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**MINUTES of a MEETING of the
 FULL GOVERNING BODY**
 7.00 p.m. in school, Wednesday 15 June 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> Chris Brewer CB 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</p> <p><u>Co-opted governor</u> Farida Anwar FA arrived item 88</p>
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12 governors present

In attendance: Liz Bickley (LB Clerk). Rosalind Owen (headteacher from 1 September)

Apologies: Anne Pearsall AP (Foundation Governor), Luc Agostini LAG (Foundation Governor)

Documents for the meeting: see list at end.

Minute Ref.:

1516/

Action

86	<p><u>Welcome and any Declarations of Interest</u></p> <p>JF welcomed everyone to the meeting, which was quorate. There was a prayer. Chris Brewer, new parent governor and Rosalind Owen, headteacher from 1 September were introduced to everyone. Apologies from AP were accepted [LAG's received later]. Governors' pecuniary interests: none declared.</p>	
87	<p><u>Minutes of previous meeting held on 11 May 2016</u></p> <p>Minutes of the meetings were corrected at 73.1 (0.495 miles) then AGREED and signed. Action - to be filed and put on website.</p>	Clerk, SG
88	<p><u>Matters Arising from the minutes of 11 May 2016</u></p>	

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

	<p>JF referred to the following matters arising: 1516/73.1 Governor of the month: FA had not provided SG with a short paragraph and photo yet, for newsletter. 1516/73.1 SIAMS (Statutory Inspection of Anglican and Methodist Schools)—a meeting of committee chairs had taken place on 13 June. Several sections of the self-evaluation had been completed; one left to do. We have an idea of when the SIAMS inspection will be as it is set to take place 5 years after the last one. 1516/73.1 The Parent Governor election had been contested by five candidates with a very close result. Congratulations to Chris Brewer (CB). 1516/75.2 Prevent training had been done by LH and JU. Clerk to provide link to CB. FA arrived 1516/79 The summer fair had taken place and been a great success 1516/79 Complaints procedure guidance had been sent round to all.</p>	<p style="text-align: center;">FA</p> <p style="text-align: center;">Clerk</p>
<p>89</p>	<p><u>Governor Learning – Governor Hub</u> Deferred to a later meeting when we could use a whiteboard.</p>	<p style="text-align: center;">Agenda</p>
<p>90</p>	<p><u>Headteacher’s report</u></p> <p>SG’s report had been provided in advance, and was very comprehensive. Governors discussed</p> <ul style="list-style-type: none"> • Key Stage 1 Phonics exercise, KS1 SATs assessments and teacher assessments. SG reported that our results looked very good. Governors noted the new criteria used for assessment, the basis for comparing results with last year, writing assessments not yet available. • KS2 results were due on 5 July –to be sent to governors. • Attendance at 95% was running lower than at the same time last year, due to a lot of illness. • School Improvement Priorities were discussed. CB would keep an eye on Oxford University’s work on parental engagement (maths). • Governors asked for and received more details on how bullying incidents were recorded and managed. • A new safeguarding document “Keeping Children Safe in Education” was being published. Staff would read this in September. • Staffing arrangements for next year—changes to teaching and support staff. Recruitment of teachers was not easy. • There remained a chance that Ofsted could come to do an inspection this summer • LH had a contact with an Olympic gold medalist, and she agreed to put him in contact with school • Improvements had been made to the traffic lights at the pedestrian crossing. 	<p style="text-align: center;">SG</p> <p style="text-align: center;">CB</p> <p style="text-align: center;">LH</p>

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

	Governors thanked SG for this excellent report.	
91	<p><u>Governor appointments</u></p> <p>JU was resigning as a foundation governor on 31 August after many years' committed service. Governors thanked Jane for all her work and wished her well in the future.</p> <p>It was agreed to announce the vacancy in the school newsletter. Anyone interested (including recent applicants for the Parent Governor position) should contact Elaine B who could explain the role of foundation governor (FG). Governors discussed the possible need to boost skills on the Full Governing Body (see 92.2 below). The vacancy might also be advertised in the parish / congregation. The process to nominate a FG was for EB to submit an application with her endorsement to the Diocese.</p>	SG
92	<p><u>Policies, Guidelines and other Documents</u></p> <p>92.1 School Effectiveness & Improvement Record (SEIR) Interim Progress Review. The updates had been done by our school improvement partner Lorraine Kingsman and reflected the very good progress at school.</p> <p>92.2 NGA's 20 Questions for Governors Governors discussed in detail the questions which were suggested for governors to consider. The answer to some questions was "Yes" and there was good evidence of the relevant activity. To other questions there was a qualified answer or scope to think further. Actions agreed:</p> <ul style="list-style-type: none"> • LH to send governors the NGA skills audit (this is a self-assessment) and collate replies (Q1) • Clerk to check induction training for CB (Q2) • Future discussion by governors of their roles and responsibilities (Q2) • Clerk to provide Instrument of Government to LH (Q4) • Possibly review committee structure (Q4) • Sharing best practice – the value of governors who have been at other schools was noted. (Associate Governors?). Oxfordshire's new KEEP website allowed schools to demonstrate best practice. (Q5) • Be reflective on performance of the chair (Q6) • Succession planning, see 100 below. Future agenda item. (Q7) • Annual review of each governor by the chair needed (Q8) • Review School Aims, and think about our vision (Q9) • Listening to stakeholders is done but there is always room to improve. Increase engagement (see Governor Handbook). 	<p>LH</p> <p>Clerk Agenda Clerk Agenda</p> <p>Agenda Chair Agenda</p>

