



Marston Road - Marston - Oxford - OX3 0EJ
 Head teacher: Sue Grundy. Telephone: 01865 241476 Fax: 01865 728035
 Email: office.3216@st-michaels-oxf.oxon.sch.uk

MINUTES of a MEETING of the
 FULL GOVERNING BODY
 7.00 p.m. in school, Staff room, 8 October 2014

Governors Present:

Quorum: 7

<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 Luc Agostini LAg Catherine Coughlan CC Jane Upham JU Lynden Guiver LG</p>
<p><u>Staff governors</u> Sue Grundy SG Head Teacher Tina Mundy TM</p>	
<p><u>Parent Govs</u> Elaine Welsh EW Drew Cooper DC</p>	

Apologies

In attendance: Liz Bickley (LB Clerk). Catherine Archard CA (Staff, observer)

Documents for the meeting: see list at end.

The meeting opened with a prayer from EB.

Minute Ref.:

1415/

Action

01	<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.</p>	
02.1	<p><u>Standing Orders for Governing Body & Committees (confirmation)</u> The standing orders had been updated by the clerk and were AGREED. A question on storing documents on dropbox revealed that no one had intentionally removed papers of previous meetings. All agreed it was useful to retain past meetings' papers. The edit settings on Dropbox would be reviewed by SG, so that accidental editing or removal of folders was prevented. The clerk offered to re-load key documents on dropbox if the</p>	SG

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

	folders were not found.	Clerk
02.2	JF, Chair, apologised for the late papers which were put onto Dropbox following governors' committee meetings, at which policies were considered. The large number of papers was notable. It was mainly because of the start of the school year.	
02.3	<u>Agenda</u> The chair proposed moving the item on Reconstitution up the agenda so that governors were aware of changes due to take place over the coming months, before taking decisions on the FGB's annual arrangements. DC suggested that the correspondence item on RS's resignation may have implications too and perhaps could be moved up the agenda. EB felt that there were items on the agenda that needed to be dealt with to set up our legal structure for the year. JF assured all that time would be given to consider RS's resignation letter.	
03	<u>Reconstitution</u> The chair explained the new requirement for governing bodies to reconstitute, which Oxfordshire Governor Services had asked to be actioned by governing bodies before Christmas 2014. Governing bodies had to downsize in areas such as Staff and Local Authority governors, and some FGBs may decide to become smaller overall. Co-opted governors could be added to the statutory categories. JF asked whether governors wanted a working group to look into the best solution for St Michael's. This was AGREED and the following governors volunteered or were nominated: JF, SG, EB, CC, LA, DC. They would recommend a new constitution to the FGB for a decision at its next meeting.	Wkg Gp
04	<u>Minutes of the previous meeting held on 18 June 2014</u> AGREED. Minutes were signed. Action -to be filed and put on website.	SG Clerk
05	<u>Matters Arising from the minutes</u> JF asked about the following matters arising: 1314/84 Governor visit report – JU would prepare this. 1314/84 Governor appointments. JF's re-appointment as Local Authority governor had been confirmed on 11 September. 1314/84 Governors who had attended Open Evening, to collect parents' views, were thanked. See 15 below. 1314/87.1 Raising awareness of the Disability Equality group –SG would put this in the next newsletter 1314/88 Library work had been completed. Unfortunately The Foyle Foundation had not awarded a grant 1314/88 Parent mail –SG said that it was being used although it was clunky. 1314/90 Curriculum committee had looked at data which showed progress for cohorts over time, as suggested. This had been a	JU SG

