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MINUTES of a MEETING of the
FULL GOVERNING BODY
7pm in school, on **21st June 2017 at 7pm**

Minute Ref
16/17

Action

	<p>Present Farida Anwar (FA) Co-opted Governor Catherine Archard (CA) Staff Governor Elaine Bardwell (EBB) Foundation Governor, Acting Chair Chris Brewer (CB) Parent Governor, Co-Acting Vice Chair Hal Drakesmith (HD) Foundation Governor John Forty (JF) Local Authority Lynden Guiver (LG) Foundation Governor Louise Harriss (LH) Parent Governor, Co-Acting Vice Chair Freda Hughes (FH) Foundation Governor Tina Mundy (TM) Foundation Governor Karen Olliver (KO) Foundation Governor Rosalind Owen (RO) Head Teacher Anne Pearsall (AP) Foundation Governor</p> <p>Apologies: Catherine Coughlan (CC) Foundation Governor</p> <p>In attendance: Leila Brown (LB) Clerk</p> <p>13 governors present, quorum is 7.</p>	
95	<p>Welcome and Declaration of Interests EBB as Acting Chair welcomed everyone to the meeting, which was quorate, and opened with a short prayer.</p> <p>No interests relating to the agenda were declared by those present.</p>	
96	<p>Minutes of previous meeting held on 11th May 2017 83i) Correction from "additional Governor contribution required" to "additional Governing Body contribution required". 83d) Correction at the third bullet point to "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</p>	

	<p>spent.” Otherwise AGREED to be a true and accurate record of the meeting, signed by the Chair and passed to RO for filing within the school and on the website.</p>	
97	<p>Matters arising from the minutes of 11th May 2017 The following matters arising were mentioned: 1617/97: Governor Hub – RO said the subscription would start in September. Governors will have access from then. Will use for a year then review. Total cost of less than £100 for the year. Can log on before September as a guest user. LH offered to help with set-up in September. 1617/83b: Relax Kids – JF asked if any other classes had used it. RO said no, not at present. 1617/83f: JF reported that the PTA football tournament had not taken place this year. It would next year. 1617/83h: FH asked if the Reception fire alarm now sounded during a drill. RO reported that the fire alarm system had received external maintenance so it now sounded in Reception. A further maintenance issue had been picked up on at the same time – a magnetic fastener on a door. This had now been fixed. The school would conduct a further fire drill in the near future.</p>	<p>All governors/ Clerk</p>
98	<p>Head Teacher's Report RO presented the report and governors commented on:</p> <p>a) Spaces: RO gave a verbal update on spaces which had changed since the circulation of the report. 3 further spaces had been offered, one each in Reception, Year 2 and Year 3. These were for in-year requests. Spaces allocated for the next academic year had not yet been confirmed.</p> <p>b) Attendance: Governors asked if comparison data, eg. year-on-year, could be provided in future reports. RO agreed to this and noted that generally attendance is below the national average. EBB asked if it might be worthwhile mentioning this in the school newsletter. Governors asked how the school compared with schools of a similar profile in Oxford. Noted by governors that they could find this sort of information on the DfE website.</p> <p>c) Staffing: A new Special Needs TA was needed. RO said the school would be making a decision on requirements for this post by the end of the week and would then advertise.</p> <p>d) Teacher training inspection of Oxford Brookes students: FH asked if the Ofsted inspector had given verbal feedback to the school on the day. CA said no, none given. Oxford Brookes had thanked the school and given staff chocolates. CA noted the inspection had been an intensive but positive experience.</p> <p>e) Staff absence: RO had established a return date for a staff</p>	<p>RO</p>

