



[Marston Road - Marston - Oxford - OX3 0EJ](#)

Head teacher: Rosalind Owen. Telephone: 01865 241476 Fax: 01865 728035  
 Email: [office.3216@st-michaels-oxf.oxon.sch.uk](mailto:office.3216@st-michaels-oxf.oxon.sch.uk)

**MINUTES of a MEETING of the  
 FULL GOVERNING BODY  
 11 May 2017 at 7pm**

Governors Present:

**Quorum: 7**

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| <p><u>Local Authority Governor</u><br/>                 John Forty JF</p> <p><u>Staff Governor</u><br/>                 Rosalind Owen RO (Head Teacher)</p> <p><u>Parent Governors</u><br/>                 Chris Brewer CB (Acting Vice-Chair)<br/>                 Louise Harriss LH (Acting Vice-Chair)</p> <p><u>Co-opted Governor</u><br/>                 Lynden Guiver LG</p> | <p><u>Foundation Governors</u><br/>                 Elaine Bardwell EBB (Acting Chair)</p> <p>Karen Olliver KO<br/>                 Tina Mundy TM<br/>                 Freda Hughes FH<br/>                 Anne Pearsall AP (left at 8.55pm)</p> |
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**10 governors  
 present at start**

In attendance: Leila Brown (Clerk)

Apologies: Farida Anwar FA, Catherine Archard CA, Hal Drakesmith HD, Catherine Coughlan CC

Documents for the meeting: see list at end.

**Minute Ref.:**

**1617/**

**Action**

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| 77 | <p><u>Welcome and any Declarations of Interest</u><br/>                 EBB as Acting Chair welcomed everyone to the meeting, which was quorate, and opened with a short prayer.<br/>                 No interests relating to the agenda were declared by those present.</p>                               |                      |
| 78 | <p><u>Minutes of previous meeting held on 2 March 2017</u><br/>                 A typographical error at 58 corrected from SIMAS to SIAMS.<br/> <b>AGREED</b> to be a true and accurate record of the meeting and signed by the Chair. Passed to RO for filing. Action: to be filed and put on website.</p> | <b>Clerk/<br/>RO</b> |
| 79 | <p><u>Matters Arising from the minutes of 2 March 2017</u><br/>                 The following matters arising were mentioned:</p>   |                      |

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

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|           | <p>1617/56.1 Communication: RO advised this was ongoing with a working party which intend to report to parents and oversee a revamp of the school website.</p> <p>1617/56.2: Governor Hub: RO confirmed that the school has paid to join Governor Hub. Needs following-up. RO to liaise with Kaye to learn how to actually use it.</p> <p>1617/59(f) School Improvement Plan (SIP): RO said the SIP needs to be revamped and rewritten before the end of the school year in order to “hit the ground running” in September.<br/>Question: When can governors expect to see the new SIP?<br/>RO: it will be ready for the next FGB meeting.<br/>Action: to be on the agenda for next FGB 21/06/17.</p> <p>1617/59(b) Application for a part-time education at the school: an update was requested of RO. She had advised the family in question that after consideration a 50% place at the school was not possible. Child in question currently being home-schooled full time, but may return to school at some stage.</p> | <p><b>RO</b></p> <p><b>RO/EBB/<br/>Clerk</b></p> |
| <p>80</p> | <p><u>Minutes of EGM of the FGB (Budget Approval) 26 April 2017</u></p> <p>Two clarifications of minutes mentioned:</p> <p>1617/74.2: the application for additional parking permits is to allow staff to park on the street in order to free up space in the school car park for visitors.</p> <p>1617/74.1 JF noted that the status of the budget has changed since the minutes of the meeting were drawn up.</p> <p><b>AGREED</b> to be a true and accurate record of the meeting and signed by the Chair. Passed to RO for filing. Action: to be filed and put on website.</p>   | <p><b>RO</b></p>                                 |
| <p>81</p> | <p><u>Matters Arising from the minutes of the EGM of the FGB (Budget Approval) 26 April 2017</u></p> <p>No matters arising.</p>  |  |
| <p>82</p> | <p><u>School Development Group (SDG)</u></p> <p>Governors thanked RO for the excellent diagram reflecting the work done by the SDG, noting how user-friendly and helpful it was. RO said it was a work in progress, a good starting point with more to add over time.</p> <p>EBB: gradually all parties in the school – staff, students, parents – will be asked to contribute. The SDG are keen to involve all in the process. Staff initiatives included, for example, Emma attending RE training. The new school statement to emerge as a result of the process would help colour policy reviews and the presentation of the school on the website.</p> <p>Governor questions:</p> <ul style="list-style-type: none"> <li>• What does “Adopt a Meta Language” mean? RO: it means ensure consistency of teaching language across all classes.</li> </ul>   |  |

