

St Michael's CE Primary School

Minutes of the Meeting of the Governing Board

Date and Time: Wednesday, 8th March 2023, 4:30-6:30pm
 Location: St Michael's CE Primary School
 Governors Present: Ross Settles (RS) - Chair Shona Bishop (SB)
 Gerard Carlton-Blake (GCB) Peter Challans (PC)
 Revd Jacques Desrosiers (JD) Samantha James (SJ)
 Ani Lawrence (AL) - Headteacher Sophie Smith (SS)
 Quorum: 5 (50% of the FGB in post)
 Attending:
 Clerk: Sue Redstone (SR)
 Apologies: Sydney Lazenby (SL), Tim Rowbottom (TR) - Vice-chair

Item	Discussion	Action
1.	<p><u>Welcome & Apologies:</u></p> <ul style="list-style-type: none"> - The Chair welcomed everyone to the meeting at 4:30pm. - Apologies were received and accepted from SL and TR. - The Chair confirmed a change to the agenda to move Update on Arrangements for September 2023 from Item 5 to Item 11. - The following requests for any other business were added to the agenda, under AOB: <ul style="list-style-type: none"> o Strike action, staff absence and snow. 	
2.	<p><u>Declaration of Business Interests:</u></p> <ul style="list-style-type: none"> - GCB clarified that he is a parent of two children at the school. 	
3.	<p><u>Approval of Last GB Minutes & Actions:</u></p> <ul style="list-style-type: none"> - The minutes of the previous meeting were accepted. <p><u>Action Points:</u></p> <ol style="list-style-type: none"> 1. Provide contact details for the Street Pastor to CM. The Street Pastor is away for 6 months. Action to be left open. 2. SL to follow up on whether Kent schools would accommodate an ESCC school for swimming. RS also to investigate other possibilities. RS has contacted Facilities at one local site and is still awaiting response having chased on two occasions. A community group are looking to take over the management of Rye swimming pool. 3. DBS certificates to be brought into school. Carried forward. AL to check whether SL's has been received. 4. Arrange working party to focus on a plan for marketing the school, with TR, SL, SB. SB to lead on this. 5. Provide a list of website issues to the Headteacher. List has been provided. Policies, prospectus, Sports Premium and Pupil Premium to be updated. 6. Investigate feasibility of Governor photo and name badges, and staff and governor photo board in school foyer. Governors to send head shots to AL. 7. Circulate a copy of the 175 Safeguarding Audit. Circulated to the board 31st January 2023. 8. Schedule a visit to conduct the Health and Safety premises check. Done. 	<p style="text-align: center;">PC</p> <p style="text-align: center;">RS/SL</p> <p style="text-align: center;">GCB/SL</p> <p style="text-align: center;">SB</p> <p style="text-align: center;">AL</p> <p style="text-align: center;">All</p> <p style="text-align: center;">Closed</p> <p style="text-align: center;">Closed</p>

<p>4.</p>	<p><u>Finance:</u></p> <ul style="list-style-type: none"> - Bursar’s Update: The Headteacher provided a summary on behalf of the Bursar. The budget share is up, however there is a significant increase in energy costs. The Government have confirmed funding of the sports premium for the next two years. A meeting is scheduled to understand the value of Cyber resilience. The Headteacher recruitment package is still current. The budget includes an increase to the Bursar’s hours. - Governor Question: Can schools opt to change their electricity supplier? - AL: They could, but the school is part of larger scheme, which gives a bulk offer. - Governor Question: What is the MPS teacher increase? - AL: This covers a new member of staff. - Services to Schools: - Governor Question: Do we subscribe to the Partnership Agreement for Diocese support? - AL: Yes. This isn’t included within Services to Schools. Further information on cost and scope is included below. https://cofechichestereducation.contentfiles.net/media/documents/document/2022/08/Partnership_agreement_2022-23_FINAL.pdf <p>Decision: The Governing Board approved the Services to Schools.</p> <ul style="list-style-type: none"> - SFVS: The SFVS has been reviewed by the Finance Committee. Costings for academic aspects are on the SIP. Clarification on the use of benchmarking against other schools has been included. <p>Decision: The Governing Board approved the SFVS.</p> <ul style="list-style-type: none"> - Date for April Finance Committee Meeting: The Board agreed to the following change of date, due to the school budget submission deadline of 5th May 2023: <ul style="list-style-type: none"> o Finance Committee 20th April 2023 o FGB Thursday 27th April 2023 5:00-6:00pm (was Wednesday 10th May 2023). <p>Decision: The Governing Board approved the virements.</p>	
<p>5.</p>	<p><u>Governance:</u></p> <ul style="list-style-type: none"> - Updates from the Clerk: The Clerk reported that Governor Services have now completed their work to transfer training records to GovernorHub. This included training records for the past year, plus Safeguarding training for the past 3 years. Any further history required will need to be input manually by Clerks. Any training booked through GovernorHub will automatically be logged and any external training can be added manually by Governors (certificates can also be uploaded). In terms of meeting information, historical information has been moved over. - Training Course/ Meeting Reports: JD reported that he has been attending the induction training run by the Diocese and that it had been extremely useful. SS and RS have attended the Finance update. Pay awards will have an impact on budgets, with central funding being the problem. Covid recovery funding must be reported as part of Pupil Premium. The Sports Premium needs to be spent by July, otherwise there is 	

