

- All members of staff are happy with the arrangements for the forthcoming year with the class restructures.
- Supply has been allocated for 2 days per month as a precaution. JB challenged what the supply rates were. It was explained it is done on a ½ or full day basis. Although it is not the cheapest agency we use, we are guaranteed good quality teachers, have a good working relationship with the company and often receive the same teacher that has been to the school previously. CM explained that the TAs always feed back on the teacher, as do the children and parents.
- Including the Sports & Premium funding, our staffing costs are estimated at 89% at present.

Premises

- The maintenance fees have been listed and all items are due as well as over £2000 of remedial works.
- PM challenged what are the contingency plans if something happens? MK explained that she has factored an amount in the budget for this but anything major in the school would be down to County to finance. KD questioned if something wasn't covered by County, could we claim off insurance? MK explained it could be a possibility.
- RS questioned what works need to be carried out in the near future? MK explained that all major works will be covered by County and not out of our budget.
- JB **challenged** the figure for the Legionnaires and water testing. It is done every 2 years and is due next year.

Supplies & Services

- These have been scrutinised and monitored. Each class receives a small budget per year to purchase goods once agreed by the headteacher, along with the regular whole school purchases.
- KD **questioned** how often the teachers put forward a 'wish list'. CM explained that the teachers are happy to approach her throughout the year and she will advise if it is feasible to go ahead with the purchase.
- KD **advised** that if the school was not able to make a purchase, staff could contact the PSA to assist from the funds they have available.
- RS **questioned** what doesn't have 'high impact' on the list? CM explained that the subscription to Educare is under-utilised within the school and is not good value for money. This is going to be reviewed when the subscription comes to an end next year.
- PM asked that the SGB review these figures again in November 2019.

Income

- High Needs Funding will reduce due to a child leaving in July.
- The number eligible for Pupil Premium is estimated to be 11, with 1 LAC.
- Sports Grant income is included in the budget for the coming year. While we have no guarantees for year 2 and 3, we have been advised to keep it in the budget.
- Breakfast Club and Afterschool Club income is based on 18/19 actuals.
- KS1 top-up funding is an estimated figure and due later in the year, but this will not be confirmed until later in this academic year and has not been added in at present.
- Estimated Pension Contribution from DfE has been confirmed for this year. County has advised us to add in years 2 and 3 as estimates.
- Teacher Grant has been confirmed for this year and again County has advised that we add 80% of this into years 2 and 3.

PM **questioned** if it was possible to generate additional income; for example, hiring out the school hall. It was explained that this unfortunately is not feasible as we do not have a site manager and St Michael's also would not want to set itself as a competitor to the nearby village hall since this could damage community relationships.

	<p><u>Ledger Codes</u></p> <ul style="list-style-type: none"> - The INA is working an additional 2.5 hours on top of her existing 5 hours as INA; our High Needs Funding assists with the cost of this. - Our clerk has been in situ since September 19, this shows as a full year cost. - An additional £1000 was received from SIFF to support the “Maths Masters’ course attended by all our teachers. This assisted with the cost of cover for each class. - For transport, as there is no PGL this year, additional costs will be incurred in arranging our Year 6 end-of-year day out. The bursar has taken into consideration likely price increases and additional transport that may be required, for example, for swimming lessons. - The majority of the Health Grant has been spent and has been removed from the 19/20 budget, as we are not entitled to it without placing a bid and an action plan for something in particular. <p>JB asked what this health grant had been spent on? CM explained it had paid for training in Mental, Health & Wellbeing for staff, encouraging healthy eating, our nurture room and the outside area of KS1.</p> <ul style="list-style-type: none"> - Orthus are no longer providing Executive Leadership; their costs have been removed from the budget, with exception of one visit scheduled in April 19. <p>There is a small deficit showing in year 2 but that is not currently a concern. It will be monitored and the SGB will be updated accordingly.</p> <ul style="list-style-type: none"> - PM thanked MK for her work, noting that she has provided sound evidence on the finances throughout the school and that everything is carefully managed and under control. - MK will forward an updated budget to all governors before the end of term. <p style="text-align: center;">The SGB agreed and approved:</p> <p style="text-align: center;">✓ SFVS</p> <p style="text-align: center;">✓ Budget Report</p> <p style="text-align: center;">✓ Local Financial Procedures</p> <ul style="list-style-type: none"> - MK was thanked again for her work and efforts and left the meeting. 	
4.	<p>Minutes from the Previous Meetings held on 28th February</p> <ul style="list-style-type: none"> - Minutes were agreed and approved by the SGB, with slight amendments to be carried out by the clerk. - PM to sign a copy once the small amendments are done by the clerk. - Clerk to file a copy at the school and email PDF copy to the HT once completed. 	<p>LL</p> <p>PM</p> <p>LL</p>
5.	<p>Matters Arising</p> <ul style="list-style-type: none"> - The uneven area in the playground is being addressed over the Easter break. - PM to arrange a training session for governors on the expectations in their role. - All other actions have been completed. - The meeting was held with parents and carers his afternoon regarding the new class structures for the next academic year, the response was very positive, the feedback was also supportive. <p>CM and the teachers were praised by the governors for their confidence and positivity in working as a team in making these changes a success.</p>	
6.	<p>HT Report</p> <ul style="list-style-type: none"> - The report has been circulated within the SGB. - PM had asked for a new approach for the HT report, which CM has done. There will be 3 areas of focus for most reports, allowing for topics to be explored in 	

greater depth. These will always include an overview of pupils' progress.

