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**Minutes of a meeting of the Full Governing Body
Tuesday 8th May 2018 at 7pm at the school**

The meeting began at 7.03pm.

Item	Discussion	Action
	<p>Present: Catherine Archard (CA) Staff Governor Elaine Bardwell (EB) Foundation Governor, Chair Chris Brewer (CB) Parent Governor, Vice Chair Catherine Coughlan (CC) Foundation Governor John Forty (JF) Local Authority Lynden Guiver (LG) Foundation Governor (arrived at 7.08pm) Will Hogg (WH) Parent Governor Simon Jones (SJ) Co-opted Governor Tina Mundy (TM) Foundation Governor Rosalind Owen (RO) Head Teacher</p> <p>Apologies: Hal Drakesmith (HD) Foundation Governor Freda Hughes (FH) Foundation Governor</p> <p>Absent: Karen Olliver (KO) Foundation Governor</p> <p>In attendance: Leila Brown, LA Clerk Kylie Smith (KS) Reception teacher (left at 7.48pm)</p>	
1.	<p>Welcome, apologies and quorum EB welcomed all to the meeting which opened with a prayer. EB noted governors' welcome to SJ, the prospective co-opted governor. Apologies had been received and were accepted from FH and HD. The clerk noted that KO's non-attendance with no apologies received at FGB meetings for the last six months meant that she was now officially removed from office. Therefore there was now a foundation governor vacancy on the governing body.</p>	
2.	<p>Declaration of any urgent business None.</p>	
3.	<p>Declaration of business/pecuniary/other interests in agenda items None declared.</p>	

Signed (chair) Date
 LB, Clerk. St Michael's, Marston FGB 08-05-2018

	(LG arrived at 7.08pm)	
4.	<p>Presentation on equalities agenda by Kylie Smith</p> <p>KS distributed an interactive exercise for governors which set the basis for her presentation on gender terminology and how the Equality Act of 2010 applied to children within schools. KS noted the work within Reception on gender equality and that whilst it was useful to notice patterns in data, teachers should not necessarily categorise gender within data in school. Governors discussed environmental factors that reinforced gender stereotypes within society. KS highlighted excerpts from <i>Valuing all God's Children</i> by Justin Welby. KS noted that she was working with the local authority's anti-bullying co-ordinator in order that the school's early years setting might be the first in Oxfordshire to become an Equality Champion and talked governors through the criteria needed to meet this. KS noted the school had met much of the criteria for the silver and gold awards, but needed to meet a few more to meet the bronze level. RO noted that a wide range of categories was covered in the bullying that the school recorded. This included homophobic as well as racist incidents. Governors asked if homophobic bullying occurred. Staff noted they were not aware of any in recent years. Governors discussed terminology used by older children in the school, how children might identify and how they might present this to the school community. Governors also noted the non-gender specific wording in the school uniform policy. Governors thanked KS for her presentation and noted that the Equality Champion award covered all inclusive behaviour, not just gender, eg., age and race. RO noted she had been approached separately by two parents and had had a conversation to explain the equalities work within the school. KS distributed a handout to accompany her presentation</p> <p>(KS left at 7.48pm)</p>	
5.	<p>Governance Business</p> <p>a) Election of co-opted governor: SJ introduced himself to governors and explained why he was interested in joining the governing body. SJ left the room whilst governors voted on the matter and was duly elected as a co-opted governor.</p> <p>b) Update on renewal of foundation governors' terms of office: EB noted that FH had completed and submitted her form to ODBE. AP was also intending to complete the form and renew her expired term of office as a foundation governor. As KO was no longer a foundation governor a further foundation vacancy existed. JF noted his term of office ended at the end of August and that he would not be seeking another term of office. The clerk would notify Governor Services of the impending vacancy. EB advised governors she would advertise the foundation governor vacancy around the deanery.</p> <p>Action 1: Clerk to notify Governor Services of the impending LA vacancy and request a suitable nomination for governors' consideration.</p> <p>c) Feedback on vision, ethos and strategy workshop: EB noted that all present had been at the workshop except for SJ and WH. The next step would be working</p>	Clerk

