



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		

**MINUTES of a MEETING of the
FULL GOVERNING BODY
7.00 p.m. in school, on 2 March 2017 at 7p.m.**

Governors Present:

Quorum: 7

<p><u>Local Authority 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>Co-opted governor</u> -</p>	<p><u>Foundation Governors</u> Elaine Bardwell EB (Acting Chair) Catherine Coughlan CC Hal Drakesmith HD Freda Hughes FH Tina Mundy TM</p> <p>Anne Pearsall AP (left at 9pm)</p>
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11 governors present at start

In attendance: Liz Bickley (LB Clerk)

Apologies: Farida Anwar (FA) Co-opted Governor, Lynden Guiver (LG), Foundation governor, Karen Olliver, prospective foundation governor

Documents for the meeting: see list at end.

Minute Ref.:

1617/

Action

54	<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. No interests relating to the agenda were declared by those present</p>	
55	<p><u>Minutes of previous meeting held on 25 January 2017</u> Minutes of the meetings were corrected at 48 to “FH had done a visit to collective worship and would send her blank reports to the clerk.” AGREED and signed. Action - to be filed and put on website.</p>	Clerk, RO
56.1	<p><u>Matters Arising from the minutes of 25 Jan 2017</u> The following matters arising were mentioned: 1617/39.1 RO confirmed that Edubase had been updated with the</p>	

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	<p>required records of Governors.</p> <p>1617/41 Pupil reports to parents: governors asked whether changes were recommended. RO said that the format would be reviewed for next year, with a discussion at Curriculum Committee followed by consultation with teachers and parents.</p> <p>1617/41 Health and Safety action plan. RO said that the audit and a letter containing action points including training were now on Dropbox. (See also 69 below)</p>	Curr Comm
56.2	<p>1617/41 Raise online training: no offer yet from Oxfordshire County Council. Meanwhile RO reported that there was a government plan to move away from Raise. Governors therefore decided to await developments. They discussed the key data that the government and Ofsted used. One important aspect of the analysis in Raise and Data Dashboard was comparisons with national statistics and with similar schools. Curriculum Committee looked in detail at data quite regularly, and would be informed of developments in the government 's plan.</p> <p>1617/42 Governor Hub. The clerk had been informed that the school should order Governor Hub in its annual Governor Services support package. Hopefully it will become accessible sooner rather than later.</p>	School /Fin Comm
57	<p><u>Ofsted Inspection</u></p> <p>Ofsted (HMI inspector) did a one-day inspection on 21 February 2017. The draft report was tabled for Governors to see in confidence. It had been checked by RO for factual accuracy, and all AGREED that it was consistent with the feedback given on the day. RO felt that the actions required would be manageable, and governors felt it was clear what steps were needed next. Governors thanked all those at school for taking part in the inspection, and congratulated them.</p>	
58	<p><u>SIAMS (Statutory inspection of Anglican and Methodist Schools) Inspection January 2017</u></p> <p>RO reported that the report of the January inspection had been received. It confirmed that our school was Good in every category under the new more challenging inspection framework. There was a little disappointment as previously the school had been Outstanding –but that was under a different framework.</p> <p>Curriculum Committee was meeting on 23 March to discuss the report and action plan – all governors were welcome at this special committee meeting. Although there would be full discussion then, governors took the opportunity to make various points.</p> <ul style="list-style-type: none"> • Foundation governors in particular would need to be involved 	All and Curr Comm

