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D r a f t MINUTES of a MEETING of the
FULL GOVERNING BODY

7.00 p.m. in school, Staff room, Wednesday 18 November 2015

Governors Present:

Quorum: 7

<p><u>L.A. governor</u> John Forty JF Chair</p> <p><u>Staff governors</u> Sue Grundy SG Head Teacher</p> <p><u>Parent Govs</u> Drew Cooper DC (arrived item 23) Louise Harriss LH</p>	<p><u>Foundation Governors</u> Elaine Bardwell EB Lynden Guiver LG Freda Hughes FH Tina Mundy TM Anne Pearsall AP</p> <p><u>Co-opted governor</u> Farida Anwar FA</p>
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In attendance: Liz Bickley (LB Clerk).

Apologies: Catherine Archard CA, Catherine Coughlan CC, Jane Upham JU

Absent: Luc Agostini LAg

Documents for the meeting: see list at end.

Minute Ref.:

1516/

Action

21	<p><u>Welcome and any Declarations of Interest</u></p> <p>JF welcomed everyone to the meeting, which was quorate. There was a prayer. Governors' pecuniary interests: none declared.</p>	
22	<p><u>Minutes of the previous meeting held on 7 October 2015</u></p> <p>Minutes of the meetings were corrected (page 2 "JF agreed to write... about the curtains"), AGREED and signed. Action - to be filed and put on website.</p>	Clerk, SG
23.1	<p><u>Matters Arising from the minutes of 7 October 2015</u></p> <p>JF referred to the following matters arising: 1516/2 Standing orders: to be signed. The clerk would arrange this next time. 1516/2 Publication of governors' pecuniary /business interests: a report for the website had been uploaded, and circulated for</p>	Clerk

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

	<p>the meeting, but there were a couple of small errors. Clerk to double check and confirm the final version with SG.</p> <p>1516/4 Governor of the month: CC's introduction had been in the newsletter</p> <p>1516/4 Childcare disqualification forms – Debbie Roworth collected the forms but Governors needed to check with Debbie, if unsure of whether their's had been done.</p> <p>1516/4 LAg's report needed to be put on Dropbox by the clerk.</p> <p>1516/4 The location of the free school under the River Learning Trust (previously Cherwell School Academy Trust) was not yet known but admissions rules were to be consulted on from January 2016.</p> <p>1516/4 JF had written to the parents about curtains for the hall; SG would be seeking quotes and then considering the budgetary implications. Governors noted that blinds in the pre-school (also discussed at the last meeting) were more urgent because of difficulty in seeing work on the whiteboard. Meanwhile, the overall learning environment did affect children's ability to see the screen in the hall (rehangng the hall curtains might help).</p> <p>1516/4 The PTA committee was fully constituted and enthusiastic and Governors were delighted to hear this. The fireworks display had done very well in spite of poor weather. (DC arrived)</p>	<p>Clerk</p> <p>All</p> <p>Clerk</p>
23.2	<p>1516/5.1 SG had sent a letter on Pupil Premium out to all parents. It was also included in the pack for Reception children. Governors asked whether this had led to extra claims: there had been enquiries but most were not eligible (one new child identified).</p> <p>1516/5.3 SIAMS –a meeting of committee chairs was needed next term</p> <p>1516/7.1 SG would provide safeguarding training to Governors in the new year.</p> <p>1516/7.2 Recruitment of a SEN Teaching Assistant had so far been unsuccessful but there was another candidate to see.</p> <p>1516/13.1 New school email addresses for governors were in place, except for FA who would discuss with Debbie Roworth.</p> <p>1516/14 School had decided to subscribe to the NGA.</p> <p>1516/14 Prevent training –FH asked for the link to online training.</p> <p>1516/14 SG reported on a Home School Agreement working party. The reviewed document would be sent to parents for consultation, then to Governors</p> <p>1516/15 AP had sent a visit report to SG, as the form indicated. However a copy to the clerk would also be helpful so it could be circulated.</p>	<p>Chairs</p> <p>FA</p> <p>Clerk</p> <p>AP</p>
24.1	<p><u>Headteacher's report</u></p> <p>The report had been provided in advance. Governors noted:</p> <ul style="list-style-type: none"> o Attendance % by year group -SG commented that there had been quite a lot of illness 	