	<p>member on prolonged leave. Conversation would be had with them about the absence upon their return to school.</p> <p>FH reported that she would be absent from school at the start of July as she had been called for Jury Service.</p> <p>f) Enrichment and Curriculum Activities: Governors were pleased to see the spread of arts and science activities across the school. Very pleased especially by the success of the Big Science Event team who were through to the final against 120 other teams. 5 boys were in the team, a mixed group who had worked really hard to achieve their success. KO had attended the Festival of Voices the previous evening and commented on how brilliant it had been. RO said 18 children from the school had participated.</p> <p>g) Sport and PE: Governors noted the withdrawal of the cricket coaching due to the school being let down by the external coach on 3 occasions. RO said this was the first time such a thing had happened.</p> <p>Rachel had coordinated Science and Music events across the school, Samantha had coordinated sporting activities, both with very good results.</p> <p>h) Assessment and Pupil Progress: See separate report under Item 100</p> <p>i) Parents: The trip to the National Space Centre was going ahead. The majority of children were going, with 5 children from 3 families deciding not to participate. The length of day and distance had been cited as factors.</p> <p>j) CPD opportunities: EBB noted there was plenty going on across all aspects of education.</p> <p>k) Safeguarding and Behaviour: Governors asked for further information regarding the children mentioned in RO's report. An application had gone forward to the LA for one child to request an Education Health and Care Plan with the aim of getting a placement in a different setting. Governors asked what evidence had been submitted. RO said she had never put forward such an extensive application, with 33 supporting documents. Governors asked what would happen if the request were turned down. RO said the school would need to plan for all eventualities and discussed with governors what these were. The safety of the child in question, staff and all children in the school</p>	
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	<p>were paramount.</p> <p>CB asked about the dynamic in one particular year group. RO said that some children across the school could be a source of unhappiness to fellow students. Governors asked if there was an issue with playground supervision or classroom management in this instance, but RO said this was not the case. It ran deeper than that. RO agreed it was worth approaching individual parents in order to try and stop the problem escalating as children moved through into the next year group. CA said that high turnover of children in the year group in question had affected the dynamic.</p> <p>l) Inclusion: SEND, Pupil Premium, EAL, G&T: EBB noted there was a relatively low overlap between SEN and PP children. Governors asked how that compared with similar schools? RO said she could check. EBB acknowledged that the school had worked hard to close the gap for PP children.</p> <p>m) Church Links and SIAMS: The School Development Group continued with a major push on school values. Governors asked if a questionnaire on school values would come to all governors. The answer was yes. LH asked if a reminder could be sent to parents to return the questionnaire they had been sent.</p> <p>n) PTA: LH reported that the PTA were determined that the football tournament would run next year and were considering paying someone to co-ordinate the football side of things in order for this to happen. The school disco had been enjoyable. KO asked if the requirement for parents to stay with their children could be better advertised next year.</p> <p>o) Health and Safety: A representative from the trim trail company had come into school and acknowledged the maintenance issue – the timbers are splitting and it will not be fit for purpose within its guarantee. RO waiting to see what his response will be.</p> <p>p) Reception Class 2017-18 Admission: Governors asked if there would be phased entry to Reception. RO said all children will do a half day, either morning or afternoon, for the first 2 weeks of term, then all will be full time from week 3.</p>	<p>RO</p> <p>EBB/RO</p>
<p>99</p>	<p>School Improvement Plan RO apologised for the very short notice in circulating the SIP. Her recent workload had left her very short on time to prepare it. Governors AGREED to defer the item to the next FGB meeting. Governors discussed how it might be possible to support RO to give her the time to prepare strategic documents, including earlier</p>	<p>RO</p>

	<p>agenda-setting meetings and RO occasionally working from home during the school day. Governors noted it was important that strategic documents came regularly to the governing body for review.</p> <p>RO said a comment from Ofsted had highlighted this year's SIP as containing too many points. The new draft had fewer points and was more streamlined. RO said she would upload it to Dropbox where it would remain as a live, working document that governors could view and comment on at any time, including outside of meetings. It was agreed by governors that this would be productive way of moving forward.</p>	<p>RO</p>
<p>100</p>	<p>Pupil progress & attainment (standing item) RO would circulate end of year progress data for non Year 2 & Year 6 classes after meeting with class teachers at the end of the academic year. She would put the data into Dropbox for governors to view over the holiday.</p> <p>Year 6 SATs: RO had the Teacher Assessment results available to share with governors. She had included last year's data in the paperwork for governors to see for comparison. She would be meeting with other head teachers in the Cherwell Partnership next week and would find out their results then. She was confident moderation had been fair. Governors noted the particularly strong results in Reading and the improved results in Reading, Writing and Maths from last year.</p> <p>Year 2 SATs: Year 2 teacher assessments had been externally moderated – fairly so, RO thought. Governors noted that two sets of results had been presented to them for the Year 2 data: there had been two new arrivals into Year 2 – one 3 weeks before SATs, one 1 week before SATs. RO had shown the data both with and without their results included to show how this had affected the final data. Governors also noted that of the 28 children in Year 2, only 21 had been in the school since Reception. Year 2 results were also an improvement on last year.</p> <p>Year 1 Phonics: RO said the children had been very well prepared and thanked CA. Noted by EBB that the school did not yet know the threshold for Phonics results.</p> <p>Governors discussed a comment from the moderator who had felt that if children performed strongly in Reading they should perform similarly well in Writing. Experience of individual governors did not necessarily agree with this. CA noted that parents in general found it easier to support children in reading than in maths and writing; perhaps this was something the school should think about.</p> <p>RO said the school should always be striving to get better and have</p>	<p>RO</p>