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	<p>with the action plan</p> <ul style="list-style-type: none"> • Action would include the shared understanding of spirituality in school • The process of taking action should involve as broad a group as possible • A shorter SIAMS toolkit had been recommended to RO for future use • Monitoring and evaluation by governors would be a focus e.g. on collective worship • A new blank Governor feedback report form was needed for collective worship • A systematic schedule of visits to school by governors was needed • How to evaluate what was observed – what were the expectations and how did we ensure rigour? Guidance booklets from Church of England • Importance of governors discussing the way spirituality was incorporated at school • Governors gathering feedback from pupils on collective worship • A visit to an outstanding SIAMS school would be helpful • Karen Metcalfe, Diocesan Advisor would be able to come in and help with development. 	
<p>59</p>	<p><u>Headteacher’s report</u></p> <p>RO presented her report and Governors commented on</p> <ol style="list-style-type: none"> a) Attendance figures and the national average (95%). How school intervened with families when children’s attendance was low; how effective the interventions were. Impact of attendance certificates and how the scheme could be developed from individual to group level b) Application from a family for part-time education at school was explained by RO and discussed by governors. This was for Headteacher’s discretion c) Staffing update. Personnel Committee will be looking at staffing structure d) Parents information evenings: parent governors confirmed that the videos were useful e) Data Think Tank –more information was provided by RO on early years think tank f) School Improvement Plan (SIP) –governors asked how this would be used following the SIAMS and Ofsted inspections. RO said it would be edited to focus on key actions following the Curriculum Committee meeting on 23 March. SIP to go on Full Governing Body (FGB) agenda in Summer term g) Exclusions – RO reported on one two-day exclusion and governors heard more about this. They discussed the staffing arrangements and heard about the progress and planning for future arrangements including a possible Education and 	<p style="text-align: right;">RO</p> <p style="text-align: right;">RO</p> <p style="text-align: right;">Peres Comm</p> <p style="text-align: right;">RO</p>

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	<p>Health Care Plan under SEN arrangements.</p> <p>h) Internet use survey results will be shared with parents and a follow-up training session for parents will be arranged</p> <p>i) Question about new SENSS team contact for St Michael's was answered</p> <p>j) Teaching and Learning to be a heading next time in Head's report.</p> <p>RO was thanked for her report.</p>	<p>RO</p> <p>RO</p>
<p>60</p>	<p><u>Pupil Progress and Attainment</u> (new standing item)</p> <p>Governors discussed the document which had been provided in advance: Autumn term 2016-17 data and the position at 31/12/16. This document had been used by the Ofsted inspector, who had focussed on reading and had raised questions.</p> <p>The next report would be at Easter 2017. RO explained that pupil progress meetings were held to review each individual child.</p> <p>Governors asked about the following</p> <ul style="list-style-type: none"> • “Emerging” status –it followed the removal of National Curriculum levels. CA explained how the curriculum was summarised by statements /expectations in a grid, and not all might yet have been taught. Therefore the % of children at “emerging” looked worse than it was. It was difficult for governors to have full briefing on this. Furthermore other terminology used including “working towards”/ “expected standard” did not relate to “emerging”. Training for governors on all of this would be addressed in due course • Consistency of assessment. RO said that other schools in the partnership had moved away from the original assessment method and we needed to reassess it • Tracking as a snapshot. The variation shown was extraordinary and highlighted the need to review our assessment tools • Familiarity with the requirements in the new curriculum / SATS –was better now • Governors would be looking at trends so having several terms' data to compare would be useful in future (Data was presented in a different way last year.) • Was the data presented today good? Yes, our %s are good. Why are we doing better this year? Because of a strong focus on writing and also a strong Year 2 cohort (their prior attainment at the end of Reception was good) • Helping the Year 6s achieve age-related expectations, and in particular preparing them to access the secondary school curriculum. These children had been following the new curriculum with its new progress expectations for a relatively short time and for middle attainers it was a challenge to meet 	

	some targets.	
61	<p><u>Policy & Guideline Documents</u></p> <p>RO had prepared a list of policies to review. Governors found this very useful and suggested that Curriculum Committee should streamline the list (separating those that are statutory policies and allocating them to governor committees). RO mentioned that some policies came from Oxfordshire County Council (OCC) e.g. Safer recruitment. Other policies were for school use (e.g. marking) and some were not referred to anymore: subject specific policies could be subsumed in a general curriculum statement.</p> <p>[AP left at 9.00pm.] The clerk advised that Governors should concentrate on statutory policies and could delegate others to the headteacher. If a committee had reviewed a policy the FGB should ratify it but need not discuss it.</p> <p>Personnel policies: RO said all were based on Oxfordshire model policies on the local authority website. LH had suggested some extra content to state “at St Michael’s this means...” which was helpful.</p> <p>Capability Procedure Oct 16 Disciplinary Procedure Oct 16 Pay Policy Support Staff 2016-17 Redundancy Policy Oct 16 Resolving Grievance 2016-17 Retirement Policy Statement for Teachers Teachers Pay Policy.</p> <p>Governors AGREED these policies.</p>	Curr Comm
62	<p><u>Governor vacancies</u></p> <p>Karen Olliver’s forms were with the Diocese for approval of her appointment as a Foundation Governor.</p> <p>Liz had resigned as clerk after 12-13 years with the FGB. She had enjoyed working with the governors and they thanked her for her work. A new clerk had been requested from OCC Gov. Services. Personnel Committee required an additional governor to join so that it could be constituted in line with agreed terms of reference. HD offered to join and this was AGREED.</p>	HD
63	<p><u>Governor Learning and Development</u> (standing item)</p> <p>LH had sent the new Governors Handbook and competency framework to governors and asked them to read these before the next meeting. There were six core functions of governors. We would be addressing these in the context of SIAMS and Ofsted actions.</p>	All