Curriculum Development

- 2019-20 to be considered initially as a stand-alone year in terms of topic rotation in the normal 2-year long-term planning cycle, with topics individualized according to the curriculum requirements in each class.
- All staff have collaboratively brainstormed the adaptation of the 'year B' curriculum cycle to ensure that all gaps are plugged and there will be no repeat teaching in the next 'year B' cycle if we were to revert to the current mix of year groups. There continues to be particular emphasis on the knowledge requirements of the National Curriculum, for example, with respect to Science and History.
- A staff meeting is set for 13th May to focus on the development of the long-term plans for 2019-20.
- The broader curriculum offer was also considered, including:
 - residential trip: to go ahead in Sept '19 with years 5&6. Staff to engage in transition activities to support relationships with peers and accompanying staff.
 - Woodland Learning: to be blocked in Sept. 2019; one week's provision for years 2-4 whilst years 5&6 are away on their residential trip.
 - Swimming: to be offered to years 2 & 3
 - End-of-year play: year 6 only
 - A joint planning meeting with staff from Quercus federation is planned for 17/06/19, which will support teachers' implementation of the curriculum
 - EYFS teacher has arranged visits to schools with similar EYFS/Y1 settings to gain an insight into the practicalities of delivering these two curriculums in the same class.
 - The current year 3/4 teacher is engaging in specific year 5 Maths CPD and SPAG CPD in preparation for teaching year 5 next year.
- RS **questioned** where CM was in her planning at present? CM explained just at the brainstorming stage at present.
- CM to visit Netherfield Primary School (recently judged Ofsted Outstanding) to meet with the headteacher to explore outstanding practice in a similar size of school, particularly around curriculum and how to evidence the 'intent' aspect of the new framework.
- LA Headteacher support will also be focusing on curriculum at her next meeting with CM.

Progress & Attainment

- Full breakdown, including update on vulnerable groups, will be available after T4 data capture and T5 pupil progress meetings.

EYFS

- An additional child joined T4, taking the cohort up to 7.
- The cohort is currently on track to achieve 71% GLD. 2 children not on track are receiving support, including parental support, to close gaps.
- We have had enquiries for a place for another child: a boy with no pre-school or nursery experience, home-schooled, with speech & language needs. Awaiting confirmation from parents. We anticipate this would have a significant impact on overall attainment and progress data for this cohort.
- The teacher has attended a series of partnership and EYFS hub moderation meetings to support her judgements. EYFS is being externally moderated this year.

Year 1 Phonics

- Current target: 79%
- On track to meet this target but an additional 2 children are just borderline. If they do not reach the target, the overall % will drop.
- Five children are receiving additional daily phonics intervention.

