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**Minutes of a meeting of the Full Governing Body  
Wednesday 4<sup>th</sup> July 2018 at 7pm at the school**

The meeting began at 7.08pm

Item	Discussion	Action
	<p><b>Present:</b>            Catherine Archard (CA) Staff Governor            Elaine Bardwell (EB) Foundation Governor, Chair            Chris Brewer (CB) Parent Governor, Vice Chair (left at 9.19pm)            Catherine Coughlan (CC) Foundation Governor            John Forty (JF) Local Authority            Freda Hughes (FH) Foundation Governor            Will Hogg (WH) Parent Governor            Tina Mundy (TM) Foundation Governor            Rosalind Owen (RO) Head Teacher</p> <p><b>Apologies:</b>            Lynden Guiver (LG) Foundation Governor            Simon Jones (SJ) Co-opted Governor</p> <p><b>In attendance:</b>            Leila Brown, LA Clerk            Anne Pearsall (AP) former Foundation Governor seeking to renew her term of office            Alice Watson, invited to observe by EB</p>	
1.	<p><b>Welcome, apologies and quorum</b>            EB welcomed all to the meeting and opened it with a prayer. RO noted that Year 6 SATs results would be published next week.</p>	
2.	<p><b>Declaration of any urgent business</b>            HD noted he had an item: a parental question around assessing changes in pupil behaviour over time. EB noted she had an item that had arisen out of the Year 5 SATs parent meeting regarding a possible parent council.</p>	
3.	<p><b>Declaration of business/pecuniary/other interests in agenda items</b>            None declared.</p>	
4.	<p><b>Governance Business</b>  <b>a) Update on renewal of foundation governors' terms of office:</b> FH confirmed she had received confirmation of her renewed term of office from the diocese. AP</p>	

	<p>confirmed she intended to submit the form to renew her expired term. The clerk confirmed that Karen Olliver had been removed from the governing body, so one foundation vacancy existed. CC was ending her term of office, so there would be a second foundation vacancy. JF's term of office as the local authority governor expired at the end of August. The clerk confirmed she had notified Governor Services of the impending vacancy.</p> <p><b>b) Feedback on strategy workshop:</b> EB thanked all who had attended the workshop. There had been a good turnout and an excellent discussion with progress made. Notes arising from the meeting would be uploaded to GovernorHub by RO by the end of term, containing what had been agreed ahead of formal agreement by governors of the decisions taken. RO would put a revised draft of the SDP together over the summer holidays and would feed in some of this. Governors noted they could submit a written response to the formal agreements on GovernorHub.</p> <p><b>c) Restructuring of committees:</b> Governors noted that the possible restructuring of committees was being reviewed on the back of the agreed strategy document. Governors discussed the possibility of having more than one committee meet on the same evening as this would hopefully help reduce the number of evenings that staff and governors needed to be at the school. RO noted she had taken minutes of the last meeting of the Curriculum Committee. These needed to be circulated to the FGB on GovernorHub. The committee had agreed to go through school data when SATs results were in school. Governors discussed committee membership in light of forthcoming governor vacancies. CB noted he would like to go on the Curriculum Committee, and that the Finance Committee also needed new members. Committee membership would go on October's agenda, for governors to think about over the summer and also to consider clerking arrangements for some of the committees. WH noted he was not yet on a committee and it was agreed he would join the Community and Preschool Committee.</p> <p><b>d) Link governor roles:</b> Governors noted these roles needed to be reviewed – again, governors would give some thought to this over the summer and would agree link roles in October's meeting. Governors noted the need for these to be linked to areas of strategic focus. FH noted she currently had three link roles and would be happy to relinquish one.</p>	
5.	<p><b>Minutes of the meetings of 8<sup>th</sup> May 2018</b>  HD noted he had sent apologies which had not been recorded at meeting. The minutes for signing were manually amended to reflect this. With this amendment made, the minutes were agreed to be a true and accurate record of the meeting, signed by EB and passed to RO for filing within the school. The clerk noted she would amend the electronic copy of the final minutes before they were uploaded to the school website.</p>	
6.	<p><b>Matters arising from the meeting of 8<sup>th</sup> May 2018</b>  <b>A1:</b> Clerk to notify Governor Services of the impending LA vacancy and request a suitable nomination for governors' consideration – completed.</p>	

	<p><b>A2:</b> CB to draft sample governor biography and circulate to all governors. Governors to write on biography for the school website – CB noted he had drafted a sample governor biography. All governors were now to write something in a similar format. It was agreed that governors would put their written profile in the relevant folder on GovernorHub, to be uploaded to the school website. Governors agreed to have their photos on the website. Governors also needed to get a school ID badge if they didn't currently have one.</p> <p><b>Action 1: Governors to write and upload a brief profile for the school website to GovernorHub. Governors who do not have an ID badge to see Judith and get one.</b></p> <p>There were no further matters arising.</p>	<p>All governors</p>
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*Governor questions and challenge highlighted in italics*

