



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](mailto: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, Wednesday 4 March 2015

Governors Present:

**Quorum: 5**

<p><u>L.A. governor</u> John Forty JF Chair</p>	<p><u>Foundation Governors</u> Freda Hughes FH Anne Pearsall AP Jane Upham JU</p>
<p><u>Staff governors</u> Sue Grundy SG Head Teacher Catherine Archard CA</p>	<p><u>Parent Govs</u> Drew Cooper DC Louise Harriss LH</p>

In attendance: Liz Bickley (LB Clerk). Tina Mundy TM Foundation Observer

Apologies:

Foundation Governors: Luc Agostini LAg, Elaine Bardwell EB, Catherine Coughlan  
 Co-opted governor: Farida Anwar FA  
 Foundation Observer : Lynden Guiver LG

Documents for the meeting: see list at end.

**Minute Ref.:**

**1415/**

**Action**

50	<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 FA, LAg, EB, CC, LG.</p>	
51	<p><u>Minutes of the previous meeting held on 28 January 2015</u>                  Minutes were amended at para 46.3 (employee changed to employer) <b>AGREED</b> and signed. Action - to be filed and put on</p>	<p><b>Clerk, SG</b></p>

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

	website.	
52	<p><u>Matters Arising from the minutes</u></p> <p>JF referred to the following matters arising:</p> <p>1415/38 Governor appointments – JF announced that Louise had been elected. TM’s application form to become a Foundation Governor was ready to be passed to EB and JF took it. LG’s appointment as a Foundation Governor was awaited (forms had been submitted after a delay at our end).</p> <p>1415/38 Carry forward sum in the budget. Following the last meeting a letter had been received from Oxfordshire County Council (OCC) and had been circulated with papers for today’s meeting (on Dropbox). JF said we needed to ensure we spent sums of money this financial year, as planned, to use the carry forward.</p> <p>1415/39.3 SG said that childcare disqualification regulations were being changed. For St Michael’s we had decided that all staff and leadership including governors should complete a declaration form (information was provided about this). Please return forms to school for retention; if circumstances changed updates should be made. SG said that Barry Armstrong of OCC recommended this blanket approach to all schools. JF said Personnel Committee had considered who should be required to complete the form, prior to the advice about blanket coverage. Volunteers at Forest School were included. SG added that Ofsted looked at these documents, as part of the safeguarding records, on arrival.</p> <p>1415/39.4 Allotment –school had now got a half allotment and access from school grounds.</p> <p>1415/42.1 Governors list. JF asked all present to check their contact details on a chart, to be updated. FH asked that the list of governor on the school website be updated and SG noted this action, now that we had re-constituted and filled the Parent governor vacancy.</p> <p>1415/42.2 Social event –clerk to help find a date.</p> <p>1415/42.4 Local Leader in Education. SG had been asked to support newly appointed headteachers in Oxfordshire from September. Governors congratulated SG.</p> <p>1415/42.5 School newsletter had contained a photo and information about Lynden as a link to Governors in March 2015. JF will be link in April; JU in May. Thereafter JF would propose a rota. All agreed this was a good development and a parent had already thanked SG.</p> <p>1415/42.6 Statutory Inspection of Anglican and Methodist Church schools (SIAMS). Chairs were meeting on 19 March.</p> <p>1415/43.2 Procedures for Confidential minutes were contained in our Standing Orders (SO). The procedures in SOs were confirmed but clarification was required concerning confidential minutes on Dropbox –clerk to revise this section and circulate for the next Full Governing Body (FGB) meeting.</p>	<p>JF</p> <p>ALL</p> <p>ALL JF SG</p> <p>LB</p> <p>JF</p> <p>Chairs</p> <p>LB</p>

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

	<p>1415/45 Crocodiles of the World –governors asked about this visit. It had been a great success, and there had been excellent comments about the children’s behaviour and knowledge from the crocodile handlers.</p> <p>1415/46.1 Schools Financial Value Standard papers had been submitted to OCC as required.</p>	
53	<p><u>Headteacher's report</u></p> <p>Governors commented and raised questions on the report which had been provided in advance.</p>	
53.1	<p>Governors raised questions on</p> <ul style="list-style-type: none"> <li>• What progress was represented by the February assessment data? SG referred to Curriculum Committee discussion. She added that the percentage of pupils making expected progress is higher than in the last report. The percentage of pupils whose progress is accelerated is not as high as the percentage of pupils who are attaining above age related expectations in all areas and all year groups. However, in some areas, e.g. Year 1, there is parity between rates of progress and attainment in all three areas of the curriculum. The number of children with SEN in Year 2 is three not two. A governor noted that Lower KS2 data (unlike the other sections) were not shown as %s, in the report. In future it would be helpful to have %s.</li> <li>• The Rising Stars programme (assessment tool for maths, science and – new to St Michael’s - grammar, punctuation and spelling). SG explained how the new curriculum contained more challenge in spelling, which children were now working on.</li> <li>• Playground improvement requested by School Council – SG was waiting to receive quotes.</li> <li>• Parent Mail problems. Debbie Rowarth was able to rectify any problems which parents were having with opening / downloading parent mail messages.</li> <li>• Boys toilets have been upgraded and full sized doors have now been installed –completed.</li> </ul> <p>Governors were very pleased to hear about:</p> <ul style="list-style-type: none"> <li>• Year 4’s progress, pancake races, writing display, scooter racks, premises works.</li> </ul> <p>SG mentioned the recent no-notice Ofsted inspection of Mikey’s After School Club</p>	
53.2	<p>SG and all staff involved were thanked for this report.</p>	
54	<p><u>Governor Appointments</u></p> <p>Please see 52 (1415/38 ) above.</p>	
55	<p><u>Policy and Guideline Documents</u></p>	
55.1	<p>Admissions Policy 2014-15, 2015-16, 2016-17.</p>	

