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**Minutes of a meeting of the Full Governing Body
Wednesday 21st March 2018 at 7pm at the school**

The meeting began at 7.06pm.

Item	Discussion	Action
	<p>Present: Catherine Archard (CA) Staff Governor Elaine Bardwell (EB) Foundation Governor, Chair Chris Brewer (CB) Parent Governor, Vice Chair Catherine Coughlan (CC) Foundation Governor John Forty (JF) Local Authority Will Hogg (WH) Parent Governor Freda Hughes (FH) Foundation Governor Tina Mundy (TM) Foundation Governor Rosalind Owen (RO) Head Teacher</p> <p>Apologies: Hal Drakesmith (HD) Foundation Governor Lynden Guiver (LG) Foundation Governor</p> <p>Absent: Karen Olliver (KO) Foundation Governor</p> <p>In attendance: Leila Brown, LA Clerk Anne Pearsall (AP) Previously a Foundation Governor, term of office just ended.</p>	
1.	<p>Welcome, apologies and quorum EB welcomed all to the meeting. Apologies had been received and were accepted from HD and LG. KO was absent. Governors agreed the clerk would write to inform her that her membership of the governing body would end due to her non-attendance at meetings for six months.</p> <p>Action 1: Clerk to inform KO that governors will be removing her from the governing body due to non-attendance at meetings for six months.</p> <p>EB noted there had been some technical issues with access to governors' school email addresses. WH was still waiting for his school email address to be set up. Governors noted that this meeting had been postponed two week's ago at very short notice due to bad weather and recognised the need for a system for communicating this at short notice, in case of similar future need. This would be</p>	Clerk

	considered under AOB at the end of the meeting.	
2.	Declaration of any urgent business Introductions were made to WH, the new parent governor.	
3.	Declaration of business/pecuniary/other interests in agenda items None.	
4.	Governance business Co-opted vacancy update: CB had made contact with a possible candidate for this vacant position. He had very good prior experience of school governance. CB would pass his contact details to RO in order for him to visit the school with a view to joining the governing body at the next FGB in May. Foundation governor terms of office: It was noted that AP's term of office had recently ended, and FH's term of office ended at the end of May. The clerk would make contact with the ODBE office to confirm the process for renewing these terms of office, should AP and FH be willing to serve again in this capacity. Action 2: Clerk to put co-option of new governor on May FGB agenda. Clerk to confirm process for renewing foundation governor terms of office with ODBE.	Clerk
5.	Minutes of the meeting Agreed as a true and accurate record of the meeting, signed by EB and passed to RO for filing within the school.	
6.	Matters arising Actions noted as completed or already on the agenda except for: A3) Governors who have not completed Prevent training to do so, or redo training if not recent: RO circulated paper details of how to access this online training module at the meeting. A4) Retain FFT: Governors noted the potential value of this data. RO confirmed it cost £230 for the year. RO noted she was currently putting the new budget together and may not renew it. Governors noted the need for triangulation of evidence but possibly FFT was duplication of data from elsewhere. RO would continue to keep the retention of FFT under review. A5) Workshop for Vision, Ethos and Strategy: The date of Thursday 3rd May at 7pm was set for the workshop. Governors discussed and agreed to prepare in advance for the meeting and not involve an external facilitator. WH would assist EB and CB in preparing for the meeting and meet the week beforehand in order to do this. 6) Parents' Evening reminder: RO noted this evening had now passed, with the next one not until September. A governor representative was welcome to attend the new parents' meeting for the incoming Reception year. The school had conducted a parents' survey and got about 100 respondents. RO would collate the results and report back to governors. Action 3: Results of recent parent survey to be reported to governors at next FGB. 8) Locate Medical Needs Policy: JF had located it, but it still needed to go on the school website. RO would check to see if she had it, and let JF know if she had not. 9) DBS forms: Kaye been updating governor forms. WH's had now come through so all governors' DBS checks were up to date.	RO

Governor questions and challenge highlighted in italics.

