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**MINUTES of a MEETING of the
 FULL GOVERNING BODY**
 7.00 p.m. in school, Staff room, 19th November 2014

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 Luc Agostini LAg</p>
<p><u>Staff governors</u> Sue Grundy SG Head Teacher Tina Mundy TM</p>	<p><u>Parent Govs</u></p>

Apologies: Elaine Welsh EW (Parent Gov.), Anne Pearsall AP (Foundation Gov.)
In attendance: Liz Bickley (LB Clerk). Catherine Archard CA (Staff, observer)
 Catherine Coughlan CC, Jane Upham JU, Lynden Guiver LG-arrived item 24/25
 (Foundation Observers)

Documents for the meeting: see list at end.
 The meeting opened with a prayer from EB.

Minute Ref.:

1415/

Action

22	<p><u>Welcome and any Declarations of Interest</u></p> <p>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.</p> <p>Apologies were accepted from EW and AP. JF recorded thanks to EW as her appointment was ending on 30 November; governors were grateful for her four years work as parent governor.</p>	
23	<p><u>Minutes of the previous meeting held on 8 (not 9) October 2014</u></p> <p>Corrections were made on page 1 (date of meeting) and page 6 item 11 (EB was Link governor and RE governor). Minutes were then AGREED and signed. Action - to be filed and put on website.</p>	Clerk, SG

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

<p>24</p>	<p><u>Matters Arising from the minutes</u></p> <p>JF referred to the following matters arising: 1415/2.1 Dropbox – the clerk had uploaded some of last years’ papers. LAg offered to provide more papers to the clerk. 1415/05 Raising awareness of the Disability Equality group –SG had put this in the newsletter 1415/06.3 Raising parents’ awareness in anti-bullying week. A governor asked whether parents had come in to assembly: four parents had come. 1415/09 Pecuniary interest form. The clerk collected forms from governors and would contact DC whose annual form was still needed. 1415/14 Election for parent governor – SG would advertise this soon. 1415/15.1 SG reported that staff had seen the notes gathered at the Open Evening consultation but had not yet decided on actions.. It would be addressed at a future staff meeting. 1415/15.1 SG and CA reported on the visit of Jo Brown (LA anti-bullying adviser) to school to discuss anti-bullying strategies. Further details were given in the Head’s report (page 7), and the next stage was to discuss the policy (updated with Jo’s suggestions) with children. 1415/15.5 JF reported that he had drafted a reply with EB, which had been sent to Robert. This was tabled for governors’ information. The clerk’s requests for advice from the Diocese and Local Authority had resulted in SG having a long discussion with Sarah Thomas of the Diocese. Governors felt that the serious concerns had been acknowledged and thoroughly investigated. The anti-bullying policy had been revised following consultation with external advisers. LG arrived.</p>	<p>LAg</p> <p>SG</p> <p>Clerk</p> <p>SG</p> <p>SG</p>
<p>25</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>25.2</p>	<p>25.1 Positive comments from key stage leaders on the new curriculum were good to see. Governors noted the success of Latin sessions. The timing of the switch from the old curriculum to the new curriculum for different year groups was explained. SG explained what Real PE was. Computing curriculum –governors asked what the review of apps would look at. Bullying incidents. SG reported a contact by a parent this week about a friendship situation; there had not been a specific incident but SG would be following this up. Governors noted the resignation of a newly appointed TA in Year 5, and asked about a trial period. SG explained how probation worked (6 months), following recruitment. In response to comments, SG said that the team had ensured that the change of staff had not had a big impact.</p>	

