



Head teacher: Rosalind Owen	Telephone: 01865 241476	Fax: 01865 728035
Email: office.3216@st-michaels-oxf.oxon.sch.uk		

**Minutes of a meeting of the Full Governing Body
Thursday October 11th 2018 at 7pm at the school**

The meeting began at 7.06pm

Item	Discussion	Action
	<p>Present: Catherine Archard (CA) Staff Governor Elaine Bardwell (EB) Foundation Governor, Chair Chris Brewer (CB) Parent Governor, Vice Chair Hal Drakesmith (HD) Foundation Governor Lynden Guiver (LG) Foundation Governor Will Hogg (WH) Parent Governor Freda Hughes (FH) Foundation Governor Simon Jones (SJ) Co-opted Tina Mundy (TM) Foundation Governor Rosalind Owen (RO) Head Teacher Anne Pearsall (AP) Foundation Governor</p> <p>Apologies: Catherine Coughlan (CC) Foundation Governor</p> <p>In attendance: Carol Worthington(CW) LA Clerk</p>	
1.	<p>Welcome, apologies and quorum EB welcomed all to the meeting, which was quorate, and opened it with a prayer</p>	EB
2.	<p>Declaration of any urgent business None declared</p>	FGB
3.	<p>Declaration of business/pecuniary/other interests in agenda items None declared.</p>	FGB
4.	<p>Governance Business</p> <p>a) Election of Chair and Vice Chair There were no nominations other than the current post holders, so after a short discussion in their absence, they were unanimously re-elected as follows: Chair: EB Vice-Chair CB. The Chair resumed direction of the meeting at 7.12 pm</p>	CW