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

	<p>JF reported that our existing admissions policies, set annually in advance, needed to be updated to reflect the current position. (See item 60 Admissions Committee meeting of 12 February 2015). SG had updated these policies and they had been sent to all governors (Dropbox). FH had proof read these carefully.</p> <p>Governors therefore <b>AGREED</b> revisions to</p> <ul style="list-style-type: none"> <li>• Admission Policy 2014-15, previously agreed. Revised 4.03.15 with new Appendix</li> <li>• Admission Policy 2015-16, previously agreed. Revised 4.03.15 with new Appendix.</li> </ul> <p>Governors also <b>AGREED</b> Admission Policy 2016-17, which would now be sent to the local authority.</p>	
55.2	E-Learning document was <b>AGREED</b> . SG said the version for older children would be sent home for discussion with parents.	
55.3	Safer Recruitment policy – based on model policy. This was <b>AGREED</b> .	
56	<p><u>Any Other Business</u></p> <p>Confidential minutes –see 52 (1415/43.2) above.</p>	
57	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>• Surplus balance –see 52 (1415/38) above.</li> <li>• OCC Services Update. HR and Finance in Oxfordshire were being integrated with Hampshire.</li> <li>• OCC ICT Support was being disbanded; however this would not affect us. SG said that we would be a trial school for a new domain name system. We also need a new server and our ICT support company 123ICT were looking after our interests and arranging what was needed. We had access to Oxfordshire Pupil Tracking, Sophos, web email support.</li> <li>• The OCC buy-back form had been completed by JF/SG.</li> </ul>	
58	<p><u>Governor Visit Reports</u></p> <p>No reports were received this time. JF would provide a copy of the blank form to LH.</p>	<b>JF</b>
59	<p><u>Nominated Governor reports</u></p> <p>Literacy: see writing display comments at 53.1 above.</p> <p>SEN: AP was meeting Emma Billingham next week.</p> <p>Foundation stage: AP to make contact.</p> <p>No other reports.</p>	<b>AP</b> <b>AP</b>
60 60.1	<p><u>Committee Reports</u></p> <p>Finance Committee on 26 February 2015. Minutes of the meeting had been circulated, and were noted.</p>	

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

	<p>Community and Pre-school Committee on 5 February 2015. Minutes of the meeting had been circulated, and were noted. Governors <b>AGREED</b> that AP should join the committee.</p> <p>Curriculum meeting on 22 January 2015 (version 2). Minutes of the meeting had been circulated, and were noted.</p> <p>Personnel Committee on 11 February 2015. Minutes of the meeting had been circulated, and were noted.</p>	
60.2	<p>Admissions committee meeting on 12 February 2015. Minutes of the meeting had been circulated, and were noted.</p> <p>SG referred to a linked subject – Year 6 pupils’ allocations to secondary school. The report to primary schools had been issued and parents /children were informed on Monday. As a large number had not got a place at The Cherwell School, SG had contacted the Admissions Team then arranged a meeting for parents which all agreed had been helpful and appreciated by parents. Parents had heard how the process developed from now, if they still wished to seek a place at Cherwell. Cheney school was also a very good school. SG anticipated that the situation whereby a majority of St Michael’s children may not get a place at Cherwell could recur in future. Governors discussed the possible reasons and the catchment areas of each secondary school. No changes to the overall situation were thought to be likely.</p>	
60.3	LH asked how governors were allocated to committees. JF said he would discuss with her committees and vacancies.	<b>JF</b>
61	<u>Health and Safety</u> Please see Headteacher’s report	
62	<u>Safeguarding</u> Please see Headteacher’s report, 52 (1415/39.3) above, 55.3 above. Nothing further to report.	
63	<u>Date and time of Next Meeting</u> Meeting of FGB on Wednesday 22 April 2015 at 7pm to consider the budget. AP sent apologies in order to attend a SEN Governor training session.	

Meeting ended at 8.05 p.m.  
ESB 8 Mar 2015

**Approved and accepted**

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

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

Documents for the meeting

a)

Agenda 04.03.15	(Dropbox 23.02.15)
Minutes FGB (28 January 2015)	(Dropbox 23.02.15)
Attendance list and declarations	tabled

b) Reports

HT report	(Dropbox 01.03.15)
Mid Year review of School Improvement Plan (Feb 2015)	(Dropbox 01.03.15)
Summary Self Evaluation Form (Feb 2015)	(Dropbox 01.03.15)

c) Policies & Docs

2016-2017 Admissions Policy	(Dropbox 23.02.15)
Admissions 2014 -15 with Appendix	(Dropbox 23.02.15)
Admissions 2015 -16 with Appendix	(Dropbox 23.02.15)

E-Learning Code of Conduct	(Dropbox 03.03.15)
Safer Recruitment Policy	(Dropbox 01.03.15)

d) Any Other Business, Correspondence

Standing Orders 2014-15	(Dropbox 23.02.15)
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Surplus in Budget, letter from OCC	(Dropbox 23.02.15)
Service Update to Maintained schools, OCC	(Dropbox 23.02.15)

e) Committees

*Committee minutes*

Admission 12.02.15	(Dropbox 23.02.15)
Community and Pre School 05.02.15	(Dropbox 23.02.15)
Curriculum (v2) 22.01.15	(Dropbox 23.02.15)
Personnel 11.02.15	(Dropbox 01.03.15)
Finance 26.02.15	(Dropbox 03.03.15)