



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

**MINUTES of a MEETING of the
 FULL GOVERNING BODY**
 7.00 p.m. in school, Wednesday 11 May 2016

Governors Present:

Quorum: 7

<p><u>L.A. governor</u> John Forty JF Chair <u>Staff governors</u> Catherine Archard CA Sue Grundy SG Head Teacher <u>Parent Govs</u> Louise Harriss LH</p>	<p><u>Foundation Governors</u> Elaine Bardwell EB Catherine Coughlan CC Lynden Guiver LG Freda Hughes FH Tina Mundy TM Jane Upham JU <u>Co-opted governor</u> Farida Anwar FA</p>
---	---

11 governors present

In attendance: Liz Bickley (LB Clerk).

Apologies: Anne Pearsall AP (Foundation Governor). Luc Agostini LAg (Foundation Governor) for lateness (but subsequently was unable to attend at all)

Documents for the meeting: see list at end.

Minute Ref.:

		Action
71	<p><u>Welcome and any Declarations of Interest</u> JF welcomed everyone to the meeting, which was quorate. There was a prayer. Apologies from AP were accepted. Governors' pecuniary interests: none declared.</p>	
72	<p><u>Minutes of previous meetings: (a) Meeting held on 3 March 2016</u> Minutes of the meetings were AGREED and signed. Action - to be filed and put on website.</p>	Clerk, SG
72.2	<p><u>(b) Meetings held on 18 April 2016</u> Minutes of the meetings were AGREED and signed. Action - to be filed and put on website.</p>	Clerk, SG

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

<p>73 73.1</p>	<p><u>Matters Arising from the minutes of 3 March 2016</u></p> <p>JF referred to the following matters arising: 1516/51.1 Governor of the month: June -FA. Please provide SG with a short paragraph and photo, for newsletter. 1516/51.1 Childcare disqualification forms – All governor forms had now been handed in. 1516/51.2 Date to be fixed: SIAMS –a meeting of committee chairs 1516/52.3 Links on e-safety in school newsletter: SG confirmed that this had been done. 1516/52.4 Admissions to school next year had been restricted to those living within 0.495 miles of the school 1516/53 There had been three nominations so far for the Parent Governor vacancy and the count was taking place on 18 May. LH had spoken with the candidates and suggested a poster in class rooms to remind parents to vote; this was agreed by SG.</p>	<p>FA LH</p>
<p>73.2</p>	<p>1516/55 Headteacher recruitment –Rosalind Owen, our new Headteacher for September had been invited to Personnel Committee (looking at next year’s staffing) and the next FGB meeting. 1516/55.2 Section 8 short inspections –the seminar attended by JF and SG had been quite good. Governors asked whether there was any chance of an inspection this term – yes!</p>	<p>JF</p>
<p>73.3</p>	<p><u>Matters Arising from the minutes of 18 April - Budget</u></p> <p>There had been no news from the Local Authority (LA) about the sum which had not been spent (carry forward) and no expectation now that it would be clawed back which in the circumstances was only fair. In the budget comparison document (Xl0000086budget2016 2017comparison.xls) a sum had been missing in the 2015-16 Actuals column for Staff Insurance: the correct entry was £2687. The LA accounts were still causing some confusion e.g. Quest and catering.</p>	
<p>73.4</p>	<p><u>Matters Arising from the minutes of 18 April – Headteacher appointment</u></p> <p>JF confirmed that Rosalind had been delighted to be offered the position. Suzanne Edwards had given feedback to the other candidates. Congratulations and thanks were offered to all those involved in the hard work of the selection process.</p>	
<p>74</p>	<p><u>Governor Learning - Safeguarding training</u></p> <p>SG explained that she was trained to deliver training to staff which she did regularly. SG ensured that all new staff were trained. Today SG presented the same training and relevant school documents to governors. Governors received the training and asked questions along the way. They thanked SG. SG asked for views on a leaflet for parents on child sexual</p>	

