



Head teacher: Rosalind Owen Telephone: 01865 241476  
 Email: [office.3216@st-michaels-oxf.oxon.sch.uk](mailto:office.3216@st-michaels-oxf.oxon.sch.uk)

**Minutes of a Virtual Meeting of the Full Governing Body  
 Thursday 27<sup>th</sup> January 2022 at 7pm**

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

Item	Discussion	Action
	<p><b>Present:</b>            The Rev. Elaine Bardwell (EB) (Foundation), Chair            Caroline Armitage (CA) (Parent)            Chris Brewer (CB) (Local Authority)            Hal Drakesmith (HD) (Foundation)            Lynden Guiver (LG) (Foundation)            Freda Hughes (FH) (Foundation)            Simon Jones (SJ) (Co-opted) (Vice-Chair)            Matthew Lindars (ML) (Staff)            Tara Lynch (TL) (Parent)            Rosalind Owen (RO) Head Teacher            Carinne Piekema (CP) (Foundation)            Lydia Robinson (LR) (Foundation)            Barbara Smith (BS) (Foundation)            George Southcombe (GS) (Foundation)</p> <p><b>In attendance</b>            Judy East (JE) (LA Clerk), Emma Martin (EM) (Deputy Head)            (Associate Member)</p>	
1.	<p><b>Welcome and Apologies</b>            The meeting opened at 7 pm and was quorate. <b>EB</b> welcomed all to the meeting, including 2 new Governors, Matthew Lindars (Staff) and Caroline Armitage (Parent).</p> <p>There were no apologies for absence.</p>	
2.	<p><b>Declaration of any urgent business</b>            There was no urgent business.</p>	

3.	<p><b>Declaration of business/pecuniary/other interests in agenda items</b> None declared. The Register of Interests is on the website.</p>	
4.	<p><b>Governance Business</b> (a) <u>Vacancies</u> : The Staff and Parent Governor vacancies have now been filled.</p>	
5.	<p><b>Minutes of meeting held on 18<sup>th</sup> November 2021</b> Minutes of 18<sup>th</sup> November 2021 were approved.</p>	
6.	<p><b>Matters Arising from the meeting of 18<sup>th</sup> November 2021</b></p> <ul style="list-style-type: none"> <li>• <i>Resources Committee</i> : <b>SJ</b> reported that minutes are not yet available from the meeting held last week. The meeting had only just been quorate so there is a need to think about additional members.</li> <li>• <i>Parent Survey</i> : Governors had now received the full range of parent comments. The following points were considered:</li> </ul> <p>Some parents had raised communication issues, especially not getting information quickly enough. <b>CP</b> agreed with this. It needs to be kept in mind for future planning.</p> <p>Q. <i>Why not have one form of communication throughout the school?</i> A. <b>ML</b> : Tapestry was set up for Early Years and works well for the younger classes, so Reception and Year 1 use it. Other classes use Class Dojo.</p> <p>There was appreciation of how hard the staff have worked in difficult circumstances over the last couple of years.</p> <p><b>EB</b> felt that the comment that the school was “Too Christian” was a basic misunderstanding, given that we are a church school.</p> <p>Noted that there is need to add an “Not Applicable” option to some survey questions.</p> <p>Comments were generally very positive. <b>SJ</b> added that what stands out is how difficult on-line teaching was and what a heroic effort there was from the staff to make it happen. However it did not suit all children.</p> <p>Parents are missing the opportunity to come into school and see things they normally would.</p> <ul style="list-style-type: none"> <li>• <i>Governor Visits</i> : Reports were received. <b>LR</b> had met virtually with <b>RO</b> to discuss safeguarding and <b>FH</b> had had two meetings, with the English and PE coordinators (English and</li> </ul>	All Governors

	PE). Governors were reminded that there is a form on Governor Hub to complete after making visits.	
7.	<p><b>Pupil Progress and Attainment</b></p> <p>The autumn term attainment figures are not as high as <b>RO</b> would like them to be. Higher attainers were not separated out in the data. The figures show the effects of Covid and children not being in class, and the disruption of significant staff absence in the Autumn Term. However, as this term proceeds things are being built on all the time. The Year 2 target is lower as several children have joined the class who are new to the English education system. Numbers should improve as we go through the year. <b>CB</b> said they will be looked at in more detail at Curriculum Committee next week.</p>	Curriculum Committee
8.	<p><b>Headteacher Report</b></p> <p><b>RO</b> reported that several children have left as their families have relocated.</p> <ul style="list-style-type: none"> <li>• <i>Attendance</i> : School is working with key families as there were some issues last term. There has also been illness, including Covid. A number of children in Reception have below 90% attendance.</li> <li>• <i>Staffing</i> :  <i>Q. Is there a plan to cover for JW's maternity leave?</i>  A. We can ask part-time members of staff if they will increase their hours (including one who is a qualified teacher but currently not teaching) and consider different scenarios.</li> <li>• <i>Covid</i> : absence rates are relatively low and we are lucky in comparison with other schools. Staff are continuing to wear face masks in communal areas.</li> <li>• <i>Enrichment and Curriculum Activities</i> : We continue to provide a wide range of activities.</li> </ul> <p><i>Q. Is the Library opening up again?</i>  A. It is reopening next week. Younger classes will all go in and older children will visit in groups of 10. A large number of books have not been returned – children cannot borrow another book unless they have returned previously borrowed books.</p> <ul style="list-style-type: none"> <li>• <i>Parents and Communication</i> : The Autumn Term School Newsletter will be sent to all parents very soon.</li> <li>• <i>Mental Health</i> : <b>CP</b> had completed a survey, after a training session, which mentioned the mental health of staff and children. She asked if there is mental health support in school</li> </ul>	