	<p>on changing the governors' five year vision into a strategy for the school. This would be put formally to all governors. A further workshop would be held to produce a strategy document. This would take place on Wednesday 20th June at 7pm.</p> <p>d) Restructuring of committees: Item deferred until after the next strategy workshop.</p>	
6.	<p>Minutes of the meetings of 21st March 2018 and 26th April 2018 Minutes of both sets of meetings were agreed to be true and accurate records of the meetings, were signed by EB and passed to RO for filing within the school.</p>	
7.	<p>Matters arising from the meeting of 21st March 2018 and 26th April a) Minutes of 21st March 2018 Actions noted as completed or on the agenda except for:</p> <p>A4: the skills audit had been located and RO would upload it to Governor Hub. Governors noted it would need to be updated.</p> <p>A5: Governor biographies for the school website – RO noted she had looked at other school websites, and seen a mix of information. Governors agreed to decide on a format. CB would provide a brief sample biography for governors to model their own on. Photographs would be put alongside biographies on the website. Action 2: CB to draft sample governor biography and circulate to all governors. Governors to write their own biography for the school website.</p> <p>A7: WH still needed to arrange his PSHE link visit with CA and would do so after the meeting.</p> <p>There were no further matters arising.</p> <p>b) Minutes of 26th April 2018 No matters arising.</p>	CB/all governors
Governor questions and challenge highlighted in italics		
8.	<p>Headteacher's Report (circulated on GovernorHub before the meeting) RO highlighted the following content of her report:</p> <p>Attendance: currently 95.6% for the whole school, RO noted this could be improved upon. There had been improved attendance of some children and families from last year but unauthorised absence followed by a period of legitimate illness would mean some individual children had very poor attendance. Governors noted that Reception attendance below 90% was not included in these figures and that attendance had been poor for this year's class. This had not historically been the case, but some families were aware that their children were not yet of statutory school age and therefore were not bringing them in to attend all sessions. RO noted that whilst this was legal, children did miss out on crucial learning that formed the foundation of their education. This had never been a problem before this year. Governors would monitor the situation to see if it repeated next year.</p>	

Were the children who were persistently absent in Reception blocking children who wanted to be in that year group?

RO noted there was no waiting list for the current Reception, but anticipated there would be next year as the school had received forty-two first preference applicants for thirty places. She would make the point strongly about the importance of children being in school for daily phonics in the morning at the new parents' meetings for children starting in September.

Year 4 attendance: the lower attendance for this year group related to an individual who had historic bad attendance. Governors noted they understood the reasons behind these figures. Governors noted too that they continued to monitor PP attendance.

Staffing: one member of staff who had been unwell was hoping to return to school soon. RO had interviewed recently and spoken today to a strong candidate, and had offered a TA role that would cover some lunchtime supervision.

Governors noted the mix of activities in and out of the school curriculum, including Science Oxford's Big Science event, the Festival of Voices and the art display. There was lots of external expertise in sports in the school.

Data: to be discussed further down the agenda. The Curriculum Committee would meet next week and undertake detailed scrutiny of the data.

SATs: RO noted some current Year 5 parents had expressed adverse views about SATs. A parent meeting was scheduled to take place before the summer to give them information. Governors noted the school had a legal obligation to prepare the children for these statutory tests.

What was the reference to maths mastery training in the HT report?

CA noted she was working with a local expert to explore a different way of teaching maths: Singapore maths. If adopted, this would change the way the school taught the subject, aiming for children to have a better understanding of their learning, and have a deeper understanding of the subject, rather than just learning a process. Governors noted the school currently subscribed to Abacus Learning for subject planning in maths for the year and CA noted the difference of how teacher time would be used in planning for maths with the new method. Other local schools used Singapore maths. RO noted the school would need to invest in resources and in training teachers. There was currently funding available from the government to train two teachers and the school would be putting in an application for funding. RO noted some children currently struggled with maths as they moved through the school and she hoped moving to a different method of teaching would address this. RO noted that the school had not budgeted for the new system, but could access funds from the school's special purposes account if needed. The school was not committed to it yet, but would be putting in an