Signed (chair) Date
 CW, Clerk. St Michael's, Marston, FGB 11-10-2018

	<p>b) Governance Standing Orders These are filed under Documents 2017-18 on Governor Hub. The Statutory Document has been received, but EB needs to check this is the updated version.</p> <p>c) Restructuring of committees: This had been discussed at the July 4th meeting and EB had produced a summary for governors to read prior to the meeting. This suggested a new structure for committees under three main headings:</p> <ul style="list-style-type: none"> • Resources, bringing together Finance, Buildings & Sites and Personnel Committees. • Curriculum and Achievement, to do the current work of the Curriculum Committee. • Pupils, Family and Community, bringing together current Community & Pre-School, and the Development Group, including Safeguarding and Admissions. • The statutory occasional committees such as Complaints, Appeals, Head Teacher Appraisal and disciplinary meetings would still have to be set up as required, outside this structure. <p>The purpose is to streamline the structure, whilst still fulfilling the requirements of all the current sub-groups, including liaison with external stakeholders for the Development Group. Discussion centered around how this could be achieved, with fewer meetings: it was thought that it would be easier to maintain a flow of information with fewer groups and that it would be easier to keep up with important areas like Safeguarding. The possibility of having nominated sub-groups, taken from the larger groups, some including non-governor members, would enable confidential areas like Personnel and Safeguarding to take place on the same day as the larger meetings. RO proposed that committees should be set up under this model, with a view to a year's trial. After some discussion, this was put to the vote and carried unanimously. Governors discussed the practicalities: RO made a list of governors volunteering for committees: Resources: LG, HD, CB, SJ, RO, WH, CA*, TM* (* not for personnel agenda) Curriculum: EB, FH, AP, CB, CA, RO Community: FH, AP, WH, LG, RO Others: <i>Admissions:</i> FH, LG, CA, RO <i>HT Performance Management:</i> EB, SJ, AP (from 2019-20) <i>Complaints:</i> LG plus other governors as appropriate</p> <p>Practicalities to be actioned:</p> <ul style="list-style-type: none"> • Some committee meeting dates are already on Governor Hub, but need to decide dates before FGB meetings, Finance Committee before Budget meetings. • Need to elect somebody to take responsibility for first meeting. 	<p>EB</p> <p>EB</p> <p>EB and all committee members</p>
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	<ul style="list-style-type: none"> • Need to decide terms of reference and officers, Chair and clerking. • EB & SJ are trained to do HT performance management –need one more – consult LA and Diocese Training Events. EB briefly explained governor role in performance management – urgent because December date has already been set. AP volunteered to access training for future HT performance management. <p>d) Governing body vacancies: Local Authority governor John Forty (JF) has retired. RO proposed CB to move from Parent Governor to LA governor, with a new term of office. CB agreed and this was accepted unanimously. There was discussion about recruiting two new governors – a parent governor to replace CB, and a Foundation Governor to fill that vacancy. There have been two contacts with outside agencies: Governors for Schools, and Inspiring Governance, which may provide suitable candidates</p> <p>e) Link governor roles: It was agreed at the July meeting to review these and this has now been done, but CA pointed out that some staff subject leaders have changed and new contact needs to be made. EB produced a standard record sheet for governors to fill in electronically, logging their roles, responsibilities, committees, training, visits, with appropriate dates. CB to create a folder on Governor Hub for this.</p> <p>f) Statutory Policies: Complaints was changed last year with an additional stage aid resolution. RO has had two complaints since she started, both needed investigation, but were easy to settle.</p> <p>g) Communications:</p> <ul style="list-style-type: none"> • Governor Hub is now working. • Emails: there is a governor email system; governors should contact the Judith in the office if they have problems with their school email address. • Government website: all school official business returns go to this. • Meetings: all papers for meetings should be uploaded to Governor Hub about a week in advance. • Cancelling a meeting, e.g. for weather: there needs to be an official cut-off time, e.g. 4pm; governors need to provide mobile numbers for texts to be sent. • Governor ID badges were checked and found up to date. <p>h) DBS, Safeguarding: RO confirmed that all staff and specialist governor training has been completed or is booked, but governors also need to do the LA specific governor training. It was decided to wait until new governors had been appointed this year.</p> <p>i) Code of Conduct:</p>	<p>EB and RO to identify relevant training courses</p> <p>CB, all governors</p> <p>All governors</p> <p>All governors</p>
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	On Governor Hub: governors to read and log that they have read it.	FGB
5.	Minutes of the meetings of July 4th 2018 After 2 minor corrections, these were agreed to be a true and accurate record of the meeting, signed by EB and passed to RO for filing within the school.	
6.	Matters arising from the meeting of 8th May 2018 <ul style="list-style-type: none"> • The possible formation of a Parents' Council, as discussed at the July meeting, will be delegated to the Community committee, which will have communication as part of its remit. • Governors are to try to have a presence at parent consultations – parent governors to liaise with other governor volunteers for this. Governors please wear badges when talking to parents. • Governors reminded to sign and return a copy of the Staff and Volunteer Acceptable Use Policy Agreement. • A de-fibrillator for public use in school hours is situated by the Year 1 classroom. • It was agreed to change the front door code and publicise on a 'need to know' basis, once the instructions to do this have been located. • Both academic and SEN issues are logged on class handover at the end of each school year. <p>There were no further matters arising.</p>	All governors and staff
Governor questions and challenge highlighted in italics		
7.	Long Term Strategy There are not many models for schools, so RO will write one.	RO
8.	Pupil progress and attainment This had been discussed in Curriculum Committee. School is above national and LA averages for attainment. In outgoing Year 6, there was a very wide gap between PP children and the rest, but there is a story attached to each one. <i>Governor asked about overlap with SEN:</i> RO responded there are a few children, but no consistent pattern. There is no point in trying to compare small groups of SEN and PP with the majority because of the danger of identifying specific children, and the lack of statistical significance of small groups. The progress of individual SEN children is what matters. <i>Governor enquired about PP children attending Homework Club:</i> – RO responded that she tries hard to get vulnerable children in, but some families will not come. Fisher Family Trust (FFT) CB highlighted that this data shows the downward trends in KS2 progress for reading, writing and mathematics over the last four years. This trend is likely to continue for the current Year 6, who have the high KS1 scores. <i>EB enquired whether a perceived general trend of lower progress in years 3 and 4, followed by upsurge in years 5 and 6, was apparent in the school.</i> RO replied that strategies were being put in place to minimize this, including targeting some teachers for additional training, and a continued focus on children's starting points and targets.	RO & SLT

