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**Minutes of a Virtual Meeting of the Full Governing Body
Thursday 30th September 2021 at 7pm**

Meetings are held virtually.

Item	Discussion	Action
	<p>Present: The Rev. Elaine Bardwell (EB) (Foundation), Chair Chris Brewer (CB) (Local Authority) Judith Davies (JD) (Staff) (from 7.12 pm) Hal Drakesmith (HD) (Foundation) Lynden Guiver (LG) (Foundation) William Hogg (WH) (Parent) Freda Hughes (FH)(Foundation) (Joint Vice-Chair) Simon Jones (SJ) (Co-opted) (Joint Vice-Chair) Rosalind Owen (RO) Head Teacher Carinne Piekema (CP) (Foundation) Lydia Robinson (Foundation) Barbara Smith (BS) (Foundation)</p> <p>In attendance Judy East (JE) (LA Clerk) Emma Martin (EM) (Deputy Head) (Associate Member)</p>	
1.	<p>Welcome and Apologies The meeting opened at 7pm and was quorate. EB welcome all to the meeting reminded Governors it is the meeting where governor positions are-set for the academic year.</p> <p>Apologies for absence were received and accepted from Tara Lynch (Parent) and George Southcombe (Foundation).</p>	
2.	<p>Declaration of any urgent business There was no urgent business.</p>	
3.	<p>Declaration of business/pecuniary/other interests in agenda items</p>	

1

Signed Date

	None declared. Last year's Register of Interests is on the website. Governors need to complete the annual return. There is a link to a form that Governors can complete in Head the Teacher's report.	All Governors
4.	<p>Election of Chair and Vice-Chair EB was elected Chair for the academic year 2021-2. SJ and FH will share Vice-Chair duties – SJ will chair Governors' meetings if necessary and FH will set Agendas and check draft Minutes. LR agreed to continue monitoring compliance. FH cannot formally be named Vice-Chair as she is a member of staff.</p>	
5.	<p>Governance Business It was agreed that EM should be an Associate Member of the Governing Body.</p> <p>(i) <u>Membership of Committees</u> :</p> <p><i>Resources</i> – SJ (Chair – until expiry of term of office in July 2022), HD, LG, WH, EM, RO</p> <p><i>Curriculum</i> – CB (Chair), EB, FH, TL, GS, CP, RO, LR, EM</p> <p><i>Community and Safeguarding</i> – FH (Chair), LG, BS, JD, RO</p> <p><i>Admissions</i> – RO, FH, LG, JD</p> <p><i>Complaints</i> – Convened as and when needed – LG nominated Governor</p> <p><i>HT Performance Management</i> – EB, SJ</p> <p>Committees will agree clerking arrangements and Terms of Reference at their first meetings</p> <p>(ii) <u>Governor Responsibilities</u> :</p> <p><i>Safeguarding</i> – JD offered <i>Health & Safety</i> – Resources Committee <i>Science</i> – HD <i>Humanities</i> – GS <i>SEN</i> – GS <i>Maths</i> – CB <i>PSHE</i> – TL <i>Pupil Premium</i> – CP <i>PE</i> – FH <i>English</i> – FH <i>Computing</i> – SJ <i>Creative Arts</i> – LG <i>D & T</i> – WH <i>EYFS</i> – HD <i>RE & CW</i> - EB</p>	

	(iii) <i>Standing Orders</i> : Noted that Standing Orders have been updated; Governors need to look at the documents. Approval deferred to next meeting.	Next agenda item
6.	Minutes of 1 July and 31 August 2021 Minutes of 1 st July and 31 st August were approved.	
7.	Matters Arising from Meeting of 1st July <ul style="list-style-type: none"> • <u>Governor Away Day</u> : Governor Strategy needs to be revisited and updated– agreed to hold an extra meeting on Wednesday 1st December at 7 pm. The Curriculum Committee will discuss how the review will be structured on 3 November. • <u>SIAMS Working Group</u> : The WG has met to formulate a definition of spirituality and a suitable Biblical quotation to link to school values and vision – to be circulated. • <u>New Marston Community Church</u> : now based at The Swan School is now their home. Community Lettings Policy to be discussed at Resources Committee. Letting of school on Sundays, and criteria for this, is a matter for Foundation Governors to consider, but noted that the Diocese has overridden this in the past. • <u>Covid -19 Risk Assessment</u> : Was reviewed by Governors on 31st August and made available to parents. • <u>CO₂ Monitors</u> :Kaye has been looking at sourcing these – noted there is only a short list of special schools which the Government is currently supplying. 	Curriculum Committee Resources Committee
8.	Head Teacher Report RO's HT Report, previously circulated, was received. Key points discussed included : <ul style="list-style-type: none"> • <u>School Roll</u> : 197 now on roll. <p>Q. <i>Has attendance declined?</i> A. No, but there have been more children with positive Covid tests and, a lot of staff absence, as an example, there were 8 days of staff absence this week, 5 were teacher days. Due to providing cover, EM is yet to have full allocated Deputy Head time.</p> <p>Q. <i>Are children working from home counted?</i> A. Yes, they are recorded using a special attendance code.</p> <p>Q. <i>Have we opted into LA allocations for in-year admissions?</i> A. We have contacted OCC to state that this is our intention.</p> <p>Q. <i>Re Covid: Are you informing Parents?</i></p>	