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

25.3	<p>A question was raised about the number of children for whom Pupil premium was received and how the funding was affected when pupils moved schools. SG explained; in some cases schools received pro rata funding for the period of time that the child is at school. See also 27.5 below.</p> <p>A meeting of governors was needed to look at SIAMS (Statutory inspection of Anglican and Methodist schools).</p> <p>Governors agreed that the development of the grounds on the William Street side of school was wonderful.</p> <p>SG was thanked for an excellent report.</p>	JF & Cttee Chairs
26	<p><u>Governor Appointments</u></p> <p>JF noted that he had been re-appointed as LA (Local Authority) governor from early September. The LA had also agreed to re-appoint FA from 28 November 2014.</p> <p>FA noted that she had not had any clear notification of her appointment in spite of asking. It was believed that the Local Authority, not the clerk, had to confirm this. FA also felt aggrieved about the reconstitution – see 28.2(a) below.</p> <p>Foundation governors –see 28.2(b) below.</p>	
27 27.1	<p><u>Policy and Guideline Documents</u></p> <p>School Effectiveness & Improvement Record (SEIR)</p> <p>LAG asked whether this was like a mini-Ofsted inspection and SG explained how the judgements were built up by Lorraine Kingsman, our external adviser. There was no guarantee that Ofsted would reach the same judgements.</p> <p>In response to questions SG explained the basis for predictions/ targets in the Year 5 (current Year 6) data. Targets were aspirational based on Fischer Family Trust level D (FFT-D). Predictions were based on Key Stage 1 results of the children. SG noted the uncertain future for predictions, when national assessment levels were removed.</p>	
27.2	<p>Updated SEF</p> <p>SG said that she had not returned to the previous longer model SEF as the current version was more useful.</p>	
27.3	<p>SIP</p> <p>SG explained that the financial data had been added to help appreciation of the plan; please remember that the financial year does not match the academic year. Governors noted that some things on the plan had already been achieved.</p>	
27.4	<p>SEN Report</p> <p>Anne Perry was thanked for preparing this report. The list of training was impressive; some was twilight training.</p>	
27.5	<p>Pupil Premium report</p> <p>EJ Billingham had prepared the report, and was thanked. The children's results were discussed; Key Stage 2 was good. However at Key Stage 1 there was a small number of children. One child's performance affected the results. Some children had special educational needs and although they had made good progress they had not reached the attainment level of others.</p> <p>SG agreed to check the number of pupils reported on page 3 (4</p>	

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

	pupils not 6 pupils).	
27.6	SDP one page summary This was useful.	
28	<u>Any Other Business</u>	
28.1	Additional Staff Working group. AP had arranged the meeting, agenda and was writing up minutes to be distributed to all. In AP's absence JF reported that the following governors had met to discuss the current staffing arrangements and the additional staff question: AP, JU, SG, JF. All agreed after a long, detailed discussion, that an additional floating teacher was not needed. It had been agreed to place a list of all staff and their roles on the school website (done). Governors appreciated SG's description of how staffing and cover worked at school.	
28.2	<u>Reconstitution Working Group</u> a) JF reported that a group had met, comprising JF, CC, SG, LAg and DC. They had reviewed the options for St Michael's in the light of the Oxfordshire County Council document received in September. Minutes had been circulated. The new rules were very clear and we had to reduce the number of LA governors and Staff governors, to one only. Two Parent governors were required and if we had more, the number of Foundation Governors had to increase as we had to preserve a majority of Foundation governors by at least two. The rules were discussed – they were different for church schools and community schools. It was proposed by the Working group that <ul style="list-style-type: none"> • FA was made a Co-opted Governor with voting rights. Governors wished to keep FA on the full governing body • TM was made a Foundation governor • CA was made Staff governor • The total number of governors would be 14. Governors AGREED to proceed with reconstitution on this basis and added that: <ul style="list-style-type: none"> • The current parent governor vacancy would be filled as soon as possible • Reconstitution would occur on 1 March 2015 if possible after consulting the Diocese (David Babb) and the Local Authority. • If FH was deemed an employee on her 3.5 hours' work at school each week, it would <u>not</u> lead to us exceeding the limit of one-third of governors being employees. JF referred to the possibility of changing committee structure but it was agreed that this was not linked to reconstitution. This could therefore be discussed in January 2015.	Agenda

