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**Minutes of a meeting of the Full Governing Body
 Thursday 21st November 2019 at 7pm at the school**

The meeting opened at 7pm

Item	Discussion	Action
	<p>Present: The 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 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 George Southcombe (GS) Foundation Governor</p> <p>Apologies: Lydia Robinson (LR) Foundation Governor</p> <p>In attendance Catherine Archard (CA) (Deputy Head) Associate Member Judy East (JE) LA Clerk Linsay Clothier (Governor Services' Team Leader) Barbara Smith (Prospective Governor)</p>	
1.	<p>Welcome, apologies and quorum EB welcomed everyone, in particular Linsay Clothier, from Governor Services, who was observing the meeting as part of her training, and Barbara Smith, prospective Foundation Governor.</p> <p>EB opened the meeting with a prayer.</p> <p>An apology was received and accepted from Lydia Robinson – it was noted that Lydia recently had a new baby and therefore suggested that she take some leave – CB undertook to write to her.</p>	CB

	The meeting was quorate.	
2.	Declaration of any urgent business None declared.	
3.	Declaration of business/pecuniary/other interests in agenda items and annual return None declared. The Register of interests in on the Website.	
4.	<p>Governance Business</p> <p>(a) <u>Committee appointments</u> : GS was appointed to the Admissions Committee.</p> <p>(b) <u>Governor responsibilities</u> :</p> <p>Humanities – GS English – FH Maths – CB Science - HD Creative Arts – LG Computing – SJ D&T – WH Languages – TL Music – LG Art - LG PE – FH RE – EB Health & Safety – SJ SEN – GS Pupil Premium – FH Safeguarding - LG</p> <p>It was agreed that the responsibility of Health and Safety Governor would be covered by the Resources Committee.</p> <p>Noted there is a need to appoint 2 more Foundation Governors.</p>	Resources Committee
5.	Minutes of the meeting held on 3rd October 2019 Minutes of 3 rd October were approved, subject to 2 minor amendments to item (8) Headteacher’s Report.	
6.	Matters arising from the Minutes of 3rd October 2019 There were no matters arising from the Minutes of 3 rd October.	
7.	Pupil progress and attainment (standing item) RO reported. Meetings had been held with nearly all class teachers on children’s current attainment and how well they were progressing towards targets based on their past attainment: most were happy that children are on track. RO will be holding pupil progress meetings after Christmas with teachers to discuss attainment, progress and additional	

	<p>support – summative assessment will be informed by the results of PIRA and PUMA tests – these will be reported on at the next FGB.</p> <p><i>Q. Was the new Reception baseline assessment process any good?</i> A. This was more disruptive than our in house baseline tests because Kylie Otter (KO, Early Years Lead) had to go out of the classroom to administer the tests. The tests are not very child friendly. RO said they give less information than school’s existing internal baseline assessment and detract from initial settling in process – however, it will be statutory from next September. There have been negative comments on social media. RO will discuss with Heather Clarke, Early Years’ Adviser.</p> <p><i>Q. So, do the new tests focus on what we think is important?</i> A. The Government has said that children will be tested in their first term in Reception and then again in Y6, tests at KS1 will become non statutory.</p> <p><i>Q. Can you give feedback on this?</i> A. Official feedback only allows you to comment on certain things. KO has written a separate document highlighting the main issues: that it gives us less useful information, and a teacher has to come out of class administer the assessment. If we don’t participate, then children’s progress in 7 years’ time will not be measurable by the government.</p> <p>It was agreed that quality information at the outset is needed otherwise the entire thing is invalidated.</p> <p><i>Q. But it’s statutory?</i> A. Yes.</p> <p>It was agreed that Curriculum Committee should discuss what the approach should be near to September and noted it could affect where the school is judged a number of years on.</p>	<p>RO</p> <p>Curriculum Committee</p>
<p>8.</p>	<p>Headteacher’s Report Previously circulated. Noted that attendance has gone down slightly, but the school is still above national average rates. Governors noted that there is a significant sickness bug currently going around. Questions were taken as follows :</p> <p><i>Q. Was the child that left responsible for the dip?</i> A. No, because once left, children are no longer counted.</p> <p><i>Q. Does the Reception number come into our overall attendance?</i> A. RO’s understanding is that the only Reception absences that do not count towards overall attendance figures are those of children not at statutory school age.</p> <p>RO reported that attendance of Free School Meals children has dipped and there is need to monitor this.</p>	

