



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
CHILDREN'S COMMITTEE MEETING HELD ON
TUESDAY 23rd FEBRUARY 2021 AT 5.30PM
MINUTES
REMOTE MEETING**

Part 1

ATTENDANCE	
<p><i>Governors Present:</i> Cordelia Brown, (CB) Geraldine Gallagher, Ex Officio Head Teacher (HT) Reverend Kunle Ayodeji Ex Officio Foundation (KA) Charlotte Allen Cttee Chair, (CA) Lisa Maguire (LM) *Stephen Bethel (SB)</p> <p>*not present at the meeting</p>	<p><i>Also present:</i> Alexandra Cooper (AC) (EYFS Lead) Chris Lambert, (CL) (Clerk – HEP)</p>

Item No.	Subject/Decision	Action by
1. 1.1	Welcome and Apologies for Absence The Chair, CA, welcomed everyone to the meeting including Alexandra Cooper (AC), the school EYFS Lead who would present on items 1-3. Apologies were received and accepted from Stephen Bethel. The meeting was quorate.	
2. 2.1	Declaration of Interests in Respect of Items on this Agenda None.	
3. 3.1 3.2	Refurbishment of the EYFS Outdoor learning Environment AC set out the proposal for the refurbishment of the EYFS outdoor play area describing the aims, benefit and importance of the project in terms of the children's whole education. Governors noted that the school plans to refurbish the existing play area and outdoor space through a programme of refresh and replenishment of some of the existing resources and purchase of new facilities and equipment. AC described how outdoor play and education in play stimulates and supports pupil development as independent learners, in their social and moral development and encourages physical activity and the development of a positive attitude to risk which itself can improve self-confidence and self-esteem. The Committee received a video presentation of the facilities available to pupils in the current outdoor space and of the proposed changes that would enhance the space, facilities and provision. AC referred to the Carterhatch Reception School	



	<p>Garden, designed by Anna Ephgrave, as an example of how changes in that garden had supported pupil development, made best use of the available space and introduced a more ergonomic and efficient storage system for staff.</p>	
3.3	<p>Governors noted that the design used at Carterhatch Garden provided for easy access to all items with a very efficient storage system for play items and teaching materials by both staff and pupils. The high quality resources were durable and sustained giving good value for money. The use of real life resources encouraged imaginative play and the design incorporated a wide and safe bike track, and a mud play section that was clearly delineated within the play area.</p>	
3.4	<p>AC proposed that the goal of the project was to develop a sustainable, enabling environment that would encourage meaningful activity and imaginative play. The Committee noted the proposals for the different sections of the project:</p> <ul style="list-style-type: none"> • an efficient storage system that would enable pupils to be involved in the process of packing / unpacking play items • A new multi-purpose permanent shelter to be introduced that could serve for the purpose of play and teaching • A mud kitchen to be included that was in a clearly defined space in the project • A safe and distinctive bike track to be included that would support tuition on road safety • A tiered performance area providing a stage for music and drama productions • As the space allows additional features including a music wall, a planting area, a tool shed, sand pit, white and blackboards and open ended resources such as a model car or boat. • The whole space would also benefit from refurbishment and redecoration. 	
3.5	<p>The Committee queried the provisional budget and noted that storage sheds were c£500 each, the Pentagon Play wooden gazebo was c £8,000 including flooring, both a Den and a Shed (quiet space) were c£700 each and a tiered stage was c£1,000. The overall budget was c£17,000. It was noted that all items except the gazebo could be moved around the school site to fit in with longer term site planning.</p>	
3.6	<p>AC described the wider benefits of the project in supporting personal development through play and in particular in improving the pupil literacy rate. It was noted that the school was achieving 86% in this category (well above the national average) but believe higher attainment can be achieved and the Shed would provide an ideal learning space. It was suggested that this provision would also support the development of early writing skills, enhance imaginative play, improve pupil communication and investigation skills, and encourage both individual and group active learning.</p>	
3.7	<p>The Committee were in favour of the project, noting the budget and queried the extent parents could be involved either through donation or in application of their building skills to help reduce project costs. It was suggested that some parents could be asked to apply their building knowledge and skills to create storage units,</p>	



3.8	<p>the mud kitchen, the reading shelter and even the tiered stage. GG agreed that the next stage was for the project plan to be refined and costed before presentation to FGB on 23 March. The Committee asked that the plan include different options based on a range of facilities and cost.</p> <p>AC was thanked for her detailed presentation and she left the meeting.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Minutes of the Previous Meeting held on 21 October 2020 and Matters Arising</p> <p>The Minutes of the previous meeting were AGREED. They will be electronically signed by the Committee Chair and returned to the HT for filing.</p> <p>Matters arising from previous meeting: 5.2 The Medical Policy is on the meeting agenda. 7.5 The SEF was ratified by FGB 7.6 The LIP was revised and ratified by FGB</p>	
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>Headteacher's verbal report</p> <p>GG gave a verbal report supported by various documents which were shared with the Committee on screen.</p> <p>Website: it was noted that the school website had been reviewed for compliance, supported by LDBS. The Committee was pleased that the site was fully compliant with only three items still outstanding and due to be completed. The statement on swimming provision would be updated once swimming was permitted; a new DfE requirement for a statement on financial information was being prepared and a statement on the use made of Covid-19 catch up funds for an extra TA was being drafted.</p> <p>Behaviour Log: on screen the Committee reviewed the school Behaviour Log for Autumn Term 2, 2002 for the period 2 November 2020 – 16 December 2020. The Log detailed a record of reported behaviour issues by pupil gender and year group from FS1 to Y6. It was noted that there had been no temporary exclusions in the period. GG described how the Log was used by SLT to report issues, for timely reviews and support proactive interventions. Examples of behaviour and consequences of good and poor behaviour were embedded in the curriculum to reinforce the message to pupils.</p> <p>The Committee asked if the data could be extended to include ethnicity as part of the BAME agenda and it was agreed that this would be an additional column on future reports.</p> <p>Action: the pupil behaviour data to be extended to include reference to ethnicity in support of the BAME agenda</p> <p>Assessment: on screen the Committee received the Assessment Calendar 2020 – 2021. GG described the annual assessment process for maths, reading, phonics and writing and how the audit process tracked progress and supported directed interventions to meet pupil's needs. The aim was to ensure that all pupils left the school having at least made expected progress and fully prepared for their senior</p>	



