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**MINUTES of a MEETING of the  
 FULL GOVERNING BODY**  
 7.00 p.m. in school, Staff room, Wednesday 7 October 2015

**Governors Present:**

**Quorum: 5**

<p><u>L.A. governor</u>                  John Forty JF Chair</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> <p><u>Co-opted governor</u>                  Farida Anwar FA</p>	<p><u>Foundation Governors</u>                  Luc Agostini LAg                  Elaine Bardwell EB                  Catherine Coughlan CC                  Lynden Guiver LG                  Freda Hughes FH                  Tina Mundy TM                  Anne Pearsall AP                  Jane Upham JU.</p>
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In attendance: Liz Bickley (LB Clerk).

Apologies:

Documents for the meeting: see list at end.

**Minute Ref.:**

**1516/**

		<b>Action</b>
1	<p><u>Welcome and any Declarations of Interest</u></p> <p>JF welcomed everyone to the meeting, which was quorate. There was a prayer. An attendance form was completed by those present and governors were asked to declare any specific interests in agenda items – none declared.</p>	
2	<p><u>Standing orders for Governing Body and Committees 2015-16</u></p> <p>These had been updated. Governors noted the new requirements: a record of governors' attendance at meetings and governors' business interests had to be published on the website. The clerk would provide pro formae to JF.</p>	<b>Clerk</b>
3	<p><u>Minutes of the previous meeting held on 17 June 2015</u></p>	

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

	Minutes of the meetings were corrected (page ) “contributed” instead of “continued” <b>AGREED</b> and signed. Action - to be filed and put on website.	<b>Clerk, SG</b>
4	<p><u>Matters Arising from the minutes of 17 June 2015</u></p> <p>JF referred to the following matters arising:</p> <p>1415/85.1 Governor appointments. LG’s appointment as Foundation governor had been confirmed. Dates of appointment to be added to list of Governors (JF).</p> <p>1415/85.1 Governor of the month: CC had not done it in September, but would do so in future</p> <p>1415/85.1 Childcare disqualification forms – Debbie Rowarth would be asked to let governors know if their form had not been returned.</p> <p>1415/85.1 LAg was sending in his report on iPad training.</p> <p>1415/85.1 Training records would have to be kept by the clerk as Governor Services no longer kept these. Training was in any case obtained via a number of providers including the diocese, online courses, safeguarding etc. Please let LB know.</p> <p>1415/85.2 It was now public knowledge that the new Free School proposed by the Cherwell School had been approved in principle by the Department for Education (DfE). The free school would provide extra secondary provision – but might be in another part of Oxford</p> <p>1415/86.3 The Foulee Blanche partnership was going ahead.</p> <p>1415/89 There were fine new notice boards/ signs.</p> <p>1415/90 SG to contact PTA about hall and Reception class curtains– so far there had not been an opportunity but she would raise these points at the next meeting. LH said that the parents wished to receive a reply. Governors noted that parents could see minutes of governors meetings in the folder or on the website and SG would issue a reminder in the newsletter. (Policies were also on the website) JF agreed to write to the parents about the curtains.</p> <p>1415/86.3 Documents had been added to Dropbox: British values; Building and Sites committee minutes, [LAg’s visit report].</p> <p>1415/93 PTA committee was going through a big change and governors were worried about its viability this year. However there were a number of keen new parents who had recently expressed support.</p>	<p><b>JF</b></p> <p><b>School</b></p> <p><b>Clerk</b></p> <p><b>SG</b></p> <p><b>SG</b></p> <p><b>JF</b></p>
5.1	<p><u>Headteacher's report</u></p> <p>The report had been provided in advance, together with some other documents, including provisional data from OCC and school position statement.</p> <p>Governors noted:</p> <ul style="list-style-type: none"> <li>• Impressive results at the end of last year. Writing in particular was discussed. The progress and attainment of disadvantaged pupils was very pleasing.</li> <li>• SATS (tests) would take place in 2016 but on a different</li> </ul>	