	<p>for staff. <b>RO</b> replied that she and <b>KD</b> are usually aware of any staff issues, support is provided, including through OCC occupational health. <b>EB</b> suggested that the governors strategy should include staff support</p> <ul style="list-style-type: none"> <li> <p><i>Curriculum &amp; Development :</i>  English – There had been an inset day on reading. <b>EM</b> reported that reading will now being taught discretely (separately from writing), something which Ofsted look for. Years 5 and 6 are to have a daily half-hour reading lesson and years 2 – 4 are to have one three times a week.  Maths – <b>ML</b> reported that a 2-year study is being done with Oxford University involving Reception and Y1 children. There are two groups, one gets continuing professional development training and the other is a control group. We are in the former, with <b>KS</b> and <b>ML</b> doing the training. It will be evaluated by York University.  The OCC Maths Consultant had visited but some of her feedback wasn't very positive, so teachers have been receiving more guidance and made some changes to practice. <b>RO</b> said this had led to positive feedback from both staff and children.</p> </li> <li> <p><i>Safeguarding and Behaviour :</i> <b>LR</b> had had a helpful meeting with <b>RO</b>. <b>RO</b> has completed the safeguarding audit for 2020-21. There have been some tricky safeguarding issues in school. <b>EM</b> reported that the KiVa anti-bullying programme is going quite well and staff can identify and address concerns more quickly.</p> </li> <li> <p><i>Inclusion/SEND/PUPIL Premium :</i> Noted that the SEND Policy is being updated. <b>GS</b> has read the draft and it will come up at Curriculum Committee next week.</p> </li> </ul> <p><i>Q. What is a Behaviour Therapist?</i>  A. Natalie Dowling, has worked extensively in special schools and is now a private consultant. We have several children with significant issues. She came in last year and worked very helpfully with one child and has given suggestions for working with another.</p> <p><i>Q. Is it the case that most external support has returned?</i>  A. External SEN support has fully resumed and the Mental Health Support Team is also coming in.</p> <ul style="list-style-type: none"> <li> <p><i>Collective Worship/SIAMS :</i> <b>EB</b> is coming in every week assisted by Emily, an ordinand from Cuddesdon. <b>EB</b> will be talking about virtues and vices for Lent.</p> </li> </ul>	<p style="text-align: center;">RO</p>
--	---	---------------------------------------

	<ul style="list-style-type: none"> <li>• <i>External Scrutiny</i> : RO is due to meet with our external improvement lead, Liz Burton, in February. Ofsted could visit us as soon as February or not until the summer.</li> <li>• <i>PTA</i> : There is still no chair and the treasurer is going to stand down. <b>RO</b> will organize a meeting to see if there is any interest in forming a committee. Georgina (ex-chair) has met with <b>RO</b> about a fundraising proposal.</li> <li>• <i>Health &amp; Safety</i> : There will be an inspection in March.</li> <li>• <i>Energy Costs</i> : Energy costs were discussed at Resources last week. School is still on a fixed-rate contract for this year but increased ventilation raises costs.</li> </ul>	
9.	<p><b>Strategy Meeting – 1 December 2021</b> Noted that <b>RO</b> will send round a report for discussion at the next meeting.</p>	RO
10.	<p><b>School Improvement Plan 2022</b> <b>RO</b> said that <b>EM's</b> presence in the school has made a big difference and her work on developing the English and Humanities curricula has been invaluable.</p>	
11.	<p><b>Policy Documents/Compliance</b> (a) <u>SEN Report</u> : Noted that “priorities” should read “prioritize” in p.4 of the Report.</p> <p>Q. <i>Why is it in a different format?</i> A. <b>RO</b> replied that essentially it was because some things had been taken out.</p> <p>Governors approved the report but it was agreed to delegate it to Curriculum committee for formal approval.</p> <p>(b) <u>Schools Financial Value Standards</u> : <b>SJ</b> reported that Resources committee had looked at SFVS last week and made a couple of changes – it will be noted on the return that revised inventory has not been possible because of Covid.</p> <p>Governors approved SFVS subject to the amendments being made.</p> <p>(c) <u>Safeguarding Audit</u> : Governors approved the Safeguarding Audit subject to slight re-wording.</p>	
12.	<p><b>Safeguarding</b> Already covered – nothing further to report.</p>	

13.	<b>Health &amp; Safety</b> Already covered – nothing further to report.	
14.	<b>Governor Learning and Development</b> Latest training information has been circulated.  <b>FH</b> reported that she will be going on "Preparing for OFSTED" training on 8 <sup>th</sup> February.  <b>CP</b> attended Pupil Premium training, which was excellent.  <b>RO</b> reminded Governors to take advantage of both Diocesan and LA training as we buy into these; <b>SJ</b> added that new governors should do Induction training.	New Governors
15.	<b>Governor Visit Reports</b> Noted that visit reports are in the relevant folder on Governor Hub.	
16.	<b>Committee Reports</b> <u>Resources Committee – 19 October 2021</u> : The committee met again last week. The budget is broadly on track. The next meeting will be on 2 <sup>nd</sup> March and all governors are welcome to attend – contact <b>SJ</b> if interested.  <b>LR</b> would like to stand down from the Curriculum committee as she is joining the Community and Safeguarding committee. <b>ML</b> has joined the Admissions committee.	
17.	<b>Other Business</b> Governors acknowledged with grateful thanks Will Hogg's contribution as a parent governor since 2017. <b>RO</b> will arrange a farewell gift.	RO
18.	<b>Correspondence</b> None.	
19.	<b>Date of Next Meeting</b> Thursday 10 <sup>th</sup> March, 7 pm.	

The meeting closed at 8.34 pm

6

Signed ..... Date .....