<p>7.</p>	<p><b>Headteacher's Report</b> (circulated on GovernorHub before the meeting)  EB highlighted the following content from RO's report:</p> <p><b>Attendance:</b> The attendance figure of 95.7% was noted as within the context of average for schools within Oxford city, but RO noted that it could be better. Attendance had been affected by some children being taken overseas by parents during term-time for family reasons. RO confirmed that Reception attendance did not form part of this statistic. Conversations had been had with parents whose children had missed daily phonics and maths as they were below statutory school age and were not in school every day, and were now behind. The school was asking Reception children to wear school uniform next year in the hope of emphasising that the Reception class was fully part of the school. A meeting with parents of children coming into the new Reception class had emphasised the importance of daily phonics and maths. Eleven children had attendance below 90%. Some parents needed additional work to engage with the school around their child's attendance. Governors discussed issues around taking children off role if they were absent from the school for a length of time, and initiatives used by other schools to improve attendance.</p> <p>RO noted that one half-day exclusion of a child had taken place following a serious incident. EB noted that the school did not normally exclude, but it had been an appropriate sanction in this case.</p> <p><b>Staffing:</b> Governors noted there were no big staff changes for the next academic year. Jess Pagget had started her teacher training in the school.</p> <p><b>Enrichment and Curriculum:</b> A trip to Hill End had taken place today. Italian lessons were no longer funded by the Italian government, so this provision would be ending. The school needed to look at how MFL would be covered next year with some possibilities with Spanish speakers on the staff.</p> <p><b>Assessment and Pupil Progress:</b> Covered in a separate report. RO noted that the Year 2 Phonics check was teacher-assessed, and that Early Year's GLD results had been moderated so this figure was also definite. The school was waiting for</p>	
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<p>national and local figures to be released for comparison. 90% of children had passed the Phonics test in Year 1. Three children would get another chance to pass it next year. Once the Year 6 SATs results were in school, RO would revise the teacher-assessed figures for reading and maths (writing was fully teacher-assessed). It was noted by RO that the 80% Year 6 writing result still needed to be improved upon.</p> <p><b>Parents and communication:</b> End of year reports were going out. RO circulated paper copies containing the results of two recent parent surveys. Communication had been flagged by parents – knowing information about children’s progress was important. RO noted that a short report to parents was needed earlier in the year, not just a long report at the end of the year. Governors also noted the point around their own visibility needing improving in the school and that a standard note could be inserted into the school newsletter about contacting them. CB and WH noted they were happy to have their school email addresses in the school newsletter for this purpose. Governors agreed that it was useful to have governors at parent consultation evenings. The next such evening would be before the October half-term. It was noted that a third of Year 5 parents had attended a year group meeting. RO clarified that all parents in Year 5 had been invited. RO gave governors details of the meeting and its outcomes.</p> <p><b>Staff CPD:</b> This was noted, especially that CA had successfully applied for the Maths Teaching for Mastery Group, which came with some funding.</p> <p><b>Safeguarding and Behaviour:</b> to be covered under item 12.</p> <p>Other headlines of RO’s report were noted including that the PTA fete and football tournament had raised approximately £2k.</p> <p><b>Finance:</b> Governors noted the ongoing monitoring of the budget. The Special Purpose Account needed to be closed as it had an OCC account name. RO noted that the school would open a new account for this money, and discussions were underway around this.</p> <p><b>Data protection:</b> Governors were to read the Volunteer and Visitor Privacy Statement for their information. RO also circulated paper copies of the Staff and Volunteer Acceptable Use Policy Agreement and all governors were to sign and return one copy and keep one for themselves.</p> <p><b>Action 2: Governors to sign and return a copy of the Staff and Volunteer Acceptable Use Policy Agreement.</b></p> <p><b>Health and Safety:</b> Governors noted that the allotments were being trespassed on at the school site and noted it would be useful to pass this information on to police.</p> <p><b>Premises:</b> EB queried storage arrangements around the converting of the hall cupboards and RO noted the new arrangements for storage.</p>	<p>All governors</p>
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	EB noted governors' thanks to RO and all school staff for their hard work across the year.	
8.	<b>Report on academy proposals</b> RO noted that there were currently no plans for the school to academise. The school was solvent and with healthy numbers of pupils. Governors noted that the diocesan academy trust was slow to admit schools at the moment and that there was no push to academise unless Ofsted found otherwise. Governors noted that they had agreed to monitor potential academisation on an annual basis, and had always taken the line that any change should be to benefit the children in the school. This was the priority. At the moment, there was no strong case in favour of academisation.	
9.	<b>School Improvement Plan 2017-18</b> RO noted she had updated actions but that not all actions had been completed. She would be drafting a new SIP for the forthcoming school year and would possibly carry some actions forward.	
10.	<b>Pupil progress and attainment (standing item)</b> (circulated on GovernorHub before the meeting) Covered above in item 7. Pupil progress meetings for Years 1, 3, 4 and 5 were taking place and RO would upload internal data to GovernorHub for governors' information.	
11.	<b>Policy and Guideline Documents (standing item)</b> Documents had been circulated during item 7 that need to be signed. RO noted mainly data protection policies had been updated by the Personnel Committee.	
12.	<b>Safeguarding (standing item)</b> The local authority's report of the recent Safeguarding Audit had been uploaded to GovernorHub. RO noted it had been a very rigorous process and a comprehensive list had emerged as action points. RO noted she would do all that had been asked, and had already started making changes. Governors discussed in detail an action point around parents on the school premises and noted that as an operational matter, this would be left to RO to implement. The audit had been conducted by two members of the LADO team and they would return later in the year.	
13.	<b>Health &amp; Safety (standing item)</b> RO noted there were two areas of asbestos within the school that were subject to a visual inspection, and also further areas of the building where it was incorporated into the fabric of the building. A lot of asbestos had been removed. An asbestos survey had not been done in the school since 2013. The local authority carried them out.	
14.	<b>Governor learning and development (standing item)</b> EB noted that safer recruitment training was required by at least one member of the governing body. HD noted he was willing to undertake this. <b>Action 3: HD to undertake safer recruitment training.</b>	HD
15.	<b>Governor Visit Reports (standing item)</b> It was noted that governors had agreed to a schedule a rota to ensure that all governors visited the school across the school year. EB would remind governors of this at the first FGB meeting of the next academic year and would draw up a	