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

	<p>useful process. SG was thanked.</p> <p>1314/91 DC's report of a governor visit on PSHE had been done, see 16 below.</p> <p>1314/92 CPD on anti-bullying –please see the CPD report for this meeting.</p> <p>A governor asked whether there had been any appeals for admission into the Reception Class? No.</p>	
06.1	<p><u>Headteacher's report</u></p> <p>Governors commented and raised questions on the report which had been provided in advance.</p>	
06.2	<p>In the data sections, the validity / consistency of comparing different years' results was raised. Governors said that schools had to compare results year to year. SG pointed out that cohorts differed but also action could be taken if a cohort showed a weakness in a specific area. For instance phonics teaching had been started earlier to help boost language / communications in an Early Years group. Progress of a cohort was also tracked over time.</p> <p>There was a School census which determined funding and governors noted that this year we had fewer children than expected on census date. This would therefore affect school finances.</p> <p>The progress of children seemed lower in Year 5 and possible reasons were discussed. EW pointed out that this had already been raised following a governor visit in May. She asked about support provided during the year for a Newly Qualified Teacher, and SG explained the special arrangements for NQTs. EB wondered if there had been a natural plateau in children's progress. All agreed that levelling children to National Curriculum levels was not an exact science. Governors asked if moderation of marking / levelling took place across the school and SG confirmed that it did. A governor noted the disappointing maths APS progress score for Year 3 (3.2 rather than 4.0), suggesting that early support of the class would be beneficial so that their progress was back on track at the end of the year.</p>	
06.3	<p>Governors asked about bullying incidents last year, and SG gave a detailed description of how any incident or report was handled by herself and staff. Parents were encouraged to get in touch if there were any concerns or incidents which might affect children's well-being. Governors asked about an incident which had taken place out of school; it had not been reported promptly by parents. It was agreed that in anti-bullying week, when parents were being invited in, the need to report very promptly could be reinforced. Governors heard how children could go to a safe place or a named adult especially if they had been involved in an incident.</p>	SG
06.4	<p>On staffing, EW asked governors to consider forming a working group to look into a new arrangement, to provide extra teaching personnel in school. Some parents had also raised this directly with SG as, following the Year 4 class teacher's absence, they had</p>	

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

	<p>wondered if there was another way of managing a crisis situation. EW said that an extra teacher could provide help in various parts of the school / to various other staff, and would be on hand if needed to cover for an absent colleague. <i>(JU left the meeting)</i></p> <p>SG responded saying that in the past when we had recruited an extra member of teaching staff, specific circumstances had applied. She recognised that there had this term been an unfortunate situation in Year 4. She explained why an extra teacher would not necessarily be able to help in as many ways as may be thought. The role of Cover Supervisors, taking classes during teachers' PPA (preparation, planning and assessment), was carefully managed and of benefit to school, SG said. It was not common for schools to have an extra teacher. EW referred to the discretionary element of the school's budget and its current and projected annual carry-forward. A governor asked whether another teacher (maybe part-time) could be afforded; further understanding of cost implications were needed. Governors asked about supply staff; SG said that we often had good contacts but people moved on. Networks were key for finding good temporary staff.</p> <p>Several governors thought that the proposed working group could consider further some of the points above. <i>(JU returned)</i>. SG said she would need to be on the group as well as someone from Finance committee. SG agreed to a meeting being set up with AP and JU as part of the group together with JF. SG would await further information from AP.</p>	
06.5	<p><i>JU left the meeting</i></p> <p>AP asked for an update on the new iPads and ICT lessons. SG said they were being set up on Friday and once this had happened staff would be trained. Meanwhile ICT lessons had been planned to do research, have visitors and make visits e.g. to do programming with Science Oxford staff</p>	
07	<p><u>Election of Chair and Vice Chair</u></p> <p>The clerk had received offers from JF and EB to stand as chair and vice-chair respectively. She asked for any further nominations for chair and vice-chair. There were none; JF and EB left the room. JF was ELECTED as chair of the FGB. EB was ELECTED as vice-chair.</p>	
08.1	<p><u>Policy and Guideline Documents</u></p> <p>SEN report and Pupil Premium report had been delayed due to staff absence.</p>	Agenda
08.2	<p>Committees had approved the other policies which were for FGB ratification:</p> <p style="padding-left: 40px;">Charging, Collective Worship, Health and Safety, Internal Financial procedures, International dimension, Library, Marking and feedback, Pay, PSHE, Safeguarding, Sex and relationships, Appraisal.</p> <p>These were APPROVED by the FGB.</p> <p>Anti-bullying policy was discussed later (see 15.2 below).</p>	

