



Head Teacher: Rosalind Owen Telephone: 01865 241476
 Email: office.3216@st-michaels-oxf.oxon.sch.uk

**Minutes of a meeting of the full governing body, Wednesday 22nd November
 7pm at the school**

<p>Minute Ref 17/18</p>	<p>Present: Catherine Archard (CA) Staff Governor Elaine Bardwell (EBB) Foundations Governor, Chair Chris Brewer (CB) Parent Governor, Vice Chair Catherine Coughlan (CC) Foundation Governor Hal Drakesmith (HD) Foundation Governor John Forty (JF) Local Authority Lynden Guiver (LG) Foundation Governor Louise Harriss (LH) Parent Governor Freda Hughes (FH) Foundation Governor Tina Mundy (TM) Foundation Governor Rosalind Owen (RO) Head Teacher Anne Pearsal (AP) Foundation Governor</p> <p>Absent without apologies: Karen Olliver (KO) Foundation Governor</p> <p>Absent with apologies: Leila Brown (LB) Clerk</p> <p>Minutes taken by CA (Staff Governor)</p>	
<p>20</p>	<p>Welcome, apologies and quorum EBB welcomed all to the meeting. Apologies had been received from Leila. The meeting was quorate.</p>	
<p>21</p>	<p>Declaration of any urgent business (RO) Charging for lunches. Policy to be shared for approval to tackle some issues in school.</p>	
<p>22</p>	<p>Declaration of business/pecuniary/other interests in agenda items None.</p>	
<p>23</p>	<p>Governance business</p> <p>a) Standing orders for the Governing Body amended Page 3 regulation 11</p> <p>d) The full governing body will usually hold one meeting per half term based on three terms per academic year.</p> <p>f) All material for the next meeting are to be sent to the clerk for distribution to governors via Dropbox, email or Governor Hub.</p>	

	<p>Page 3 regulation 13 b) Governors / Clerk: from DROPBOX, Governor Hub, and the “Governing Body” file kept in school in locked cupboard.</p> <p>Dates to be changed at the beginning and end of document from 2016 - 2017 to 2017-2018.</p> <p>Approved and accepted (with amendments) by Governors 22.11.17</p> <p>TORs to be reviewed in committee meetings, then posted on Governor hub. Some are already posted.</p> <p>c) Governor Code of Conduct, possible review NGA Code of Conduct and Code of Conduct for Foundation Governors circulated by clerk. EBB noted that they include the same points</p> <p>Add appendix to St Michael's (7 principles of public life).</p> <p>d) Parent governor vacancy, co-opted governor vacancy EBB thanked LH for her commitment and drive towards best practice. LH will support the induction of a new Parent Governor. Deadline for nominations is Tuesday 28.11.17. A reminder will be sent out via parent mail. Previous nominees may be approached personally.</p> <p>Co-opted governor vacancy to be reviewed when the Parent Governor vacancy has been filled.</p>	
24	<p>Minutes of meeting 12th October 2017 Circulated in advance to governors. Agreed to be a true and accurate record of the meeting. To be signed at next meeting when the clerk is present. (f) Photo of AP is in the school news rather than the missive</p> <p>4 (b) TORs to be reviewed in committee meetings, then posted on Governor Hub. Some are already on line.</p> <p>Minutes approved.</p>	
25	<p>Matters arising from the meeting of 12th October 2017</p>	
26	<p>Head Teacher's report (circulated in advance of on Governor hub) EEB highlighted some of the content of the report, including:</p> <p>a) Numbers on role: EBB noted that an appeal had been lost and a new child has started in Year 5. <i>Governors asked if feedback had been given about the decision.</i> RO to request feedback from the panel.</p> <p>A new child has started in Year 1 and another year 1 place will be offered. The places in Year 3 and 4 have been offered but no reply received.</p>	