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

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|           | <ul style="list-style-type: none"> <li>• When is the next meeting of the group? 22/06/17 at 1.30pm</li> </ul>  |           |
| <p>83</p> | <p><u>Head Teacher's Report</u></p> <p>RO presented her report and Governors commented on:</p> <p>a) Attendance: Noted that the attendance of SEN group of children was lowest. RO: yes, not great, although improved since the last report. Constructive conversations between school and relevant parents proving effective. Governors discussed ways to motivate better attendance eg. attendance certificates in reward assembly, special school trips to reward outstanding attendance. Phone calls home to ascertain reason for student absence were done by the office after the registers were returned in the morning. Question: what percentage of absences needed to be chased in this way? RO: very small. Most call to explain. Two attendees with less than 80% attendance had specific circumstances known to the school.</p> <p>b) Enrichment: Yenworthy residential a great success. However 2 children pulled out of the trip very late, leaving the school to cover the cost of their non-attendance. RO noted that the school had funds from a charity to help appropriate families cover such costs, although cost not understood to be the issue in this case. Question: Possible financial penalty to families who withdrew? RO: Judith had spoken to the families to ask for payment. Governors further discussed how to avoid similar situation in future. RO: lessons had been learned, eg. Judith was now starting a deposit scheme for a future school trip to give parents sufficient time to pay.</p> <p>CB asked for feedback about the Relax Kids initiative run for Reception children. TM: The children liked it. Governors agreed that quiet mindfulness could help certain children in the school. RO would ask if other class teachers were interested.</p> <p>AP had attended a "Mathmagician" event at the Maths Institute and recommended it to RO as enjoyable and of educational benefit for primary aged children. They made educational visits into schools. Noted by RO.</p> <p>c) Assessment and Pupil Progress: Question: Will the 2 new starters to Yr 2 take SATs? RO: one will not due to language barrier, the other will. RO noted the sensible and exemplary behaviour of Year 6 through the SATs period. A monitoring visit took place on Monday – the focus being process, not standards. Cherwell Partnership schools would be doing moderation together. EBB thanked RO for hard work of the school in this matter.</p> | <p>RO</p> |

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|  | <p>d) Parents: RO had canvassed class teachers about the whole-school trip. Universally positive result. Had also spoken to some of the children and got a mix of feedback. The National Space Centre (NSC) in Leicestershire had been provisionally booked. Consultation with PTA had raised concerns as to the journey length especially for the younger children. The following points were raised during discussion between RO and governors:</p> <ul style="list-style-type: none"> <li>• it was important to keep the focus on the benefit to the children rather than the idea of the trip itself;</li> <li>• could the trip be split between KS1 and KS2? Could the children arrive at school earlier in order to travel further? Different trip destinations were discussed.</li> <li>• it was recognised and acknowledged that the PTA worked incredibly hard to raise money and should be invited to be involved in discussions as to how it was spent;</li> <li>• would be difficult at this stage of the term to find another destination with capacity for required number of children, and the NSC was an exciting visitor attraction with some curriculum tie-in.</li> <li>• RO to discuss the trip further at Monday’s staff meeting and canvas some parents for opinions. Minded to run the trip as planned for this year, and thoroughly review the format for next. RO agreed that PTA should be involved in discussions earlier about what they might be asked to pay for.</li> </ul> <p>e) Safeguarding and Behaviour: As in the report, with discussion from governors including the capacity of the local authority and CAMHs to support children, where appropriate, who exhibited very challenging behaviour within the school. EBB noted that the school was following correct processes and thanked staff.</p> <p>f) PTA: Help needed in running the very popular football tournament. Governors discussed how help could be offered. LH and RO offered to liaise with PTA.</p> <p>g) Finance: In response to governor questions RO said she would ensure the new £10 charge for clubs each term was not stopping parents from registering their child for a particular club if they could not pay the money.</p> <p>h) Health and Safety: RO noted that the fire alarm in Reception had not sounded at the last routine drill. This is currently being addressed in school.</p> <p>i) Premises: RO shared with governors a letter from the Oxford Diocesan Board of Education dated 9/5/17 that confirmed £70,000 had been granted to the school towards the repair</p> | <p style="text-align: center;"><b>RO</b></p> <p style="text-align: center;"><b>LH/RO</b></p> <p style="text-align: center;"><b>RO</b></p> |
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Signed..... (Chair) Date.....