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

09	<p><u>Register of pecuniary interests</u> (update)</p> <p>Governors were asked to return their pecuniary interest form to the clerk as soon as possible</p>	All										
10.1	<p><u>Committee Membership including appointment of clerks. Terms of Reference of Committees and delegated powers of Committees and Headteacher</u></p> <p>In view of the upcoming reconstitution, JF recommended that committees remained as last year for the moment. They could be reviewed after reconstitution.</p> <p>Some changes were however agreed, to support committees which had lost / were losing governors (see 14 below).</p> <p>Also two people were APPOINTED as Associate Members for a year:</p> <ul style="list-style-type: none"> • CA from today's date • FA from 30/11/14 <p><u>Curriculum committee</u> SG, JF, EB (chair), CA, FH (clerk), FA, AP, DC <i>JU returned to the meeting</i></p> <p><u>Building and Sites committee</u> SG, JF, LG (clerk), TM. Chair to be discussed at first meeting</p> <p><u>Finance committee</u> SG, JF (chair and clerk), CC, JU, LAg, school finance and resource manager to be co-opted</p> <p><u>Personnel committee</u> SG, JF, LG, CC (chair), JU (clerk), DC N.B. confidential business of this committee.</p> <p><u>Community and pre-school committee</u> SG, JF, FA, FH (clerk), [DC comes off this committee]. The value of the committee was discussed; it was an unusual committee but added value in community relations. <i>JU left the meeting</i></p> <p>All the above committee memberships were AGREED.</p>											
10.2	<p><u>Terms of reference</u> for the committees had been sent in advance and were AGREED apart from removing the references to Prospectus.</p> <p><u>Delegations</u> The Headteacher delegations (which had been listed a couple of years ago from a tool for governors) were AGREED.</p>	JF?										
11	<p><u>Other Governor positions</u></p> <table border="1" data-bbox="331 1720 1305 1989"> <tr> <td>SEN, Gifted and talented</td> <td>AP</td> </tr> <tr> <td>Early years /reception</td> <td>AP</td> </tr> <tr> <td>ICT</td> <td>LAg</td> </tr> <tr> <td>Science</td> <td>JF</td> </tr> <tr> <td>Numeracy</td> <td>LAg</td> </tr> </table>	SEN, Gifted and talented	AP	Early years /reception	AP	ICT	LAg	Science	JF	Numeracy	LAg	
SEN, Gifted and talented	AP											
Early years /reception	AP											
ICT	LAg											
Science	JF											
Numeracy	LAg											

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

	Link and RE	EB	
	Literacy	FH	
	PSHE	DC	
	Pupil premium	FH	
	HT Performance management	JF, EB, JU, CC with Lorraine Kingsman as professional partner	
12	<u>Proposed Dates for Meetings through the year</u> <i>JU returned.</i> The following dates (all Wednesdays at 7pm) were agreed: <ul style="list-style-type: none"> 19 November 28 January 4 March 22 April (budget approval) 13 May 17 June 		
13	<u>Annual Schedule and Key tasks 14/15</u> The Oxfordshire schedule was presented for information and guidance throughout the year.		
14	<u>Any Other Business</u> JF said that a Parent Governor election would be required as EW's four-year term finished on 30 November. This was agreed as there were currently two parent governor positions, the same as the minimum number required after reconstitution. SG agreed to take the necessary action aiming to complete the process in time for the parent governor to attend the January FGB meeting.		SG
15.1	<u>Correspondence</u> Reconstitution –see 03 above. Open evening consultation - The report was noted and next steps discussed. SG would take it to a staff meeting.		SG
15.2	<u>Anti-Bullying consultation</u> SG explained how the process had developed; three replies had been received from parents and taken to staff, then to Personnel Committee. Changes were recommended as per the document circulated for tonight's meeting. SG said that the policy was taught to children, so any revisions had to be possible to be taught. SG added that school was also acting on the anti-bullying agenda as follows: <ul style="list-style-type: none"> • CA had a new piece of work underway on behaviour for learning. • Working with children on behaviour out of school would also be developed. • A leaflet would be designed by children for use with children and another version for parents with guidelines on anti-bullying. 		