9.	<p>Items from SIP and SEF</p> <ul style="list-style-type: none"> • Maths Mastery looks exciting so far • Handwriting – the Nelson Plan does not have ‘lead ins’ • SPAG good • The content of the computing curriculum is under review with the aim of providing a full set of lesson plans for each year group. • An English twilight session will focus on writing and review the school’s designation as a ‘Storytelling School’ <p>Governor: <i>Are years 3,4 and 5 continuing with the ‘Big Write?’</i> RO Yes EB: <i>Generally, attainment is good</i> RO: <i>‘Curates egg’</i> All: <i>Well done to Staff.</i></p>	
10.	<p>Headteacher’s Report</p> <p>Headlines:</p> <ul style="list-style-type: none"> • Attendance good • Roll (<i>in response to governor question</i>) In addition to Year 6 leavers, 12 children left the school at the end of last year, mainly because of parents relocating, gaining new jobs: no adverse reasons. Roll is down significantly for next year for PP children (affects budget), but have a waiting list of nine in Reception, and full in some other years, so doing well. • Holidays caused several children to miss school at the beginning of the autumn term; this is un-authorized absence. • Parents no longer being allowed in classrooms had affected communications overall. • TAs will take part in more CPD training this year. • Health and Safety – there had been some trespass into the allotments – more padlocks are being used as a result. 	
11.	<p>Policy and Guideline documents (standing item)</p> <p>Some policies are adapted from LA policies, and adjusted slightly if necessary; most are updated when LA policies themselves are.</p> <p>Important points were read out from the following items, and corrections made if needed:</p> <ol style="list-style-type: none"> SEN Report SEN Policy and plan need updating; incomplete web link for adapting curriculum; word missing on p4 – <i>met</i> A.R.E. (Age Related Expectations) Governor asks if possible to see range of assessment scores, rather than average. RO response: would identify individual children in these very small groups, so not possible to publish on web site. SJ commented on statistical insignificance of any group with less than 10 – RO will review and amend the report Admissions policy is updated every year, one date requires changing in 2020-21 draft. RO to check with Diocese when policy is next due for wider consultation Attendance Policy– new policy this year – scrutinised by the Curriculum Committee Children missing Education – follows LA practice 	

	<p>e) Safer recruitment – amended in line with Sept 2018 Keeping Children Safe in Education. (NB July 4th FGB Action 3: HD to undertake safer recruitment training.)</p> <p>f) Managing Allegations against other pupils – follows LA policy EB said there needs to be a precautionary statement in this policy, to avoid false accusations made in order to bully – this had happened in another (non-educational) setting.</p> <p>g) Safeguarding – LA 2018, adapted only to include school contacts.</p> <p>h) Staff Code of Conduct</p> <p>i) Supporting Children with Medical Needs.</p>	
12.	<p>Safeguarding (standing item) including Annual Report Many of the points in the post audit action plan have been actioned. 2018 Safeguarding Policy completed (see 11g above). The model annual safeguarding report for 2018 is not yet available, but will be completed when published by LA.</p>	FGB
13.	<p>Health and Safety (Standing item) All adults have been asked to keep an eye on the blind side of the building – children are only to be allowed to go home that way with parents. Asbestos – last survey was completed in 2013, a re-inspection is due in the next 3 months. The school does not have a survey on the LA’s Shine database, but the survey in school indicates where visible asbestos is present.</p>	All Staff
14.	<p>Governor learning and development (standing item) Governors asked to do the following on-line: PREVENT Training – give RO printout when completed. RO will check whether governors need to complete disqualification by association forms.</p>	All governors
15.	<p>Governor Visit Reports EB highlighted the sheet for governors to use when reporting their visits. CA: governors are welcome for special events, e.g. Black History Event next Monday. There is also a pro-forma for collective worship visits.</p>	All governors
16.	<p>Committee reports In view of the committee re-organisation taking place, no reports were submitted.</p>	
17.	<p>Any Other Business There was none.</p>	
18.	<p>Correspondence There had been considerable concern among parents about the lack of choice in secondary school places – children from St Michael’s are some of the least likely to get a secondary place of their choice. Many parents are keen to get planning permission for the SWAN school, which would take into consideration the educational needs of local children. There is an on-line petition and the agreed statement by the Governors about the Swan School has been sent to the City Council.</p>	
19.	<p>Dates for Next Meetings: 2018 November 22nd 2019 January 31st</p>	

	March 21 st April 29 th BUDGET May 16 th July 4 th October 3 rd	
20.	Meeting ended 9.40pm	

Actions from meeting

Action 1	<ul style="list-style-type: none"> • Set up new committee structure; establish terms of reference and personnel to take responsibility for offices: chair, clerk etc. • Arrange meeting dates so there can be a seamless flow of information from committees to FGB meetings throughout the year. • Give thought to how the effectiveness of these changes can be evaluated over the trial year. <p><i>(Set up an efficient yearly strategy for updating policies in committees and reporting back to FGB)</i></p>	RO, EB All GB
Action 2	<ul style="list-style-type: none"> • Set in motion governor training for HT performance management and safer recruitment. • Ensure all governors have done on-line PREVENT training and have personal statements up to date. 	RO EB All GB
Action 3	<ul style="list-style-type: none"> • Scrutinise FFT data to establish how downturn in reading, writing and mathematics can be prevented. • Compare differences in achievement between PP and non-PP to understand the stories attached. 	RO SLT EB Curriculum committee