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MINUTES of a MEETING of the  
 FULL GOVERNING BODY  
 7.00 p.m. in school, Staff room, Wednesday 28 January 2015

Governors Present:

**Quorum: 5**

<p><u>L.A. governors</u>                  John Forty JF Chair                  Farida Anwar FA</p>	<p><u>Foundation Governors</u>                  Elaine Bardwell EB Vicar                  Freda Hughes FH                  Anne Pearsall AP                  Catherine Coughlan CC,                  Jane Upham JU,  <u>Parent Govs</u></p>
<p><u>Staff governors</u>                  Sue Grundy SG Head Teacher                  Tina Mundy TM                  Catherine Archard CA</p>	

Apologies: Drew Cooper (Parent Governor), Lynden Guiver LG (Foundation Observer)

Absent Luc Agostini LAg (Foundation Gov.)

In attendance: Liz Bickley (LB Clerk).

Documents for the meeting: see list at end.

The meeting opened with a prayer from EB.

**Minute Ref.:**

**1415/**

**Action**

36	<p><u>Welcome and any Declarations of Interest</u>                  JF welcomed everyone to the meeting, which was quorate. An attendance form was completed by those present and no governor had a specific interest to declare.                   Apologies were accepted from DC and LG. LAg hoped to arrive later but unfortunately did not arrive.</p>	
37	<p><u>Minutes of the previous meeting held on 19 November 2014</u>                  Minutes were <b>AGREED</b> and signed. Action - to be filed and put on website.</p>	<b>Clerk, SG</b>

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

<p>38</p>	<p><u>Matters Arising from the minutes</u></p> <p>JF referred to the following matters arising:          1415/24 Dropbox – the clerk had uploaded more papers from last year, kindly provided by LAg.          1415/24 DC’s pecuniary interest form had been received by JF at school. Passed to SG with other forms from the clerk, for filing at school          1415/24 SG said that points raised at the Open Evening consultation had been acknowledged at a recent staff meeting.          1415/26 <u>Governor Appointments</u>: EB reported that she was waiting to hear about LG’s appointment as a Foundation Governor. She asked about TM’s Foundation application for March 1<sup>st</sup> when we reconstituted. The clerk confirmed that she had alerted the Diocese to the proposed change in TM’s status so the forms could be submitted.          The parent governor election was to be contested by four parents and a returning officer was required for 9 February when the ballot closed. JF /EB to follow up          1415/27 Pupil premium report had been corrected by Emma Billingham and sent to governors.          1415/28 Additional Staff Working group. Notes of the meeting held on 3 November had been circulated.          1415/29 No formal response was now expected on the carry forward. County finance was relocating to Winchester.</p>	<p><b>SG</b></p> <p><b>EB</b></p> <p><b>JF/ EB</b></p>
<p>39</p>	<p><u>Headteacher's report</u></p> <p>Governors commented and raised questions on the report which had been provided in advance.</p>	
<p>39.1</p>	<p>Governors raised questions on</p> <ul style="list-style-type: none"> <li>• Key Stage 1 assessments; were these a concern? Not at this point; school was carefully tracking progress and in recent years had been able to ensure an increase in the percentage of each cohort of children reaching and exceeding expected levels, during their school career.</li> <li>• Headteacher’s log used in history project –what was this? A day-book used by the headteacher during the war.</li> <li>• What sort of activities had been included in Dabble Day? A wealth of creative, performing, craft and hobby activities, many run by children.</li> <li>• Would lessons be learned for the next Dabble Day? There would not necessarily be a Dabble Day next year as different opportunities arose/ were chosen each year.</li> <li>• What was the date for world book day? 5 March, with the official library opening.</li> <li>• What was Get Set to Play? A project to increase activity at playtime.</li> </ul> <p>Governors were interested and impressed by news on the trip to France, librarian’s work, maths challenge day on 17 April, computing curriculum. They thanked all the staff involved.</p>	