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

	<p>SG felt that these actions, documented in an update of the existing action plan, responded to the comments and concerns raised. Some governors challenged the process of consultation and review of the policy, and felt that an opportunity to improve the policy possibly by expanding it to reflect points raised by governors and parents, was being missed.</p> <p>SG's position was that the comments received had either been rejected (i.e. those relating to a new definition of bullying: discussion at Personnel Committee), or addressed through the policy or the action plan. Discussions with children and /or CA on various new issues in the action plan could lead to proposed amendment to the policy over time.</p> <p>The definition (sourced from official documents of the Local Authority and Government (March 2014)) had been expanded to now include a phrase about imbalance of power and control, and confusing question marks had been removed</p> <p>Some governors were happy with the proposed policy which did not seem to contain anything wrong, as it needed to be moved forward – discussed with children again. CC said that the Personnel committee had had a difficult meeting in the summer, considering the draft policy when the main issue had appeared to be implementation of the policy.</p> <p>SG mentioned the extra anti-bullying report she had prepared for the LA as part of the annual safeguarding report. This would be copied to governors. ACTION</p> <p>SG referred to Jo Brown the LA anti-bullying co-ordinator who had seen the policy and thought it sound.</p> <p>A delay to consider further was requested. <i>JU left the meeting.</i></p> <ul style="list-style-type: none"> • EB mentioned the SIAMS' inspection on quality of relationships which had found St Michael's to be outstanding. • The question of whether a delay would mean no policy in place was raised; the May 2014 minutes showed that there was a policy in place. • The need for staff at school to feel a sense of ownership of the policy was raised. • Some Governors however felt that their contribution was not being properly considered. <p>Perhaps one way forward was for Jo Brown to be asked to facilitate a meeting on the action plan. CA was expecting to meet members of the Anti-Bullying team soon and would ask her. ACTION</p> <p>Finally, returning to the issue of implementation, SG explained that much time was spent by staff at school working with all those involved when there were occasions of upset and / or bullying. There was a vote on approval of the updated policy: carried by a majority. The policy was ADOPTED.</p> <p><i>TM left the meeting.</i></p>	<p>SG</p> <p>CA</p>
15.3	<p>Sharing Assembly</p> <p>The report on a consultation was noted. It was interesting, covering a number of issues. The duration of the assembly had been</p>	

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

	monitored: sometimes very slightly under, sometimes very slightly over 30 minutes.	
15.4	<p>Letters received</p> <p>David Gavaghan had written on 24 September about Class 4 staffing. The issues raised include a floating teacher –see 06.4 above. Another question concerned the length of time an unqualified teacher could be in charge of a class. Governors noted that there was no strict policy and endorsed the position where SG took action to get a suitable qualified teacher as soon as possible. Teaching Assistants regularly took classes for an afternoon, but SG explained that this was when the class work had been planned by a teacher. In the case of a sudden absence, a TA may be in charge for a day or so –often there were two TA s on a class. Teachers always did literacy and numeracy planning at the start of the week and this was therefore usually available.</p> <p>Governors noted that Year 4 parents were understandably concerned, although other governors said that there had been mixed feelings among parents about writing to SG.</p>	
15.5	<p>Robert Samuels had resigned as a governor in a letter setting out his reasons, which he had asked to be shared with Oxon Governors Association and the Diocese of Oxford (Schools). JF said he would write and thank RS for his valued contribution as a governor and parent over 11 years.</p> <p>Serious statement and allegations were included in the letter and governors were deeply concerned. The review of the anti-bullying policy was one theme and this had been thoroughly discussed today (see 15.2 above). Those who had been present at Personnel Committee on 26 June, said that they had also found it upsetting and each would probably portray their experience of the meeting in a different way. It was agreed that it had been unproductive and clearly there had been a breakdown of communication resulting in RS's letter. RS had been in touch with EB and said he expected a detailed response.</p> <p>Governors discussed what should be done. An independent reviewer might be invited in. The clerk was asked to contact the Diocese and Governor Services to ask what action would be appropriate.</p> <p>Governors suggested that the response to RS should say that we were sorry that he needed to take this step and that he felt aggrieved.</p>	<p>JF</p> <p>Clerk</p> <p>JF</p>
16	<p><u>Governor Visit Reports</u></p> <p>Reports had been received from FH, AP and DC and were noted, with thanks.</p>	
17	<p><u>Nominated Governor reports</u></p> <p><i>None this time.</i></p>	
18	<p><u>Committee Reports</u></p>	