	<p>risk of clawback. Schools were reminded to check levels of liability insurance. Where schools have a budget deficit, there is a need for a recovery plan. The white paper is still an ambition and multi-academy trusts may benefit from economies of scale.</p> <ul style="list-style-type: none"> - Governor Question: Is the funding issue the same for academies? - AL: Yes. There is some additional funding, but very little. - Monitoring Visits: The Headteacher requested a Safeguarding monitoring visit. <p>Action: Confirm a date for a Safeguarding monitoring visit.</p> <ul style="list-style-type: none"> - Monitoring Day: Governors need to ensure that the visit has a focus and consider two mornings rather than a whole day. The focus should be related to the SIP. Schedule for w/c 24 April 2023. <p>Action: Confirm days for Monitoring Days.</p> <ul style="list-style-type: none"> - Buildings/ Premises Committee: The Board agreed to form a Premises Committee (SS, JD, PC). - School Signage: There are several schools in the area that have school signs. It is not known whether the Council's objection is to the sign or the cost. <p>Action: Produce a letter regarding school sign to be submitted to local MP and local council.</p>	<p>PC</p> <p>AL</p> <p>RS/AL</p>
<p>6.</p>	<p><u>Headteacher's Report:</u></p> <ul style="list-style-type: none"> - No questions were raised in advance. The Headteacher highlighted the following points: - Attendance: The Education Welfare Office is targeting anyone with under 95% attendance and has reported a gentle movement upwards. There is a national issue with absence on a Friday. Currently chicken pox is causing an issue, together with Covid impacting staff. - Governor Question: Are we worse than other schools for persistent absence? - AL: We are around the local average. Some children do have reasons for persistent absence – there are 3 pupils for which this is not the case. - Governor Question: How is staff absence being covered? - AL: Through the support of staff and using supply teachers and TA cover. This has a huge impact on a small school. - Health and Safety: The Heating upgrade is continuing. The damp issue is to be looked at over the Easter holiday. <p>Decision: The board agreed to the spend of £2000 of the sports premium on additional work to reposition the Astroturf.</p> <ul style="list-style-type: none"> - Quality of Education: - Governor Question: Were there any issues from lesson observations? - AL: This was conducted from the perspective of a new teacher. The books were looking as expected. 	

	<ul style="list-style-type: none"> - Governor Question: Are there any Covid-related issues? - AL: Handwriting is an issue. Although, there is nothing specific at this school. - Dates for Governors: <ul style="list-style-type: none"> o 31st March 2023: Easter service at St Michael’s Church. o Parent consultations: 21st, 22nd, 28th March, 3:30-6:30. RS, SS, SB, GCB agreed to attend. - Governor Question: Regarding KS2 tests, how is this going? - SJ: Children have started on SAT style questions. The reading levels in Year 6 is good. Mocks will be done in the hall and weekly homework is being set. - Governor Question: Are children taught the necessary skills to complete the paper? - SJ: A curriculum prioritisation was produced last year and some topic progress has been slower. - Governor Question: The Pupil Premium Statement is currently incorrect on website. - AL circulated an update asked Governors to review and feedback. 	
7.	<p><u>SIP/SEF:</u></p> <ul style="list-style-type: none"> - The Headteacher reported that the school are focusing on this at the moment, with Subject Leadership feeding into a number of areas. Assessment is a key area, not necessarily through tests. This is likely to take some time to fully embed. - Governor Question: How is the success of the Discovery Village being measured? - AL: We are already seeing that the number of children reaching aged-related expectations is higher than last year. Attitudes to learning have been very positive and the approach has encouraged independent skills. 	
8.	<p><u>Safeguarding:</u></p> <p><u>Designated Safeguarding Lead (DSL) Report</u></p> <ul style="list-style-type: none"> - The statistics in the report will be amended, due to incomplete paperwork having been received. - An incidence of online bullying was raised with the school and has been managed. - Online safety day was held and is built into curriculum. - RS completed Managing Allegations training on 7.7.22. The Headteacher is scheduled to attend. 	
9.	<p><u>SIAMS:</u></p> <ul style="list-style-type: none"> - The Headteacher circulated an initial view of Strand 7 to the Board. There is no formal assessment and further work will be carried out. Actions have been documented. - Governor Question: In terms of the curriculum, are we confident that this is covered? - SJ: Yes, we have our “Peaceful place” for children to use. - Governor Question: When will a draft be available? - AL: By end of term 6. - 	

