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**Minutes of a meeting of the Full Governing Body, Wednesday 31<sup>st</sup>  
January 2018 at 7pm at the school**

	<p><b>Present:</b> Catherine Archard (CA) Staff Governor Chris Brewer (CB) Parent Governor, Vice Chair (took the Chair for this meeting) Catherine Coughlan (CC) Foundation Governor John Forty (JF) Local Authority Lynden Guiver (LG) Foundation Governor Freda Hughes (FH) Foundation Governor Tina Mundy (TM) Foundation Governor Rosalind Owen (RO) Head Teacher</p> <p><b>Absent with apologies:</b> Elaine Bardwell (EBB) Foundation Governor, Chair Hal Drakesmith (HD) Foundation Governor Will Hogg (WH) Parent Governor Leila Brown (LB) Clerk Anne Pearsall (AP) Foundation Governor</p> <p><b>Absent without apologies:</b> Karen Olliver (KO) Foundation Governor</p> <p><b>In attendance:</b> Julie Carvell (JC) Acting Clerk for this meeting</p> <p>8 governors present, quorum is 7. The meeting began at 7.02pm.</p>	
1.	<p><b>Welcome, apologies and quorum</b> CB welcomed all to the meeting. Apologies had been received and accepted as listed above. The meeting was quorate. Governors noted that KO had moved out of Oxfordshire and had not attended a meeting for the past six months (although had submitted apologies to the October meeting). If no apologies are received for the April Budget meeting then Karen’s governor status would automatically come to an end.</p>	
2.	<p><b>Declaration of any urgent business</b> CB asked governors to look at the Schools Financial Values Standard document, a copy of which was tabled for their information and comment. This would be</p>	

	discussed at item 18 below.	
3.	<b>Declaration of business/pecuniary/other interests in agenda items</b> None.	
4.	<b>Governance business</b> <b>a) Welcome to new Parent Governor</b> Governors noted that WH had been called away on urgent business at short notice and could not attend this meeting. WH has enrolled on the New Governor Induction training this Saturday (3 <sup>rd</sup> February). <b>Action 1: CB and RO would meet with him at school at 9 am next Monday.</b> <b>b) Update on Co-opted Governor Vacancy</b> <b>Action 2: CB would approach a potential candidate he knows to ascertain interest and he invited governors to inform him/EBB of anyone they might recommend for this vacancy.</b>	CB/RO  CB/All
5.	<b>Minutes of the meeting of 12<sup>th</sup> October and 22<sup>nd</sup> November 2017</b> Circulated in advance to governors. It was noted that the minutes of 12 <sup>th</sup> October had not been signed off at the last meeting on 22 <sup>nd</sup> November. CB signed them off now and passed them to RO for filing in school. The minutes of 22 <sup>nd</sup> November were also agreed to be a true and accurate record of the meeting, the minutes were signed by CB and passed to RO for filing in school. JC advised that it is not best practice for staff governors to take the minutes of Full Governing Body meetings. This was noted. CA responded that this was due to unforeseen circumstances on that occasion.	
6.	<b>Matters arising</b> <b>a) From the meeting on 12<sup>th</sup> October 2017:</b> <ul style="list-style-type: none"> <li>• Action 3, Policies Schedule on Governor Hub: Yes;</li> <li>• Action 4, Governors' Code of Conduct on Governor Hub and adopted? Yes;</li> <li>• Action 5, Behaviour update (Year 4): This had not been discussed at the November meeting. RO informed governors that this had improved significantly, and playground behaviours are being monitored at lunchtimes by FH and RO on a regular basis.</li> <li>• Action 6: RO confirmed that she had written to parents about supervision of their children in the playground at the end of the school day.</li> <li>• Action 8: PREVENT Training: LG, JF and CB confirmed that they had completed this. <b>Action 3: RO will forward a link to governors to remind them to complete this on-line training</b>, which should only take about 15-20 minutes to do.</li> <li>• Action 9: Individual Governor Training Record on Governor Hub: Governors were encouraged to do this. CB offered a quick refresher of how to get the best out of Governor Hub at the end of this meeting to any governor struggling to use it.</li> </ul>	RO

