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MINUTES of a MEETING of the
FULL GOVERNING BODY
7.00 p.m. in school, Thursday 24 November 2016

Governors Present:

Quorum: 7

<p><u>L.A. governor</u> John Forty JF</p> <p><u>Staff governors</u> Catherine Archard CA Rosalind Owen Head Teacher</p> <p><u>Parent Govs</u> Chris Brewer CB Louise Harriss LH</p>	<p><u>Foundation Governors</u> Elaine Bardwell EB Lynden Guiver LG (arrived item) Freda Hughes FH Tina Mundy TM Catherine Coughlan CC</p> <p><u>Co-opted governor</u></p>	<p>9 governors present at start</p>
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In attendance: Liz Bickley (LB Clerk) and Guests: Hal Drakesmith, Karen Olliver, Tracey Perkins

Apologies: Anne Pearsall AP (Foundation Governor)
Farida Anwar FA (Co-opted governor)

Documents for the meeting: see list at end.

Minute Ref.:

1617/

Action

21	<p><u>Welcome and any Declarations of Interest</u></p> <p>EB as vice chair took the chair and welcomed everyone to the meeting, which was quorate. There was a prayer. AP had sent apologies which were ACCEPTED.</p>	
22	<p><u>Minutes of previous meeting held on 5 October 2016</u></p> <p>Minutes of the meetings were AGREED and signed. Action - to be filed and put on website.</p>	Clerk, RO
23	<p><u>Matters Arising from the minutes of 5 Oct 2016</u></p> <p>The following matters arising were mentioned: 1617/2 Edubase records of Governors – the form to be completed had caused some problems. The clerk would prepare a pdf.</p>	Clerk

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

	<p>Completed forms should be sent to the school office please. RO would ensure data was uploaded.</p> <p>1617/4 Governor of the month: FA had been governor of the month for October. CB would be the next governor and would send an introductory paragraph and photo to RO.</p> <p>1617/4 SIAMS (Statutory Inspection of Anglican and Methodist Schools) – meeting of committee chairs on 5 December at 2pm to do the final self-evaluation section</p> <p>1617/4 Current vacancies for Foundation Governors – there were two guests tonight who were considering standing as Foundation Governor.</p> <p>1617/4 Governor hub –to be demonstrated by clerk in Class 3 next time</p> <p>1617/4 Foulee Blanche trip was confirmed as booked.</p>	<p>CB</p> <p>SIAMS govs</p> <p>RO, Clerk</p>
	<p>1617/8 Pecuniary and business interests – forms from all governors had been received by clerk (email from FA) and were passed to RO for filing at school.</p> <p>1617/9 and 11 Committee Chairs had been decided as follows: Finance- to rotate; Personnel – LH, Building and Sites – CB. Committee membership document to be updated to include RO on B&S and Admissions committees. HT Performance management committee was AGREED to comprise CC, LH and EB (training for LH to be identified). A date would be arranged with Lorraine Kingsman, external adviser.</p> <p>1617/12 DBS status of governors. CB confirmed that he had completed a DBS check for St Michaels. RO had confirmed that all others were properly documented and would follow-up to find CB’s papers.</p>	<p>Clerk</p> <p>Clerk (trg)</p> <p>RO (date)</p> <p>RO</p>
<p>24</p> <p>24.1</p>	<p><u>Headteacher’s report</u></p> <p>Governors commented on good attendance figures. It was agreed that RO and another governor needed Safer Recruitment training – JF was trained.</p> <p>School visits to Christchurch and the Ashmolean had resulted in our children being praised and governors were delighted to hear this. RO mentioned the pupil progress meetings with teachers, which had enabled every child to be reviewed. New assessment tools were being trialled this year.</p> <p>Governors asked if more feedback on the parent questionnaire would be coming and this was confirmed by RO. (Jan 2017, for parents too)</p> <p>Teachers’ Performance Management: RO had reported on target setting, linked to the School Development Plan (SDP). The SDP was about to be published. Observations of teachers had been undertaken jointly by RO and CA in recent weeks.</p>	<p>RO</p> <p>a.n.other</p> <p>RO</p> <p>Pers Comm</p>