	<p>A. Standard PHE letters sent out to parents in Y5 and Y3. All Staff are wearing masks around school. RO informs the LA of new positive cases in school.</p> <p>Q. <i>Do we know how long the Ferry Pool will be shut?</i></p> <p>A. It could be some time, until November or later.</p> <ul style="list-style-type: none"> • <u>Assessment and Pupil Progress</u> will be discussed at Curriculum Committee. End of year results are encouraging, but there is still catching up to do. Year 6 results were very similar to 2019: thanks to SH for her hard work with the class. • <u>Safeguarding and Behaviour</u> : KCSIE has changed significantly from last year. Governors must take responsibility for the strategic lead and oversight of safeguarding. Governors need to read Parts 1, 2 and the Annex of KCSIE and need to confirm that they have read and understood using link in HT report. RO will upload the correct version of the new Safeguarding Policy for approval at the next FGB meeting. <p>Q. <i>From a Parent's perspective, how do you flag bullying?</i></p> <p>A. Speak to the class teacher.</p> <ul style="list-style-type: none"> • Cycle Lane Proposals : The council wants to improve cycle lanes on several city roads, including Marston Road. This would mean the loss of on-road parking outside school that is used by most staff. RO will be attending an LA meeting. EB said it might be possible for some Staff to use the Church Car Park. 	
9.	<p>Pupil Progress and Attainment Covered in item (8) above.</p>	
10.	<p>School Improvement Plan and Self-Evaluation 2021-2 Will be discussed by Curriculum Committee.</p>	Curriculum Committee
11.	<p>Policy and Guideline Documents The following policies were approved by the FGB, they were previously reviewed by the Resources Committee. Minimal change to these policies, but they must be reviewed annually.</p> <p>(i) Disciplinary Procedures (ii) Grievance (iii) H&S, Part IV (iv) Whistle-Blowing</p> <p>Safeguarding Policy will be reviewed by the Community & Safeguarding Committee on 13th October and will come to next FGB.</p>	Community & Safeguarding Committee/Next FGB Agenda item
12.	<p>Safeguarding Discussed under 8 above.</p>	

	It was agreed that the Caretaker can be given the short version of KCSIE Part 1.	
13.	<p>Health & Safety Dogs in School – Access to the LA guidance document is by password which is part of the document name. Dogs are not allowed on school premises without permission from the head teacher and a risk assessment. As one or more dogs regularly come into school, risk assessments have now been completed.</p> <p>Q. <i>Are there any measures in place now?</i> A. Yes – we have the Risk Assessment. If a dog isn't safe it will not come into school.</p>	
14.	<p>Committee Reports (i) <u>Resources</u> – 20 April – Minutes received and noted (ii) <u>Resources</u> – 22 June – Minutes received and noted. (iii) <u>Admissions</u> – 16 September – an extra child was taken into Year 3, bringing the class to 31 children. In the circumstances it was a sensible decision and probably in due course someone will leave the class. There was discussion with the Class Teacher beforehand.</p>	
15.	<p>Governor Learning and Development Planned attendance at training includes: Primary Curriculum and Pupil Premium.</p>	
16.	<p>Governor Visit Reports RO said that it's important for teachers to meet with their Link Governors. It is useful for staff to discuss their subject and for Governors to have a sound understanding of their subject area, particularly with Ofsted looming. Agreed it might be best to leave visits until after Christmas. Governor Report Forms should be completed after each visit.</p>	
17.	<p>Other Business There was no other business.</p>	
18.	<p>Correspondence None.</p>	
19..	<p>Date of Next Meeting Thursday 18th November at 7 pm.</p>	

The meeting closed at 8.44 pm.