	<p>(CB) How many full time equivalent TAs are there in school? He noted that the proportion of TAs to teachers seems low in this school. There are fewer children with statements than in many other schools. (RO) An additional 2 hours each morning have been allocated in the Reception class and a huge difference has been reported. One to one support is provided through an agency (Year 4 child). Curriculum: CB Will curriculum forecasts would be put onto the website? This will be done in the Spring term. (RO) Safeguarding / Behaviour: After school, parents are not intervening to deal with aggressive behaviour by their children. Some children may be asked to leave the playground and school area earlier on Fridays. CB reports that scooter riding has continued on the playground after school. A reminder will be put into the missive. Staff training: some ideas have been introduced following the partnership training. These are specific to behaviour. The behaviour policy will be rewritten by staff. Inclusion: SEND, PP, EAL, G & T. We await the result of a panel meeting and no date has yet been given for the outcome. If no place is allocated, then an appeal will be made. The cost to the school will be in time and paperwork. If no place is allocated then formal exclusion may occur in the future. (HD) Do governors have a role in supporting the application? RO suggests lobbying for more places to be made available in special schools. An application has been made for another child for an EHCP. We would expect to hear the result before Christmas.</p> <p>(FH) Do we know how much money was raised for the British Legion? (RO) We are not given this information.</p> <p>Preparations are underway for the Bishop's visit. The fireworks were a great success, thanks to JF. Science packs were given out for the Just add Imagination homework and the homework was well received.</p>	
27	<p>School Improvement Plan (circulated with previous minutes 12.10.17) 1. (CB) What are the internal assessment systems that are now in place? (RO) New assessments from Brighton and Hove are now in use for years 1 to 6. Assessment is informed by the percentage of objectives achieved through the year. RO attended an assessment meeting with trainers/moderators from Essex who used target tracker. We will continue to use our new system.</p> <p>Lorraine Kingsman will return in the new year as an external person carrying out a review.</p> <p>(CB) How is the school moving forward with the planned new website? RO reported that 123 ICT had been approached as they have newer products on other school websites are good. As an existing customer we would expect to get a reduced price. If they are unable to commit, then another company will be used. (AP) Could the work be carried out by talented students or a helpful parent? (RO) A company</p>	

	<p>would host the site and continue to support through any changes in the future.</p> <p>(LH) Does the host and provider / maintainer have to be the same? (RO) It is easier and cheaper if that is the case.</p> <p>2. HD noted that teachers will have opportunities to observe others teach. How will this happen? (HD) How is consistency in shared classes maintained? An overlap during the week enables teachers to meet. They are in contact by email and notebooks. (AP) With regard to the overall plan, what is the timescale for the plan? RO A year. The meeting with LK confirmed that we aim for these results. We aim for Year 6 to achieve in line with KS1 results. (AP) Is support being put into place to move children on across the school? (RO) Year 5 and 6 are being targeted particularly but interventions are in place throughout the school. Formal assessments will be carried out in December and progress reported to governors in January.</p>	
28	<p>Pupil progress and attainment 2 documents were circulated prior to the meeting (The inspection Data Summary Report and RAISE). RO noted that 7 or 8 disadvantaged pupils had not achieved the expected progress in maths in Year 6. (LH) What affects the slippage? CB noted that there was a relatively low progress score for disadvantaged children in maths. LH asked for an explanation of the graph on page 8. RO explained that the data is grouped this way because it represents pupils who are working at below, expected or at greater depth. (CB) Is Fischer Family Trust accessible for Governors? RO noted that training is available, and she will bring the FFT data to the next FBG meeting for comparison with other data.</p>	
29	<p>Policy and guide line documents Changes have been made to the previous Complaints Policy. An additional step is now included to include discussion with a senior leader. LH noted that it is more coherent as a policy. Amend page 4 to make it clear that a complainant can request a completely independent panel.</p>	
30	<p>Safeguarding There have been some issues and advice has been taken from the Local Authority.</p>	
31	<p>Health and Safety The annual inspection will take place 30th November 2017.</p>	
32	<p>Governor learning and development</p> <p>Feedback on External Review of Governance Detailed discussion to be timetabled in the agenda for next term (January meeting). Initial responses included: EBB as a Foundation Governor is not noted in the report. Lack of challenge in questions in finance committee meetings. LH will ask for clarification of the type of questions that could be asked. HD</p>	

	<p>noted that the session itself was useful, though the report less so (and possibly inaccurate).</p> <p>Transport to governor training sessions may be arranged through school where appropriate (eg taxi to Unipart).</p>	
33	<p>Governor visit Reports LG is meeting with RO every 2 months to discuss safeguarding issues. Governors to sign up for visits so that a visit is made each month.</p>	
34	<p>Nominated governor reports</p>	
35	<p>Committee reports The date will be added to the reports so that they can be located more easily on the website.</p>	
36	<p>Any other urgent business The policy for charging for lunches was shared for approval by governors. This is to tackle issues in school now. This was approved by governors.</p>	
37	<p>Correspondence Parliamentary Review - copies distributed Rights Respecting Schools – information shared with governors and questionnaires distributed.</p>	
38	<p>Dates of future meetings Wednesday 31st January 2018 (JD to clerk) Thursday 1st March 2018 Thursday 26th April 2018 (Extra budget meeting) Tuesday 8th May 2018 Wednesday 4th July 2018</p> <p>To be decided – Vision, Ethos and Strategic Workshop. Doodle Poll to be set up for dates 19th Feb to 23rd Feb. LH to action.</p>	