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

	Teachers' Pay progression was reported at Personnel Committee. Governors NOTED and ACCEPTED the report. LG arrived.	
24.2	<p>Safeguarding annual report. This had been prepared by Sue Grundy before she stepped down as headteacher. RO would go through the final section with LG, safeguarding governor. RO was attending update training this month. CA is trained safeguarding lead. All staff were aware of safeguarding policy, practice and current issues. School worked closely with other relevant agencies. Governors AGREED the annual report would be finalised by LG and submitted to the local authority. Safeguarding policy had been reviewed by email with governors; RO thanked all for their feedback. The policy was AGREED.</p> <p>Inclusion: Governors heard that children were placed on the SEN register as appropriate in Year 1, even if they had been at school in Reception. Support was required for communication /language. Governor asked about children who did not meet the criteria for the SEN register; RO referred to pupil progress meetings where children's individual targets and needs were discussed and interventions arranged as appropriate</p> <p>Gifted and Talented: Maths success was discussed. Gifted and talented policy had been updated by governors recently and needed to be uploaded to the website.</p>	<p>LG</p> <p>RO</p>
24.3	<p>SIAMS inspection was due next year, and the self-assessment process/ form was explained (see above). At our last inspection we had been given an Outstanding rating and the aim was to repeat this. RO and Emma Billingham had attended informative training at Church House.</p> <p>The PTA were thanked for their activities and also JF for the fireworks. He noted the good price offered by Boswells, and would thank them.</p> <p>Governors discussed use of the playground equipment both during and out of school time. A reminder for parents to supervise their children out of school should be kept in the newsletter as a permanent feature. CA added that reminders had been given at Friday assembly.</p> <p>Governors were thanked for their help at grounds day.</p>	RO
25	<p><u>Election of chair of governing body</u></p> <p>There had been no advance nomination for the position of chair and none were received at the meeting.</p>	

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	<p>EB said that as Vice Chair, she could continue to act as chair. Governors discussed support that might help EB. FH had offered to attend the admissions appeal on EB's behalf.</p> <p>CB and LH offered to be acting vice-chairs and to help with agenda setting and other issues as appropriate –LH suggested meeting EB regularly to discuss how to help. This was AGREED by governors</p> <p>Governors thanked EB for her contribution. Election of a chair for FGB would go on the agenda again in March 2017.</p>	<p>Clerk</p>
<p>26 26.1</p>	<p><u>Policy & Guideline Documents</u></p> <p>Skills Audit: LH presented the skills audit which demonstrated relative weaknesses in the areas of</p> <ul style="list-style-type: none"> • being on a board /a trustee at another school or organisation. However Hal, EB and LG reported that they had experience on boards. • Change management project management, performance management, financial oversight, procurement, premises, links with local businesses. <p>Associate members might be brought on board to help address gaps. Also two governors had yet to respond. LH agreed to update the audit chart. Succession planning would also be beneficial</p> <p>Finance training was available from Oxfordshire Governor Services: however in-school courses were no longer provided. (Clerk's note: Finance course on 11 and 18 January (two sessions to be done) in Abingdon).</p>	<p>LH</p>
<p>26.2</p>	<p>Health and Safety policy</p> <p>There had been no change on playground safety (see above). RO reported that the H&S policy was a standard OCC policy (from 2006) and simply required an update to names of staff and dates. (See Dropbox FGB November 2016 folder). This was AGREED by governors.</p> <p>A H&S inspection was scheduled for 1 December and RO felt prepared.</p>	
<p>27</p>	<p><u>Terms of Reference of Committees and delegated powers of committees and Headteacher</u></p> <p>Terms of reference for Curriculum Committee and Finance Committee had been updated by clerk and provided on Dropbox. The documents were AGREED.</p>	