Year 2

	<ul style="list-style-type: none"> - One child left at start T4; data targets now adjusted to reflect this change of cohort – Reading 80%, Writing 80%, Maths 80%. - Current attainment: we are on track to meet ARE – Reading 80%, Writing 70%, Maths 90% - Progress across the board is excellent. - The teacher has attended a series of partnership and EIP KS1 moderation meetings to support her judgements. - This teacher will continue in year 2 next year, supporting the year 1 teacher with the curriculum requirements of that year group. - Teaching in this year group is very good with many outstanding features. <u>Year 6</u> - One child joined at the start of T4; we are awaiting KS1 data to adjust data targets for this year group. - Current attainment: we are on track to meet ARE – Reading 60%, Writing 33%, GPS 60%, Maths 60%. CM acknowledged that writing remains a substantial challenge. - 25% SEN in this cohort, with a further 3 children being monitored for SEN. - A very robust intervention schedule is in place for this cohort. The class teacher is working hard to gather more evidence to show that borderline children will meet ARE in writing. - The teacher has been on extensive maths CPD, writing CPD and recently received writing support from an LA Lead Moderator. - The teacher has attended a series of partnership and EIP KS2 moderation meetings to support her judgements. - This year group is taught in combination with year 5s; we have had a couple of recent additions to the class, of children with very challenging behaviour. This has had a significant impact across the both year groups, on both staff and the other children. A significant amount of time is spent managing the behaviour to minimize impact - PM questioned how the governing board can help to create opportunities to work with the year 6 separately. CM explained that as a small school staffing becomes very challenging in separating the 2-year groups, but all staff within the school are assisting where possible. - KD asked if there was the possibility of holding after school SAT revision sessions for the year 6 children. CM explained that they are restricted on staffing and resources at this time. - JC questioned if there have been mid-year admissions in this cohort? CM explained that there have been and that this had a huge impact throughout the year. - JB asked if the year 5 and 6 teacher had given feedback to the headteacher? CM explained had and that she had heard from the TA in the class, that if the class restructure didn't happen, the teacher was going to look for another job in a different school. - PM asked for an update on this cohort at the next meeting. <u>Personnel & Staffing</u> - Covered earlier. <u>Parent & Staff Surveys</u> <u>Parent Survey</u> - Positive feedback: received 42 responses. - Actions include a review of the homework policy; benchmarking reporting pupil progress with similar schools; continued implementation of MHEW action plan. <u>Staff Survey</u> - Positive feedback. - Actions include touching base with one staff member around support for behaviour in lessons and discussing the impact of workload with a non-teaching staff member. 	<p style="text-align: center;">CM</p>
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	<p><u>Pupil Survey</u></p> <ul style="list-style-type: none"> - Data still to be analysed and will be presented to the SGB at the next meeting. 	
7.	<p>Vulnerable Groups</p> <ul style="list-style-type: none"> - Carried forward to the next SGB Meeting - SEN Report from RS to be circulated to the SGB. 	RS
8.	<p>Safeguarding</p> <ul style="list-style-type: none"> - The DSL's report has been circulated within the SGB. - No further updates - JB questioned if CM attended the DSL Networking. CM did not attend but her deputy did attend. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> - No update - carried forward to the next SGB Meeting <p><u>Attendance</u></p> <ul style="list-style-type: none"> - PM questioned how CM felt about the pattern in attendance through the school. CM explained that in term 2&3 there had been significant illness throughout the school with both staff and pupils absent, but she could already see an improvement in term 4. <p>CM feels that in the past the school has been quite relaxed regarding absentees and feels the policy needs serious consideration when next reviewed.</p> <ul style="list-style-type: none"> - PM praised the school on the disadvantaged pupils' attendance. 	
9.	<p>SIAMS & Diocese</p> <ul style="list-style-type: none"> - No updates at present, to be carried forward to the next SGB Meeting 	
10.	<p>Federation with Quercus</p> <ul style="list-style-type: none"> - No updates at present, awaiting on the LA's Pupil Planning Meeting results at the end of May. 	
11.	<p>Governance</p> <p><u>Governor Feedback from Monitoring & Training</u></p> <ul style="list-style-type: none"> - KD has completed 'Introduction to School Finance' and has expressed an interest to attend further finance course, Clerk to liaise. - PM & JC completed the course on Sports Premium. - JB has completed his Safeguarding lead governor training. - JC has completed Managing Allegations training. - All governors were reminded to send their certificates to the clerk. <p><u>Monitoring Days</u></p> <ul style="list-style-type: none"> - To be arranged next term <p><u>Governor Training Courses</u></p> <ul style="list-style-type: none"> - Future training courses have been circulated within the SGB. <p><u>Governor Vacancies</u></p> <ul style="list-style-type: none"> - We still have a foundation and Co-Opted vacancies on the board; these vacancies are being advertised on Inspiring Governance and Governors for Schools. - PM to follow up a possible application for an LA governor 	<p>KD/LL</p> <p>PM</p>
12.	<p>Policies & Statutory Obligations</p> <p><u>Acceptable Use Policy</u> Agreed & Approved by the SGB</p> <p><u>Health & Safety Policy</u> Agreed & Approved by the SGB</p> <p><u>Positive Behaviour Policy</u> Agreed & Approved by the SGB</p> <p><u>Online Safety Policy</u></p>	

	<p style="text-align: center;">Agreed & Approved by the SGB <u>Collective Worship Policy</u></p> <p style="text-align: center;">Agreed & Approved by the SGB <u>Managing Change Policy</u></p> <p style="text-align: center;">Agreed & Approved by the SGB <u>Retirement & Pensions Policy</u></p> <p style="text-align: center;">Agreed & Approved by the SGB <u>Retirement, Pensions & Redundancy Policy</u></p> <p style="text-align: center;">Agreed & Approved by the SGB</p> <p>It was agreed that the school needed to have a 'lock down' policy as an aspect of Health & Safety.</p>	
13.	<p>AOB</p> <ul style="list-style-type: none"> - Dates for 2019-20 SGB meetings have been circulated. 	
14.	<p>Items for the Next Meeting</p> <ul style="list-style-type: none"> - Update on the progress and attainment of Year 5 and Year 6 pupils, with particular reference to current pre-SATs support for Year 6 - Health & Safety update - Feedback from pupil survey - Update on vulnerable groups - Siam & Diocese update 	
	<p>Date of Next Meeting</p> <p style="text-align: center;">Wednesday 22nd May 2019 at 4:30pm</p>	

Actions Table

Actions	Responsibility	Timescale
Updated budget to be circulated to SGB	MK	Before Easter
Amended minutes for 28 February SGB meeting to be signed and filed, also copies of policies approved by SGB	PM	Before the start of Term 5
SEND visit report to be circulated to SGB	RS	Before Easter
Possible governor recruit through the LA to be followed up	PM	After Easter
A check to be made as to whether the school has a 'lock down' policy.	CM	After Easter