	<p>Sharing Assemblies: AP noticed parental attendance at these had dropped off and wondered if there was a reason and how parents could be encouraged to attend. She noted too that teachers no longer spoke at these assemblies and missed that content. RO agreed to revisit the format and consider perhaps mixing with Class Assemblies. A microphone could be given to the children presenting work to improve audibility. It was noted that more families of younger children now had two working parents which might be a factor affecting attendance. RO and CA would discuss with staff.</p> <p>Deputy Head Teacher: LH advised governors that they needed to officially agree not to externally advertise the newly-created Deputy Head Teacher role, having already appointed internally. LH to circulate government advice detailing exceptional circumstances in which it is appropriate not to advertise externally. These circumstances fitted the specifics in this case. Governors AGREED not to externally advertise the role.</p>	<p>RO</p> <p>LH</p>
105	<p>Correspondence None</p>	
106	<p>Governor Visit Reports (standing item) None had been circulated since the last FGB meeting. Noted by EBB that the pro forma for these visits is now in Dropbox.</p>	
107	<p>Nominated Governor Reports HD reported difficulties in reaching teachers via their school email addresses in order to arrange a visit. RO to follow up and to remind staff to check or link their school email to their personal email address if they prefer.</p> <p>AP reminded governors that she had left before discussion of her Gifted and Talented and SEND reports at the last FGB meeting. She asked if anyone had any comments or questions relating to them. EBB thanked her for the reports and noted that they had led to an interesting discussion about the G&T initiative and how the school provides for children of all abilities.</p>	<p>RO</p>
108	<p>Committee Reports (standing item) Some minutes had been circulated before the meeting, noted by governors that some of these had been circulated very late. EBB encouraged governors to look at these – they could be found in the Dropbox folder.</p> <p>Buildings & Sites: LG highlighted a School Grounds Day that would be taking place Sunday 15th October 2-4pm.</p> <p>Personnel: Noted that the committee had discussed the Complaints Policy at their meeting of 18th May 2017, especially in regard to the formation of a Complaints Panel. EBB highlighted the NGA recommendation discussed at this meeting that governors should not be routinely involved in staff recruitment, except when</p>	

	<p>recruiting senior leaders. If further clarification were required from the Diocese on this, she suggested contacting Karen Metcalfe.</p> <p>Curriculum: Had been agreed at the last Curriculum meeting to bring the wearing of the hijab to the FGB. RO had spoken to other head teachers in the Cherwell Partnership and reported that they are worn in other schools. The school uniform supplier did not stock hijabs and no suitable alternative was found in a search of other suppliers. Governors asked if there was any underlying issue RO was aware of concerning muslim identity within the school that had prompted the a small number of children to recently start wearing a hijab. RO said she thought not.</p> <p>Some children were observing Ramadan. RO said the school required parents to complete a request for absence so they knew that this was the case. She reported that families had been better at seeking authorised absence for Eid this year. This had gone out on Parent Mail. Last year there had been a number of unauthorised absences at Eid.</p> <p>Admissions: A new Admissions policy from the diocese would be forthcoming in the autumn. RO would look out for it.</p> <p>Community and Pre-school: Noted that the Residents Association had not sent representation to this for some time.</p>	
109	<p>Health & Safety The Health & Safety Inspection action plan was mostly done.</p>	
110	<p>Safeguarding (standing item) Safeguarding Audit: RO informed governors that the school was waiting for the 2017 audit paperwork to be issued by the LA in order to complete the audit.</p>	
111	<p>Date and time of next meeting Noted by governors to move the date of the last FGB meeting of the 2017/18 academic year back 2 by weeks into July from its present date at the end of June.</p> <p>Action: Clerk to remind governing body when planning 2017/18 meetings.</p> <p>Date of next meeting: Thursday 12th October 2017, 7pm at the school.</p>	Clerk

The meeting ended 9.08pm

LB 22.06.17

Actions from Meeting

	Action	Who
A1	All governors to have access to and use Governor Hub from September.	All govts/ Clerk
A2	RO to provide comparison data on attendance in future Head Teacher Reports.	RO

Minutes of St Michael's FGB Meeting 21st June 2017, 7pm at the school

A3	RO to check comparative SEN & PP data for similar profile schools.	RO
A4	EBB to send SDG values questionnaire to all governors.	EBB
A5	School to remind parents to return values questionnaire.	RO
A6	SIP to be deferred to next FGB meeting in October.	RO
A7	SIP for 2017/18 to be put into Dropbox as a live, working document.	RO
A8	End of year progress and attainment data for all year groups (except 2&6) to be put into Dropbox at the end of the school year.	RO
A9	SATs results to be sent to governors when published.	RO
A10	Complaints Policy to be deferred to next FGB.	LH
A11	Advice on policies workload to be revisited by the clerk and circulated to governing body.	Clerk
A12	Clerk to update committee membership records to reflect most recent changes.	Clerk
A13	LH to liaise with governors and TK to set a date for the facilitated external review of governance session.	LH
A14	All governors to complete NGA skills audit and return to LH ASAP.	LH
A15	RO to revisit format of Sharing Assembly and discuss with staff.	RO
A16	LH to circulate to all governors government advice on advertising externally for staff.	LH
A17	RO to remind staff to check or link their school email to their personal email address.	RO
A18	Clerk to remind governing body of later date for last FGB meeting of the year when planning 2017/18 meetings.	Clerk

Appendices (Reports and documents discussed)

Agenda Item		Date posted to Dropbox
96	Minutes of the Meeting of the Governing Body 11 May 2017	12/06/17
98	Head Teacher's Report	15/06/17
99	School Improvement Plan 2016-17 Actions Completed	21/06/17
99	Draft SIP 2017/18	21/06/17
100	Statutory Assessment TA Results	20/06/17
101	Safer Recruitment Policy	21/06/17
106	Governor Visit Feedback form	21/06/17
108	Community and Preschool Committee Minutes	12/06/17
108	Curriculum Minutes	12/06/17
108	Finance Committee Minutes	21/06/17
108	Personnel Minutes	13/06/17