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MINUTES of a MEETING of the
FULL GOVERNING BODY
7.00 p.m. in school, Thursday 3 March 2016

Governors Present:

Quorum: 7

<p><u>L.A. governor</u> John Forty JF Chair</p> <p><u>Staff governors</u> Catherine Archard CA Sue Grundy SG Head Teacher</p> <p><u>Parent Govs</u> Louise Harriss LH</p>	<p><u>Foundation Governors</u> Luc Agostini LAg (arrived in item 52, 7.35pm) Elaine Bardwell EB Freda Hughes FH Tina Mundy TM Anne Pearsall AP Jane Upham JU</p> <p><u>Co-opted governor</u> Farida Anwar FA (arrived in item 51 7.10pm)</p>
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In attendance: Liz Bickley (LB Clerk).

Apologies: Lynden Guiver (Foundation LG), Catherine Coughlan CC, LAg for lateness due to public transport problems

Documents for the meeting: see list at end.

Minute Ref.:

1516/

Action

49	<p><u>Welcome and any Declarations of Interest</u></p> <p>JF welcomed everyone to the meeting, which was quorate. There was a prayer. Apologies from those governors listed above were accepted. Governors' pecuniary interests: none declared..</p>	
50.1	<p><u>Minutes of previous meetings: Meeting held on 28 January 2016</u></p> <p>Minutes of the meetings were AGREED and signed. Action - to be filed and put on website.</p>	Clerk, SG
50.2	<p><u>Meeting held on 10 February 2016</u></p> <p>Minutes of the meetings were AGREED and signed. Thank you to CC for preparing these. Action - to be filed and put on website.</p>	Clerk, SG

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

<p>51 51.1</p>	<p><u>Matters Arising from the minutes of 28 January 2016</u></p> <p>JF referred to the following matters arising: 1516/37 Governor of the month: March – LH; April – AP. Governors to provide SG with a short paragraph and photo please, for newsletter. 1516/37 Childcare disqualification forms – need to check status of FA, CC, LG, at office. JU would be given a form. Please return as soon as possible. 1516/37 The possible location of the free school under the River Learning Trust (previously Cherwell School Academy Trust) had not been announced.</p>	<p>LH, AP</p> <p>SG?</p>
<p>51.2</p>	<p>1516/37 Date to be fixed: SIAMS –a meeting of committee chairs 1516/37 Safeguarding training to Governors will be scheduled by SG in due course 1516/37 Support Staff Handbook (electronic version). To be provided to governors in due course [FA arrived] 1516/37 Policies referencing anaphylaxis –updates had been done to Art and D&T policies 1516/40 WhatsApp groups used by pupils. SG had followed this up; letters to all Yr 6 parents and discussions with the parents of those involved. However, use outside of school of WhatsApp could not be policed. Governors were satisfied that everything possible had been done. SG said that messages needed repeating, and pupils and parents were reminded regularly. 1516/40 CA reported that School Council had met on 29 February. There were no matters arising from the meeting of 10 February.</p>	<p>JF</p> <p>SG</p> <p>SG</p>
<p>52 52.1</p>	<p><u>Headteachers report</u></p> <p>SG's report had been provided in advance.</p> <p>Governors asked about the new attainment statements (secure, securing, progressing, emerging), and how regularly assessment was done. SG and CA explained how teachers approached the task and said that the new curriculum and assessment statements were (a) challenging for children and (b) usefully informing teachers' planning and impacting on practice. There was a general expectation that a smaller % of children would be found to be at or above the expected standard for their age, nationally. Spelling had become a priority and school was addressing this. Governors noted that mid-year, not all of the curriculum had been taught, so children could not yet be securing their knowledge. However CA said that progress could be seen by tracking marking and looking at interventions. Governors discussed the assessments to date in writing, e.g. in Yr 2, where no pupils were yet securing. SG referred to the need to complete moderation in case teachers were being too cautious, and an expectation that in Term 4 when the Big Write was underway, there would be a big impact.</p>	

