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**Minutes of a meeting of the Full Governing Body
 Thursday 12th March 2020 at 7pm at the school**

The meeting opened at 7pm

Item	Discussion	Action
	<p>Present: The Rev. Elaine Bardwell (EB) (Foundation), Chair Catherine Archard(CA) (Associate Member) Chris Brewer (CB) (Local Authority), Vice Chair Judith Davies (JD) (Staff) Hal Drakesmith (HD) (Foundation) Lynden Guiver (LG) (Foundation) William Hogg (WH) (Parent) Freda Hughes (FH) (Foundation) Tara Lynch (TL) (Parent) Rosalind Owen (RO) Head Teacher Barbara Smith (BS) (Foundation)</p> <p>In attendance Judy East (JE) LA Clerk</p>	
1.	<p>Welcome, apologies and quorum EB welcomed everyone and opened the meeting at 7 pm.</p> <p>Apologies for absence were received and accepted from Simon Jones (Co-opted), and George Southcombe (Foundation).</p> <p>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 None declared. The Register of Interests in on the website.</p>	

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4.	<p>Governance business</p> <p>(i) <u>Appointment of Foundation Governor</u> Barbara Smith was welcomed as a new Foundation Governor; Barbara has grand-children in Years 1 and 4.</p> <p>It was noted that there remains 1 Foundation Governor vacancy; EB will take forward.</p>	EB
5.	<p>Minutes of the meeting held on 30th January 2020 Minutes of 30th January were approved.</p>	
6.	<p>Matters arising from the Minutes of 30th January 2020</p> <p>(i) Pupil Progress and Attainment discussed – the next round of assessments will be at Easter and progress and attainment data will come to the meeting on 14th May.</p> <p>(i) It was noted that it has been confirmed that FH can continue as a Foundation Governor, although she works part-time at the school.</p> <p>(ii) Noted that a tribute to Ted Whitehouse will be published by school shortly.</p>	Agenda item 14 May
7.	<p>Confidential Minutes of 30th January 2020 Minutes of 30th January were approved; the content is included in RO's Headteacher Report.</p>	
8.	<p>Headteacher's Report RO's HT Report, previously circulated, was received. The following points were discussed/highlighted:</p> <p><u>Attendance</u> : Attendance has improved slightly. Because of coming coronavirus, it is expected to go down significantly. The LA has advised that only absences for genuine illness and isolation should be approved.</p> <p><u>Admissions</u> : Most children got their first choice of Secondary School, the majority to Cherwell or the Swan School. 2 were not allocated any of their choices; RO will speak to the families who are not happy with their allocations. Applications for places in the Reception class were received yesterday and the Admissions Committee will be convened to discuss.</p> <p><u>Staffing</u> : The duties performed by a member of staff who has resigned, have been taken up by existing staff. Interviews will be held for a f/t permanent teacher – several candidates have been shown around. Once an appointment has been made, temporary maternity cover for 3 days a week will be sought. The school may be over-stretched, but it is necessary because of the budget situation. HD, RO and CA will be on the interview panel. Noted that 3 teachers will be on Maternity Leave in 2020-21.</p>	RO Admissions Committee

Enrichment Curriculum Activities : Activities are listed in the Head Teacher's Report. Plans for the Easter Service are underway.

Sports and PE : Sports Week this week has included a number of additional activities led by different staff. School swimming training has been completed by 2 staff, 1 more staff member is due for training.

Assessment and Pupil Progress : The Government is going ahead with Reception Baseline Assessment in September.

Parents and Communication : Most parents attended the consultation meetings in March.

Staff CPD : Some training is already being cancelled because of coronavirus.

Q. *What is "pathological demand avoidance training"?*

A. There is some debate as to whether this is included under the autistic spectrum. Essentially children seek to control their environment by refusing to do things they don't want to. It can be very difficult to reach children with PDA in a mainstream setting because everything needs to be centred around what they want to do.

Q. *Does it manifest more in Boys or Girls?*

A. Don't know. Instances of SEN have traditionally been more apparent in boys.

External Scrutiny : **RO** met with Liz Burton – she is coming back next Tuesday for a Learning Walk. Liz is the School Improvement Lead and is Headteacher at SS. Mary & John. Liz had congratulated the school on its paperwork.

Curriculum Development :

Maths – ML and RO have observed lessons in all classes.

New English curriculum – **RO** and **CA** will be meeting on Monday to discuss this further.

"Stand Together" Trial – This is a Finnish anti-bullying initiative. There is a national trial, which the school has volunteered to take part in.

On-line Bullying : Unfortunately, too many parents allow their children unsupervised access to social media. There has been a serious incident in Year 6 incident involving 2 children. For any real progress to take place, parents have to take responsibility for the supervising their children. **RO** has asked that Y6 lead an assembly on internet safety to which their parents are invited.

Safeguarding & Behaviour – **RO** has almost completed on line report – deadline is tomorrow.