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

b)	<p>Actions: Clerk – to check process for transfer of TM from Staff to Foundation governor with the Diocese</p> <p>EB – Foundation Governor forms to TM and to chase the re-appointments of JU, CC, LG from 14 October. Hopefully other Foundation governors would not need to be re-appointed.</p> <p>SG –Staff governor election can proceed under current constitution, to transfer into new constitution. Anne Perry to be invited to be an associate (Co-opted Governor with no voting rights) if she wished.</p>	<p>Clerk</p> <p>EB</p> <p>SG</p>
c)	<p>Instrument of Government</p> <p>Our existing document would be replaced by a new one reflecting the reconstitution. It would continue to refer to the deed of 1927 and the ethos statement was based on the LA recommended words (no change)</p> <p>Governors voted to ACCEPT the proposed instrument of government.</p>	<p>Clerk</p>
28.3	<p>Headteacher Performance Management</p> <p>A summary of the performance management had been circulated. Governors heard how the process worked, and how Lorraine Kingsman was involved. EB who chaired the process congratulated SG. FH agreed to be a point for appeal if SG was unhappy with the process or judgements.</p>	
28.4	<p>Governor Photos</p> <p>LG asked governors if they would agree to informal group photos being taken and used to help parents know who was a governor.SG would ask whether the school photographer could come to a FGB meeting. If photos could be obtained, they could be used on a small poster displayed in various locations at school – governors felt that we should make an effort to provide this information.</p>	<p>SG</p> <p>All</p>
29.1	<p><u>Correspondence</u></p> <p>Surplus Balances on School Account</p> <p>JF said that a letter had been received from senior managers at the local Authority concerning the large figure carried forward from last financial year. SG and JF had drafted a response explaining the planned expenditure during the school holidays and the LA Finance Officer was happy with this. A formal response was awaited.</p>	
29.2	<p>School Council had requested expenditure on scooter racks and playground markings</p> <p>Finance Committee had considered these and agreed that quotes should be sought. SG reported that quotes had been received and also covered bike shelter roof improvement – to be considered by Buildings and Sites and Finance committees.</p>	<p>Cttees</p>
29.3	<p>Oxfordshire County Council Schools News</p> <p>There was a weekly email of news available to governors; JF</p>	

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29.4	handed round details: (http://schools.oxfordshire.gov.uk/cms/content/news). Regulations about information on school websites An email containing guidelines had been received; SG had this.	All
29.5	Diocese workshop: Good to Outstanding governance 1 December 2014 at 6.45 pm with Sarah Evans. Please apply if interested.	
30	<u>Governor Visit Reports</u> Reports received from FH and JU were noted, with thanks. SG confirmed that a visit on numeracy could now take place.	
31	<u>Nominated Governor reports</u> Science and Numeracy –to be arranged. ICT –LAg to join apps review meeting at school next week Collective worship –EB and SG had met and planned next term’s collective worship on Saints, leading to Easter. No other reports.	JF, LAg LAg
32	<u>Committee Reports</u> Finance 07.10.14 Minutes of the meeting had been circulated, and were noted. Finance 12.11.14 Minutes of the meeting had been circulated, and were noted. Personnel 30.09.14 Minutes of the meeting had been circulated, and were noted.	
33	<u>Health and Safety</u> SG said that the annual inspection would take place next week and everything was in order.	
34	<u>Safeguarding</u> SG had provided governors with the anti-bullying annex to the annual report covered at the last meeting, for information. JF referred to an email from Governor Service Training on updates from May 2014. SG said that this may have been sent because not all schools had prepared the anti-bullying annex.	
35	<u>Date and time of Next Meeting</u> Meeting of FGB on Wednesday 28 January 2015 at 7pm.	

Meeting ended at 8.38 p.m.

Approved and accepted

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

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

Documents for the meeting

a)

Agenda	(Dropbox 10.11.14)
Minutes FGB (October 2014)	(Dropbox 10.11.14)
Attendance list and declarations	tabled

b) Reports

HT report	(Dropbox 17.11.14)
RAISE online unvalidated	(Dropbox 11.11.14)

Headteacher Appraisal Summary	(Dropbox 10.11.14)
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Anti-Bullying Appendix to Annual Safeguarding Report	(Dropbox 10.11.14)
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Governor Visit report (FH)	(Dropbox 10.11.14)
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Governor Visit report (JU)	(Dropbox 10.11.14)
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c) Policies & Docs

SIP	(Dropbox 11.11.14)
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School Effectiveness & Improvement Record SEIR	(Dropbox 10.11.14)
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SDP one page summary	(Dropbox 17.11.14)
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Summary SEF	(Dropbox 11.11.14)
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SEN report	(Dropbox 10.11.14)
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Pupil premium report	(Dropbox 17.11.14)
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d) Committees*Working group meetings*

Reconstitution held 13.11.14	(Dropbox 17.11.14)
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Committee minutes

Finance 07.10.14	(Dropbox 10.11.14)
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Finance 12.11.14	(Dropbox 17.11.14)
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Personnel 30.09.14	(Dropbox 10.11.14)
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