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	JF had checked headteachers' delegations (financial) in the Financial Procedures (an OCC document). There was a limit of £5000 for cost centre holders and for purchases between £1000 and £5000 three written quotes were required. It was AGREED to enter £5000 in the headteachers' delegations; only RO at school held a procurement card.	Clerk
28	<u>Governor vacancies</u> After the meeting EB would discuss the Diocese application process with Hal and Karen (the forms were poor).	EB
29 29.1	<u>Any Other Business:</u> [Tracey Perkins left the meeting.] EB raised the issue of school email addresses for governors. For the time being she asked that her ntl world email address was used. The mailing lists in use needed to be checked (remove governors who had left including Jane Upham).	ALL Clerk
29.2	The clerk said that Governor hub could be used for electronic mailings, as well as document store, training records and calendar.	
29.3	Emailing of confidential matters: the clerk advised that this was a difficult area and ideally email should be avoided. Password protection of any attached documents provided extra security or use the Royal Mail.	
30	<u>Correspondence</u> A complaint had been received by EB. LG left the room. The clerk advised that no information should be provided to the Governors this evening, as the complaints procedure needed to be followed. EB and RO reported that the issue had been discussed and a way forward could be proposed by RO. It was agreed that this was the first stage of the formal complaints procedure. Governors felt that communications at school needed to be clarified, especially when parents had a concern. After discussion the following steps were AGREED <ul style="list-style-type: none"> • Advise talking to class teacher first • Promote the school website • Make it clear that parents with a concern could approach Mrs Owen • Emailing – teachers' email addresses could not be issued but the office would forward any concerns sent by email • Meet the Headteacher sessions to be arranged for Key Stage (KS)1 and KS2 • Ensure that Parent mail was used to send out the Newsletter. 	
31	<u>Governor Visit reports</u> None this time	

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32	<p><u>Nominated Governor reports</u></p> <p>Safeguarding –LG to visit RO</p> <p>Maths –LH to visit CA</p> <p>Computing – CB had offered dates to staff link Miss Smith; to be finalised.</p> <p>Art –the staff coordinator for Art was now Hannah (Jan 2017).</p> <p>PE –FH noted the success of sports crew (with their special T-shirts)</p>	
33	<p><u>Committee reports</u></p> <p>Minutes for Buildings & Sites and Personnel Committees were held by LG who would post them to the clerk</p> <p>Buildings & Sites 17 Oct 2016. Minutes of the meeting had been circulated, and were noted.</p> <p>Finance 13 Oct 2016. Minutes of the meeting had been circulated, and were noted. Personal references were removed.</p> <p>Personnel 13 Oct 2016. Minutes of the meeting had been circulated, and were noted. New chair - LH.</p> <p>Curriculum 6 Oct 2016. Minutes of the meeting had been circulated, and were noted.</p> <p>LH asked governors to read the comments on SATS which were recorded in these minutes. EB added that there were national issues this year following the changes in assessment. Data for 2016 could not be compared with previous years'. RO said that at Cherwell Partnership there was a joint approach to developing an approach to assessment. Also the local authority school improvement leader (SIL) who would be visiting St Michael's had a perspective from other schools which would be interesting.</p> <p>Admissions Committee needed to meet and develop a new admissions policy –Church House usually started the process.</p> <p>Dates for Headteacher appraisal – to be fixed.</p>	<p>Adm Comm RO</p>
34	<p><u>Health and Safety</u></p> <p>There had been useful feedback from St John Ambulance staff on fireworks night.</p>	
35	<p><u>Safeguarding -</u> Nothing further to report</p>	
36	<p><u>Date and time of Next Meeting</u></p> <p>Meeting of FGB on 25 January 2017 at 7p.m.</p>	

Meeting ended at 8.35 pm

ESB 27.11.16

Approved and accepted

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

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

Documents for the meeting

	Date posted to Dropbox
Agenda	16/11/2016
St M mins 201610 draft	07/11/2016
Govs committee membership 2016-17 updated (Annex to minutes)	08/11/2016
Headteachers report November 2016	24/11/2016
GB Skills Matrix	23/11/2016
H&S Policy	24/11/2016
2015-16 annual safeguarding report (SG)	21/09/2016
Finance committee TOR16 v2	23/11/2016
Personnel committee TOR16 v2	23/11/2016
Draft B&S mins 17.10.16	07/11/2016
Fin min 17.11.16 unconfirmed	21/11/2016
Fin min 13.10.16 unconfirmed	07/11/2016
Draft Personnel unc mins 13.10.16	07/11/2016
Curriculum committee minutes	31/10/2016

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