	<p>rota for these visits. It was noted that governors were welcome to visit school events such as concerts and other performances. CB had attended a sharing assembly and posted a feedback form on GovernorHub. HD noted he had tried to arrange visits in the past, but had failed to get a response from staff. It was agreed that staff needed to be responsive to governor requests for visits to the school and that a visit rota would help with this.</p>	
16.	<p><b>Nominated Governor Reports</b> None to note.</p>	
17.	<p><b>Committee Reports (standing item)</b> <b>Community and Preschool:</b> Minutes of the most recent meeting were on GovernorHub and EB noted brief details from them. JF noted he would still be on the joint steering group between preschool and the school once he had finished his term of office as a governor.</p> <p><b>Buildings and Premises:</b> Minutes of the most recent meeting were on GovernorHub. FH noted the location of the defibrillator needed to be clarified in the minutes. It was noted that the electronic door code would be changed in the near future. CB would amend the minutes as required, including correcting the date of the forthcoming grounds clearance day in October.</p> <p><b>Finance:</b> Circulated on GovernorHub. EB sought clarity around the item on after-school club charges, which RO gave. Governors noted that the school was seeking quotes to upgrade different alarm systems at the same time in order to save money. RO noted that the school had been chasing the electricity supplier for the Catherine Wheel Centre for some time for a bill, which had finally come into the school this week, and it looked likely that there would be no back payment. The invoice date would start from June. RO noted that the school had budgeted for an overcharge.</p>	
18.	<p><b>Any other urgent business</b> <b>Assessing pupil behaviour:</b> HD noted a question had been raised by a parent around how pupils' attainment was assessed over time, and if it would be possible for the school to assess pupil's behaviour in a similar way. RO noted that QCA was done as a way of assessing children's behaviour and could be repeated on a regular basis over a period of time. This was done internally for school purposes. HD clarified the point being around the progression of classes through the school, and ensuring that when the handover to a new school teacher took place, issues around behaviour were clearly communicated. RO confirmed that this did happen, and also that relevant information when new children entered the school was passed onto teachers and TAs. CA noted the school was looking at ways to ensure information was passed on in a timely and appropriate fashion to TAs. Governors noted the link between behaviour and attainment. HD noted his thanks to RO for these clarifications.</p> <p><b>Parent council:</b> EB noted that the possibility of forming a parent council had been raised by some parents after the Year 5 parent meeting and that she had agreed to bring this to the governing body for discussion. RO noted she had canvassed other head teachers and only one knew of a school having such a council, and</p>	

	<p>that she was not in favour of the creation of a council at St Michael's. Governors discussed the purpose of a possible parent council and noted that channels already existed within the school community for engaging with parents and listening to their suggestions and feedback. Governors agreed that they wanted to act to be more visible as a governing body to the parent community, and be more proactive about communicating with them.</p> <p>(CB left at 9.19pm.)</p> <p>Governors thanked the clerk for her work across the year, as she was stepping down from the role.</p> <p>Governors noted their sincere thanks to CC and JF for their many years service as governors at the school, and for all their hard work and expertise, and presented them with cards and a gift each.</p>	
19.	<p><b>Correspondence</b> None.</p>	
20.	<p><b>Dates of future meetings</b> Thursday 11<sup>th</sup> October 2018, 7pm at the school</p>	

The meeting finished at 9.35pm

#### **Actions from meeting**

Action 1	Governors to write and upload a brief profile for the school website to GovernorHub. Governors who do not have an ID badge to see Judith and get one.	All governors
Action 2	Governors to sign and return a copy of the Staff and Volunteer Acceptable Use Policy Agreement.	All governors
Action 3	HD to undertake safer recruitment training.	HD