	<p>application for the funding. CA would have the capacity next year to support teachers in the new maths mastery method.</p> <p>Safeguarding: LG as safeguarding link governor had visited RO and circulated a report of her visit. A safeguarding audit would be taking place by the LADO service. Governors noted a couple of behaviour concerns about Year 6 and RO confirmed how the school was addressing these. Governors noted the challenges particular to this year group.</p> <p>Inclusion: Kate Chorley and CA were undertaking a mental health project. CA noted this was proving to be both thought provoking and relevant.</p> <p>Church and SIAMs: EB noted the positive Easter service that had taken place with some good parental feedback. Collective worship around nature and the environment was taking place with EB this term, and around friendship after the half-term break, and RO was doing the apostles in assembly.</p> <p>GDPR: Governors noted this was an ongoing process. RO advised that the school had been discussing and working through what needed to be done.</p> <p>Premises: A plumber would be coming into school to fix the water fountains.</p> <p>RO noted she would put more school dates on GovernorHub.</p>	
9.	<p>School Improvement Plan 2017-18 RO noted Liz Burton's comment that the SDP was a model of clarity. Nothing further needed to be done at present to the SDP.</p>	
10.	<p>Pupil progress and attainment (standing item) (circulated on GovernorHub before the meeting) RO advised she had had individual pupil progress meetings with all teachers and noted how the school bought into a system of processing the data in graphs for ease of reading children's current progress and attainment. Governors noted the variances in PP and SEN data. RO noted that the combined figure for reading, writing and maths had to be a focus for all teachers to ensure targets were on track. A significant number of Year 5 children were not yet at developing for reading and RO advised that the school had brought in additional resources to support Year 5 children in their reading comprehension. RO talked governors through some of the strategies to support children. CB noted the different format in which RO had presented the data to governors at this meeting. RO noted she would provide the data in the previous format in future. Governors noted that the rag-rated colour coding helped with interpreting the data. The data would be looked at in more detail by the Curriculum Committee. Children would shortly be taking SATs. RO noted the blue graphs that showed that children were making progress. The school had reassessed a couple of SEN children and what level they were capable of really working at. Governors noted what information was shared with parents on school reports, at what points of the year and in what format.</p>	
11.	<p>Policy and Guideline Documents (standing item)</p>	

	None to review for this meeting. RO had noted a Data Protection toolkit published by the DfE but this was not a formal document.	
12.	Safeguarding (standing item) Covered above in the HT report. RO thanked LG for her three visits this school year in her role as safeguarding link governor. RO noted that social workers were currently visiting the school to liaise over particular families.	
13.	Health & Safety (standing item) Nothing to report. Governors noted the presence of a new defibrillator in the school. RO noted that in a medical emergency, staff would dial 999 and follow instructions. The defibrillator was to be made available to the community during school hours: this could be advertised on the community noticeboard.	
14.	Governor learning and development (standing item) None to record.	
15.	Governor Visit Reports (standing item) LG's report had been circulated and governors had read it. CB would arrange a visit with CA, as would WH.	
16.	Nominated Governor Reports None. Governors noted that a schedule at the start of the year might help regularise visits. It was noted that all governors should aim to visit the school at least once a year. CB noted he would like to talk further to RO and CA about the role of the link governor.	
17.	Committee Reports (standing item) <ul style="list-style-type: none"> • Finance minutes had been circulated on GovernorHub. • LG noted Personnel minutes were also on GovernorHub. <p>RO had circulated the PE and Sports Premium impact document on GovernorHub and noted the format of this report was one approved by the government. It laid out what the sports premium grant had been used for and measured the impact. RO noted that an all-weather surface would be laid in the playground. The cheapest quote for this work was £11k.</p>	
18.	Any other urgent business None.	
19.	Correspondence None.	
20.	Dates of future meetings Strategy workshop Wednesday 20 th June, 7pm at the school Wednesday 4 th July 2018, 7pm at the school	

The meeting finished at 9.11pm.

Actions from meeting

Action 1	Clerk to notify Governor Services of the impending LA vacancy and request a suitable nomination for governors' consideration.	Clerk
Action 2	CB to draft sample governor biography and circulate to all governors. Governors to write on biography for the school website.	CB/all governors