<p>10. <u>Policies for approval:</u></p>	<ul style="list-style-type: none"> - Governor Question: Do we have all the correct policies? - Yes, we have a policy review schedule. - Governor Question: Do we have an Epipen? - AL: Children that need them have their own. We don't currently have a universal one, but East Sussex suggest that the school have one. <p>Decision: The following policies were approved by the Governing Board, subject to the following changes:</p> <ul style="list-style-type: none"> - Health and Safety Policy - Supporting Pupils with Medical Conditions Policy <ul style="list-style-type: none"> o Section 0.13: words missing. Page 10 typographical error. - Retirement & Pensions - Managing Change - Off-site Visits <p>Action: Conduct a review of the Policy Review Cycle.</p> <p>(SJ left the meeting).</p>	<p>Clerk</p>
<p>11. <u>Update on arrangements for September 2023:</u></p>	<ul style="list-style-type: none"> - The Board discussed the possible options and timetable regarding the arrangements for September 2023. The following points were noted: <ul style="list-style-type: none"> o There is a 6-week consultation period in the timetable for forming a Federation. o Approval from the Diocese is needed to form a Federation. o Advertising for a substantive Headteacher would start on Friday 10 March. Internal candidates would be eligible apply for the role. <p>Decision: The Board agreed to advertise for a new substantive Headteacher for September 2023, whilst continuing to investigate the possibility of forming a Federation with a local school.</p> <ul style="list-style-type: none"> - The recruitment panel was agreed as: RS, SB, SS, TR. JD confirmed availability to support if SS is unavailable. - Staff to be informed of decision on Thursday 9th March 2023. - Communication to parents to be sent out Friday 10th March 2023. 	
<p>12. <u>AOB:</u></p>	<ul style="list-style-type: none"> - Strike Dates: These have been confirmed as 15th and 16th March and will require closure of one of the classes. A letter will be sent to parents on 9 March 2023. - Snow: In the event of heavy snow, the Headteacher should contact the Chair in the first instance. 	
<p>13. <u>Agenda items for the next meeting:</u></p>	<p>Date: Thurs. 27th April 2023 5:00-6:00pm in person at St Michael's C of E School (change from Wed 10th May 2023).</p>	

Finance Committee Meeting: Thurs 20th April at 9:30am, St Michael's C of E School.			
Items:			
- No items were raised.			
The meeting closed at 7:25pm.			
Actions:			Due Date
1.	Provide contact details for the Street Pastor to CM. The Street Pastor is away for 6 months. Action to be left open.		PC
2.	SL to follow up on whether Kent schools would accommodate an ESCC school for swimming. RS also to investigate other possibilities. RS has contacted Facilities at one local site and is still awaiting response having chased on two occasions. A community group are looking to take over the management of Rye swimming pool.	27.04.23	RS/SL
3.	DBS certificates to be brought into school. Carried forward. AL to check whether SL's has been received	27.04.23	AL
4.	Arrange working party to focus on a plan for marketing the school, with TR, SL, SB. SB to lead on this.	27.04.23	SB
5.	Provide a list of website issues to the Headteacher. List has been provided. Policies, prospectus, Sports Premium and Pupil Premium to be updated.	27.04.23	AL
6.	Investigate feasibility of Governor photo and name badges, and staff and governor photo board in school foyer. Governors to send head shots to AL.	27.04.23	All
7.	Confirm a date for a Safeguarding monitoring visit.	27.04.23	PC
8.	Confirm dates for Monitoring Days.	27.04.23	AL
9.	Produce a letter regarding school sign to be submitted to local MP and local council.	31.03.23	RS/AL
10.	Conduct a review of the Policy Review Cycle.	27.04.23	Clerk

Agreed at the GB meeting on April 27th that these minutes are an accurate record of the March 8th GB meeting.

Chair