7.	<p>Governance Review Governors discussed highlights and actions from the report from Trevor Kendrick (TK) of the NGA after the recent external review of governance. EB read out the positive key findings and noted the facilitated workshop TK had led had identified a number of opportunities for the governing body to adopt further areas of good practices. Governors had set up a further workshop to look at three areas: vision, ethos and strategy. EB noted TK's recommendation that governors focus on strategic questioning at FGB meetings rather than operational matters, and to account for spending and best value for money in financial systems. Governors agreed TK's feedback had been uncontroversial. The review had been done as an Ofsted recommendation, but the feedback had been broadly very encouraging and it was good that no big challenges for governance lay ahead. EB advised governors look to see what steps they could make to ensure a value-added difference to governance and the school moving forward.</p> <p>A skills audit had been done as part of the above process. RO and EB would see if they could locate it electronically.</p> <p>Action 4: RO and EB to see if they can locate the whereabouts of the completed skills audit.</p> <p>Governors would ensure skills remained up to date and noted that OCC's training courses were paid in advance for the whole year for all governors to attend as many courses as they wanted. Governors noted they still needed to consider whether to restructure committees.</p> <p>Governor code of conduct: TK had queried this, but it had since been updated and reviewed. Governors noted his recommendation that they delegate more of the non-statutory policies to SLT for review. RO had worked on a policy schedule tracker for this purpose. Governors would consider whether it was necessary to complete 360 degree feedback for the chair as suggested by TK. This could possibly be done in the summer term. The clerk noted that as an employee of the LA, Governor Services were responsible for her quality assurance and ongoing training, but she welcomed feedback from the chair and HT. TK had highlighted better communication between governors and parents as an action, hence the plan to be present at parents' evenings and have more information on the school website about governors. Governors noted the need for more evidence of challenge in some committee minutes. EB suggested that governors each have their own log of governance activity across the academic year and share at the end, eg. training, meeting attendance, link visits, etc. This could be used to identify skills or training gaps.</p> <p>Action 5: Governors to consider format ideas for personal biography on school website.</p> <p><i>Who paid for external moderation?</i> This came out of the school budget. At present, RO noted the school bought in the services of Lorraine Kingsman, an ex-headteacher, support from the LA's</p>	<p>RO/EB</p> <p>All governors</p>
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	<p>system leader, a diocesan adviser and further external support could be accessed as needed. The school bought into data systems such as FFT. There was not a separate governor pot of money, but the school had some flexibility in the budget if needed. Some legal, finance and personnel support came from the LA, details of which would come to governors in the next budget report. The school was also part of the Cherwell Partnership of local schools and shared best practice and cross-moderation. TK's external review had been an extra that the school had paid for.</p> <p>Governors noted that many of TK's action points had already been addressed or discussed during the meeting. In addition, governors would set the strategic vision for the school and consider a committee restructure after the scheduled workshop.</p> <p>Action 6: Restructuring of committees to go on May FGB agenda.</p> <p>HT report: governors agreed they liked the current content, but RO would consider if it could be more strategic. Governors noted it was accessible.</p> <p>Governors had no further comments to add as action points to TK's report.</p>	Clerk
8.	<p>Head Teacher's report (circulated in advance on GovernorHub) RO noted there were some updates to her report since it had circulated ahead of the postponed meeting. She would bring them to the next FGB meeting in May.</p> <p>Attendance: <i>There was no figure for EAL attendance. Why was that?</i> RO noted she could easily access that figure from school data, but this was a very varied group of children. Whole-school attendance was approaching 96%, which was inline with other city schools. RO noted it could still be better and that PP children historically tended to have challenging levels of attendance. RO noted the school was currently working with the family of one child with very low attendance.</p> <p>Pupil numbers: RO noted the issue around lack of affordable housing for some local families in the catchment area meant the school would be losing children as a result at the end of this term. The demographic trend within the city was for a decline in the child population whereas it was increasing across Oxfordshire. This potentially hit the school budget. There had been 207 on roll for the January census figure, and full capacity was 210. RO noted there had been 101 applications for Reception for September 2018, although the school did not know whether they were 1st, 2nd or 3rd choices. <i>How much control did the school have over in-year transfers?</i> RO noted that the LA managed admissions and the school would generally allocate a place if there was space in the year group. The Year 2 class currently had a waiting list.</p> <p>Staff absence: It was noted by governors that illness had affected staff absence rates in the school this term.</p>	

	<p>RO noted that Kylie Smith (KS), the Reception teacher, had expressed a willingness to present to governors at the next FGB meeting on the school's equalities agenda. Governors agreed to this.</p> <p>Action 7: KS to present to governors on equalities agenda at next FGB meeting.</p> <p>Governors noted they were still not regularly receiving the weekly missive and half-termly newsletters from the school. RO will check why this was.</p> <p>GDPR update: RO noted the action taken so far around GDPR compliance highlighted in her report. She had attended a seminar and was feeling better-prepared as a result. The school still needed to establish a process for dealing with a request for access to personal data records and were currently still unsure as to who the Data Protection Officer would be – possibly Judith, but this was still not yet decided. CA noted that GDPR had been discussed by staff in a recent staff meeting.</p> <p>PTA: RO noted the PTA chair and treasurer were standing down, but new people had come forward to replace them.</p> <p>Teacher workload: Teachers had done a recent working hours audit. RO noted staff were generally working between 50 and 60 hours a week, the majority about 50 hours.</p> <p><i>Was there a national average for primary school teachers' workloads?</i> This was usually in the mid-50s each week, so the school was inline with this. Teacher workload and retention was in the national headlines at the moment.</p> <p><i>Were any teachers' health or wellbeing suffering as a result of these long hours?</i> CA noted that workloads could affect staff by the end of term, but that staff were getting increasingly better at looking after themselves. Governors noted that they could be more strategic in looking at staff workloads and wellbeing. This would be considered further at the strategy workshop as well as the recommendations from January's Stress and Wellbeing survey.</p>	Clerk
9.	<p>School Improvement Plan (SIP)</p> <p>RO noted there had been no recent major changes to the SIP. There were no questions from governors on the SIP's current content.</p>	
10.	<p>Pupil progress and attainment</p> <p>Governors noted that the school was currently in an assessment week, and that pupil progress meetings would take place the first week after the Easter break. RO noted she had just met with the Year 6 teacher to discuss plans for children who are currently off target for SATs, and will be doing the same for Year 2 children. CA had met with the Year 1 teacher about phonics. RO noted that data for these national assessment results was published for all to read. Children were receiving interventions where needed, some children were well on the way to be on target, but some were borderline and needed additional support to get them to the expected standard.</p>	