	<p><b>b) From the meeting on 22<sup>nd</sup> November 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Item 7 Why was the school's appeal lost re additional admission?</b> RO advised that no feedback had been received on this, but another pupil had since moved away, so back to 30 pupils in the class.</li> <li>• <b>Item 7 Are Curriculum Forecasts on the website?</b> No. There is a change to the R.E. curriculum which will be publicized asap. The forecasts will be published shortly.</li> <li>• <b>Item 8 School Web-site update:</b> Still a work in progress, but now more user friendly. A photographer had come to take more up-to-date photographs. FH commented that the web-site is looking a lot clearer.</li> <li>• <b>Item 9 Fischer Family Trust Data:</b> CB advised that he had looked at this. He considered that there is a lot of information available, including clear graphs and granular detail. CB requested a login to the system, RO will investigate. <b>Action 4: Consideration to be given to whether to continue to receive this at a cost of £200 per year.</b></li> <li>• <b>Item 13 Feedback on External Review of Governance:</b> Governors noted that LH had sought clarification on the types of question governors could ask via Trevor Kendrick.</li> </ul>	<b>RO</b>
7.	<p><b>Governance Review</b></p> <p>CB recommended a deferral of further discussion of this item as several governors were not present. It was noted that the Report recommendations are on Governor Hub under the list of documents contained within the previous meeting (22.11.17). With regard to the Vision, Ethos and Strategy Workshop, CB advised that a Facilitator is being sought from the Diocese. After discussion it was agreed that this should be considered as a stand alone item by the Full Governing Body rather than condensed into a normal FGB meeting. <b>Action 5: RO to ask Judith (school admin) to set up a doodle poll of possible dates within the next two months.</b></p>	<b>RO</b>
8.	<p><b>Head Teacher's report</b> (circulated in advance on GovernorHub)</p> <p>CB highlighted some of the content of RO's report, including:</p> <p><b>a) Attendance:</b> Governors noted that Year 4 attendances had declined noticeably, although one issue will be resolved following a departure from the school. Illness and overseas visits were noted by governors to be the main reasons for the decline. Governors concurred with RO's concerns with regard to flexible schooling, (teacher workload and impact on other children in the school) but also suggested that pupils might miss out on vital friendships and events in school.</p> <p><b>b) Staffing:</b> Governors noted that a number of staff had been affected by illnesses and bugs this term. Governors commended the value of TA's who know their pupils well vs. the use of Supply teachers. They welcomed the use of Tracy Perkin for supply work. Some alternative staffing arrangement may be needed for the trip to France if Anne is not well enough to return to school.</p>	

