



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

**Minutes of a meeting of the Full Governing Body
 Thursday 3rd October 2019 at 7pm at the school**

The meeting opened 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 Simon Jones (SJ) (Co-opted) Tara Lynch (TL) Parent Governor Rosalind Owen (RO) Head Teacher</p> <p>Apologies: Lydia Robinson (LR) Foundation Governor George Southcombe (GS) Foundation Governor</p> <p>In attendance Catherine Archard (CA) Deputy Head Judy East (JE) 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 LR and GS (Foundation Governors). 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 and annual return None declared. Governors completed their annual return.</p>	
4.	<p>Governance Business (a) <u>Election of Chair and Vice-Chair</u> : EB was unanimously elected Chair for the academic year 2019/20. CB was unanimously elected Vice-</p>	

1

Signed Date

	<p>Chair for the academic year 2019/20.</p> <p>(b) <u>Standing Orders</u> : Noted these are on Governor Hub. RO undertook to check that the latest version of both Standing Orders and Code of Conduct are there. All Governors were reminded to read both.</p> <p>(c) <u>Register of pecuniary interests</u> : The Clerk tabled a form for the Annual return - see (3) above. RO undertook to compile the Register.</p> <p>(d) <u>Committee appointments</u> : CB was confirmed as Chair of the Curriculum Committee; SJ was confirmed Chair of Resources Committee and FH was confirmed as Chair of the Community and Safeguarding Committee. Terms of Reference need to be agreed at next meeting of the Committees, to be brought back to Full Governors' in January.</p> <p>(e) <u>Governor responsibilities / Appointments</u> :</p> <ul style="list-style-type: none"> • SEN Governor – TL • Safeguarding Governor – LG • Pupil Premium Governor – FH • Health & Safety Governors – SJ • Creative Arts – TL • History/Geography – GS to be asked to take on. <p>(f) <u>Compliance</u> : CB pointed out that it is the GB's role to ensure that the school is compliant and that policies are in place as appropriate, in particular and Safeguarding and other specified policies should be on the website as well as statutory assessment results. RO undertook to provide a spreadsheet for the next meeting and provide an update on policies.</p> <p>(g) <u>Code of Conduct</u> : See 4(b) above. RO will e-mail Governors to ask them to confirm that they have read the Code of Conduct, and also Keeping Children Safe in Education Parts I and II.</p>	<p>RO</p> <p>CB/SJ Clerk</p> <p>GS</p> <p>RO RO</p>
5.	<p>Minutes of the meeting held on 4th July 2019 Minutes of 4th July were approved.</p>	
6.	<p>Matters arising from the Minutes of 4th July 2019</p> <p>(i) <i>Curriculum in Early Years</i> : RO said this relates to Lockdown Procedure, which will be done again soon and reviewed. It would be very costly to install curtains and blinds across the whole window space; curtaining the cloakroom area only might be a solution. Pre-School also need to be consulted.</p> <p>(ii) <i>Junk mail</i> : It was confirmed that Governors would never be asked for money and if they were in any doubt about an e-mail they should check with JD or Kay.</p>	<p>RO</p>

7.	<p>Pupil progress and attainment (standing item) Delegated to Curriculum Committee.</p>	Curriculum Committee
8.	<p>Headteacher's Report (Previously circulated and attached at Appendix A.)</p> <p>RO's Report was received. Key points were :</p> <ul style="list-style-type: none"> • <u>Census</u> : 3 children were admitted just in time for the annual census (one each in Years 2, 4 and 6); there are now 204 children on roll. • <u>Attendance</u> : Q. <i>Are there some persistent absentees from previous years?</i> A. 2 are from last year; the most persistent absentee from last year has been in school on time every day all year. Most absences are children not coming back from being abroad. Governors agreed to monitor. • <u>Oxford Academy</u> : Y5& 6 Boys were in the football team. • <u>Parents and Communication</u> : Agreed the focus sounds good and FH was thanked for her work in clarifying legal status of a parent council. EB suggested it might be possible for a parent group to have a space on the Website for the positive sharing of knowledge. RO said there was need for a parent consultation re the Sex and Relationships Policy; EB proposed there should be an occasional forum to look at this and other specific matters. • <u>Maths</u> : There has been a 4 week training workshop for parents and an information evening will be held shortly. • <u>Headteacher Appraisal</u> : Noted that the date has been fixed. • <u>Safeguarding</u> : Noted that RO is the Safeguarding Lead, and CA the deputy; if both are absent staff should contact appropriate safeguarding services themselves. • <u>Mental Health</u>: An NHS pilot is being tried out, which Kylie is leading on. <p>Q. <i>Have things settled down?</i> A. Teachers are getting used to their new colleagues. The class with 2 TAs are working well as a team; Y6 is much more settled than they were even 2 years' ago.</p> <p>Q. <i>Do we know how much Football and Fireworks made?</i> A. Yes. RO undertook to circulate details, together with the PTA Presentation.</p> <ul style="list-style-type: none"> • <u>Budget</u> : Noted that the Government is making clear that budgets should balance over 3 years. There is need to keep a close eye on it because there will be less Pupil Premium in future. A key thing for the school is that it is almost full, although RO pointed out the falling role in Oxfordshire – Governors need to keep an eye on this. 	<p>All Governors</p> <p>Future Agenda item</p> <p>RO</p>