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

	<p>basis: possibly with assessment related to “expected level” (below / at / above). Teachers were undertaking more / ongoing formative assessment techniques –similar to those used in Early Years. A baseline had been established here by doing the assessment in several ways last summer and a new maths test would be used across the Partnership.</p> <ul style="list-style-type: none"> <li>• Governors asked whether children would be clear on what was expected of them, and discussed the impact of a change in assessment rationale. SG reminded governors that all schools were facing the same challenges.</li> <li>• The number of children eligible for Pupil Premium was low and the clerk offered to send SG a model letter which schools could send out to families, encouraging registration for Free School meals.</li> <li>• The CPD report showed a huge amount of training.</li> </ul>	<b>Clerk</b>
5.2	<ul style="list-style-type: none"> <li>• The likely approach to be taken by Ofsted at St Michael’s was discussed. JF was attending a course for governors in two weeks. Ofsted would start by looking at the school’s data on the Inspection dashboard. The focus from the 2014 dashboard identifies SEN as a priority at St Michael’s. However, a new Ofsted dashboard is due out very shortly and may suggest other priorities. A single inspector would visit for one day and discuss the data / areas of concern with SG. He/she may chose a group of children to follow and find out about their experience at school. He/she would triangulate evidence (e.g. with books), talking to children and staff. We should take the opportunity to point out areas which we felt were outstanding (or close). The Inspector would then possibly return for a second day with a second inspector.</li> <li>• Governors and teachers needed to be aware of the four areas of school that inspection focussed on – see the evaluation schedule, which shows what is good and what is outstanding. There was training available for governors on all of this. The clerk mentioned that some GBs used a template document to log their activity during the year, under each of the four Ofsted areas.</li> <li>• The change in Oxfordshire’s business services – to an Integrated Business Centre (IBC) in Hampshire had caused lots of problems for finance and staff pay. Governors discussed this, and what could be done to help staff here who had not received the full amount since the change in July. EB said there was an emergency fund at the Diocese. JF said that there had been an apology from the Oxfordshire Children, Education and Families Director. N.B. At St Michael’s, a Voluntary Aided school, the school employed the staff.</li> </ul>	<b>ALL</b>
5.3	<p>SG reported on a partnership meeting.</p> <p>Children (and their parents) moving into Year 7 at Cheney school</p>	

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

	<p>had reported that they were very happy.</p> <p>A SIAMS meeting was needed (SG requested this in Term 3).</p> <p>JF thanked SG and all staff for the excellent report.</p>	<b>Chairs of comms</b>
6	<p><u>Election of Chair and Vice Chair</u></p> <p>The clerk had received a nomination for John Forty to be chair and Elaine Bardwell to be vice-chair. The clerk invited further nominations, but there were none. JF and EB left the room. The clerk asked for votes and JF and EB were <b>ELECTED</b>. They returned to the meeting and were thanked for standing for these roles.</p>	
7.1	<p><u>Policy and Guideline Documents</u></p> <ul style="list-style-type: none"> <li>○ Drugs education – a typo was corrected.</li> <li>○ English – agreed by FGB last time: to Curriculum committee tomorrow.</li> <li>○ Health and Safety</li> <li>○ Homework</li> <li>○ Safeguarding (Prevent agenda, Child sexual exploitation now included). Governors checked that they knew who was the designated teacher for any concern – SG or in her absence CA. Update training for governors was suggested by LG, safeguarding governor. SG agreed to deliver some –a list of those who had done safeguarding training was maintained at school. Training should be renewed every three years.</li> <li>○ Safer recruitment – changes had been needed because of the Prevent agenda, and British Values. JF had attended a course in June before these were included.</li> <li>○ Photography. JF asked that it be noted that he acted as official photographer for whole school events and that he held an archive of photos and films /videos. New wording had been included on mobile phones.</li> </ul> <p>Policies and documents were all <b>AGREED</b>.</p>	<b>SG</b>
7.2	<ul style="list-style-type: none"> <li>○ SEN Governor report. AP asked how much SEN TA support would be provided this year, and SG explained what was planned (further discussion due at Personnel Committee next week). Ideally there would be one full time member of staff.</li> <li>○ Pupil premium report. Very pleasing.</li> </ul>	
8	<p><u>Register of Pecuniary interests</u></p> <p>All governors present completed a form to declare any potential conflicts of interest. The clerk would collate these (see above).</p>	<b>Clerk</b>
9.1	<p><u>Committee membership including appointment of clerks.</u></p> <p><u>Terms of reference of committees and delegated powers of</u></p>	