<p>Q. <i>Year 1 attendance is 94.5% - is the dip due to a low year or is it 1 child?</i> A. There are a couple of children whose attendance is not great, but one child was out of the country for a while.</p> <p>Q. <i>What is the "Resilience Workshop"?</i> A. This was run by an external sports organisation. Other workshops will be held in KS2 classes.</p> <p><u>Sports and PE</u> : The boys' team did well in a recent game.</p> <p><u>Maths Evening</u> : There was a good turn out and it was very useful. Another one will be held next term.</p> <p><u>International links</u> : The French school will be visiting in May half-term but there will not be a Y6 Ski trip this year. Noted that a Chinese organisation wants to bring children to Oxford – RO has sent an e-mail asking what their expectations are – this will be discussed further at Curriculum Committee.</p> <p>External Review: SJ and EB met with Lorraine Kingsman when she came in for Headteacher appraisal. The Headteacher from SS. Mary & John will again act as School System Leader.</p> <p><u>Language Teaching</u> : CB reported that there will be opportunity for Curriculum Committee members to have some input on 6th December.</p> <p><u>Safeguarding/Behaviour</u> : Noted that Anti-Bullying week is a regular feature. The new electronic Annual Safeguarding Report is still to be published by OCC – schools will be given until February half-term 2020 to complete. There have been no Safeguarding issues. There are currently no Child Protection/ Children in Need cases.</p> <p><u>Inclusion</u> : Emma has the paperwork in hand for an EHCP application. Noted there is a new Ed. Psych.</p> <p>Q. <i>How long does the EHCP process take?</i> A. It's supposed to be a 20-week cycle but can be longer.</p> <p><u>Church Links/SIAMS</u> : The Harvest Festival was successful.</p> <p><u>Firework Display</u> : The Display went well.</p> <p><u>Breakfast Club</u> : JD has canvassed parents – currently insufficient regular interest to make this viable.</p> <p><u>Finance</u> : Noted that KD met with our Finance Officer, yesterday and some things have been revised but the school is in a fairly healthy position for this year.</p>	Curriculum Committee
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	<p><u>Health & Safety</u> : The school is getting ready for the annual inspection. The alarm for the Catherine Wheel Centre has been sorted out, and lockdown and fire alarms now have different sounds to distinguish them.</p> <p><u>Diocesan Survey</u> : A report has been received; there are a number of premises areas for attention.</p> <p><u>School Allotment</u> : The allotment was part of the Oxford Allotment Association's competition – and won the prize for the best school allotment.</p>	
9.	<p>Strategy Review There have been several meetings working on the Governor's 2019 Strategy document. There are 4 key objectives remain the same.</p> <p>Setting of targets and being aspirational is built in. Governors are recommended to look at the document and consider whether there should be a renewed focus. RO pointed out that the strategy will need to be reviewed with new OFSTED Framework and SIAMS format, in mind and there is also a growing emphasis on Mental Health. In addition, links with parents need to be expanded.</p> <p><i>Q. What will the process be?</i> A. In the next school year we will arrange an evening to look at what has gone well and where emphasis needs to be changed, as well as what new ideas we might have.</p> <p>RO added that she uses the strategy to help inform the SIP. There is need to be careful about how the school frames it because it is a 3-year strategy and some things may need to be adjusted. It was suggested to have a final date of Autumn 2020 or Spring 2021 and also that it would be helpful to RAG rate actions – RO agreed to do this for the next Curriculum/FGB meetings.</p>	<p>All Governors</p> <p>RO</p>
10.	<p>School Improvement Plan 2019/20 RO reported that some very useful input had been received from Governors and the plan had been adjusted accordingly; targets for English and Maths were high, but possible.</p> <p><u>Maths</u> New maths scheme is now fully in place across the school. <u>English</u> Noted that the LA is providing some free and some paid for training from Hampshire which is really useful.</p> <p>It is hoped that by the end of the year the whole of the curriculum will have been reviewed and fully documented.</p>	
11.	<p>Compliance (i) <u>Policies</u> : Resources Committee have been looking at policies. Noted that there is a new list of Statutory Policies – RO has updated with the latest OCC Model Policies. Noted that all Statutory Policies would need to be in place before the next meeting.</p>	RO

	<p>Policies for approval by Full Governors –</p> <ul style="list-style-type: none"> • Teachers’ Pay (OCC model policy) • Health & Safety Policies, Parts (i) (ii) and (iii). Part (iv) is being re-written • Grievance (OCC model policy) <p>Noted that Allegations of Abuse Against Staff Policy, and Stress at Work Policy were approved by Resources Committee.</p> <p>RO will check and take forward with the Diocese the Admissions Policy</p> <p>EB will sign off policies.</p> <p>(ii) <u>Website</u>: Upload Policies when approved.</p>	<p>RO</p> <p>EB</p> <p>RO</p>
12.	<p>Pupil Premium Report</p> <p>The Pupil Premium Statement has been written – RO will send to FH and bring back to next Curriculum Committee and Full Governors.</p>	RO/FH
13.	<p>Safeguarding (standing item)</p> <p>(i) <u>Keeping Children Safe in Education</u>: Governors were asked to confirm to RO in writing that they have read Parts I and II, which they have done.</p>	RO
14.	<p>Health and Safety (standing item)</p> <p>No issues.</p>	
15.	<p>Governor learning and development (Standing item)</p> <p>LG attended Early Years training. 3 Governors will be attending OFSTED training. TL will be attending Mental Health for Children at Magdalen College.</p> <p>It was pointed out that other schools could be invited to join any in-house training.</p> <p>EB reminded Governors that there is a sheet to complete on training undertaken.</p>	All Governors
16.	<p>Governor Visit Reports (Standing item)</p> <p>RO will look into format of Governor Visits, these will be set up later in the year.</p> <p>CA reported that her meeting with her link Governor had been very useful. RO reported that subject leadership was being developed this year to ensure that what is being done is fit for purpose and said that it would be useful for some of the teachers to have contact with a Governor to talk about their subject area: Summer Term would be the best time.</p>	
17.	<p>Committee reports</p> <p>Draft Curriculum Committee Minutes were received and noted.</p> <p>Terms of Reference were approved for Community & Safeguarding, and Curriculum and Resources Committees.</p>	

	FH said that Terms of Reference for Admissions Committee would be reviewed at the next meeting.	Admissions Committee
18.	Other Business (i) <u>Newspaper report</u> : The Guardian newspaper had reported that some parents didn't want their children to be included in collective worship in a church school; the judgement was that there had to be alternative provision. It was noted that parents have a legal right to withdraw children from collective worship, but pointed out that St Michael's have always worked hard to be inclusive and engage with parents about why it is an important part of the school day.	
19.	Correspondence None.	
20.	Diary Dates/Dates of next meetings : <u>Christmas Lunch</u> 13 th December 2019 <u>FGB Meetings</u> 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 8.55 pm.