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**Minutes of a Virtual Meeting of the Full Governing Body
 Thursday 14th May 2020 at 7pm**

Due to COVID 19 virus, virtual meetings will be held for the foreseeable future.

The meeting opened at 7pm

Item	Discussion	Action
	<p>Present: Catherine Archard (CA) (Associate Member) The Rev. Elaine Bardwell (EB) (Foundation), Chair Chris Brewer (CB) (Local Authority), Vice Chair Judith Davies (Staff) Hal Drakesmith (HD) (Foundation) Lynden Guiver (LG) (Foundation) William Hogg (WH) (Parent) Freda Hughes (FH) (Foundation) Simon Jones (SJ) (Co-opted) Tara Lynch (TL) (Parent) Rosalind Owen (RO) Head Teacher George Southcombe (GS) (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>An apology for absence was received and accepted from Barbara Smith (Foundation). 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>	

4.	Minutes of the meeting held on 12th March Minutes of the meeting held on 12 th March were approved.	
5.	Matters arising from the Minutes of 12th March <ul style="list-style-type: none"> Y6 transition: 3 families in Y6 were not allocated any of their choices. All are appealing. 	
6.	Minutes of the Extraordinary Meeting held on 30th April Minutes of the Extraordinary Meeting held on 30 th April were approved, and EB signed off the Accounts.	
7.	Matters arising from the Extraordinary Meeting held on 30th April <ul style="list-style-type: none"> The first month's budget monitoring has been done. Not all the money is in yet but is in line with what is expected. 	
8.	<p>Headteacher's Report</p> <ul style="list-style-type: none"> All FSM families are now in receipt of vouchers Congratulations go to Mr Lindars for the number of sessions he has been doing; EB was slightly concerned about staff not getting a break, but RO confirmed that they do get breaks. <p>Q. <i>Can we shut for the half-term holiday?</i> A. So far no-one has objected - this means teachers can take a break once they have written reports.</p> <ul style="list-style-type: none"> Summer School - RO said there might be a pressing need but teachers, and she, herself, have been working with little break. <p>Q. <i>How many parents are actively engaging and how many are returning work using Class Dojo?</i> Generally, more than three-quarters, it varies by class. We haven't pushed for completed work to be uploaded. Teachers are checking who is looking at lessons and responding to posted work. Some schools require children to return work frequently. A mother with an older child in Year 8 said that, as they haven't got the best equipment it's difficult for her child to access and complete all the work set. Some families are only have phones to access Class Dojo, and we have formatted work so that it can be read on phones, hence making it accessible to as many families as possible. EB congratulated everyone on efforts so far.</p> <p>It was suggested there should be a plan in place next year for a lock-down process, and it might be worth making sure all families have got the equipment in case there is another lockdown. 4G in Oxford is pretty good so if families can be given something with a 4G connection that might help them; there is probably a long list of what needs to be done. RO said that school could look at whether i-pads could be lent out, but school was not eligible for Government funding because of age group. School is in process of setting up a Google classroom, after which it can be looked at how an offer can be made to children. HD pointed out there</p>	

	<p>is money in Special Purposes and it would be a good spend. RO undertook to take forward with Dominic.</p> <p><i>Action : RO</i></p> <ul style="list-style-type: none"> • Governors approved the PE and Sports Report for the Website. • Format of the End of Year Report was approved. Noted that Kylie's will be slightly different for Reception. CB, as a Y5 parent, commented that the Report looked fine. RO will speak to Y6 parents if any comments are received. <p><i>Action : RO</i></p>	
9.	<p>School re-opening options</p> <p>Some useful documents had been provided and it was confirmed that everyone had read Guidelines for Governors.</p> <p>RO reported that Cherwell Partnership, which includes a number of River Learning Trust Headteachers had a meeting this morning and she will add in their suggestions to plan for re-opening. EB pointed out to Governors there is need to keep in mind 3 specific things (i) children and their education (ii) wellbeing of staff (iii) parents, who will have their own needs and views.</p> <p><i>Q. How do you feel about coming back on 1st June?</i></p> <p>A. It's an INSET Day so we don't have to come back then. There are a lot of qualifiers. We are presuming the date is not set in stone unless the 5 conditions are met.</p> <p><i>Q. Apart from that, how do you feel?</i></p> <p>A. RO has been in school most of the time, and out and about, so a bit more sanguine about it. But some parents are desperate for their children to come back to school. It's scary because whatever Risk Assessment is produced you can never bring the risk down low enough because of the unknown nature of the virus. The Local Authority's H&S team said if things go wrong fault rests with the Government, not the school if you are following instructions. Nearly all the staff who can come into school have actually now been in in school. No-one has become ill. JD said that dissatisfaction has mainly been around having to teach in different groups. The key workers and vulnerable group have been in school since lockdown. There are no guarantees and there is need to be sure in our own minds we have made it as safe as possible. We can't say we are not going to re-open and must put a stringent plan in place.</p> <p><i>Q. Are you doing Risk Assessment?</i></p> <p>A. We have a structured document from the LA, example risk assessments from other schools. Each school's circumstance is different and RO will complete a document specific to St Michael's to share with governors.</p> <p>Some concern was expressed about how children will behave but it was felt they would be OK as they would be contained in a group all the time.</p>	

RO said social distancing would be very difficult with the little children, but Y6 would be much easier. The idea is to have 15 children and 2 members of staff within each group, using different parts of the playground. Times for parents to arrive would be staggered.