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

39.2	SG said that she had received a complimentary letter from a minister for education David Laws MP, due to the progress measures for disadvantaged children at our school. This was gratifying and congratulations to all staff were well deserved.	
39.3	SG drew attention to the childcare disqualification regulations which affected those working with under 8s, with declarations of relevant past offences required for them and members of their household. Volunteers and students were also covered. Staff had to complete a questionnaire then in certain cases apply for a waiver from Ofsted; suspension while being checked by Ofsted or Local Authority safeguarding team. SG and governors were concerned by this. The clerk agreed to find out whether other schools were concerned.	LB
39.4	There had been several appeals for admission to school, one still to be heard. The school website was being improved. Governors looked forward to seeing the library blog and updates to Governor information. Only SG made website updates at present although newsletters were posted by the office administrator. Governors asked about the local schools' partnership. SG reported that it was going well. An invigorating meeting had been held this week. There was the possibility of school obtaining an allotment. SG was thanked for an excellent report.	
40	<u>Governor Appointments</u> Please see 38 above.	
41	<u>Policy and Guideline Documents</u>	
41.1	Admissions Policy 2016-17. JF reported that a meeting had been held on 4 December to discuss this draft policy. A revised draft had been sent to the Diocese (David Babb) agreeing his earlier proposals. There had been no further points so Governors <b>AGREED</b> this policy.	
41.2	Catherine Wheel Centre policies had been circulated. These had previously been agreed by Governors two year ago. Some terminology on Foundation Stage / Reception class and Free school meals had been updated. Governors <b>AGREED</b> the eight Catherine Wheel Policies: <ul style="list-style-type: none"> <li>• Administering medicines</li> <li>• Equipment and Resources</li> <li>• First Aid</li> <li>• Food and Drink</li> <li>• Key Person</li> <li>• Lost Child</li> <li>• Outdoor</li> <li>• Uncollected Child</li> </ul>	
41.3	<ul style="list-style-type: none"> <li>• Science policy</li> <li>• Music Policy</li> <li>• Curriculum Policy</li> </ul> These three policies had been checked by Curriculum committee	

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

	and were <b>AGREED</b> by the FGB.	
41.4	Anti-Bullying policy –this had been discussed by School Council in anti-bullying week. A change had been introduced, using wording offered by Jo Brown of the Local Authority. <b>AGREED</b> Special Educational Needs Policy (SEN). <b>AGREED</b> Monitoring and evaluation of Performance Management policy (report from Headteacher). Noted.	
42	<u>Any Other Business</u>	
42.1	Possible committee reorganisation, to two committees.  JF said that it appeared difficult to amalgamate committees and none was dispensable. It seemed best to stay with the current structure. A governor asked if JF’s chairing duties at three of the five committees were too onerous. JF did not mind when he had a helper to take the minutes.  A list of governors assigned to each committee was requested. JF had updated a list in September /October 2014, and would circulate this to all.	JF
42.2	Social event.  Governors discussed LG’s suggestions and agreed to arrange a pub meal for staff and governors in April/May, weekday evening. Clerk to help find a date.	LB
42.3	SG reported that a pupil had won the first prize in an OUP art competition. Details were on the school website.	
42.4	Local Leaders in Education (LLE).  SG had applied to Oxfordshire Teaching Schools Alliance to become a LLE. This would mean helping at other schools if there was a new Head or a Head facing challenging circumstances. Governors wished SG well with her application. If SG was successful, CA and Ann Perry would have opportunities to act as Head at St Michael’s for short periods.	
42.5	SG said that an idea from a speaker at the Partnership meeting was to have a Governor of the Month. Their photo would be in the school newsletter with a message for parents, staff and children saying that they might see this governor visiting school this month. The governor could (if possible) come to assembly or visit their link subject during that month. This could raise governors’ profiles – it seemed a good idea to all. SG agreed to develop a rota with Personnel Committee. Governors were asked to provide their photo.	Pers. Comm. All
42.6	SIAMS (Statutory inspection of Anglican and Methodist Schools)  A meeting of chairs of committees was arranged to look at the SIAMS self-evaluation: 19 March 2 pm.	Comm. Chairs

