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**MINUTES of a MEETING of the
 FULL GOVERNING BODY**
 7.00 p.m. in school, Wednesday 25 January 2017

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 (Acting vice-chair) Louise Harriss LH (Acting vice-chair)</p>	<p><u>Foundation Governors</u> Elaine Bardwell EB (Acting Chair) Catherine Coughlan CC Hal Drakesmith HD Lynden Guiver LG Freda Hughes FH Tina Mundy TM Anne Pearsall AP</p> <p><u>Co-opted governor</u> Farida Anwar (FA)</p>
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13 governors present at start

In attendance: Liz Bickley (LB Clerk)

Apologies: Karen Olliver, prospective foundation governor

Documents for the meeting: see list at end.

Minute Ref.:

1617/

Action

37	<p><u>Welcome and any Declarations of Interest</u> EB as Acting Chair welcomed everyone to the meeting, which was quorate. There was a prayer.</p>	
38	<p><u>Minutes of previous meeting held on 24 November 2016</u> Minutes of the meetings were AGREED and signed. Action - to be filed and put on website.</p>	Clerk, RO
39 39.1	<p><u>Matters Arising from the minutes of 24 Nov 2016</u> The following matters arising were mentioned: 1617/23 Edubase records of Governors – a form to be completed was reissued by RO who collected completed forms, for data entry.</p>	RO

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

	<p>1617/23 Governor of the month: HD would be the next governor and would send an introductory paragraph and photo to RO. The purpose of governor of the month was to improve communications between parents and governors.</p> <p>1617/23 LH was attending training in Headteacher appraisal in March 2017.</p>	HD
39.2	<p>1617/24 Safer recruitment training. RO was attending training later this week. If as hoped Karen Olliver was appointed, she would be an additional governor with safer recruitment training.</p> <p>1617/24.2 Safeguarding annual report had been signed off by LG and submitted to the Local Authority.</p> <p>1617/24.2 Gifted and Talented policy: RO agreed to upload this on the school website</p> <p>1617/24.3 Playground safety: Building and Sites committee would discuss monitoring of safe use / supervision out of school hours at their upcoming meeting. RO added that during school play times staff were managing children's behaviour with extra vigilance and some new strategies such as helping in Early Years. Governors asked for continual reminders to parents/ carers about supervision to be issued. They heard about the different areas for outside play, including the trim trail and climbing wall, with specific risks.</p> <p>1617/30 Meet the Headteacher. RO said it had not been possible to arrange this yet. The parents' issue which had led to a discussion at the last meeting had settled down following the response.</p>	RO RO
40	<p><u>SIAMS (Statutory inspection of Anglican and Methodist Schools) Inspection January 2017</u></p> <p>RO reported that the inspection had been announced straight after the Christmas holiday with a week's notice. She thanked governors who had contributed on the day. The inspector's comments appeared well-founded but as yet the report had not been received. It would be based on a new framework and was expected in a few weeks; it would be emailed to all governors. Curriculum Committee had arranged a special date to discuss it.</p>	RO Curr Comm
41	<p><u>Headteacher's report</u></p> <p>RO presented her report and Governors commented on</p> <ul style="list-style-type: none"> a) Admissions Appeals process b) Key Stage 1 class size rules c) Unauthorised absences e.g. if a family holiday was requested but not approved. d) Persistent absentees (below 90% attendance): school efforts to work with families e) Recruitment of TAs underway 	

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

	<p>f) PUMA and PIRA assessment tests giving teachers indicative information on children’s attainment. How were these tests able to give standardised scores? RO said they were linked to the new curriculum but there was no link to the 2016 cohort or results</p> <p>g) Writing assessments in summer 2016 (Key Stage 2) –St Michael’s results were low mainly due to the very rigorous partnership approach. The School Improvement Leader had looked at books and found the standard of writing good; it would be important to have evidence of children’s continuing progress with writing from start of Year 3.</p> <p>h) Parents’ questionnaire: follow up action? RO mentioned reports to parents, which could go to three times a year with targets set each time. This idea would be developed.</p> <p>i) To help with communication: School website –possible refresh of corporate style, include governor profiles.</p> <p>j) Overall the questionnaire showed a very positive response which Governors were very pleased about.</p> <p>k) Headteachers performance –RO reported that her targets were set at a meeting with Lorraine Kingsman, EB and LH.</p> <p>l) Lessons learned from SIAMS that might help with an Ofsted inspection; likely focus on data and safeguarding, children eligible for pupil premium / SEN support and others who were vulnerable. RO confirmed that school would be able to show work underway to address issues in the data that Ofsted were likely to pick up (such as KS2 writing). She added that numbers of children eligible for Free School Meals and Pupil Premium had increased. Numbers of children with SEN had increased but were relatively low, with only a small overlap with Pupil Premium.</p> <p>m) RO had attended Designated Safeguarding Lead training.</p> <p>n) Governors asked about support for staff in the class where there were some children who needed extra behaviour management. External agencies were involved as well as school interventions for English as Additional Language (EAL), SEN and pupil progress. A new member of staff would be trained for her role and Team Teach training would be renewed in school.</p> <p>o) PTA was offering to purchase 15 laptop computers, which was discussed by governors in the context of school needs; RO confirmed they would be very beneficial especially now that the network service in school had been improved (more bandwidth still needed).</p> <p>p) Health and Safety audit report to be placed on Dropbox please. There were some action points including training.</p> <p>q) There was a significant surplus in school finances which may be needed for roof repairs; RO was in discussion with the Diocese who arranged for the work to be properly specified and provided some LCVAP funding.</p>	<p>RO</p> <p>RO</p> <p>RO</p>
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Signed..... (Chair) Date.....