52.2	<p>Governors noted the work with children for whom English was an Additional Language (EAL). Governors were invited by SG to join the Readathon</p>	ALL
52.3	<p>SG referred to a behaviour incident covered in the HT report, and Governors discussed this. Governors discussed the resources available for parents and children (leaflets, links to websites, videos online, books in school library). SG was putting some links in the next newsletter; e-safety needed to continue to have a high profile (see above) CA added that it was covered with children through PSHE (personal, social, health education) which was integrated into the curriculum. [LAg arrived 7.35pm.]</p>	
52.4	<p>Admissions to St Michael’s Reception class in September 2016 was discussed. Many children in the catchment area would not be able to be admitted if they lived more than 350m away from the school, due to the numbers applying. Children at pre-school were not given any priority. We had had a similar situation last year. EB reminded governors that our admissions policy was clear about how to rank applications.</p> <p>Governors noted that the pancake races had been a great success, with partnership between the younger and older children.</p> <p>Secondary school places were being announced and SG said that Yr 6 children were equally split between Cherwell and Cheney schools, with a few allocated to other schools. Governors asked whether families were disappointed. SG said that a few were but she hoped to arrange a talk by Cheney students who were really enjoying it.</p>	
52.5	<p>Ofsted Inspection Data Dashboard: SG had referred to the weakness identified in the latest dashboard. This was attendance among children in free school meals (FSM) and SEN groups. SG explained how absence, lateness and attendance were tracked by school. SG had detailed information on each child’s attendance, and only three or four accounted for the lower averages in the FSM and SEN groups. Action was taken when attendance dipped below 90%. Governors asked for more details of procedures and when the county team became involved. Governors noted that if Ofsted asked about this, SG had a full account of reasons and actions taken.</p> <p>Other documents attached to the Head’s report were noted by governors.</p>	
53	<p><u>Governor appointments</u></p> <p>Following Drew Cooper’s resignation (56 below), a parent governor election would need to be arranged, after Easter. However SG would place details in the newsletter soon, to encourage parents to</p>	SG

	consider this opportunity: LH offered to talk about it with anyone interested.	
54	<u>Policies, Guidelines and other Documents</u>	
54.1	<p>Summary self-evaluation Dec 2015 – AGREED. SIP 2015-16 January Review with finance info – AGREED.</p> <p>Anti-Bullying self-assessment tool completed Dec 2015 and School anti-bullying self-assessment Action Plan reviewed Dec 2015 – governors asked about the highlighting in the document as some highlights appeared to be missing; SG would check and resend. Governors asked about questionnaires used. SG said that we had not used the county council questionnaire this year, but another one had been done in Yr 5 and was awaiting analysis. Governors asked about use of the worry boxes, and CA explained.</p> <p>Behaviour policy Jan 2014 (2) and Behaviour policy –Staff Meeting Feb 2016 – governors were grateful for changes being shown in red. CA commented that staff had been involved and had committed quite a lot of time to this. AGREED.</p>	SG
54.2	<p>British Values 2 –this was discussed. SG had attended a course at Church House. The national British Values agenda was linked to our school values; governors were also pleased to note that the Grow Your Brain approach encouraged critical thinking among our children.</p> <p>Internal financial procedures manual 2016 (based on a model) – AGREED. Intimate Care Policy December 2015 –this was a new policy. AGREED. Pay Policy 2015 for govs – tracked changes were helpful for governors. AGREED. Positive Handling Policy Dec 2015 –model county policy. AGREED. St Michaels Appraisal policy January 2016 –this contained new dates. AGREED. All documents were AGREED.</p>	
55	<u>Any Other Business: Headteacher Recruitment update</u>	
55.1	<p>JF reported that the panel had met twice and the advert, job description and person specification could now be seen on the school website – special thanks to LH. An advert had also been placed with Oxfordshire and the Times Education Supplement to ensure a good field of candidates but this was expensive. SG commented that there were a number of adverts for Heads in Oxfordshire primary school at present. Governors discussed possible ways of raising the profile of the opportunity such as online forums – any ideas to the panel please.</p>	ALL