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

43.1	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>• JF circulated details of a curriculum <u>course</u> at the Diocese for governors on 11 Feb. 7pm.</li> <li>• The new Instrument of Government for our school had been agreed by the LA and would come into effect on 1 March 2015.</li> <li>• A new plan of school buildings and grounds had been issued.</li> <li>• LA school term and holiday dates were being proposed for 2016-17; governors <b>agreed</b> to delegate this to SG</li> </ul>	
43.2	<p>The clerk mentioned a few items from a recent clerks' briefing: Ofsted behaviour inspections, British Values, Raise online "closing the gap" data, recording questions in FGB (and committee) minutes, protocol concerning confidential minutes.</p>	
44	<p><u>Governor Visit Reports</u></p> <p>No reports were received this time.</p>	
45	<p><u>Nominated Governor reports</u></p> <p>SEN- AP reported that she and Emma Billingham had a meeting planned, looking at the changes due to reform of SEN, and the school website. AP also hoped to attend governor training on SEN but this clashed with the April 2015 FGB meeting. Governors <b>agreed</b> that AP should attend the training.</p> <p>Collective worship –the Saints theme was going well.</p> <p>Science – SG reported that school had received a cheque for £750 for participating in the Thinking Talking Doing research project, nominally for the cost of extra supply staff. She planned to use the money to subsidise the Crocodiles of the World visit to school during science week, so that there would be no charge to pupils.</p> <p>No other reports.</p>	
46 46.1	<p><u>Committee Reports</u></p> <p>Finance 08.01.15 Minutes of the meeting had been circulated, and were noted. A governor asked about the discrepancy on the Diocesan account; SG had tried to speak to Liz Harrison at the Diocese but without success so far.</p> <p>An anonymous donation of £2000 was very welcome and appreciated.</p> <p>Schools Financial Value Standard (SFVS) – JF had to sign this document which had been reviewed. This had now been done.</p>	
46.2 46.3	<p>Building and Sites 21.01.15 Minutes of the meeting had been circulated, and were noted.</p> <p>Curriculum 22.01.15 Minutes of the meeting would be circulated for the next FGB meeting. EB and SG told governors that we had been ranked in the top six schools in Oxfordshire for the Value Added score (101.6). This was a fabulous achievement, the best ever progress made by children at St Michael's. The score for maths was 103!</p>	

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

	The committee's meeting time had been discussed, as some governors could not attend in the afternoons. Other committees met in the evening. It was felt that a daytime meeting for one committee was necessary because of the pressure on evening dates. Also on Thursday afternoons CA was able to join in because of scheduled PPA (planning, preparation and assessment) time. Governors should be able to get time off from their employer to carry out their duties. There were three meetings of Curriculum Committee a year. The meetings were quite technical so it was helpful to be fresher than may be in the evenings. So for the present, the start time of the committee would not change.	
46.4	Joint Steering Group had been held on 23.01.15 (Catherine Wheel Centre). Items discussed had been referred to Finance committee's meeting of 22.01.15 (no minutes yet). Drainage problems had been resolved. Paving slabs for Catherine Wheel Centre garden needed to be laid. Some quotes had been received and governors <b>AGREED</b> to proceed with a low quote which had arrived in recent days. In due course tables would also be installed. Rent had been paid to church. Service payment had been paid by Pre-school to school, on agreed terms. A pond working party had been proposed by TM to develop a story-telling forest. The working party was for adults only, 2pm on 22 March.	<b>All</b>
47	<u>Health and Safety</u> The annual inspection had resulted in another very complimentary report and 100% result (letter circulated to all in advance on Dropbox).	
48	<u>Safeguarding</u> See 39.3 above. Nothing further to report.	
49	<u>Date and time of Next Meeting</u> Meeting of FGB on Wednesday 4 March 2015 at 7pm. FA sent apologies.	

Meeting ended at 8.45 p.m.  
ESB 1 Feb 2015

**Approved and accepted**

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

Documents for the meeting

- a)
- Agenda (Dropbox 20.01.15)
- Minutes FGB (November 2014) (Dropbox 20.01.15)
- Attendance list and declarations tabled

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

b) Reports

HT report	(Dropbox 26.01.15)
Monitoring and evaluation of PM policy	(Dropbox 20.01.15)
Health and Safety inspection letter (St Michaels Martson AP letter Nov 14)	(Dropbox 20.01.15)

c) Policies & Docs

2016-2017 Admissions	(Dropbox 20.01.15)
Anti-Bullying Policy School Council	(Dropbox 20.01.15)
SIP Pupils, Parents, Govs Display	(Dropbox 20.01.15)
Curriculum policy	(Dropbox 20.01.15)
Music policy 2015	(Dropbox 20.01.15)
St Michael's SEN policy	(Dropbox 20.01.15)
Science Policy	(Dropbox 26.01.15)
St Michaels' Church of England Aided Primary School Oxford 2015 (instrument of government)	(Dropbox 20.01.15)

Catherine Wheel Centre Policies

- Administering medicines (Dropbox 26.01.15)
- Equipment and Resources (Dropbox 26.01.15)
- First Aid (Dropbox 26.01.15)
- Food and Drink (Dropbox 26.01.15)
- Key Person (Dropbox 26.01.15)
- Lost Child (Dropbox 26.01.15)
- Outdoor (Dropbox 26.01.15)
- Uncollected Child (Dropbox 26.01.15)

d) Committees

*Working group meetings*

Additional Staff Working group (Nov 2014)	(Dropbox 20.01.15)
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*Committee minutes*

Finance 08.01.15	(Dropbox 20.01.15)
Building and Sites 21.01.15	(Dropbox 26.01.15)
Personnel 30.09.14	(Dropbox 20.01.15)

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