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|           | <p>work on the Yr3/4 classroom roof. Governors <b>NOTED</b> 10% additional Governing Body contribution required.</p> <p>RO would like to purchase 9 new laptops for teachers and is seeking a quote for the cost.</p> <p>j) Admissions: In response to question as to discrepancy between figures in RO's report and Admissions Committee minutes it was noted that for the first time the school had been able to see whether it had been listed as 1<sup>st</sup>/2<sup>nd</sup> priority for each child. Waiting to hear from Local Authority on uptake for the 30 children offered places for admission in Sep 17.</p>  |                             |
| <p>84</p> | <p><u>Pupil Progress and Attainment</u></p> <p>Governor comments and questions included:</p> <ul style="list-style-type: none"> <li>• Why the variance in Year 5 Maths figures? RO: read with caution as teacher not present in school at the moment. However, RO did have some concerns.</li> <li>• Some maths content was yet to be taught during the Summer term and data should reflect this at next meeting.</li> <li>• Year 5 data for writing was missing due to teacher absence.</li> <li>• Progress of students in general: RO did not yet have 100% confidence in assessment system. Felt that in this school 80 to 85% of students should be at developing or above by now.</li> <li>• Changes in the assessment system and in national curriculum content explained some variance in the data.</li> <li>• School had undertaken external reading and writing assessments to establish baseline reliability of children's starting points.</li> <li>• Hoped that by September the school and governing body would have confidence in the assessment system.</li> </ul> <p>(AP left the meeting at 8.55pm)</p> <ul style="list-style-type: none"> <li>• What had gone well in reading and writing? RO: good teaching, but possibly starting points were lower. Hopes to have ironed out variances in next set of figures.</li> <li>• Governors noted the complexities involved in compiling data from various sources.</li> </ul> |                             |
| <p>85</p> | <p><u>Policy and Guideline Documents</u></p> <p>Safer Recruitment: circulated in advance. <b>AGREED</b> by governors to update as circulated on the proviso that the Personnel Committee don't have any further comments to make on it.</p>   | <p><b>Personn Cttee</b></p> |
| <p>86</p> | <p><u>Governor Appointments to Committees</u></p> <p>Noted by LH that no official Complaints Committee exists. Discussion and rereading of Complaints Policy ensued. Governors</p>  |                             |

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



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|    | surrounding primary schools to answer questions about the new Swan School. RO had replied with availability of dates.  |                               |
| 90 | <p><u>Nominated Governor Reports</u></p> <p>AP had undertaken a visit in her roles as SEN and Gifted and Talented (G&amp;T) link. Reports circulated in advance.</p> <p>Discussion surrounding the usefulness of G&amp;T terminology followed between governors – how did Ofsted currently monitor G&amp;T provision? RO noted this was a conversation that needed to take place as part of a larger debate.</p> <p>CB is still waiting to arrange a link visit to Computing.</p> <p>RO will send the template for the Governor Link report to KO if it is not in the shared Dropbox folder.</p>   | <b>RO</b>                     |
| 91 | <p><u>Committee Reports</u></p> <p>Admissions: Unconfirmed minutes of the meeting had been circulated, and were <b>noted</b>. Since their last meeting things had moved on as discussed above.</p> <p>Building and Sites: Unconfirmed minutes of the meeting had been circulated, and were <b>noted</b>. Issues regarding drainage and roof as discussed above.</p> <p>Curriculum: Unconfirmed minutes of the meeting had been circulated, and were <b>noted</b>. SDG already met as discussed above.</p> <p>Finance: Unconfirmed minutes of the meeting had been circulated, and were <b>noted</b>. Update on £70,000 funding from the Diocese as discussed above.</p> <p>Correction to today's Agenda: noted that Personnel Committee report should now come from LH not CC.</p> |                               |
| 92 | <p><u>Health and Safety</u></p> <p>Nothing currently to report as not recently met.</p>  |                               |
| 93 | <p><u>Safeguarding and Safety</u></p> <p>CB: Has Safeguarding Audit been done?</p> <p>RO: On my to-do list for the next full GB meeting. Action Clerk to put on the next FGB Agenda.</p>   | <b>RO/<br/>EBB/<br/>Clerk</b> |
| 94 | <p><u>Date and time of Next Meeting</u></p> <p>Meeting of Full Governing Body <b>21<sup>st</sup> June 2017 7pm</b></p>   |                               |

Meeting ended at 9.42 pm

LB 12.05.17

**Approved and accepted**

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

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Page 7 of 8

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

|    | Documents for the Meeting                                     | Date posted to Dropbox |
|----|---|------------------------|
|    | Agenda  | 28/04/17               |
| 78 | Minutes of the FGB 2 March 2017                               | 27/04/17               |
| 80 | Minutes of the EGM of the FGB (Budget Approval) 26 April 2017 | 04/05/17               |
| 80 | Submitted Budget Forecast 2017/18                             | 04/05/17               |
| 82 | School Development Group                                      | 04/05/17               |
| 83 | Head Teacher's Report   | 04/05/17               |
| 84 | Attainment and Progress Summary Spring Term 2017              | 10/05/17               |
| 85 | Policies  |                        |
|    | Safer Recruitment   | 04/05/17               |
|    | Committee Membership 2016-17                                  | 04/05/17               |
| 87 | Governance Learning and Development                           |                        |
|    | Commissioning a Review on Governance                          | 28/04/17               |
|    | Details of NGA External Review of Governance                  | 04/05/17               |
|    | Governance Review Providers                                   | 27/04/17               |
| 90 | Gifted and Talented Governor Visit Report AP                  | 04/05/17               |
| 90 | SEN Governor Visit Report AP                                  | 08/05/17               |
| 91 | Admissions Meeting 21/03/17 draft minutes                     | 04/05/17               |
| 91 | Building and Sites draft minutes 3/2/17                       | 08/05/17               |
| 91 | Curriculum Minutes draft 23/3/17                              | 04/05/17               |
| 91 | Finance Minutes unconfirmed 16.03.17                          | 04/05/17               |
| 91 | Joint Steering Group unconfirmed 20/01/17                     | 08/05/17               |

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