SJ pointed out that the Government won't say "You must" only "You should" which puts an emphasis on schools taking full responsibility. There needs to be an assurance from **RO** that OCC guidance is being followed in full.

Q. *Is there a case for getting validation from OCC of our plan?*

A. **RO** replied that paperwork will have to be as watertight as possible and hopes that the Council will put out some models.

Q. *Thinking about entrances and exits, it seems possible the risk could be lowered – do 3 classes to make use of outdoor space as much as possible, i.e. Forest School, because the virus isn't thought to spread so readily outside. If only 50% of staff are available, how can the whole school return.....*

A. The Government said tentatively 4th July for reopening to all classes.

Q. *Most schools will be facing the same, and 4th July is unlikely*

A. We're unusual because of the number of staff shielding, including 3 pregnant teachers.

In discussion it was agreed there is need to think about what will happen if the school is to re-open. **EB** remarked that it had been a war-time problem as well, with schools opening am and pm. Alternatively, school could say that classes in June (who have been attending) can take a summer break to allow the others to come in. But there would need to be relevant staff who can deliver some sort, but not the whole, curriculum. **JD** felt it was important for children to have opportunity to meet with their classes before the end of term. From a parent point of view it was suggested that it would be a relief for children to have some structure to their schooling. **RO** pointed out that one issue is the cleaning of the school if the classroom is being used by 2 different classes in a day. **EB** said that the Government has said that schools should only open if it is safe to do so, and that parents will not be penalised if they don't want their children to return.

Q. *Is there a plan to do a survey of the parents?*

A. If, after this meeting, you say go ahead and re-open when the conditions have been met, **RO** will do a plan and write to the parents – this will be for the 3 classes at first.

The meeting adjourned to clap for the NHS at 19.57 pm & resumed at 8.05 p

Q. *Would it be useful for staff to have a Governor to be in touch (re vulnerable children)?*

A. There is one child but we have done a Risk Assessment and it was decided he was better off at home because of a medical condition.

	<p>Another child is going to be assessed and one more is being assessed for an EHCP. Miss Billingham speaks to the parents and makes sure the children are OK. RO will ask Miss Billingham if she would like a meeting with a Governor.</p> <p><i>Action : RO</i></p>	
10.	<p>Safeguarding A detailed Audit Report was completed by RO. RO has a list of actions to do but it is on hold at the moment – there are some admin. things that could be improved. Lockdown has meant that RO has had a lot of communication with Social Services, talked to different families and has had virtual meetings. One family is going to Child Protection. JD has delivered craft books to a lot of vulnerable families and has been pleasantly surprised at the reception – there are still some more to deliver. LG volunteered to meet RO for an update on Safeguarding and vulnerable children – agreed this would take place at school while keeping a safe distance.</p> <p><i>Action : RO/LG</i></p>	
11.	<p>School Charity A proposal for a school charity had been discussed in Resources Committee. ST is working with Kay to set up charitable status for the Special Purposes account and had looked at options.</p> <p><i>Q. Will Trustee meeting minutes be sent to Governors?</i> A. Yes. EB added that there was need to be consistent about the name, i.e. using the official name of the school. SJ will amend. Trustees have to be Governors and will be kept to 3 – Chair, Headteacher + Chair of Resources Committee. Governors approved the proposal. SJ will take forward and, when signed, forward to the Charities' Commission for approval.</p> <p><i>Action : SJ</i></p>	
12.	<p>Committee Reports (i) <u>Curriculum Committee</u> : Key items were discussed earlier in the agenda. Noted that the Committee is due to meet in Summer Term. It was agreed to limit the number of meetings (due to the current situation). RO will draft a report of the Curriculum Committee meeting and upload to Governor Hub so Governors have opportunity to ask questions. RO reported that teachers have been working on the foundation subjects' curriculum. Coordinators are liaising with teachers to ensure all plans in place by the end of the school year.</p> <p>LG will let Governors know about cancelled committee meetings.</p> <p><i>Action: RO/LG</i></p>	
13.	<p>Date of next meeting : Extraordinary FGB meeting – Wednesday 27th May at 7 pm*</p> <p>*To be decided at this meeting if FGB on 2nd July will go ahead.</p>	

	RO concluded by thanking Governors for all their encouragement and support at this difficult time.	
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The meeting closed at 8.23 pm