5.6	school.	
5.6	<p>It was noted that current pupil data was lacking due to the impact of Covid -19 and pupils remote learning for most of the year. Once pupils returned to school there would be an early assessment to determine the extent to which pupils had retained information, skills and knowledge whilst remote learning at home and subject to the outcome of these assessments the school would introduce appropriate interventions.</p>	
5.7	<p>Staff CPD – Sept 2020 – Feb 2021: on screen the Committee received the Staff CDP which detailed the training used to support staff in delivery of the curriculum in line with the school LIP and SEF. The report included the detail of the training and its impact in terms of helping individuals to meet teachers standards across all areas of the curriculum. GG described how weekly staff meetings and Inset training days were scheduled to deliver staff training programmes.</p>	
5.8	<p>Plans for Pupil return on 8 March: the Committee noted that the plans was for all pupils to return to school on 8 March and measures were being taken to ensure the site would be safe for pupils and staff. The expectation was that the teachers would deliver the full curriculum from that date. It was noted that 91 pupils were on site daily at present. GG would write to parents about the routines to be introduced from 8 March. In the period before Spring Term end there would be a focus on vocabulary, reading and weekly assessments to help determine required areas of specific focus and catch up provision. From 8 March pupils would be in their year group bubbles. The Committee noted the plan and asked if the risk assessment had been updated to reflect the changing situation.</p> <p>Action: the Risk Assessment to be reviewed next week</p>	
5.9	<p>Reception Class 2021: It was noted that LBH was reporting a significant decline in Reception age pupils across the Borough with an estimated 400 place reduction in demand. On that basis it was assumed that all first preference places would be met.</p>	
5.10	<p>The Committee received on screen a report showing the parent preferences per school in Haringey for the period 2011 – 2021. It was noted that for the September 2021 intake 66 first choice applications and 33 second choice requests. had been made and the school has an annual intake of 60 pupils. On that basis the school should be fully subscribed in September. Governors were pleased with this likely outcome but acknowledged that parental choice and personal circumstances could still have an impact on the final intake in September 2021 due to mobility.</p>	
5.11	<p>The Committee noted the potential impact of any reduction in demand for pupil placement and suggested that both a review of the application boundary and the marketing of the school was now timely to consolidate applications and encourage new applications for the coming years.</p> <p>Action: a review of the application boundary and marketing plans in Summer Term 2021</p>	



5.12	<p>Well-being of staff and pupils: GG reported that the well-being audit had been reviewed by LM and herself and a Wellbeing policy had been drafted; this would be circulated. LM shared her record of the visit. Governors noted the outcome of the audit and raised no further questions.</p> <p>Action: the Well-being policy and record of link governor visit to be circulated to Governors</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p>Policies</p> <p>Early Years and Foundation Stage (EYFS): Governors raised no questions and commended the Policy as a comprehensive document: the Policy was Approved.</p> <p>Medical: Governors noted that the Policy covered provision at Clubs. It was noted that staff had the option to opt-out on the issue of administering medication to a pupil and in such circumstances parents were required to make the necessary intervention. HT will share with some parents with children affected by this policy to gain their input once the children return to school. No further comments: the Policy was Approved.</p> <p>Children with health needs who cannot attend school: Governors noted that the school would do all it could to provide electronic devices to pupils unable to attend school. There were no further queries: the Policy was Approved.</p> <p>Behaviour: it was noted that this policy had been re-drafted in 2020 and there were no substantive changes: the Policy was Approved.</p> <p>Exclusion: It was suggested that the reference for independent review which states March 2021 be revised to state 25 school days. With this one change the Policy was Approved.</p> <p>Equality information and objectives: Governors asked that the Link Governor – Reverend Kunle Ayodeji be named in the Policy. With this one change the Policy was Approved.</p> <p>Designated teacher for looked - after and previously looked-after children: Governors noted that there was some possible funding for the LAC children prior to them being included in the Pupil Premium funding. There were no further queries and the Policy was Approved.</p> <p>GG thanked the Governors for their comments and support in drafting the policies</p>	
<p>7</p> <p>7.1</p>	<p>Chair's Verbal Report</p> <p>The Chair was pleased to note the plans for developing the EYFS outdoor provision and the actions and risk assessments being taken prior to the whole school return</p>	



7.2	on 8 March. The Chair thanked GG and her staff team for their sustained efforts and mid-term plans to ensure that all pupils could benefit from necessary catch up support and provisions.	
8. 8.1	Any Other Business There was no further business and no Part 2 confidential items.	
9.	Date of Next Meeting Monday 21 June 2021 at 5.30pm	

There being no further Part 1 business and no Part 2 business the meeting closed at 19.15pm

Signed
Chair.....Date.....

List of agreed Actions – 23 February 2021

Item No.	Agreed Action	By whom
5.4	The pupil behaviour data to be extended to include reference to ethnicity in support of the BAME agenda	HT
5.8	The Risk Assessment to be reviewed next week	HT
5.11	A review of the application boundary and marketing plans in Summer Term 2021	Committee
5.12	The Well-being policy and link governor record of visit to be circulated to Governors	HT