with the requirements. The headteacher draws their attention to the main duties and related issues and this is covered in INSET.</i>	
9.1.3	<i>Governors agreed the importance of talking about other faiths and the Chair confirmed that the work being undertaken around this is very positive and would articulate many of the issues covered by the policy.</i>	
9.1.4	<i>A governor asked which governors had undertaken "Safer Recruitment" training? - JM, CB, FS and the Headteacher.</i>	
9.1.5	<b>The Policy was APPROVED by the Governing Body.</b>	
9.2	<u>Bereavement Policy:</u> The Headteacher stated that this is an LDBS policy that has been adjusted to suit the school.	
9.2.1	<i>Governors thought it was very helpful and includes everything that a teacher or staff member would want to know. They also AGREED That when it is next reviewed the Policy and Procedure should be separated out into two documents for further clarity.</i>	
9.2.2	<i>A governor asked who is responsible for communication? This would be the responsibility of the Chair and Headteacher, and staff are advised not to comment to the press.</i>	
9.2.3	<b>The Policy was APPROVED subject to minor adjustments suggested by governors and passed to the headteacher for inclusion, and subject to the next review taking account of changes set out in item 9.2.1.</b>	
<b>10. Head Teacher's Report (Verbal)</b>		
10.1	Eco ambassadors presented the assembly for World Environment Day, part of the school working towards a Silver standard. The school held its own election. Year 5 were divided into four parties and campaigned for four different afternoon activities. We held elections using the polling booths delivered to the school for the General Election the following day. The pupils learned about elections, voting and postal votes, something the Chair said he had mentioned at the Chairs' Forum. The winning Party were the Greens and all classes will have an afternoon to design items linked to learning topics using recycled materials.	

<p>10.2 The Headteacher expressed a big thank you to all the staff and students who took part in the Isle of Wight Trip.</p> <p>10.3 Website: On polling day, the staff reviewed the Vision and then wrote up their pages for the website.</p> <p>10.4 EYFS Teachers' Assessments: The LA has moderated these and has only made minor recommendations. The Headteacher thanked the Early Years Team, especially the Leader, Rachel, for this achievement.</p> <p>10.5 Nursery Parents for September 2017 - Parents one to one meetings with SLT, will be held with tea and coffee and the Headteacher will meet with them at the beginning of the session.</p> <p>10.6 Uniform: Some parents have raised concerns about the colour. The headteacher has decided to consult a wider focus group (the parent representatives) and has gone back to the suppliers to source two options – branding on current and proposed uniform. Because of the time this will take the new uniform won't be introduced in September as planned. Delivery of the uniform prototypes and the wider meeting with parents will take place before the end of this academic year to agree the colour and then move forward with the uniform and branding.</p> <p>10.7 Key dates: Governors were reminded that these are in the newsletter and International Evening will take place on the 4<sup>th</sup> July.</p> <p>10.8 iPads: Apple training will take place in September. <i>Governors asked what will happen if a problem should arise? Any Problems will be referred to the technician, in the first instance, and then the supplier, to resolve. Governors asked if they could see examples of work done by pupils on the iPads and were told that this could be arranged at a future meeting.</i></p> <p>10.10 Staffing changes: Vacancies that have arisen in the Nursery, Reception, Yr 4 and Yr 6 have all been filled. A new Inclusion Lead has also been appointed, along with two higher level TAs. An "Art" Lead will be sought and it is possible that someone will step up to take this on.  <i>A governor asked about the new staff and the impact on the budget? All appointments are within the budget. Governors thought this brilliant.</i></p> <p>10.11 Specialist Teaching: the school will be introducing afternoon specialist teaching  <i>Governors asked how many teachers will a class see within a week? Potentially all of the KS2 staff.</i></p> <p>10.12 Class Names: this year the focus will be on women in history, linked to the STEM agenda, covering women in science and considering ethnicity and countries of origin.</p> <p>10.13 DBS: the headteacher informed governors that this is not a requirement for volunteers unless they are with children unsupervised.</p> <p>10.14 Card from CK: a card to governors was passed around.</p>	Action: Headteacher

## 11. Chair's Report

- 11.1 The Chair regularly meets with the headteacher and is dealing with the Governor vacancies.
- 11.2 He has responded to the Governors Services Review and stated that this is something that governors will need to think about as the offer is changing.
- 11.3 The Chair along with vice chair had a meeting with Highgate School.
- 11.4 The Chair is working on the website and is assisting the headteacher.
- 11.5 He reported dealing with emails about the uniform and will be liaising with the headteacher about information in the newsletter.
- 11.6 Heads of Agreement and Advice re Lanes Agreement with St Michael's School: this was discussed as a Part 2 item and minutes can be found in Part 2.

- 12. Reports from Committees, Working Groups and Lead Governors:**
- 12.1 Premises Committee: The Committee will be meeting again on 19<sup>th</sup> June.
- 12.2 Fundraising Working Group: MD has arranged for the first meeting of the group to take place next week.
- 12.3 Inclusion Lead (CB): CB is meeting with the Inclusion Lead, attending an informal afternoon tea with parents and carers and then discussing working together. She will also meet with Nick before he goes to discuss the e-tracking system and logging system used. The Chair thanked CB.

*Jonathan Murphy and Cordelia Brown left the meeting and governors NOTED that the meeting was now inquorate and that no decisions would be made.*

- 12.4 Safeguarding Lead (JM): No update.
- 12.5 Finance Lead (MD): No update
- 12.6 Curriculum and Assessment Lead (MK): MK had informed the Chair that he had met with relevant staff and will write up his report for the next meeting.
- 12.7 Admissions Lead (CB): Nothing to Report.
- 12.8 Christian ethos Lead (BW): No Report
- 12.9 Communications Lead (MD): No Report.
- 12.10 STEM Lead (AZM): AZM will make contact with the Science Lead. At the latest Clerk's briefing, it had been suggested that a guide be produced on STEM for STEM Lead Governors and this will be considered. Governors said this would be welcomed.
- 12.11 Governors' Development Plan: Nothing to Report.

**13. Governors Visits, Development and training.**

- a) Receive reports from governors who have undertaken monitoring visits to the school – no reports for this meeting.
- b) Receive feedback from governors who have attended training courses since the previous meeting: The Headteacher reported that she had attended training on "Prevent".
- c) To consider governor training needs: The Chair reported that there will be ongoing training and discussion of Data in the full Governing Body meetings rather than having one big training session.

**14. Future Meeting Dates**

- 14.1 **The Next Meeting will take place on Wednesday 12<sup>n</sup> July 2017 at 7pm.**

**15. Any Other Urgent Business Items**

- 15.1 Self Evaluation of Governance: LC is working up some questions about this and will be contacting governors to obtain their feedback. This will inform the Governors' Day in September. The Chair stressed the importance of this to all governors and stated that options for structuring the day will brought to the next meeting for discussion.

**16. Review of the Meeting**

- 16.1 *Governors thought that the meeting had been productive and about the right length.*

Parts 1 and 2 of the meeting concluded at 9.15pm

..... Date .....

Chair of Governors (Adam Garfunkel)