



Marston Road - Marston - Oxford - OX3 0EJ
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MINUTES of a MEETING of the
 FULL GOVERNING BODY
 7.00 p.m. in school, Staff room, 18 June 2014

Governors Present:

Quorum: 8

<p><u>L.A. governors</u> John Forty JF Chair Farida Anwar FA (arrived item 85.2)</p>	<p><u>Foundation Governors</u> Elaine Bardwell EB Vicar Freda Hughes FH Anne Pearsall AP Robert Samuel RS</p>
<p><u>Staff governors</u> Sue Grundy SG Head Teacher Tina Mundy TM Catherine Archard CA</p>	<p><u>Parent Govs</u> Elaine Welsh EW Drew Cooper DC</p>

Apologies

Luc Agostini LAg (Foundation); Catherine Coughlan CC; Jane Upham JU;
 Lynden Guiver LG (Foundation); FA for lateness

In attendance: Liz Bickley (LB Clerk). Documents for the meeting: see list at end.

The meeting opened with a prayer from EB.

Minute Ref.:

1314/

Action

82	<p><u>Welcome and any Declarations of Interest</u></p> <p>JF welcomed everyone to the meeting, which was quorate (10 governors present after the prayer). Apologies for absence were ACCEPTED from LAg, CC, LG and JU. FA hoped to join the meeting later. An attendance form was completed by those present and no governor had a specific interest to declare.</p>	
83	<p><u>Minutes of the meeting held on 14 May 2014</u></p> <p>The minutes of the last Full Governing Body (FGB) meeting were discussed and an amendment made in para 75.1 –sharing assembly. Minutes were then AGREED and signed.</p>	Clerk

Signed..... (Chair) Date.....

	Clerk to file and send correct version to SG for the website.	/SG
84	<p><u>Matters Arising from the minutes</u></p> <p>JF asked about the following matters arising: 1314/70.1 Governor visit report – JU would prepare this. 1314/70.1 Raise online report – governors thanked SG for this. 1314/70.1 Governor appointments. JF would complete his current term of office in August – clerk to check re-appointment process with governors Services. 1314/70.1 Family SEAL – JF asked about funding for next year and SG referred to her Head’s report (see below). 1314/71.4 SG confirmed that a meeting of the disability working group had been held on 16 May 1314/73.1 Newsletter item on wearing a helmet for scooting –SG would put an item into the newsletter. There had not yet been an assembly on safety while cycling /scooting. Cycling on the pavement was discussed, as the Marston Road was not safe for children cycling to /from school. RS had found advice from the Police specially relating to children cycling on the pavement. Governors noted that we could not enforce a rule about not using the road. Next year the new Year 6s may lobby for a cycle lane. 1314/75.1 Sharing assembly –parents’ survey. SG had prepared this and would collect responses on 27 June. The results could be displayed at Open Evening 14 July 6pm. Governors suggested having an Ideas board at Open Evening, with post-it notes to collect parents’ views (what’s working well / suggestions), as LAg had recommended from another school. A leaflet describing governors’ work would be good to hand out (FH agreed to prepare). Governors were asked to attend Open Evening if possible (EW ; FH from 6.30pm). 1314/78 JF had put up the new sail over the sandpit. Policies– these had not yet been returned by Pre-school to SG.</p>	<p>JU</p> <p>Clerk</p> <p>SG</p> <p>SG</p> <p>FH</p> <p>All</p>
85	<u>Headteacher's report</u>	
85.1	<p>SG’s report had been circulated to governors before the meeting and comments and questions were invited. Admissions –meeting the needs of children starting school. SG referred to staff training which had yet to take place, and transition visits which were going well. The picnic in the park was a lovely event. New curriculum and assessment methods. SG explained more about the removal of the current levels for assessment. This would occur gradually and had implications for how progress would be measured and how to compare pupils’ performance across years when a different curriculum applied. All schools were grappling with this and like us many were planning to continue with the existing levels next year. A Cherwell Partnership working group had been set up.</p>	
85.2	FA arrived.	