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	<ul style="list-style-type: none"> ○ School roll was relatively low –a few places were being filled following Admissions Committee meeting ○ Assessment week – date queried ○ Strategies in use in Lower Key Stage 2: SG explained what sort of strategies had been learned at Inset with Jim Smith (“the lazy teacher”) promoting independent thinking and engagement of all children; these were proving positive. ○ Benefit of hosting qualified teachers from abroad as interns and therefore additional adults in the classroom. ○ SIP 2 Maths Challenge – great results by St Michael’s children –congratulations to them ○ SIP 3 assessment tools using APP (assessing pupil progress): SG explained how these tools worked ○ SIP 4 Entries into the Big Draw were on display and SG agreed to publicise this ○ It was useful for Governors to see highlighted SIP actions which had been completed ○ SIP 4 Uploading apps onto school iPads: SG explained that if a teacher was trained in how to upload new apps, they could be made available more quickly ○ AP had attended the open assembly on anti-bullying which she had found very interesting, informative and concise ○ Nuisance in local community –Governors asked how SG had heard about this, and she explained how the issues had been addressed. Governors felt this showed good cooperation with parents and local police community support ○ Future of the Nurture club ○ Staffing for a temporary vacancy. 	<p>SG</p> <p>SG</p>
<p>24.2</p>	<p>An Ofsted inspection was expected at any time. SG reported that Marion Trigg, Oxfordshire School Intervention Leader, had visited and undertaken a risk assessment for Ofsted: she had concluded that St Michael’s was an outstanding school. SEF gradings could therefore be reviewed; SG suggested waiting for the conclusions of a visit from the Diocesan adviser tomorrow. Our school improvement partner (SI Partner) had also said we were outstanding; the standards achieved were outstanding and we were on an upwards trajectory. There was a consistent approach by staff. As discussed at the last meeting, an Ofsted outstanding judgement would require SG to ask for a second day of inspection, with evidence. Governors discussed how they would be involved. All Governors needed to be aware of the Summary Self Evaluation (document circulated for today’s meeting) which included evidence. See also 26.1 below.</p>	<p>ALL</p>
<p>24.3</p>	<p>An admissions committee meeting was needed to look at the 2017 - 2018 policy – date set at end of today’s meeting.</p> <p>Parent questionnaire and the new way of obtaining responses at the parents’ evening was discussed. Some Governors felt that it would be beneficial to provide other opportunities for responding to the questionnaire for those who missed the parents’ evening – in order to be as inclusive as possible.</p>	

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	<p>There had however been a very good response rate and interesting information had been gleaned (see 26 below). It was important that gathering the information was an efficient process. SG said that procedures could always be improved.</p> <p>Governors discussed the new Education and Healthcare Plans which have replaced Statements of Special Educational Need. SG explained how the new system worked and what had to be recorded, which was much less than before. AP added that the new system was family centred. She asked how Reception children were included. Early Years Action was used – tracking children’s progress and putting in place support for specific needs.</p>	
24.4	<p>Governors were pleased to hear about school to school support in Cherwell Partnership and also the support staff handbook: SG hoped to obtain an electronic version for Governors soon.</p> <p>Governors asked how many children were going to Foulée Blanche: 20, and SG was keeping up to date with government information about travel to France.</p> <p>A banner was being given for schools in the partnership to display on their roadside boundary, to advertise teacher training (Oxford Teaching Schools Alliance). Governors discussed this and felt it would be worth putting up, as long as we had freedom to remove it if circumstances changed.</p> <p>JF thanked SG and all staff for the excellent report.</p>	SG
25	<p><u>Governor appointments</u></p> <p>No vacancies</p>	
26.1	<p><u>Policy and Guideline Documents</u></p> <ul style="list-style-type: none"> ○ School Effectiveness & Improvement Record (SEIR): Governors asked about the context of this report –it was a regular update prepared by our SI Partner Lorraine Kingsman and was very useful to SG ○ Raise online and Inspection Dashboard - pp25 and 36 were good summaries of Key Stage 1 and 2 respectively; p39 dealt with progress measures which were showing value added in reading, writing and maths. This was a great report ○ School Inspection Handbook – expectations for Governance were given on p.40, with grade descriptors following. Governors could consider the descriptors and think about their own judgements and evidence they could use to validate their judgement. Governors were encouraged to raise questions at committee or FGB meetings to help with their assessment of their contribution. Being aware of the school priorities was obviously also key. Governors felt they were very well informed by SG about how the school was doing. 	