	<p><b>c) Assessment and Pupil Progress:</b>          JF asked <i>What booster classes are in place for Year 6 pupils?</i> CA responded that she had been taking a middle maths group. RO confirmed that the top group are very engaged. The weakest English group are changing their learning behaviours, with some progress here, but a way to go yet. A league table of Results of Oxford City Primary schools' KS2 results in Summer 2017 was noted, which governors agreed was very encouraging, with numbers of pupils reaching 'expected' in Reading, Writing and Maths at 76%. Interventions will continue to be employed where required.</p> <p><b>d) Parents and Communication:</b>          RO informed governors that there has been little communication from parents recently. SATs meetings will be held after half term. Governors were reminded of the forthcoming Parents' evenings on 5-8 March to which they were encouraged to attend. <b>Action 6: A reminder of these would be issued at the next FGB meeting.</b> Governors welcomed the excellent Newsletter sent in December 2017.</p> <p><b>e) Safeguarding and Behaviour:</b>          LG welcomed the use of handshakes by Year 6 pupils as a positive behavioural model.</p> <p><b>f) Inclusion (SEND, Pupil Premium, EAL, G&amp;T):</b>          Recent activity with SEND pupils was noted. Governors welcomed that no exclusion had been required. There was a short discussion about G&amp;T pupils, noting that extension activities are being undertaken. In addition, for those with artistic skills, there is a forthcoming art competition.</p> <p><b>g) Finance:</b>          The school is seeking assistance from Bursar Services as the current Bursar is unwell. Governors thanked Kaye Devine for her support at this time as Finance and Resources Officer at the school.</p> <p><b>h) Data Protection:</b>          Governors noted the impending new data protection legislation due in May. RO has attended training. RO advised that the school does not have to be 100% compliant by May. Judith Davies and Kaye Devine would be the officers in school dealing with most of this.</p> <p><b>i) PTA:</b>          FH queried <i>why Trinity College is being used to host the Football Tournament when there is likely to be a charge levied, whereas there may be other providers in the City who would offer facilities free of charge?</i> It was noted that this link was offered by a parent. It was suggested that this be explored further at the next Community and Preschool meeting and to invite a representative from the PTA to this to explore other possible options, or whether the charge from Trinity is negotiable? RO would discuss with Jane Sibley.</p> <p><b>j) Health and Safety:</b></p>	<p>Clerk</p>
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	<p>Governors noted that the Health and Safety audit was positive, with action points being addressed.</p> <p><b>k) Premises:</b> Money allocated to premises projects is being spent.</p>	
9.	<p><b>School Improvement Plan (SIP)/Self Evaluation Form (SEF)</b> (circulated in advance to governors)</p> <p>Feedback had been received from the Stress and Well being Survey, with teacher workload noted to be a particular issue. Consideration to be given as to how to streamline procedures. <b>It was also noted that a costing column needs to be added to the SIP. Action 7: RO</b></p> <p>FH asked <i>Do we still have a SEF?</i> RO confirmed that we do, but this needs tidying up for next year.</p>	RO
10.	<p><b>Pupil progress and attainment</b> (previously circulated)</p> <p>There was a discussion about 'Emerging' data. Governors noted that Year 2 are doing well. Year 4 data is low, but there is evidence of improvement here. Year 5 is similarly off target, but thanks to Julia for her hard work in supporting this group. Year 6 was also giving some cause for concern, but a lot of effort is being put in. There were some issues re attainment for some of the Pupil Premium pupils, especially in year 6, but some progress was noted. RO referred to support offered by Kate Chorley with 1:1 interventions and small group work supporting emotional health. RO advised that mental health support from outside is very hard to access, especially from CAMHS.</p>	
11	<p><b>Policy and Guideline Documents</b></p> <p>RO informed governors that she had gone through the spreadsheet of policies over the Christmas holidays to identify which ones required revision. RO confirmed that the Statutory policies are all up-to-date, and the Medical Needs policy needs to be added to the list. The Complaints policy is now complete (November 2017). <b>Action 8: FH would try to obtain a copy of the Medical Needs policy.</b></p>	FH
12.	<p><b>Safeguarding</b></p> <p>LG had visited school to check on the Single Central Record, which she confirmed is all up-to-date. A number of DBS's are outstanding. JF confirmed that his had been submitted. <b>Action 9: WH will need to submit his DBS form, and any others outstanding from governors.</b></p>	WH/All as applicable
13.	<p><b>Health and Safety</b></p> <p>Discussed in the Headteacher's Report (re Audit).</p>	
14.	<p><b>Governor Learning and Development</b></p> <p>CB reported that he will be attending a course on Budget Setting over two separate evenings.</p>	

15.	<b>Governor Visit Reports</b> <b>This would be brought back to the next meeting.</b>	
16.	<b>Nominated Governor Reports</b> This needs to be considered as part of the Review of Governance. One area identified for particular discussion was IT. <b>Action 10: RO will remind staff to meet with their link governors.</b>	RO
17.	<b>Committee Reports</b> It was confirmed that these are all on Governor Hub.	
18.	<b>Any other urgent business</b> a) Schools Financial Value Standards: <b>Approved and signed off by CB.</b>	
19.	<b>Correspondence</b> None to report.	
20.	<b>Dates of future meetings</b> Thursday 1 <sup>st</sup> March, 7pm Thursday 26 <sup>th</sup> April, 7pm – extra meeting to agree the budget Tuesday 8 <sup>th</sup> May, 7pm Wednesday 4 <sup>th</sup> July, 7pm  All meetings to take place at 7 pm at the school.	

The meeting closed at 8.40 pm.

#### Actions from meeting

Action 1	<b>Meeting with new Parent Governor</b>	<b>RO/CB/WH</b>
Action 2	<b>Co-opted Governor Vacancy – explore options</b>	<b>CB/All</b>
Action 3	<b>PREVENT Training – EBB to send link to governors</b>	<b>RO</b>
Action 4	<b>Retain Fischer Family Trust?</b>	<b>RO</b>
Action 5	<b>Doodle Poll of dates for Vision Ethos &amp; Strategy Workshop</b>	<b>RO</b>
Action 6	<b>Parents' Evenings Reminder</b>	<b>Clerk</b>
Action 7	<b>Costing for SFVS in SIP</b>	<b>RO</b>
Action 8	<b>Finding Medical Needs policy</b>	<b>FH</b>
Action 9	<b>DBS Forms</b>	<b>RO</b>
Action 10	<b>Staff meeting with link governors</b>	<b>Clerk</b>