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



13.2	An adult (parent) had been banned from the school site last term and governors' agreement was needed to lift the ban, which the headteacher was now recommending. Governors asked about the circumstances and SG explained how she had received advice to deal with the situation. Governors suggested relevant staff were consulted and otherwise agreed to the lifting of the ban.	
14	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>• NGA membership. JF reported that our membership through Oxfordshire County Council had now finished. It was possible for St Michael's to pay a subscription, or wait and see whether Oxfordshire Governors Association could negotiate a deal – agreed to wait.</li> <li>• LA information on Academy status. A letter had arrived asking schools to consider converting. Governors discussed this and decided that it was not currently of interest as the Cherwell partnership provided local professional support and shared resources</li> <li>• The Prevent agenda had been notified to governors. All teachers were doing the necessary online training. LG and JF had also done it. All governors would be given the link and should do the training, please (20 minutes).</li> <li>• Home School Agreement – there had been an alert from Governor Services on these. The DfE had reviewed and confirmed the current statutory guidance. Clerk to send to SG</li> </ul>	<p><b>SG ALL Clerk</b></p>
15	<p><u>Governor Visit Reports</u></p> <p>FH visited on September 1<sup>st</sup> (literacy) and also had provided feedback of her visit to Collective Worship (July). Noted with thanks.</p> <p>AP and LAg had reports of visits in hand.</p> <p>There was a Diocese course in Marlow on 14 October on governor visits.</p>	
16	<p><u>Nominated Governor reports</u></p> <p>(to next meeting)</p>	
17	<p><u>Committee Reports</u></p> <p>Building and Sites Committee on 23 September 2015. Minutes of the meetings had been circulated, and were <b>noted</b>.</p> <p>Admissions Committee on 26 June 2015. A brief report was <b>noted</b>.</p> <p>Community and Pre-school Committee on 24 September 2015. Minutes of the meeting had been circulated, and were <b>noted</b>.</p> <p>Joint Steering Group (for Pre-school and Foundation Stage Unit (PFSU) Catherine Wheel Centre) on 18 September 2015. The small amount of money in the account was <b>noted</b>.</p>	
18	<p><u>Health and Safety</u> Please see Headteacher's report.</p>	
19	<p><u>Safeguarding including annual report</u></p>	

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

	The safeguarding report was reviewed by governors. LG was named as safeguarding governor. Governors asked about an action plan: there was none because all provision was in place but it was <b>agreed</b> to add the governor training in the government's Prevent / Channel programme.	<b>SG</b>
20	<u>Date and time of Next Meeting</u> Meeting of FGB on Wednesday 18 November 2015 at 7pm.	

Meeting ended at 8.55pm

ESB 14oct2015

**Approved and accepted**

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

Documents for the meeting

a)

Agenda (Dropbox 25.09.15)  
 Minutes FGB June 2015 (Dropbox 25.09.15)  
 Attendance list and declarations tabled

b) Reports

HT report (Dropbox 04.10.15)  
 CPD overview (Dropbox 25.09.15)  
 Provisional Data (Dropbox 25.09.15)  
 School position statement (Dropbox 25.09.15)  
 SIP Review (Dropbox 25.09.15)

Governor visit FH (Dropbox 25.09.15)  
 Collective worship feedback (Dropbox 25.09.15)

Annual safeguarding report (Dropbox 04.10.15)

c) Policies & Docs

Standing Orders 2015-16 (Dropbox 25.09.15)  
 Drugs education (Dropbox 25.09.15)  
 English (Dropbox 25.09.15)  
 Health and Safety (Dropbox 25.09.15)  
 Homework (Dropbox 25.09.15)  
 Safeguarding (Dropbox 25.09.15)  
 Safer recruitment (Dropbox 25.09.15)  
 Photography (Dropbox 25.09.15)  
 SEN Governor report (Dropbox 25.09.15)  
 Pupil Premium report (Dropbox 25.09.15)  
 Pecuniary interest declaration form for register (Dropbox 25.09.15)  
 Headteacher delegations (Dropbox 25.09.15)  
 Proposed dates of meetings (Dropbox 25.09.15)

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Annual Schedule and key tasks (Dropbox 25.09.15)  
List of governors (Dropbox 25.09.15)

d) Any Other Business, Correspondence

e) Committees

*Committee terms of reference*

Admissions (Dropbox 25.09.15)  
Building and Sites (Dropbox 25.09.15)  
Community and Preschool (Dropbox 25.09.15)  
Curriculum (Dropbox 25.09.15)  
Finance (Dropbox 25.09.15)  
Personnel (Dropbox 25.09.15)

*Committee minutes*

Community and Preschool 24.09.15 (Dropbox 30.09.15)  
Building and Sites 23.09.15 (Dropbox 25.09.15)