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

	<p>Buildings & Sites 24.09.14 Minutes of the meeting had been circulated, and were noted.</p> <p>Curriculum 2.10.14 Minutes of the meeting had been circulated, and were noted.</p> <p>Community & Pre School 25.09.14 Minutes of the meeting had been circulated, and were noted.</p> <p>Joint Steering Group (JSG) 19.09.14 JF referred to discussions on premises issues.</p> <p>Finance 8.07.14 Minutes of the meeting had been circulated, and were noted. 8 October-no minutes yet</p> <p>Personnel 26.06.14 Minutes of the meeting had been circulated, and were noted. 02.10.14 –no minutes yet.</p>	
19	<u>Health and Safety</u> See Headteacher’s report.	
20	<p><u>Safeguarding</u></p> <p>SG had provided the annual report. A question was raised about refresher training in Safer Recruitment. SG confirmed that this was a new requirement and a course had been booked. LG as designated governor asked how she would be approached in the event of a relevant concern. SG said that the office would contact LG probably via email. The report was ACCEPTED.</p>	
21	<p><u>Date and time of Next Meeting</u></p> <p>Meeting of FGB on Wednesday 19 November at 7pm.</p>	

Meeting ended at 10.10 p.m.

Approved and accepted

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

Documents for the meeting

- a)
- Agenda (email 30.09.14)
- New agenda (Dropbox 06.10.14)
- Minutes FGB (June 2014) (email 15.08.14)
- Attendance list and declarations tabled
- Pecuniary interest form and guidance Dropbox 24.09.14

b) Reports

- HT report (Dropbox 03.10.14)
- SIP Review (Dropbox 03.10.14)
- School Improvement Plan overview (Dropbox 03.10.14)
- CPD overview (Dropbox 03.10.14)
- School profile (Dropbox 03.10.14)
- Annual Safeguarding report Dropbox 24.09.14

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

Governor Visit report (FH)	(Dropbox 24.09.14)
SEND Reforms briefing governor report (AP)	(Dropbox 30.09.14)
Governor Visit report (DC)	(Dropbox 06.10.14)
Standing orders 2014-15	Dropbox 24.09.14
Delegations to Headteacher	Dropbox 24.09.14
Proposed dates of meetings	Dropbox 24.09.14
Annual Schedule	Dropbox 24.09.14
Open evening feedback	Dropbox 24.09.14
Sharing assembly consultation	Dropbox 24.09.14
Reconstitution of Governing Body	Dropbox30.09.14

c) Policies & Docs

Internal Financial Procedures Manual	Dropbox 24/09/14
Appraisal	Dropbox 03.10.14
Collective worship	Dropbox 03.10.14
International dimension	Dropbox 03.10.14
Library	Dropbox 03.10.14
Sex and relationships	Dropbox 03.10.14
PSHE	Dropbox 03.10.14
Marking and feedback	Dropbox 03.10.14
Pay	Dropbox 03.10.14
Safeguarding	Dropbox 03.10.14
Charging	Dropbox 03.10.14
Anti-Bullying code and parent information	Dropbox 06.10.14
Anti-bullying policy	Dropbox 06.10.14
Health and Safety	Dropbox 28.09.14
Hiring conditions	Dropbox 28.09.14

d) Committees

Terms of reference

Admissions	Dropbox 24.09.14
Buildings & Sites	Dropbox 24.09.14
Curriculum	Dropbox 24.09.14
Community & Pre School	Dropbox 24.09.14
Finance	Dropbox 24.09.14
Personnel	Dropbox 24.09.14

Committee minutes

Buildings & Sites 24.09.14	Dropbox 06.10.14
Curriculum 2.10.14	Dropbox 06.10.14
Community & Pre School 25.09.14	Dropbox 30.09.14
Finance 8.07.14	Dropbox 24.09.14
Personnel 26.06.14 & 02.10.14	Dropbox 24.09.14

RS Resignation letter (Dropbox 07.10.14)

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