



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 March 21st 2019 at 7pm at the school**

The meeting began at 7.00pm

Item	Discussion	Action
	<p>Present: Rev. Elaine Bardwell (EB) Foundation Governor, Chair Chris Brewer (CB) Local Authority Governor, Vice Chair Judith Davies (JD) Staff Governor Hal Drakesmith (HD) Foundation Governor Will Hogg (WH) Parent Governor Freda Hughes (FH) Foundation Governor Simon Jones (SJ) Co-opted Tara Lynch (TL) Parent Governor Rosalind Owen (RO) Head Teacher Anne Pearsall (AP) Foundation Governor Lydia Robinson (LR) Foundation Governor George Southcombe (GS) Foundation Governor</p> <p>Apologies: Lynden Guiver (LG) Foundation Governor Tina Mundy (TM) Foundation Governor</p> <p>In attendance: Catherine Archard (CA) Deputy Head Carol Worthington(CW) LA Clerk</p>	
1.	<p>Welcome, apologies and quorum EB welcomed all and opened the meeting with a prayer. Apologies were received and accepted from LG and TM The meeting was quorate.</p>	
2.	<p>Declaration of any urgent business None declared</p>	
3.	<p>Declaration of business/pecuniary/other interests in agenda items None declared.</p>	

Chair signature:

Date:

CW Clerk

4.	<p>Governance Business</p> <p>a. Governor appointments: The Governing Body is now up to full strength George Southcombe (GS), new Foundation governor, was formally welcomed.</p> <p>b. Committee structure/governor positions: Two Committees have met and are functioning well. One more governor is required for the Admissions Committee, to help with Appeals. <i>JD volunteered and was accepted.</i> CB has agreed to be Chair of the Curriculum Committee; EB will now take a 'backstop' role. <i>SJ: Are all governors now assigned to committees?</i> <i>There was some discussion about this: possible additions could be made to Safeguarding and Curriculum committees. Parent governors to consider these. The Curriculum Committee often meets during the school day as school staff are involved.</i> <i>TL, LR and GS agree to join the Curriculum Committee.</i> <i>TL also agreed to join the Community and Safeguarding Committee.</i></p> <p>The governing body now has sufficient governors on every committee.</p>	
5.	<p>Minutes of meeting January 31st, 2019 After one date had been corrected (point 9 date changed to 21/10/2019), the minutes were accepted as a true record of the meeting, signed by the Chair EB and filed by the school.</p>	
6.	<p>Matters arising</p> <ul style="list-style-type: none"> • The Chair of the Curriculum Committee has changed from EB to CB. • Brief profiles have been received from new governors; most are now on the Governor Hub and school website; governors were reminded that they should all make their day of appointment and committee membership clear. • A copy of the Governors' Strategy document, currently available in folder for FGB meeting of 31/1/2019, needs to be added to the Vision, Ethos and Strategy folder on Governor Hub. • The governor email contact is on the website and on school documents: there have been contacts, so it is working. • JD will set up a generic governor email address, which CB will monitor. Details to be placed on website. • Complaints: governors are reminded the need to follow the procedure in the school's Complaints Policy, should any formal complaint be received. • Parent Governors attended parent consultations in February. • RO has attended a PTA meeting, in which parental requests for school to run a breakfast club were discussed. RO will investigate feasibility. • Governors were reminded that this is a small school where it can be easily possible to identify individuals. The Governing Body must preserve confidentiality at all times. 	<p>FGB</p> <p>JD/CB</p> <p>RO</p> <p>All</p>

Chair signature:

Date:

