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D r a f t

**MINUTES of a MEETING of the
FULL GOVERNING BODY**

7.00 p.m. in school, Year 4 Class, Thursday 28 January 2016

Governors Present:**Quorum: 7**

<u>L.A. governor</u> John Forty JF Chair <u>Staff governors</u> Catherine Archard CA <u>Parent Govs</u> Drew Cooper DC Louise Harriss LH	<u>Foundation Governors</u> Luc Agostini LAg (arrived item 40, 7.30pm) Elaine Bardwell EB Catherine Coughlan CC, Freda Hughes FH Tina Mundy TM Anne Pearsall AP <u>Co-opted governor</u>
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In attendance: Suzanne Edwards of Oxfordshire County Council (School Improvement Leader; Headteacher recruitment lead) from 7.30pm – 8.42pm
Liz Bickley (LB Clerk).

Apologies: Farida Anwar (Co-opted governor FA), Sue Grundy (SG Head Teacher), Lynden Guiver (Foundation LG), Jane Upham (Foundation JU)

Documents for the meeting: see list at end.

Minute Ref.:**1516/****Action**

35	<p><u>Welcome and any Declarations of Interest</u></p> <p>JF welcomed everyone to the meeting, which was quorate. There was a prayer.</p> <p>Apologies from those governors listed above were accepted. Governors' pecuniary interests: none declared.</p> <p>As chair, JF explained that following the headteacher's resignation, a representative of the local authority (LA) had offered to attend the meeting at 7.30pm to talk to governors about the recruitment process. Therefore the agenda would be curtailed if necessary.</p>	
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Signed..... (Chair) Date.....

36	<p><u>Minutes of the previous meeting held on 18 November 2015</u></p> <p>Minutes of the meetings were AGREED and signed. Action - to be filed and put on website.</p>	Clerk, SG
37 37.1	<p><u>Matters Arising from the minutes of 18 November 2015</u></p> <p>JF referred to the following matters arising:</p> <p>1516/21 Standing orders had been signed this evening, backdated to November. The clerk would file these.</p> <p>1516/21 Publication of governors' pecuniary /business interests: the report on the website had been corrected.</p> <p>1516/21 Governor of the month: February – DC; March – LH; April..?</p> <p>1516/21 Childcare disqualification forms – CA had brought blank forms to be used by the following governors: AP, LG, FA, CC, LA, JU –please return as soon as possible.</p> <p>1516/21 The location of the free school under the River Learning Trust (previously Cherwell School Academy Trust) was still not known.</p> <p>1516/21 Curtains in the hall; rehangng required use of ladder.</p>	Clerk All
37.2	<p>1516/21 SIAMS –a meeting of committee chairs was needed when SG returned to work</p> <p>1516/21 SG would provide safeguarding training to Governors on return to work</p> <p>1516/21 CA reported that a SEN Teaching Assistant had been recruited.</p> <p>1516/21 School had subscribed to the NGA. Governors can now log onto the website: subscription 047850, membership No. M45054, type- Governing Body Standard. A couple of magazines were sent from NGA periodically and were available for Governors.</p> <p>1516/21 AP's visit reports were now on Dropbox</p> <p>1516/24.2 Ofsted could visit. However the clerk had heard that there were delays in their schedule especially for schools whose results were good</p> <p>1516/24.3 Admissions policy 2017-18 had been sent to the Diocese. No reply as yet. A meeting of the committee needed to be arranged for next week. (See below).</p> <p>1516/24.4 Support Staff Handbook (electronic version). To be pursued in due course</p> <p>1516/26.2 Policies referencing anaphylaxis – check that updates have been done</p> <p>1516/27.2 Staff first aid training had been undertaken, with fire safety awareness at school next week</p> <p>1516/30 Nominated Governors – LH offered to cover art, and this was AGREED.</p>	Comm. SG All SG CA
38	<p><u>Policies, Guidelines and other Documents</u></p> <p>Governors agreed to look at policies for ratification. Notes had been provided by SG to help with these. (See email of 22/01/16)</p>	