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

64	<p><u>Any Other Business:</u></p> <p>Year 6 secondary school places: FH asked if our Year 6s had been allocated to their chosen secondary schools. RO explained the current position. Four children had not got a place at one of their chosen schools. This was explained and governors discussed a possible response if there was a query from the press.</p>	
65	<p><u>Correspondence</u></p> <p>A letter about the new Free School for Oxford to be built by the River Learning Trust had been sent to parents.</p>	
66	<p><u>Governor Visit reports</u></p> <p>FH had visited English.</p> <p>LH had a maths visit planned.</p> <p>HD was to contact two members of staff and would look at other governors' visit reports for guidance.</p> <p>In general it would be worth considering the advice / guidance needed by new governors, by talking to experienced governors and governors who had been in post for about two years.</p>	
67	<p><u>Nominated Governor reports</u></p> <p>Computing –CB planned to come in and see some teaching. RE –see SIAMS action plan.</p>	
68	<p><u>Committee reports</u></p> <p>Community and Pre-school committee 2/2/17. Unconfirmed minutes of the meeting had been circulated, and were noted. Governors noted that the prospectus would be discussed for updating, along with new photos.</p> <p>Building and Sites committee 3/2/17. Unconfirmed minutes of the meeting had been circulated, and were noted.</p> <p>Fin min 23/2/17 unconfirmed. Unconfirmed minutes of the meeting had been circulated, and were noted. Predicted sum to be carried forward and plans to spend it were noted.</p> <p>Personnel Committee 9.2.17. Unconfirmed minutes of the meeting had been circulated, and were noted.</p> <p>Admissions committee would need to be convened soon.</p>	
69	<p><u>Health and Safety</u></p> <p>RO updated governors on the action plan (see January 2017 FGB folder). Actions were done or in hand (booking training courses). Governors noted that this was on track.</p>	
70	<p><u>Safeguarding</u></p> <p>Governors noted that training had been completed (RO safer recruitment, generalist training for lunchtime supervisors). New staff</p>	

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	(including pre-school staff) training was to be arranged. Ofsted had taken a keen interest in the single central record and staff records; there had been some gaps. Safe recruitment policy was now due for review by RO.	RO RO
71	<u>Date and time of Next Meeting</u> Meeting of FGB –budget approval 26th April 7pm with Jane Final and Kaye Devine Meeting of FGB 11th May 2017 7pm (apologies from HD)	

Meeting ended at 9.40 pm

ESB 11.03.17

Approved and accepted

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

Documents for the meeting

		Date posted to Dropbox
	Agenda	23/02/17
52	St M mins 201701 25	20/02/17
55	SIAMS Report	27/02/17
56	Headteachers report March 2017	27/02/17
56	Stress and Wellbeing survey	01/03/17
57	Attainment and Progress	01/03/17
58	Policies	02/03/17
	Personnel Committee Policies Feb 2017	
	Capability Procedure Oct 16	01/03/17
	Disciplinary Proc Oct 16	09/02/17
	Pay Policy Support Staff 2016-17	01/03/17
	Redundancy Policy Oct 16	09/02/17
	Resolving Grievance 2016-17	09/02/17
	Retirement Policy Statement for Teachers	09/02/17
	Teachers Pay Policy	01/03/17
65	Community and Pre-school committee 2/2/17	23/02/17
65	Building and Sites committee 3/2/17	23/02/17
65	Finance committee Fin min 23/2/17 unconfirmed	01/03/17
65	Personnel Committee 9.2.17	28/02/17
63	Collective Worship feedback (Governors Visit) form	29/01/17
63	Governors Visit report FH Jan 2017	25/02/17

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63	Governors Visit feedback form	20/02/17
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