CW Clerk

	<ul style="list-style-type: none"> • Safeguarding: non OCC training is not acceptable; RO and CA are DSL trained and present for after school clubs. • Current training requirements for swimming are currently under investigation, a number of staff have previous training. • Governors are urged to book in for training – all has been paid for. • Charitable Status: As the school has VA status, it can set up a Governors' Account for Charity. Governors are trustees, which has legal implications; RO to check with the Diocese. 	All RO
<i>Governor questions and challenge highlighted in italics</i>		
7.	<p>Pupil progress and attainment (standing item) Formal assessments in English and maths will take place at the end of the Spring Term. RO will discuss teacher assessments in pupil progress meetings at the start of the Summer Term and report at the next FGB Meeting.</p>	
8.	<p>Head teacher's Report: Previously circulated <u>Attendance:</u> Most time off is due to illness, but some families are still taking holidays in term time. There was a short discussion about taking children off role – school does not do this. <i>EB: Could the school not worry parents by offering their places to children on the waiting list?</i> RO: very reluctant to do this. <i>RO to clarify at next meeting.</i></p> <p><u>Appeals training:</u> RO: Admissions Committee can decide to allow an additional child into a Key Stage 2 class of 30, if the school is not full as a whole. The Diocesan Appeals Panel has ruled in the parents' favour in this situation in the past. In KS1 class numbers can go up to 31 to admit twins. <i>Governors ask how this works in real terms, i.e. with things like the deployment of TAs and IT equipment.</i> RO: it is manageable for 31, but 33 would be a problem.</p> <p><u>Year 6 transfer to secondary school:</u> RO: 13 of the 24 children in the current Year 6 class did not get a place at any of their three preferred secondary schools through the LA allocation process. Swan School admissions were run separately from the LA. Siblings were refused places in out of catchment schools this year. Some parents will appeal. It is still not certain that the Swan School will open as funding is yet to be released by the DfE.</p> <p><u>Reception 2019-20</u> There are 28 first choice applicants this year and over 80 1st to 3rd applications, which is less than last year. The LA reports that there are 1000 fewer coming Reception children in Oxfordshire this year.</p> <p><u>Parent consultations</u> Feedback about the information given to parents at February's consultations is varied: some think that these narrowed the discussion, some that the new interim report is helpful and gives a clear indicator of pupils' progress. The</p>	

	<p>majority of parents attend meetings. Teachers aim to speak with all parents and will make alternative arrangements to meet them or speak on the phone.</p> <p><u>Teaching and learning</u> <i>Governors ask for a definition of Precision Teaching:</i> CA (Deputy Head): The idea is to focus on a child's particular weakness, e.g. spelling/reading of six high frequency words; number bonds In each session they have 5-10 minutes input and are then tested and the results recorded. This is a very focused and is easy to monitor. TAs and teachers have been trained by assistant Educational Psychologists. RO: Teachers have been attending sessions on tackling educational disadvantage in English and mathematics.</p> <p><u>External Scrutiny</u> Two head teachers from local schools visited St Michael's this term as part of the Peer to Peer scheme. They met with children from years 1,2,3,5 and 6. They took part in a learning walk and looked at children's writing. RO went to visit a school in Slough for a similar exercise. This was a very useful and a report will be available for governors shortly. LA and Diocesan advisers had also been in to school; their reports were posted on Governor Hub. Governors asked to be invited to these meetings when they next take place.</p> <p><u>SEN/PP</u> <i>Questions were asked about the waiting time for CAMHS referrals; a parent governor referred to CAMHS as a 'broken service'.</i> Reported waiting times are 12-18 months. The greatest need seems to be confirmation of parents' assertions that their children are autistic. We prefer to have a diagnosis before applying for an Educational Health and Care Plan for a child.</p> <p>RO: The number of children becoming eligible for FSM, and hence the Pupil Premium grant, is reducing. This includes children of parents who are studying. There are ten fewer PP children next year, so there will be a reduction of £13 200 in the funding.</p> <p><u>Dates for INSET 2019/20:</u> November 4th Partnership; 2/3 September in school; July 3rd 2020 National INSET Day.</p>	
9.	<p>School Improvement Plan 2018/19: Staff sickness has resulted in the review of the PSHE curriculum not proceeding as rapidly as hoped, but it is intended that progress will improve after Easter.</p>	
10.	<p>2017 Inspections – review of progress</p>	

Chair signature:

Date:

CW Clerk

	<p>OFSTED:</p> <ol style="list-style-type: none"> 1. Assessment procedures support teachers to plan more effectively for rapid pupil progress <ul style="list-style-type: none"> - New assessment grids for reading, writing and mathematics - Half termly pupil progress meetings - Introduction of PIRA and PUMA tests - Focus on assessment in staff meetings - Other new assessment strategies e.g. precision teaching, single word spelling tests 2. The wider leadership is developed to support on-going school improvement <ul style="list-style-type: none"> - Deputy has two days out of the classroom, which has allowed her to complete additional work including the introduction of the new maths scheme - All teachers are encouraged to introduce and promote new ideas - 1 teacher has completed the middle leader programme and is a specialist leader of education, advising other schools 3. Governors continue to evaluate their work to build further on their effectiveness <ul style="list-style-type: none"> - The governing body is full, with a good range of expertise; there are fewer, more focused committee meetings - It is an exciting time to be a governor! <p>SIAMS:</p> <ul style="list-style-type: none"> • The RE curriculum has changed • Children lead more class and focused assemblies such as Harvest • Curriculum Committee now responsible for SIAMS • Adoption of 7 Christian Values and review of definition of spirituality • SMSC Policy needs re-thinking 	Curriculum Committee
11.	<p>Policy and Guideline documents (standing item) None brought to this meeting</p>	
12.	<p>Safeguarding (standing item) No papers brought to this meeting. There is a Safeguarding information board in the Staffroom.</p> <p><u>Lock-down procedures:</u> An alarm has been installed that can be sounded in event of need for lockdown. Reason for lockdown needs to be presented to children sensitively, e.g. ‘a tree blowing over’/ ‘swarm of bees’.</p> <p><i>Following a discussion on practical ways needed to secure the school in an emergency, it was decided that there should be a whole school practice of lockdown before the Easter break including bringing children in from outside.</i></p>	RO/Staff

Chair signature:

Date:

CW Clerk

13.	Health and Safety (Standing item) RO reported that the alarm system has been upgraded.	
14.	Governor learning and development (standing item) RO had Safeguarding certificates to give to governors who had attended training. SJ has joined EB as an appraisal governor for the Head teacher Performance management procedure; one other governor is needed to undergo training. <i>LR volunteered and was accepted</i>	FGB
15.	Governor Visit Reports <i>Governors reported visits to assemblies, playgrounds, to look at art work and displays, and to learn how the library is used.</i> <i>Two reports are already written up and one is to follow.</i>	FGB
16.	Committee reports All three committees had met this term. <ul style="list-style-type: none"> • Curriculum – not yet ready • Resources <i>SJ reported on budget monitoring - a significant surplus is expected at year end. This potentially means that the shortfall in PP money can be absorbed, and there will not need to be cutbacks.</i> <i>The amount is circa £60k for the current year plus £67k from previous years. This is too much to carry forward but will provide a good buffer, as next year, staff costs will increase.</i>	Resources Committee
17.	Any Other Business There has been some parental concern in Oxfordshire about the 'Trans Toolkit' on the LA website. As school is in the process of reviewing the PSHE curriculum, which will include equalities, <i>governors agree it is sensible for parents to be consulted about changes curriculum changes.</i> The PSHE leader will give a presentation to governors so they are up to date and can see that the material being used is sensitive and well-matched to the age of the children. RO: Some schools have transgender issues at primary level; suicide rates amongst transgender pupils is proportionally very high; they receive a huge amount of abuse, and need respect. <i>Governors express confidence in the school ethos.</i> UN Rights of the Child are covered in PSHE; all reflect changes in society. <i>Governors were reminded about an evening Governors Meeting on Child Mental Health on Wednesday April 3rd at Matthew Arnold School.</i>	
18.	Correspondence None reported.	
20.	Meeting ended 9.15 pm	

Actions from meeting

Chair signature:

Date:

CW Clerk

Governance	<ul style="list-style-type: none"> • all new governors complete their biography for school website • All governors to be mindful about confidentiality • All governors to consider taking up the training budgeted for them • Governors to continue considering setting up a Governors Charity Account if Diocese allows 	<p>FGB</p> <p>Resources Cttee</p>
Progress of inspection recommendations	<p>The Curriculum Committee to monitor closely the progress of:</p> <ul style="list-style-type: none"> • SIAMS: GB to monitor the development of 'Christian Distinctiveness' throughout the school • School to rethink SMSC policy 	<p>Curriculum committee</p> <p>All</p>

Chair signature:

Date:

CW Clerk