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

	<p>exploitation. After discussion it was agreed that there were good reasons to issue the leaflet to parents of older children; it could tie into sex and relationships sessions. One of the key messages of the safeguarding training was that abuse could arise anywhere. There were vulnerable children in every year group.</p>	<p>SG</p>
<p>75 .1</p>	<p><u>Headteachers report</u></p> <p>SG's report had been provided in advance, and was very comprehensive. Governors raised the following points</p> <ul style="list-style-type: none"> • Progress of children in Reception Class: it appeared that ten children would not achieve a good level of learning development. SG and TM explained that the cohort had a big spread of ability and there were a number of children with speech and language difficulties. Also summer born children were not yet 5 years old and therefore at a disadvantage. TM added that there was a good understanding of every child's progress and level, with a lot of individual support. • The Big Write had been planned for Year 2 in Term 4 but it was not clear whether this had taken place. LH to follow up with Mrs Young • SATS taking place this week –had there been any parental complaints in view of national developments? SG said there had been no complaints, or dramas among the children. She was impressed by their skills and how much they knew. • New spelling programme –governors asked if this was replacing spelling homework? SG said it was a daily 20 minutes activity and had been adopted following identification of a need to boost spelling skills for the new curriculum. • Writing achievement is likely to be lower this year –is there a reason for this? SG explained how the new curriculum and assessment systems made it harder for children to achieve the expected level – all boxes had to be ticked, rather than a best fit approach across several pieces of work. Governors asked whether progress could be seen; how could change due to the curriculum be teased apart from the quality of teaching? SG replied that across the range of abilities, some gaps had been identified in children's understanding, but there was definitely progress. Governors asked whether other schools were having the same experience and CA /SG confirmed this was the case • Governors asked how current data could be compared with previous years ; SG explained how last year's assessments had been translated to the new scheme in September 2015 to enable tracking from then, through the three /four assessment points this year. She added that teachers knew the curriculum thoroughly and where every child was on the continuum. 	<p>LH</p>
<p>75.2</p>	<ul style="list-style-type: none"> • LG mentioned that she had attended safeguarding training in 	

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

	<p>March 2016. Governors recalled the recent issue of children using WhatsApp. SG reported another incident today; SG would be reminding children and parents of e-safety and that WhatsApp was for over-16 year olds.</p> <ul style="list-style-type: none"> • Prevent training – clerk to send the link to Governors so that those who had not done the online training (25 mins) could undertake it as recommended for all governors. Governors who had done Prevent / Channel training: JF, FH, AB, LG. Staff had done the training. • Staffing would be discussed at tomorrow’s Personnel Committee meeting • School Council were congratulate for their role in Headteacher selection which had been appreciated by the panel • Home School Agreement returns – were being collected by teachers • SEND inspections across Oxfordshire – ensuring school website has all necessary information. Governors asked what the local SEN offer meant (provision by local authority for children with education and healthcare plans (EHCP)) • Governors agreed that a question about health and safety at school had been dealt with in the correct fashion. <p>Governors thanked SG for this excellent report.</p>	<p style="text-align: center;">SG</p> <p style="text-align: center;">Clerk, All</p>
<p>76</p>	<p><u>Governor appointments</u></p> <p>A parent governor election was underway (see 73.1 above).</p>	<p style="text-align: center;">SG</p>
<p>77</p>	<p><u>Policies, Guidelines and other Documents</u></p> <p>Admissions policy 2017-18: Governors AGREED the policy. Support Staff Handbook. Governors were interested to see this partnership handbook –it contained a useful list of abbreviations.</p>	
<p>78 78.1</p>	<p><u>Any Other Business:</u></p> <p>JF asked SG to explain to governors the key lines of enquiry that Ofsted would be likely to follow at our school. The following items were all in the Self Evaluation Form (SEF) and had been discussed at a recent Staff meeting</p> <ul style="list-style-type: none"> • Data Dashboard. This showed some low attendance in certain groups (Pupil Premium, children with EHCP). SG had been challenging the parents of children over poor attendance. The EHCP group comprised one child who had now moved to a special school. Attendance data and punctuality issues etc. were regularly monitored, tackled and reported to governors (Headteacher’s (HT) report, Governor minutes, Curriculum Committee minutes). • Reading at our school was extremely good with a number of really positive reasons for this 	<p style="text-align: center;">ALL</p> <p style="text-align: center;">ALL</p>