Signed..... (Chair) Date.....

	<p>School Improvement Partner (SIP) – Lorraine Kingsman’s credentials were described.</p> <p>SEN Conference. SG reported on this: it had been frustrating because in the absence of final national documents, guidance (including how funding would work) was still only in draft. Changes coming included removing Statements and replacing with Education Health and Care Plans; close work with other agencies, definitions for the SEN register. School was continuing with the current system including Individual Education Plans (IEP) for children, pending more clarity.</p> <p>The SENCo was going to attend another conference, as was AP as link governor.</p>	
85.3	<p>Governors thanked SG for a wonderful report, and also thanked those other members of staff who had contributed to sections on the Key Stages.</p>	
86	<p><u>Governor Appointments</u></p> <p>Governors noted there was a Foundation Governor vacancy which had arisen when Ruth had left. SG agreed to place a newsletter item seeking a parent who would be interested in becoming a Foundation Governor. EB and clerk to send useful information for this to SG, please, including the leaflet explaining what is expected of a Foundation Governor.</p>	<p>SG EB, Clerk</p>
87 87.1	<p><u>Policy and Guideline Documents</u></p> <ul style="list-style-type: none"> • Access Policy. Governors discussed the nature of the document which was long and did not seem to be a policy. SG explained how Oxfordshire’s model policies for schools in the equality area had developed to keep up with legislation etc. The policy proposed today had come from the county council and had been checked by the Disability Working Group. The Action Plan which was also presented today (below) was another part of the recommended pack of documents. Some governors asked whether a short policy could be drawn up to meet a purpose such as, in an extreme example, protecting us from litigation. SG referred to the need for reasonable adjustment by law, and how adjustments to the building had been considered in the past in this context. Governors asked SG if she was content with the policy meeting current needs, and she confirmed that she was. AGREED • Access Plan. A Governor asked how parents’ feedback could be incorporated into school’s activity. SG described the membership of the Disability Working Group which ensured that parents with disabilities and with children with disabilities, special needs and medical needs were included as well as SENCo and School Council. AP added that she was on the group and felt it had fairly broad representation. After discussion on whether a questionnaire regarding the action plan / accessibility could be done and whether / when it would fit into the Group’s work plan, another suggestion was to raise 	

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	<p>awareness of the Group. This could be done at Open Evening and in the Newsletter, and parents with views would then know who to talk to. A survey of parents could be done in two years to fit into the next three-year action plan.</p> <p>AGREED</p> <ul style="list-style-type: none"> • Access questionnaire – completed for the LA. AGREED • Equality policy. A governor asked why we also had an equal opportunities policy. SG referred to the changes in policy guidance in this area and said that the equal opportunities policy would be discontinued. The new policy was AGREED and welcomed. 	SG
87.2	<ul style="list-style-type: none"> • Recruitment Retention and Staff Induction. AGREED • Volunteers' protocol. A Governor asked whether Forest School Helpers should be specifically mentioned in the document and this was AGREED • Calculation Policy. CA as Maths Coordinator explained that this was a LA model policy which reflected the new curriculum. All staff and EW as link governor were happy with it and Governors AGREED. 	SG
88	<p><u>Any Other Business</u></p> <p>Library project –plans had firmed up following the receipt of tenders for the work last week. SG had emailed governors with the costs. Meanwhile a parent from PTA had asked why there had not been a report on the plan to parents. SG had explained that Governors had not made a decision yet. The decision was to go ahead with building work over the summer. This would go into tomorrow's newsletter.</p> <p>The Diocese had placed the order. A grant application had been made for support with funding for the library project to Foyles Foundation, in the PTA name.</p> <p>A governor said that Parent Mail was not working well since the upgrade. SG said that the upgrade had been very time consuming for the school office to run and concerns about third parties had been raised. SG would discuss with Debbie Rowarth and suggest following up with the supplier. We could offer some customer feedback!</p>	SG SG
89	<u>Correspondence</u>	
89.1	Governor Hub. This new free service on trial until next March was discussed. It was decided to remain with Dropbox instead, but put some of the useful links from Governor Hub into Dropbox.	Clerk
89.2	Training –Admissions. It was decided that no one need attend the Diocese training this time. Performance Data –Clerk to send details to governors.	Clerk
90	<u>Governor Visit Reports</u>	

