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**Minutes of a Meeting of the Full Governing Body
 Wednesday 12th October 2022 at 7pm**

Item	Discussion	Action
	<p>Present: Caroline Armitage (CA) (Parent) Alexander (Hal) Drakesmith (HD) (Foundation) Lynden Guiver (LG) (Foundation) Freda Hughes (FH) (Foundation) Simon Jones (SJ) (Co-opted) (Acting Chair) Matthew Lindars (ML) (Staff) Rosalind Owen (RO) Head Teacher Carinne Piekema (CP) (Foundation) George Southcombe (GS) (Foundation)</p> <p>In attendance: Christopher Brewer (CB) (ex LA Governor), Judy East (JE) LA Clerk, Anil Gomes (AG) (Prospective Foundation Governor), Emma Martin (EM) (Associate Member)</p>	
1.	<p>Welcome, Apologies and Quorum SJ welcomed all to the meeting, the first FGB held in person in school for nearly 2 years due to the pandemic.</p> <p>Apologies for absence were received and accepted from Elaine Bardwell (Foundation), Tara Lynch (Parent) and Lydia Robinson (Foundation) (Maternity Leave).</p> <p>The meeting was quorate.</p>	
2.	<p>Declarations of Urgent Business None.</p>	
3.	<p>Declarations of Business/Pecuniary Interests There were no declarations of interest. The register is on the website.</p>	

4,	<p>Election of Chair and Vice-Chair CP was elected chair for the academic year 2022-23 and GS vice-chair. It was agreed that SJ should continue to chair this first meeting of the new academic year.</p> <p>TL's term of office as a parent governor ends in November: RO will arrange an election.</p>	RO
5.	<p>Governance Business Noted that CB's term of office as an LA governor has ended but CB would like to continue and is taking this forward with the LA.</p> <p>(i) <u>Membership of Committees</u>: Revised and listed on website.</p> <p><u>Resources</u> - SJ will speak to AG about AG becoming chair once his governor appointment is confirmed. LG will take minutes.</p> <p><u>Curriculum</u> – GS offered to become chair and FH will continue to take minutes.</p> <p><u>Community & Safeguarding</u> – Noted that a parent governor is needed on the committee and also a governor to take responsibility from LR while she is on maternity leave; CA offered to join the committee and take on the safeguarding role. FH will continue as chair and LG will continue to take minutes.</p> <p><u>HT Performance Management</u> – CP appointed to the Committee. FH will speak to EB to see if she wishes to continue.</p> <p>(ii) <u>Governor Responsibilities</u>: there is a foundation governor vacancy as Barbara Smith has resigned. Anil Gomes (AG) is willing to fill the vacancy. Governors have approved this and his form has been submitted to the Diocese. FH will ask EB if she can check progress with the form.</p> <p>(iii) <u>Standing Orders</u>: Standing Orders were approved. RO reported that she had made minor changes regarding Covid to ensure compliance with the LA's model.</p> <p>(iv) <u>Governor Vacancies</u>: Taken above.</p> <p>(v) <u>Business Interests 2022-23</u>: Governors to confirm via link on Governor Hub.</p> <p>(vi) <u>Attendance 2021-2022</u>: Available on Governor Hub.</p>	<p>SJ</p> <p>FH</p> <p>FH</p> <p>All Governors</p>

6.	<p>Minutes of Meeting held on 7th July 2022 Minutes of 7th July 2022 were approved.</p>	
7.	<p>Matters Arising from the Minutes of 7th July 2022</p> <p>(i) <u>Strategy</u> : c/f to December meeting</p> <p>(ii) <u>SIAMS</u> : The Diocese has circulated a list of schools to be inspected this academic year but St Michael's is not on it, so school doesn't anticipate a visit this year.</p> <p>(iii) <u>Pre-school</u> : Taken under Headteacher's Report (below).</p> <p>(iv) <u>Governor Visits</u> : Now school is fully open visits can be resumed. Link governors should make contact with curriculum leads and should complete a pro-forma to report on their visit. Aim for Governors to meet with subject leads in spring term. SJ urged governors to make visits.</p> <p>(v) <u>Keeping Children Safe in Education</u> : Noted that training needs to be done – see under 12 below.</p> <p>(vi) <u>PTA</u> : Noted that the PTA is now fully operational.</p>	All Governors
8.	<p>Headteacher's Report RO's Report, previously circulated was received.</p> <p><u>Roll</u> : Numbers are similar to last year. 31 were due in Reception, but 2 dropped out. Funding for next year is based on numbers on 6th October.</p> <p><u>Attendance</u> : 96% but Reception is quite low in comparison to last year.</p> <p><u>Staffing</u> : Noted that not so many Oxford Brookes students will be taken this year. The Government has also introduced new accreditation and a number of institutions didn't get accredited. Teaching unions are consulting with members about industrial action regarding pay & conditions for teachers.</p> <p><u>Admissions</u> : 4 children are out of their age group across the school.</p> <p><u>Sport & PE</u> : the PE and Sports Premium Report for 2021-22 will be completed soon.</p> <p><u>Events</u> : Harvest went well. Trips are going on. Swimming is continuing.</p> <p><u>Pupil Progress</u> : KS2 statutory results are good in relation to national figures. KS1 weren't as good as national figures – a significant of number of children were new to the UK school system. Phonics results were lower than expected. Teacher absence has been a factor.</p>	