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

	<ul style="list-style-type: none"> • Writing has been becoming much stronger, again linked to great initiatives such as Big Write and story-telling. Each member of staff was focussing on writing following the analysis of term 4 data, as there is more of a challenge this year. • Groups of pupils at St Michaels. Our Pupil Premium children did well; there was a small gap between their attainment and all children. The group of SEN children included some new to the school, and there was a focus on these children. There had been quite a large number of new EAL (English as an Additional Language) children which would impact on our results • Proud of our curriculum – enjoyed by children and teachers. Our assessment system was extremely well developed enabling staff to develop their formative assessment skills. It had been quite onerous moving to the new system • Impact of support staff – a Sutton Trust analysis suggested that they often represented poor value for money. However at St Michaels our learning projects had developed the ability of support staff to impact on children’s learning. This was monitored through action plans in each classroom • We teach thinking and learning skills through “Grow your brain” which started 5 years ago. This has developed skills across the school and we have invested in resources. 	
78.2	<p>JF announced that he did not intend to stand for the position of chair of governors in September, after 32 years as a governor and 27 as chair. He had also been chairing five committees. JF felt that it was a good time for a change, with a new headteacher. He planned to serve the remainder of his term as a governor.</p>	
79	<p><u>Correspondence</u></p> <p>Chair of PTA Chris Della had written about the summer fair, seeking agreement from foundation governors to use of the school on a Sunday – 12 June. This was agreed. It did however clash with a proposed street party on Ferry Road: LH would speak to PTA. Foundation Governors would accept an alternative date if need be.</p> <p>The Government white paper on education had been summarised by a LA officer; since its issue there had been a change on academies policy. Governors noted that latest Ofsted figures showed quite a high proportion of schools falling below a good standard.</p> <p>The clerk had notes from a LA briefing, on which she reported. Governor Hub was a useful tool which might replace Dropbox although there was an annual cost (£140). Clerk to demonstrate next time.</p> <p>Complaints best practice guidance – to be copied to SG.</p> <p>KEEP website – a new initiative in Oxfordshire for schools to share</p>	<p>Clerk</p> <p>Clerk</p>

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

	<p>best practice. Clerk to circulate all with the link.</p> <p>LH suggested governors reviewed the NGA's "20 questions for governors" – AGREED for next agenda.</p>	<p>Clerk</p> <p>Clerk</p>
80	<p><u>Governor Visit reports</u></p> <p>AP had completed a feedback form on an SEN visit with Emma Billingham, which contained interesting thoughts.</p>	
81	<p><u>Nominated Governor reports</u></p> <ul style="list-style-type: none"> • Pupil Premium and literacy - FH found the HT reports very informative • SEN – see visit report at 80 above • ICT - CA reported that LAg had visited • Collective worship – EB referred to assembly themes of music and Olympic ideals. 	
82	<p><u>Committee reports</u></p> <p>Finance committee on 22.03.16. Minutes of the meeting had been circulated, and were noted. Vicky Clark was thanked for her contribution.</p> <p>Joint Steering Group on 06.05.16. No minutes were available but JF reported on a meeting of Finance committee and main group. Sarah Hannington was now chair; Louise Rosenberg was doing admin. Some items were being referred to Building and Sites committee as the outside play area was very muddy. Governors noted JF's report.</p> <p>Admissions committee on 09.03.16. Minutes of the meeting had been circulated, and were noted. The admissions challenge had resulted in some siblings (out of catchment area) not being admitted.</p>	<p>JF</p>
83	<p><u>Health and Safety</u></p> <p>See HT report; and 75.2 above</p>	
84	<p><u>Safeguarding</u></p> <p>See HT report; 74 and 75.2 above. Nothing further to report.</p>	
85	<p><u>Date and time of Next Meeting</u></p> <p>Meeting of FGB on Wed 15 June at 7pm. Rosalind Owen to be invited</p>	<p>JF</p>

Meeting ended at 9 pm

ESB 17/05/16

Approved and accepted

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

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

Documents for the meeting

Paper	Date to Dropbox
Agenda	02/05/16
Governors' meetings minutes	
<ul style="list-style-type: none"> • 3 March 2016 	11/03/16
<ul style="list-style-type: none"> • 18 April 2016 extra budget 	03/05/16
<ul style="list-style-type: none"> • 18 April 2016 ratification: head appoint 	03/05/16
Safeguarding training -Powerpoint	02/05/16
HT report May 2016	09/05/16
Admissions policy 2017-18	02/05/16
Support staff handbook; TA Guide draft	02/05/16
EEE white paper summary	02/05/16
Gov Visit SEN March 2016	10/05/16
Finance committee 22 March 2016	02/05/16
Admissions committee 9 March 2016	02/05/16

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