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**Draft Minutes of a meeting of the Full Governing Body
Thursday July 4th 2019 at 7pm at the school**

The meeting began at 7.00pm

Item	Discussion	Action
	<p>Present: Revd. Elaine Bardwell (EB) Foundation Governor, Chair Chris Brewer (CB) Local Authority Governor, Vice Chair Judith Davies (JD) Staff Governor Hal Drakesmith (HD) Foundation Governor Lynden Guiver (LG) Foundation Governor Will Hogg (WH) Parent Governor Freda Hughes (FH) Foundation Governor 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: Simon Jones (SJ) Co-opted Tina Mundy</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 SJ 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>	

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4.	<p>Governance Business Governor resignation</p> <p>Anne Pearsall (AP) was attending her last meeting as she was resigning her position. She was given ‘really big’ thanks for her dedicated service, particularly in her work with SEND children. She was presented with a floral bouquet, given best wishes from all, and invitations to visit in the future.</p> <p>She responded that she would be there on Fireworks Night, and thanked the very good team of governors and staff in the school, she had learnt a lot, it had been a great experience, a fantastic opportunity.</p>	
5.	<p>Minutes of meetings 2019</p> <p>Two sets of Minutes were presented: April 29th Budget Meeting</p> <p>This was accepted by all as a true record of the meeting and signed by the Chair EB.</p> <p>May 16th 2019 Full Governing Body meeting</p> <p>This was also accepted by all as a true record of the meeting and signed by the Chair EB.</p>	
6.	<p>Matters arising</p> <p>Governors asked about the outcome of the ‘Lockdown’ described as taking place in Section 6 of the FGB minutes.</p> <p>RO confirmed that the Lockdown had indeed taken place and all went well. The children had been told it was a practice; they were very calm and quiet throughout the whole procedure.</p> <p>The only point that had arisen was the lack of blinds in the Early Years, not deemed necessary because they spent so much time outdoors.</p> <p>A governor asked if blackout curtains would be useful for the Early Years classrooms.</p> <p>It was agreed that this could be investigated, but maybe a curtain would be better.</p> <p>FH governor enquired about the whereabouts of the PE report mentioned in Section 9 of the FGB minutes.</p> <p>RO said she had it and would pass it on to the governor.</p>	<p>Action</p> <p>Action RO</p>
<i>Governor questions and challenge highlighted in italics</i>		
7.	<p>Pupil progress and attainment (standing item)</p> <p>Teacher assessments of pupils’ progress at the end of the Summer Term were presented to the meeting, having been previously circulated on Governor Hub.</p> <p><i>AP asked what was known of the attainment and progress of children whose attainment is not at the expected standard or who have not made expected progress.</i></p> <p>RO: The majority of children not working at the expected standard or above are working towards the expected standard and have specific support in place.</p> <p>CA: Teachers are in the process of handing over details of each child, their attainment and the support they require to their next year’s teacher(s).</p>	

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	<p>RO: We are realistic about the individual needs of these children and the support we can give.</p> <p><i>AP: are there any grave concerns about them?</i></p> <p>RO: For some of these children attendance is an issue and we are in regular communication with parents about this. Children who have additional needs receive SEN support and we plan to apply for an EHCP for some specific children. Other children receive SEN support and for some we will apply for an EHCP</p> <p><i>Governor: Do teachers have P/M targets relating to children's progress?</i></p> <p>RO: Teachers are set ambitious attainment targets for children; linking teacher pay to children's progress is not helpful; children progress at different rates at different times. In our regular pupil progress meetings individual pupil progress and support is discussed with teachers.</p> <p><i>EB: looking forward to seeing KS2 results this year.</i></p> <p>RO: they will be on Governor Hub when publishable.</p>	
8.	<p>Head teacher's Report: Previously circulated for discussion</p> <p><u>Admissions</u></p> <p>Governors are responsible for admissions to the school, but admissions are processed by OCC's admissions scheme: the LA pass details of in-year applicants to the school and the governors decide who is to be offered a place and then inform the LA of their decisions.</p> <p>The question of how governors are to keep track of admissions arose: once they know how many places have been requested, they need to act very quickly, so that the school does not lose potential pupils.</p> <p>Discussion followed about how members of the Admissions Committee should best deal with this, by telephone, or frequent visits?</p> <p>FH (Chair of Admissions Committee) promised to call a meeting the following week.</p> <p><u>Attendance</u></p> <p>RO: For some children with very poor attendance, medical notes are required for every absence</p> <p>Year 2 teacher and pupils congratulated for having very good attendance.</p> <p><i>AP: Has there been any progress with parents of persistent absentees?</i></p> <p>RO: Maintaining a positive relationship with some parents has a positive effect. RO always makes it clear to parents that other children in the class are affected by their child's absence, as helping an absent child to catch up diverts teacher time away from the rest of the class.</p> <p><u>Staffing</u></p> <p>Due to the resignation of one teacher and another going part time, an NQT has been appointed to work in KS2. Some teachers will be moving year groups in the next academic year.</p>	Action FH, Admissions Committee

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Big Science Event (Science Oxford):

The Year 3 science project investigating the effect of water temperature on the release of plastic when washing fleece fabric has won this year's Science Oxford competition. The 3 girls in the team, as well as winning personal prizes, have won £1k of play equipment for the school.