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

	<p>Computing: AGREED</p>	
<p>39 39.1</p>	<p><u>Headteacher Recruitment</u></p> <p>Suzanne Edwards of Oxfordshire County Council (Headteacher recruitment lead) arrived. (LAg arrived 7.30pm). The following aspects were discussed</p> <ul style="list-style-type: none"> • Timings for an appointment to start in September • Safer recruitment requirements • Governors panel – duties /role • Advisers from LA and Diocese • Confidentiality / data protection • Advertising: school website, OCC jobs website, Times Education Supplement • Salary • HR advice from LA (via Hampshire) • Schedule for the day • References • Ratification by Full Governing Body • Offer of appointment subject to final checks • Induction programme <p>Suzanne offered to look at our draft documents if governors wanted any help. She asked to be notified of dates as soon as possible so that an adviser could be booked. Suzanne was warmly thanked for her helpful presentation, then she left the meeting.</p>	
<p>39.2</p>	<p>Governors discussed the possible panel composition and dates. JF AGREED to email all governors about their interest and availability to join the panel – expecting to make a panel of five governors. It was not normally appropriate for Staff governors, retiring headteacher or anyone working in school to be on the panel. The dates agreed were:</p> <ul style="list-style-type: none"> • Place advert by 25 February 2016 • Closing date 31 March 2016 during the Easter holidays • Shortlisting evening of 11 April 2016 • Interviews 18 April 2016 at the New Marston Pastoral Centre. <p>JF would find out from Suzanne if the school office would be expected to handle application sent by email, or whether the LA could help. Alternatively a special email address could be created.</p> <p>Governors discussed how to decide on membership of the panel if it as oversubscribed. It was agreed that the panel should reflect various areas of expertise (finance, curriculum, data), and governor categories –Foundation, Parent, so that a good cross section was provided.</p> <p>Governors discussed how the news of the recruitment action would be managed. JF said that a letter from SG would be sent to parents first.</p>	<p>JF</p> <p>JF</p>

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

<p>40</p>	<p><u>Headteacher's report</u></p> <p>The report had been provided in advance. Governors noted:</p> <ul style="list-style-type: none"> ○ Grow your brain –this was used across school although only reported in Key stage 2 in today’s report ○ Project X was a structured intervention for struggling readers ○ Key Stage 2 SATS would be week commencing 9 May 2016 ○ Young Art Oxford was raising money for research into cancer; there would be an art display at the Ashmolean for the pictures selected ○ Real PE was open to everyone and was successful ○ Behaviour incident. A few more details were given and governors discussed the way support was provided through a Pupil –School –Parent agreement. There were concerns about the possibility of a new WhatsApp group being created, and CA AGREED to follow up. <p>Home School Agreement Governors RATIFIED the draft agreement.</p> <p>Admissions committee needed to meet over an application to join year 4. A date was set at the end of the meeting.</p> <p>CA said that School Council would meet before February half term.</p> <p>Governors asked about the report on staff welfare, which had shown some increased stress. CA explained that an analysis showed that some of the stress had arisen from changes to the curriculum and assessment system. All schools were facing these changes and at present there was no exemplar materials to help with assessment. Hopefully over time this will ease.</p> <p>JF and all governors thanked CA for her work in SG’s absence. Some supply cover had been provided for CA’s teaching responsibilities, but it was an onerous task. CA said it was a team effort.</p>	<p>CA</p>
<p>41</p>	<p>Other business was deferred</p>	
<p>42</p>	<p><u>Date and time of Next Meeting</u></p> <p>Meeting of FGB on Thursday 3 March at 7pm</p>	

Meeting ended at 9.35pm

ESB 01/02/16

Approved and accepted

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

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

Documents for the meeting

Paper	SG's comments	Date to Dropbox
Agenda 28.01.16		19 Jan 2016
St Michael's FGB minutes 2015 November		19 Jan 2016
Standing orders 2015-16 v2		24 Nov 2015
HT report January 2016		26 Jan 2016
Monitoring and evaluation of PM policy review completed Jan 2016		22 Jan 2016
RA St Michaels(2)	The RA document is the report written by Marilyn Trigg when she visited in November and the NOV is a (rather brief) record of Karen Metcalfe's visit in November. (Item 38 - Head's report)	22 Jan 2016
NOV St Michaels		22 Jan 2016
Anti-Bullying self-assessment tool completed Dec 2015		22 Jan 2016
School anti-bullying self-assessment Action Plan reviewed Dec 2015		22 Jan 2016
Behaviour policy –Jan 2014 (2)		22 Jan 2016
British Values 2	British Values information on the web-site. At a recent Diocesan meeting that I attended there was some guidance and the information attached is in line with this. (Item 40)	22 Jan 2016
Computing policy Jan 2016 (1)		22 Jan 2016
Home School Agreement draft final		22 Jan 2016
Internal financial procedures 2015-16		22 Jan 2016
Intimate Care Policy December 2015		22 Jan 2016
Pay Policy 2015 for govts		22 Jan 2016
Positive Handling Policy Dec 2015		22 Jan 2016
SIP 2015-16 January Review with finance info		22 Jan 2016
St Michaels Appraisal policy January 2016		22 Jan 2016
Summary self-evaluation Dec 2015		22 Jan 2016
Resignation letter –confidential		19 Jan 2016
Governor visit –Luc Agostini IT visit		19 Nov 2015
Governor form AEP EYFS		27 Jan 2016
Governor form AEP SEN		27 Jan 2016
Admissions meeting 2 12 2015		19 Jan 2016
Curriculum minutes 21st Jan 2016		25 Jan 2016
H&S action plan letter Dec 15		19 Jan 2016
School safeguarding audit form Nov 2015		22 Jan 2016

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