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**Minutes of a meeting of the Full Governing Body
 Thursday 30th January 2020 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 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>In attendance Judy East (JE) LA Clerk</p>	
1.	<p>Welcome, apologies and quorum EB welcomed everyone and opened the meeting with a prayer.</p> <p>Apologies for absence were received and accepted from Catherine Archard (Associate Member) and William Hogg (Parent). Lydia Robinson (Foundation) is on maternity leave.</p> <p>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. The register of interests in on the website.</p>	
4.	<p>Governance Business (i) <u>Prospective Foundation Governor</u> : It is hoped that Barbara Smith, who was an observer at the last meeting, will join. (ii) <u>Foundation Governor</u> : Noted that Lydia Robinson, currently on maternity leave, has offered to resign but Governors agreed that she should be asked if she would like to take leave and return when she is</p>	<p>EB</p> <p>CB/EB</p>

	<p>ready.</p> <p>(iii) <u>Vacancy for 1 Foundation Governor</u> : EB reported that she has someone in mind, a member of the congregation, who has business skills. It is hoped that a new Governor will join the Curriculum Committee.</p> <p>(iv) <u>Governor category</u> : FH, Foundation Governor, reported that she now works 5 hours a week in school: the Clerk undertook to check whether this might mean that she would be ineligible to continue as a Foundation Governor.</p> <p>(v) <u>Governor responsibilities</u> : Noted that TL is no longer SEND Governor; GS agreed to take on SEND and CB agreed to lead on Languages.</p>	<p>EB</p> <p>Clerk</p>
<p>5.</p>	<p>Minutes of the meeting held on 21st November 2019 Minutes of 21st November were approved, subject to noting:</p> <p><u>Item (4)</u> (i) GS is not on Admissions Committee; (ii) The Health & Safety Governor responsibilities will be covered by the Resources Committee.</p> <p><u>Item (7)</u> "Q. So, do the new tests need focus on what we think is important?" – delete "need".</p> <p><u>Item (8)</u> "RO reported that attendance of Free School Meals children has dipped and there is need to monitor this." Add "children" after "Free School Meals".</p> <p><u>Item (15)</u> should read that LG, and not LR, attended Early Years training.</p>	
<p>6.</p>	<p>Matters arising from the Minutes of 21st November 2019 There were no matters arising from the Minutes of 21st November 2019.</p>	
<p>7.</p>	<p>Pupil progress and attainment (standing item) Pupil Progress was looked at after the holidays and shows how children are doing against targets. At the end of the Autumn Term children should be at an "emerging" stage for their year group. Y1 is close to the target. Y2's main issue is writing – more writing evidence is needed for individual children, but teachers know which children need to be pushed, although some are lower than they were anticipating. Y3 is not far off target, and Y4 is close to target. Attainment and progress in Years 5 and 6 were discussed, including the needs of Pupil Premium children in Year 6. Emma and RO are attending a conference soon on this. Attendance for some Pupil Premium children is an issue. Q. <i>Progress on Y6 Reading is rather low</i> A. Issues were discussed including possible reasons for slower progress.</p>	
<p>8.</p>	<p>Headteacher's Report RO's Report was received. The following points were noted: <u>Reception/Y1</u>: There was some movement in Reception and Y1. Admissions have said there are 36 1st places for Reception, which is</p>	

	<p>good news, but a big issue is the declining population of children in Oxford.</p> <p><u>Sport and PE</u>: Adam’s coaching has a very positive impact. Children receive good quality sports coaching.</p> <p><i>Q. Will our children be visiting the new Science Oxford Centre?</i> A Yes. We are thinking about it. It was agreed to look at special purposes if money is an issue.</p> <p><u>Enrichment curriculum</u> – children said the visit from SF Said, author of Varjak Paw, was quite inspiring.</p> <p><i>Q. Do you have to pay much for the visit by SF Said?</i> A. About £300. Governors agreed it was money well spent and could be funded by special purposes.</p> <p>With regard to social media, the school had been alerted by more than one parent and parents have been reminded to think about what they are communicating.</p> <p><u>Safeguarding and Behaviour</u>: There have been a few incidents.</p> <p><u>Staffing</u>: Mr Cliffe is a popular supply teacher and RO has discussed potential future work with him. There are likely to be some staffing changes next year.</p> <p><u>Mental Health</u> : The Mental Health pilot is not working as effectively as anticipated – RO will be going to a meeting next week to see what the collective response is; noted that this is a growing issue nationally.</p> <p><u>October Half-Term</u>: Noted that date needs to be corrected as it is incorrect in HT report. Also noted that the May Bank Holiday is wrong in most diaries: it is now 8th May (not 4th May).</p>	
9.	<p>Strategy Review The Strategy Review was received; noted that it is RAG rated and that Pupil Premium is a core objective and that some things are on-going. It was proposed and agreed that there should be one FGB each year to which children are invited to speak, i.e. the School Council.</p>	
10.	<p>School Improvement Plan The SIP was reviewed. Noted that some things are delayed due to staff absence which might mean passing on some things to other staff. Curriculum Committee look at the SIP in detail.</p>	

11.	<p>Compliance Noted that nearly all policies delegated to Resources Committee are up to date – other policies will go to Curriculum Committee (CB will take forward); EB and GS need to do some work – EB will take forward. Resources Committee reviewed Charging & Remissions Policy, Disposal & Write-off, Hire of Premises and Governor Allowances Policies: these have been approved and signed off by FGB.</p> <p>Noted that Resources Committee have approved the School Financial Value Statement, which can be signed off.</p> <p>Re hiring of premises, it was noted that school can't be hired on Sundays without the permission of Foundation Governors. However, the Diocese gave permission for one group to use the school on Sundays some time ago. Agreed that the Diocesan Adviser needs to be consulted, RO will take forward.</p>	<p>CB EB</p> <p>EB</p> <p>EB</p> <p>RO</p>
12.	<p>Pupil Premium Report Noted that the Pupil Premium Report was approved by Curriculum Committee.</p>	
13.	<p>Safeguarding (standing item) Noted that the Annual Safeguarding Report is now on-line and will be taken to the Safeguarding Committee when completed.</p>	<p>RO</p>
14.	<p>Health and Safety (standing item) The inspection report was received and it was noted that there are no major issues. Two points raised were that legionella risk assessment needs to be renewed and teachers need to undertake the new swimming training. JD will be going on the Health & Safety training.</p>	<p>RO JD</p>
15.	<p>Governor learning and development (Standing item) EB reminded Governors to fill in the form on Governor Hub.</p>	<p>All Governors</p>
16.	<p>Governor Visit Reports (Standing item) CB, FH, SJ have made visits – reports on Governor Hub.</p>	
17.	<p>Committee reports Minutes of meetings of Resources and Curriculum Committees received.</p>	
18.	<p>Other Business (i) <u>Parent Survey</u> (tabled): Responses from 150 questionnaires were received. The only significant concern was around SEN but this is partly due to communication, people do not necessarily understand the extent of the work being done with children. Most responses were very positive with marked improvements in ratings for recognition of governors and communication. Comments asking for changes were all very constructive.</p> <p>(ii) <u>Funeral</u> : Former Governor and Chair Ted Whitehouse died recently. His funeral will be on Monday 17th February in Church at 11.15 am – all welcome to attend. LG is working on a tribute.</p>	
19.	<p>Correspondence None.</p>	

20.	Date of next meetings : <u>FGB Meetings</u> 12 th March 2020 30 th April 2020 (Budget) 14 th May 2020 2 nd July 2020	
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The meeting ended at 9.10 pm.