	<p><i>What did RO think KS2 SATs results would look like from current data?</i> RO noted reading should be in the high 80s, maths was not so strong, and the assessment rules around writing were not so rigid as they had previously been. Three children were not on course to meet expected levels, and some were borderline and receiving support. The combined score for all three subjects was a key piece of data. More information on the data would come to governors at the next meeting.</p> <p><i>Were children given extra time where needed to complete the SATs tests?</i> RO noted there was a process on the DfE website that the school went through to ascertain whether a children met the criteria for extra time. In addition, the school also had some discretion over children who needed special access arrangements.</p>	
11.	<p>Policy and Guideline Documents School Meals Payment Policy (circulated to governors on GovernorHub): RO noted some families sometimes ran up debt for school meals taken by their children, but usually paid this off through arrangements made with the school. Whilst it was not a major issue for the school, it could not carry other people's debt. Governors noted that certain children whose families did not qualify for FSM did get support with payment for school uniform and school trips. Governors clarified how eligibility for FSM was established by the school. It was noted by governors that the policy was clear and they agreed to it as circulated.</p>	
12.	<p>Safeguarding RO noted that DBS records for all governors had been updated. RO informed governors that the LADO would be visiting her in the school in April, and briefly explained why this was. RO also noted brief details of support currently being offered to a family in the school. Kate Chorley worked with individual children who were identified as needing support in certain areas.</p>	
13.	<p>Health and Safety Nothing of note to report.</p>	
14.	<p>Governor Learning and Development WH had attended OCC governor induction training. CB had attended a budget-setting training course.</p>	
15.	<p>Governor Visit Reports LG had circulated a report on a safeguarding link visit she had recently undertaken in which she had looked at the single central record. RO would try to find the electronic copy of this report and add to meeting papers on GovernorHub.</p>	
16.	<p>Nominated Governor Reports Governors noted they needed to put together a rota for governor visits for the next school term. It was agreed that CB would become the maths link governor. CA suggested having a PHSE link governor and WH was willing to serve in this capacity. WH would undertake a visit to CA in this role and complete the pro forma for writing his report. Action 7: WH to undertake a PHSE link visit to CA and circulate a written report.</p>	WH
17.	<p>Committee Reports</p>	

	<p>There had been two Finance Committee meetings since the last FGB, the Admissions Committee had met, and LG had circulated minutes of the Personnel Committee. The Curriculum Committee needed to meet as the last meeting had been cancelled due to illness.</p> <p><i>What was the Tapestry system that was being used in the nursery?</i> Tapestry was an assessment system used in the EYFS that captured the strands of development for children in that stage. It had been used for a few years in Reception, pre-school had only recently started using it.</p> <p><i>Was it a useful process to be assessing three year olds?</i> TM noted this was a statutory requirement, with developmental targets set for children from birth across all strands of their development to the age of five in the EYFS curriculum. TM explained briefly how Tapestry worked, and that parents were able to interact with it and add their own comments.</p>	
18.	<p>Any other urgent business Year 6 destinations: RO noted the forthcoming secondary school destinations of current Year 6 children which she had omitted from her HT report. Governors noted that six children had not been offered a place in any of their three preferred schools.</p> <p>Governor communication in emergency: RO collected governor mobile numbers at the end of the meeting in order for her to be able to send out a group text if needed at short-notice if a future FGB meeting were to be cancelled, eg. in case of bad weather. The school would also send an email. All governors would be responsible for checking their texts and emails by 5pm as the cut-off point for such a decision being made.</p>	
19.	<p>Correspondence None to report.</p>	
20.	<p>Dates of future meetings Thursday 26th April, 7pm – extra meeting to agree the budget Thursday 3rd May, 7pm Workshop for Vision, Ethos and Strategy Tuesday 8th May, 7pm – FGB Wednesday 4th July, 7pm – FGB</p> <p>All meetings at the school.</p>	

The meeting finished at 9.15pm.

Actions from meeting

Action 1	Clerk to inform KO that governors will be removing her from the governing body due to non-attendance at meetings for 6 months.	Clerk
Action 2	Clerk to put co-option of new governor on May FGB agenda. Clerk to confirm process for renewing foundation governor terms of office with ODBE.	Clerk
Action 3	Results of recent parent survey to be reported to governors at next FGB.	RO
Action 4	RO and EB to see if they can locate the whereabouts of the completed skills audit.	RO/EB
Action 5	Governors to consider format ideas for personal biography on school	All

Signed (chair) Date

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LB, Clerk. St Michael's FGB 21-03-18

	website.	governors
Action 6	Restructuring of committees to go on May FGB agenda.	Clerk
Action 7	KS to present to governors on equalities agenda at next FGB meeting.	Clerk
Action 7	WH to undertake a PHSE link visit to CA and circulate a written report.	WH