	<p><i>Smart Walking</i> : This is an initiative a number of schools in the Cherwell Partnership are using, whereby children walk around school with hands behind their back and don't talk; it is being introduced across the school to address Y6 behaviour in particular.</p> <p><i>Missing Child</i> : Noted it was a one-off, and not a continuing problem.</p> <p><i>Inclusion</i> : An EHCP application was turned down but the decision is being challenged by the parents.</p> <p><i>Mental Health Pilot with NHS</i>: There has been some feedback and schools agreed that it is not meeting the current need in primary schools.</p> <p><i>Pupil Premium/Free School Meals</i> : Currently 18 Pupil Premium children and 16 Free School Meals.</p> <p><i>International Evening</i> : The PTA are deferring International Evening.</p> <p><i>Finance</i> : A meeting will be held with the Finance Officer in April to discuss the 2020/21 budget.</p> <p><i>Health & Safety</i> : Scaffolding was put up at the front today for use by roofers.</p> <p>Q. <i>There is concern about Reception not having any curtain for lock-Down.</i> A. A curtain will be sourced.</p> <p>Q. <i>What about an additional security door at the front?</i> A. We can't do it – it's not feasible, given the small amount of space.</p>	
9.	<p>School Improvement Plan Q. <i>How does staff absence impact on progress?</i> A. Some areas of the SIP are moving more slowly because of the length of time some teachers have been off work.</p>	
10.	<p>Pupil Premium Report The Pupil Premium Report has been reviewed and was approved.</p>	
11.	<p>Corona Virus planning RO reported that some official advice has been received and it is important to keep an eye on the situation. Daily information is received and the school is following the advice given.</p> <p>Q. <i>Are staff worried?</i> A. There are a number of concerns given the number of unknowns. HD added that, in terms of cases, there are likely to be far more around than are being diagnosed; a key thing is to reduce the risk of exposure to a</p>	

	<p>large number of people. Parents have been asked to no longer come in for assemblies or open classrooms, and events eg. International Evening, have been cancelled.</p> <p>Q. <i>Y6 were due to visit the JR</i> A. It has been postponed. It was agreed also to cancel Parents' attendance at Easter Service.</p> <p>Q. <i>Should the Woodlands site be shared with another school?</i> A. The Centre is in Wales – the trip is due in 3 weeks' time – like school, Woodlands will be following Government guidelines. We are currently still planning to go.</p> <p>Q. <i>What is the contingency planning if RO and CA are ill at the same time – can the school still run?</i></p> <p>A. The Government has talked about relaxing class size regulations. If a number of teachers don't come in, we can close or merge classes, depending on the number of children. Emma would be i/c if RO and CA are not here. If we don't have enough staff to run the school safely, we will have to close. Teachers have been told that if school closes in term time they will be expected to provide work for the children and continue to work from home. We could give all the children two or three books from the Library + pencils and exercise books and access to on-line Websites which parents can use – we have started thinking about what we can offer.</p> <p>Q..<i>Are children asked to wash their hands after playtime?</i> A. We have to keep reminding the children. Also water fountains have been turned off. HD, RO and EB will form a sub-committee to discuss actions - using WhatsApp, and Governors will also be kept informed via Governor Hub. It has been confirmed to parents that the school is following Government advice.</p>	
12.	<p>Policies The following policies have been reviewed by committees:</p> <p>(i) <u>Behaviour</u> : The Policy was approved.</p> <p>(ii) <u>Anti-Bullying</u> : The Policy was approved.</p> <p>(iii) <u>Gifted & Talented</u> : This policy will be retired and its content incorporated into other relevant policies.</p> <p>(iv) <u>Hiring of Premises</u> : Policy approved subject to slight amendments. RO has consulted with the Diocesan Advisor about hiring decisions made by the Diocese in the past; the advice is that these should continue to stand.</p>	

13.	<p>Safeguarding (Standing item)</p> <p>(i) <u>Quiz</u> : LG provided a 10-question Safeguarding Quiz, which she will put on Governor Hub; 3 Governors gained almost full marks and were awarded a small prize.</p> <p>(ii) <u>Break-in</u> : RO reported that there had been a break-in through a Hall window on Sunday at 5 pm; a parent witnessed the break in and reported it to police. The Y4 classroom was entered and a window was broken. Perpetrators were believed to be age 13/14 and suspected of breaking into other local primary schools, in one of which they were apprehended. Resources Committee have agreed that security cameras are needed around the whole school</p>	
14.	<p>Health & Safety (Standing item)</p> <p>Nothing in addition to Head Teacher's report.</p>	
15.	<p>Governor learning and development (Standing item)</p> <p>CB and SJ have uploaded a report to Governor Hub about preparing for OFSTED training. EB urged Governors to read the report to ensure they are up to speed.</p>	All Govenors
16.	<p>Governor Visit Reports (Standing item)</p> <p>SJ provided an IT report on his visit. RO will arrange for TL to come in to discuss PSHE.</p>	RO
17.	<p>Committee reports</p> <p><u>Curriculum Committee</u> : Noted that Draft Minutes are not yet ready – EB will take forward.</p>	EB
18.	<p>Other Business</p> <p>(i) <u>Spare Keys</u> : A volunteer key holder was sought, noting that the caretaker is the first port of call, then RO, then CA. WH agreed to be a key holder for the Gate. Noted there is need to have a list of contact details on Governor Hub.</p>	
19.	<p>Correspondence</p> <p>None.</p>	
20.	<p>Date of next meetings :</p> <p><u>FGB Meetings</u></p> <p>30th April 2020 (Budget)</p> <p>14th May 2020</p> <p>2nd July 2020</p>	

The meeting ended at 9.03 pm.

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