	EB welcomed HD who was now appointed as a Foundation governor by the Diocese. HD's DBS check was underway and he needed a st-michaels email address. EB thanked HD for joining the governing body. Karen Olliver's forms were with the Diocese for approval of her appointment.	RO
45	<p><u>Governor Learning and Development</u></p> <p>LH asked for the last two skills audit replies to be returned to her please. In future, we could consider appointing Associate Members and think about succession planning, informed by knowledge of what areas of skill were stronger/weaker on the governing body.</p> <p>A new Governors Handbook and competency framework (to be considered at a future meeting) had been issued by the Dept. for Education and LH would send the link to all.</p>	<p>All</p> <p>Clerk LH</p>
46	<u>Any Other Business:</u> EB thanked curriculum committee members for helping her when she was unwell.	
47	<p><u>Correspondence</u></p> <p>St Ebbe's Primary School consultation on admissions policy (closes 31 Jan 2017). This was a statutory consultation; governors had no particular response or comment.</p>	
48	<p><u>Governor Visit reports</u></p> <p>Governors were asked to complete a form (pro forma to go on Dropbox) if they visited, and were encouraged to combine a visit to a subject coordinator with an assembly/ collective worship and /or looking at wall displays, going on a trip etc.</p> <p>There was a school policy on Governor Visits. Visits should be arranged in advance please. FH would send blank reports to the clerk.</p>	<p>Clerk</p> <p>All</p> <p>FH</p>
49	<p><u>Nominated Governor reports</u></p> <p>Safeguarding –LG –visit undertaken to complete the annual report; SEN – AP; English -FH –visit next week with Katharine Helkin; Maths –LH had met with CA (report to follow); Computing –CB was focussing on both infrastructure and national curriculum including e-safety. RO said that through a police scheme, we had received a donation from the corner shop of some e-safety books ; RE –EB –to discuss SIAMS report with RO; Art –now all creative arts -LH ; PE –FH was in touch with Samantha Hastings;</p>	<p>LH</p> <p>EB</p> <p>FH</p>

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	<p>Pupil premium –FH felt she was well informed about this but she would arrange a meeting with Emma Billingham; Science –HD appointed, to liaise with Rachel Buchanan please. Early Years –HD appointed.</p> <p>Vacant positions: PHSE, Health and safety, humanities.</p> <p>Governors’ reports were NOTED.</p>	HD
50	<p><u>Committee reports</u></p> <p>Finance Committee 19.01.17. Unconfirmed minutes of the meeting had been circulated, and were noted. Curriculum committee 19.01.2017. Unconfirmed minutes of the meeting had been circulated, and were noted. Admissions committee 05.01.2017 Unconfirmed minutes of the meeting had been circulated, and were noted. Headteachers’ appraisal panel –see 41k above. Meetings of the following committees were happening soon: Building and Sites, Personnel, Community and Pre-school (07.02.17).</p>	
51	<u>Health and Safety</u> Nothing further to report	
52	<u>Safeguarding</u> - Nothing further to report	
53	<p><u>Date and time of Next Meeting</u></p> <p>Meeting of FGB on 2 March 2017 at 7p.m.</p>	

Meeting ended at 9.20 pm

ESB 29.01.17

Approved and accepted

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

Documents for the meeting

	Date posted to Dropbox
Agenda	20/01/2017
St M mins 201611 draft	20/01/2017
Headteachers report January 2017	25/01/2017
Collective worship pupil survey Jan 2017	24/01/2017
End of Year assessment results 2015-2016	04/01/2017
Health and Safety report 2016	25/01/2017
Parent Questionnaire 2015-2016 comparison	24/01/2017
Parent Questionnaire Results 2016	19/01/2017
Parent Questionnaire comments 2016-2017	19/01/2017
Raise online URN 123143 2016 unvalidated	04/01/2017

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

URN 123143 2016 unvalidated Inspection Dashboard	24/01/2017
School Improvement Plan 2016-17Dec 2016	19/01/2017
SEF Dec 2016	19/01/2017
Term 2 Years 1 to 6 summary	25/01/2017
Admissions Policy 2018-2019	Now removed. Was posted 19 /01/2017
Finance committee Fin min 19.01.17 unconfirmed	24/01/2017
Admissions committee 05.01.2017	16/01/2017
Curriculum committee minutes 19.01.2017	23/01/2017