	<ul style="list-style-type: none"> • <i>Health & Safety</i>: Sports and playground equipment safety survey is due in November. • <i>Premises</i> : Noted that a full Diocesan inspection has been carried out we are awaiting the results of the survey. <p>Q. <i>Is there any need to have the tree stump removed?</i> A. Yes. We are getting quotes to repair the Climbing Frame – most of the cost will come from insurance. Good news is that the vandals who visited the school twice have been caught. Cherwell School were very supportive. The vandals did a litter pick – children were aware why they were on school premises. We now have security cameras covering Reception .</p> <p>RO informed Governors that the School Grounds Day would be on 20th October from 2.00-4.00 pm – all Governors will be welcome to attend.</p>	All Governors
9.	<p>Self-evaluation 2019/20 Delegated to Curriculum Committee. Noted that the SEF is still a working document and contains the new OFSTED headings. The Committee will be meeting on 11th October at 1.15 pm. RO reported that she had attended a County Council meeting and progress scores for KS2 will not be final until December and should not have been circulated. Progress scores are a problem in school and will be a focus in the SIP. Governors agreed that SEF is excellent.</p>	Curriculum Committee
10.	<p>School Improvement Plan 2019/20 RO tabled the 2019/20 SIP, which will be looked at in detail throughout the year.</p>	All Governors
11.	<p>Policy and Guideline documents</p> <p>(a) <u>Admissions</u> : RO will circulate the new Policy for 2021-22 when the Diocesan model becomes available.</p> <p>(b) <u>Safeguarding</u> : Noted that this is an LA model Policy personalised to the school. Although the structure has changed, the content is very similar. Governors approved the Policy.</p> <p>(c) <u>Whistle-blowing</u> : RO confirmed that this is up to date LA model Policy. Governors approved the Policy.</p>	RO
12.	<p>Safeguarding (standing item) (a) <u>Keeping Children Safe in Education</u> : Taken under item 4(g) above.</p>	
13.	<p>Health and Safety (standing item) Taken under items(4) and (8) above.</p>	

14.	Governor learning and development (Standing item) This is both County and Diocesan led and is on Governor Hub. Governors were urged to read, book training and record their training on Governor Hub.	All Governors
15.	Governor Visit Reports (Standing item) FH reported that she had attended a Music concert in July. Curriculum Committee were asked to make a list of future visits.	Curriculum Committee
16.	Committee reports Resources Committee Minutes will be circulated soon. The Committee looked at School Meals Policy and the LA model Disciplinary Policy. There is an update to the Complaints Policy which will be looked at at the next meeting. Governors approved the School Meals and Disciplinary Policies and EB will sign off.	EB
17.	Other Business (i) BREXIT : Lord Agnew letter “Have you checked that you are BREXIT ready?” Confirmed that the school has checked that the School Meals provider will be able to feed the children. Noted that the school has no lever re Medication and Data. (ii) Food Bank : There will be a collection for Harvest Festival this year; Harvest will be on 22 nd October.	
18.	Correspondence None.	
20.	Dates of next meetings : 21 st November 2019 30 th January 2020 12 th March 2020 30 th April 2020 (Budget) 14 th May 2020 2 nd July 2020	

The meeting ended at 8.25 pm.

5

Signed Date