Governors voiced their congratulations

Sport and PE

The school's rating with the Schools' Games award has returned to silver for this school year. The school is now aiming for gold.

There was a successful Sports Day and PTA Football Tournament.

Governors again congratulated the school.

Parents:

In response to parents' concern about the closure of the playground, from September 2019:

- The Library is to be open for parents to meet on Monday mornings.
- There will be regular 'stay and play' sessions after school, supervised by CA.
- Parents will be invited into the classrooms once every half term, instead of a sharing assembly.
- More detailed curriculum information will be published on the website.
- There will be a parents' information evening about the new mathematics scheme.
- CB has suggested starting a Parents' Council, which is being considered in terms of scope and organisation. (see item 11)

The PSHE curriculum has been extensively revised and teachers will be implementing the new plans from September 2019.

Behaviour/Safeguarding

See Head Teacher Report.

Inclusion Agenda

The school has bought into four days for Education Psychologist visits, and procedures for the NHS Mental Health pilot are in place.

TAs and teachers continue to support SEND, Pupil Premium and EAL children individually and in small groups, for academic work as well as social and emotional issues. Information is passed on to their next teachers to ensure continuity.

Church Links

EB continues to lead collective worship twice weekly; and Monday assemblies focus on school's Christian values. The Curriculum Committee requested a review of the new RE curriculum, with a particular focus on how the Trinity is covered.

	<p><u>PTA</u> Summer Fair and Football Tournament went well. Thanks given to the PTA for running these, and to Trinity College for providing the playing field free of charge.</p> <p><u>Health and Safety</u> The annual Health and Safety inspection comes as part of our service level agreement with OCC. It is due in late 2019, early 2020. School is still not on the OCC asbestos database, but the last asbestos survey made clear where the few areas on asbestos are in school.</p>	
9.	<p>Strategy Document The three-year document will be reviewed in December 2019. 'Rag' ratings are starting to be applied.</p>	
10.	<p>School Improvement Plan 2018/19:</p> <p>This is looking pleasingly full. Priorities for next year are:</p> <ul style="list-style-type: none"> • Teachers set and know all children's targets, provide for all abilities • Maths mastery to be embedded • Focus on English, content and teaching approach • Review and strengthen all areas of the curriculum <p>There will be some carry overs for larger projects</p>	
11.	<p>Parental Engagement CB referred to advice from the NGA that a Parent Council is compulsory in a voluntary aided school such as ours. He also thought it would now be a good idea to set one up. <i>CB: Suggestions are for one representative for every Year, plus the Head teacher. Some parents say this could be useful – not a 'whinge' opportunity, but one to provide positive ideas for improvement.</i> <i>Some governors expressed reservations at the idea of setting up a Parent Council.</i> <i>GS: parents can talk to governors or leaders, so why would a Council be necessary? This would be yet another meeting for the head teacher to attend after school.</i> After discussion, it was decided that governors should look on line at the work of a Parents' Council at Charlbury School, which appears to be very informal, but positive. The question of a Parents' Council will be put on the Agenda for the next FGB meeting.</p>	<p>Action FGB</p> <p>Action CB</p>
12.	<p>After School Club A confidential document, containing details of the history, staffing and administration costs of the Mickey's Club was circulated for discussion, together with the recommendations of the Club's recent Ofsted report.</p>	

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	<p>Discussion centred on the need for the club for working parents. It was acknowledged that the days of volunteers running school activities had been overtaken by greater regulation and expectations of Safeguarding, Health and Safety. It was expected to be profitable and not a drain on the school's resources.</p> <p>Although the governing body had, in effect, already decided to take over the club, this had not been formally adopted.</p> <p><i>A motion was therefore proposed by GS that the school should take over the After School Club and change its name from 'Mickey's' to St Michael's After School Club (SMASC).</i></p> <p><i>This was seconded by LG and passed nem com by the governing body.</i></p> <p>Mickey's has been formally dissolved and appears as closed on the Ofsted website.</p>	
13.	<p>Standing items, Policy and Guideline Documents:</p> <ul style="list-style-type: none"> • <u>Health and Safety</u> – in HT Report • <u>Safeguarding</u> – the annual report to governors will be presented to governors once OCC has published the format for 2018-19. The report is initially scrutinised by LG, as safeguarding governor. 	
14.	<p>Governor learning and development (standing item)</p> <p>Governors were told about a junk email asking for payments for DBS.</p> <p><i>EB: Governors are sent emails to renew DBS, these will never ask for payment.</i></p>	Action EB
15.	<p>Governor Visit Reports</p> <p>LG had visited and will submit her report</p>	
16.	<p>Committee reports</p> <p>The Curriculum Committee had held discussions on Foreign Language teaching – what would it be most useful to teach?</p> <p><u>Responses:</u></p> <ul style="list-style-type: none"> • German • Latin – useful for learning the basic grammar, word origins of other languages, and enabling children to think logically • Year 5 –Latin is done with an outside teacher. <p>No decisions were made – more consideration needed for this.</p>	Curriculum committee
17.	<p>Any Other Business</p> <p>None</p>	
18.	<p>Correspondence</p> <p>None</p>	
20.	<p>Dates of Future Meetings:</p> <p>2019: October 3rd November 21st</p>	

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<p>2020: January 30th March 12th April 30th (Budget) May 14th July 2nd</p> <p>October 1st</p> <p>Meeting ended 9.15 pm</p>	
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