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

	Governors could list the way they have sought views by engaging with a stakeholder: build up evidence for Ofsted (Q12)	All
99.3	NGA's "A flexible guide to strategic planning" – deferred to next meeting.	Agenda
99.4	Best Practice Advice for School Complaints –this had been circulated and was noted. An independent person may be required to join a panel and the clerk advised that schools often used reciprocal arrangements.	
100	<p><u>Any Other Business:</u></p> <p>Succession Planning JF asked everyone to think about their role in future. In October, a new chair of the governing body and of several committees would be needed. Clerks for each committee were also needed.</p> <p>Governors discussed a joint chair. They noted there was a lot of information to marshall and organise for the governing body. Anyone who was employed at school could not be chair or vice-chair.</p>	ALL
101	<p><u>Correspondence</u></p> <p>Ruth Murray, a parent had written to Governors on 11 May about the Year 6 SATS. JF had sent a holding reply pending today's meeting. The letter had been seen at Curriculum committee and EB had then drafted a response for the Full Governing Body to consider.</p> <p>Governors discussed the concerns expressed in Mrs Murray's letter and SG explained in some detail what the class had been doing during the school terms since Christmas, and the challenge of a new curriculum. Governors noted that parents were always invited to talk to school about any concerns e.g. at parents consultation evening or SATS parents evening. Also Year 6s were asked about their school experiences, every year. All this information was always reflected upon when planning the next year.</p> <p>Governors acknowledged that parents were not always sure how /when to raise concerns. Every family's experience was different. Governors asked if any other parents had so far expressed concern; none had been received. Families could be asked if their children had showed any impact of the SATS at home. Some parents had thanked school for preparing their children well. RO as incoming headteacher noted the concerns expressed by Mrs Murray. LH suggested SG could have a conversation with Mrs Murray but as a letter had been written to the Chair of Governors a written response seemed appropriate.</p> <p>SG and JU suggested some changes to the draft letter and agreed to work with EB on a letter to acknowledge Mrs Murray's concerns and in a sensitive way to respond to her specific points with</p>	

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	appropriate evidence and an undertaking to continue to reflect on working in the best possible way.	EB, SG, JU
102	<u>Governor Visit reports</u> No reports this time.	
103	<u>Nominated Governor reports</u> None this time.	
104	<p><u>Committee reports</u></p> <p>Finance committee on 12.05.16. Minutes of the meeting had been circulated, and were noted.</p> <p>Personnel committee on 12.05.16. Minutes of the meeting had been circulated, and were noted.</p> <p>Curriculum committee on 19.05.16. Minutes of the meeting had been circulated, and were noted.</p> <p>The future of the annual trip to Foulee Blanche was discussed briefly; an Education Visit Coordinator was needed. SG and RO would discuss it next week; the communication about next year's trip was expected to arrive late in July from France.</p> <p>Building & Sites committee on 09.06.16. Minutes of the meeting had been placed on Dropbox this afternoon.</p> <p>Community & Pre School committee on 09.06.16. Minutes of the meeting had been placed on Dropbox this afternoon.</p>	SG
105	<p><u>Health and Safety</u></p> <p>See HT report</p>	
106	<p><u>Safeguarding</u></p> <p>See HT report. Nothing further to report.</p>	
107	<p><u>Date and time of Next Meeting</u></p> <p>Meeting of FGB on Wed 5 October at 7p.m.</p>	

Meeting ended at 9.27 pm

ESB 25.06.16

Approved and accepted

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

Documents for the meeting

Paper	Date to Dropbox
Agenda	6/6/16
Governors' meeting minutes (St M Mins201605sgjf)	3/6/16
HT report June 2016	13/6/16

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

Summary Self Evaluation May 2016	13/6/16
Best Practice Advice for School Complaints	6/6/16
NA report final 2015	5/6/16
SEIR St Michaels 2015-16 May 2016	6/6/16
Twenty Questions 2015 v2	6/6/16
C&P committee 9.06.16	15/6/16
Building and Sites committee 9.06.16	15/06/16
Finance committee 12 May 2016	6/6/16
Personnel committee 12 May 2016	6/6/16
Curriculum committee 19 May 2016	6/6/16

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