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	<p>EW's report on Numeracy had been circulated and was very interesting.</p> <p>SG replied to a point in the report on progress of cohorts. She said data was available in past editions of the SEF. It was also tracked by SG on Integris but this was not anonymous data. Governors recognised that cohort data was therefore tracked.</p> <p>Curriculum Committee agreed to consider in October whether a new report for key areas of the curriculum showing cohorts' progress over the years would be valuable.</p>	<p>EB</p>
<p>91</p>	<p><u>Nominated Governor reports</u></p> <p><i>None this time on Numeracy, Science, ICT, FS</i></p> <p>FH had visited assembly which was about the Story Telling project. This had been fabulous with an excellent visitor from the Story Telling Museum, Chris Smith. SG said that the theme had continued all day and staff were learning about story telling. All children including Foundation Stage had been involved and Chris Smith had commended our children.</p> <p>Next year we would adopt six stories for each year group, after Inset jointly with New Marston school and Chris Smith.</p> <p>SEN (Special Educational Needs) – AP was to attend a training course on the reforms in this area.</p> <p>PSHE (Personal, social and health education) –DC had met CA and would write a report.</p> <p>RE /Collective Worship – EB said that the Happiness theme had been successful and storytelling might form part of future collective worship. AP referred to the Godly Plays which were well received and engaging for children.</p>	
<p>92</p>	<p><u>Committee Reports</u></p> <p><i>Finance 03.06.14.</i> Minutes of the meeting had been circulated, and were noted.</p> <p><i>Curriculum Committee 22.05.14</i> Minutes of the meeting had been circulated today, and were noted.</p> <p><i>Personnel Committee 08.05.14</i> A governor asked if the Anti-Bullying Policy was going to be considered by Personnel Committee. This was confirmed. Some governors were putting proposals to the committee. In due course amendments to the policy may be recommended by the committee, to the FGB. An audit of staff training / CPD in this area would be useful for the committee to consider. Minutes of the meeting had been circulated, and were noted.</p> <p><i>Community and Pre-school Committee 12.06.14</i> Minutes of the meeting had been circulated, and were noted.</p> <p><i>Admissions Committee</i> JF reported that several meetings had been held recently. Our lists</p>	<p>JF /CC</p>

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	had been updated and two children had been offered places as some Foundation Stage children initially offered places were not going to come here. Applications for places for children with special needs were also being considered carefully.	
93	<u>Health and Safety</u> See Headteacher's report.	
94	<u>Safeguarding</u> See Headteacher's report.	
95	<u>Date and time of Next Meeting</u> Meeting of FGB on Wednesday 8 October at 7pm	

Meeting ended at 8.30 pm

Approved and accepted

By..... (Chairperson) Date.....

Documents for the meeting

a)

Agenda (Dropbox 09.06.14)

Minutes FGB (14 May 2014) (email 03.06.14)

Attendance list

b) Reports

HT report (Dropbox 16.06.14)

Governor Visit report 27 March 2014 (EW) (Dropbox 16.06.14)

c) Policies & Docs

Equality policy (Dropbox 10.06.14)

Access policy (Dropbox 10.06.14)

Access Action Plan

Access Questionnaire (Dropbox 10.06.14)

Recruitment retention and Staff induction (Dropbox 10.06.14)

Protocol for Volunteers (Dropbox 10.06.14)

Calculation policy (Dropbox 17.06.14)

d) Committees

Committee minutes

Finance meeting 3 June 2014 (Dropbox 09.06.14)

Curriculum meeting 22 May (Dropbox 09.06.14)

Personnel Meeting 8 May

Community and Pre-school meeting 12 June (Dropbox 17.06.14)

Signed..... (Chair) Date.....