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

	The interviews would take place on 18 April with a meeting of governing body in the evening to ratify the panel’s decision if they had selected a candidate. JF proposed merging the budget approval meeting with this one on 18 April. AGREED . The meeting on 21 April was therefore cancelled.	ALL
55.2	<p><u>Other business</u></p> <p>SG drew attention to a briefing session on Ofsted section 8 short inspections. Heads and chairs of governors were invited (12 April 4pm - 6pm). JF had attended a Diocese session “Is there a Future for Church Schools?” on 2 March. The answer was yes! Governors noted the continuing push towards becoming an academy, and lack of evidence of the results of academisation.</p>	
56	<p><u>Correspondence</u></p> <p>Drew Cooper had resigned for good reasons on 17 February, and JF said he had written to thank him for his work as a governor.</p>	
57	<p><u>Governor Visit reports</u></p> <p>None to report, though AP had completed a feedback form from an earlier visit, for SG.</p>	
58	<p><u>Nominated Governor reports</u></p> <ul style="list-style-type: none"> • Pupil Premium - FH had read a pupil premium report which had been useful. • SEN - AP had done some safeguarding training at work. • PSHE was a vacant position. • RE – EB referred to assemblies and Easter service. 	
59	<p><u>Committee reports</u></p> <p>Finance committee on 11.02.16 . Minutes of the meeting had been circulated, and were noted.</p> <p>Personnel committee on 08.02.16. . Minutes of the meeting had been circulated, and were noted.</p> <p>Curriculum committee on 21.01.16. Minutes of the meeting had been circulated, and were noted.</p> <p>Joint Steering Group on 22.01.16. Minutes of the meeting had been circulated, and were noted. AP offered to join this committee. This was accepted.</p> <p>Admissions committee on 02.12.15 & 03.02.16. . Minutes of the meetings had been circulated, and were noted. The 2017-18 policy was now on the school website (the Diocese had not suggested any changes).</p> <p>Community & Pre School committee on 04.02.16. . Minutes of the meeting had been circulated, and were noted. AP apologised for missing the meeting.</p>	JF

60	<u>Health and Safety</u> A glowing monitoring report had been received in December.	
61	<u>Safeguarding</u> The annual audit which had been circulated had been completed by LG (governor with a safeguarding interest) and SG together and LG had signed it for governors	
62	<u>Date and time of Next Meeting</u> Meeting of FGB on Monday 18 April at 7pm to approve budget and ratify headteacher appointment (if recommended by the panel).	

Meeting ended at 8.30 pm

ESB 10/03/16

Approved and accepted

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

Documents for the meeting

Paper	SG's comments	Date to Dropbox
Agenda		23 Feb 2016
St Michael's FGB minutes 2016 January		4 Feb 2016
Additional FGB minutes 2016 February		29 Feb 2016
Monitoring and evaluation of PM policy review completed Jan 2016		23 Feb 2016
M Trigg 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)	23 Feb 2016
K Metcalfe NOV St Michaels		23 Feb 2016
Anti-Bullying self-assessment tool completed Dec 2015		23 Feb 2016
School anti-bullying self-assessment Action Plan reviewed Dec 2015		23 Feb 2016
Behaviour policy –Jan 2014 (2)		23 Feb 2016
Behaviour policy –Staff Meeting Feb 2016		23 Feb 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	23 Feb 2016

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

	information attached is in line with this.	
Internal financial procedures manual 2016		23 Feb 2016
Intimate Care Policy December 2015		23 Feb 2016
Pay Policy 2015 for govts		23 Feb 2016
Positive Handling Policy Dec 2015		23 Feb 2016
SIP 2015-16 January Review with finance info		23 Feb 2016
St Michaels Appraisal policy January 2016		23 Feb 2016
Summary self-evaluation Dec 2015		23 Feb 2016
JSG minutes 20160122		23 Feb 2016
Admissions meeting 2 12 2015		19 Jan 2016
Admissions meeting 03.02.2016		23 Feb 2016
Community & Preschool minutes 04.02.2016		23 Feb 2016
Finance minutes 11.02.2016		23 Feb 2016
Personnel Minutes 08.02.2016		29 Feb 2016
Curriculum minutes 21st Jan 2016		23 Feb 2016
H&S action plan letter Dec 15		23 Feb 2016
School safeguarding audit form Nov 2015		23 Feb 2016
Ofsted data dashboard (unvalidated) URN 123143 2015		25 Feb 2016
Raise Online summary report (validated) URN 123143 2015		25 Feb 2016

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