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	<p>SG’s Headteacher’s report was based on the Ofsted framework. See 24.2 above</p> <ul style="list-style-type: none"> ○ Feedback from October Parent Questionnaire and copy of questionnaire. Considering the results from the whole school, Governors were pleased with the overall positive picture and asked about the comments on Homework. There were different views among parents and although the policy had recently been advertised to parents perhaps it was still not fully understood. Most of the comments had been positive and will be used in the next stage of feeding back to parents. Governors asked whether SG had found anything in the responses particularly useful or surprising: no, but pleased with the main messages that children felt safe and were learning. See also 24.3 above. ○ Updated SEF. Following the reassessment (24.2 above) the development we should aim for could be “to continue the drive for improvement in the school”. SG was also considering how to cover life in Britain, and how we know that radicalisation is not happening in our school. The ‘Grow your Brain’ activities and support staff learning projects were another couple of topics to mention in the SEF ○ School Improvement Plans (three documents). Governors reviewed the documents and made suggestions for a couple of corrections. 	<p style="text-align: right;">SG</p> <p style="text-align: right;">SG</p> <p style="text-align: right;">SG</p>
<p>26.2</p>	<ul style="list-style-type: none"> ○ Aims of School (Review) This will be on a future agenda (March), after the Home School Agreement had been finalised. Clerk to forward the Instrument of Government to SG and JF to send the Trust Deed. Governors thought the old mission statement had been replaced by the Aims ○ Information about Governors for Website. See 23.1 above ○ Art, D&T, Spelling and Complaints Policies. Governors asked whether they could see the revisions being proposed. SG agreed to circulate the previously agreed version with revised policies in future; however tracked changes would not be shown. The health and safety sections in both Art and D&T should refer to anaphylaxis. With this change, all policies were APPROVED ○ Looked After Children Annual Report to Governors. NOTED. 	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">JF</p> <p style="text-align: right;">SG</p>
<p>27.1</p>	<p><u>Any Other Business</u></p> <p>Ofsted briefing –done above.</p> <p>Headteacher performance management. EB was the chair of the Governors’ panel, and a meeting had been held, joined by Lorraine Kingsman for external professional advice. EB reported on the thorough process and thanked SG for her performance last year; new challenges had been identified and agreed for the coming year.</p>	

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27.2	LG asked Governors to consider the benefits of a defibrillator which it seemed schools were being encouraged by the Dept. for Education to ensure access to. This could be in the community. Paediatric defibrillators were available. LG would provide a written note following the training she had attended. SG suggested it was referred to the Community and Pre-school committee so the Residents Committee could consider the wider community need. SG added that staff would be having first aid refresher training in January.	LG
28	<u>Correspondence</u> SG reported that a company was trying to provide us with dining hall furniture (funded; associated with Carillion). However it was not viable as the tables would not fit in the store and would therefore need to be stored in the hall.	
29	<u>Governor Visit Reports</u> See 23.1 and 23.2 above. LH would write a report following her visit to maths and AP would report on visiting assembly	LH AP
30	<u>Nominated Governor reports</u> Early Years: AP reported that she had visited Reception just before home time and then had a discussion with KS (to be written up). She would spend more time in the classroom next time. EB reported on studying the Eucharist with Year 3. Collective worship planning would resume soon.	AP
31	<u>Committee Reports</u> Curriculum 08.10.15. Minutes of the meeting had been circulated, and were noted . Finance 15.10.15 Minutes of the meeting had been circulated, and were noted . Personnel 15.10.15 Minutes of the meeting had been circulated, and were noted . Admissions 22.10.15 Minutes of the meeting had been circulated, and were noted .	
32	<u>Health and Safety</u> Please see Headteacher's report.	
33	<u>Safeguarding</u> Please see Headteacher's report.	
34	<u>Date and time of Next Meeting</u> Meeting of FGB on Thursday 28 January 2015 at 7pm in Year 3 classroom.	

Meeting ended at 9.15pm

ESB 24.11.15

Approved and accepted

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

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

Documents for the meeting

a)

Agenda	(Dropbox 09.11.15)
Minutes FGB October 2015	(Dropbox 19.10.15)
Attendance list and declarations	tabled

b) Reports

HT report	(Dropbox 16.11.15)
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c) Policies & Docs

SEIR	(Dropbox 09.11.15)
Ofsted Data Dashboard (URN 123143 2015 unvalidated..)	(Dropbox 09.11.15)
Ofsted summary report – Raise online (URN 123143 2015 unvalidated..)	(Dropbox 09.11.15)
School Inspection Handbook	(Dropbox 25.09.15)
Parent Questionnaire & feedback	(Dropbox 09.11.15)
Summary Self Evaluation	(Dropbox 10.11.15)
School Improvement Plan	(Dropbox 25.09.15)
SDP one page summary	(Dropbox 10.11.15)
SIP pupils parents governors display 2015-16	(Dropbox 10.11.15)
Aims of the School	(Dropbox 09.11.15)
Governors Attendance at meetings 2014-15	(Dropbox 09.11.15)
Art Policy	(Dropbox 12.11.15)
Complaints Procedure	(Dropbox 09.11.15)
D&T Policy	(Dropbox 12.11.15)
Spelling Policy	(Dropbox 12.11.15)
Annual report: Looked After children	(Dropbox 09.11.15)
Pecuniary interest register –website 2015	(Dropbox 09.11.15)

d) Any Other Business, Correspondence

e) Committees

Committee minutes

Admissions	22.10.15	(Dropbox 09.11.15)
Curriculum	08.10.15	(Dropbox 09.11.15)
Finance	15.10.15	(Dropbox 09.11.15)
Personnel	15.10.15	(Dropbox 19.10.15)

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