	<p>Reception Baseline Assessments have completed for Reception children.</p> <p><u>School Led Tutoring Grant</u> : funding is being provided for 2022-23 but only covers 60% of the cost, so may not be worth taking up.</p> <p><u>Parent Consultation</u> : Parents say they would like in-person meetings.</p> <p><u>Cherwell Partnership</u> : A number of schools are now in the River Learning Trust and aren't coming to partnership meetings. Alternatives need to be explored by the continuing members of the Partnership.</p> <p><u>OCC Travel Consultation</u> : RO attended the Travel Planning meeting about travel filters. If this is put in place it will make travel into the city difficult. It is not possible for some teachers to use public transport, and the concern is that it will be hard to retain staff. RO felt exceptions should be made for teachers.</p> <p><u>Support Services</u> : Support services seem to be struggling. School currently has no educational psychologist and has also lost its SEN officer.</p> <p><u>Safeguarding</u> : JD and EM are deputies. There are 2 significant cases at present. Governors need to renew safeguarding training.</p> <p><u>Collective Worship</u> : Assemblies are now back in place.</p> <p><u>External Scrutiny</u> : School Improvement Lead is now Sue Tomkys, ex-head teacher of St Joseph's, Headley Way. She and RO are meeting after half-term.</p> <p><u>Pre-School</u> : Financial viability in question given current numbers and funding levels. SJ added that if school took over, 30 hours places would need to be offered (though not in the school holidays) and aim would be to be fill as many sessions as possible</p> <p>SJ congratulated staff on the KS2 results, especially in the light of the pandemic.</p>	
9.	<p>Pupil Progress and Attainment</p> <p>Q. <i>SEND figures – are they in line with what we would expect for the children?</i></p> <p>A. Yes, they are broadly in line. Y6 results overall are very pleasing. Teachers have been set targets for individual children, including to mitigate some of the lower than anticipated results in KS1.</p> <p>Q. <i>Are there volunteers who come in to help with reading?</i></p> <p>A. Yes. Teachers are always happy to have volunteers come in for reading (though they need to be DBS checked). TAs read every day with target children.</p>	

	<p>Year 1 phonics results should have been higher but Reception results were much as expected.</p> <p>There is a high level of need in the current Y6, which means it will be difficult for some children to achieve the expected levels at the end of the school year.</p>	
10.	<p>SIP and SEF 2022/23</p> <p>The SIP is still a work in progress. RO asked governors to submit any comments by the end of the month, and it will then go to Curriculum committee.</p> <p>The SEF should be ready for Curriculum committee to look at.</p> <p><i>Q. Has the SIP changed radically from previous years?</i></p> <p>A. Last year there was a focus on the development of the English curriculum. This year's priorities include a review of assessment, as suggested in the Ofsted reports and as well as reviewing and documenting teaching and learning practice. An SMSC priority includes helping new children to integrate into their classes and promoting eco-friendly practices. The transfer of Pre-school to management under Governor powers is also a priority.</p>	All Governors
11.	<p>Policy and Guideline Documents</p> <p>Resources committee had approved a large number of policies, most of which are LA model policies. The Community & Safeguarding committee had also approved a number of policies.</p> <p>Governors approved all these policies.</p>	
12.	<p>Safeguarding</p> <p>RO will be making a safeguarding submission to the LA in November. Governor safeguarding training must be renewed every 3 years – RO will provide the training. It was agreed to have a separate session for this via a Zoom meeting on 15th November at 7 pm. All governors need to do the training.</p>	All Governors
13.	<p>Health and Safety</p> <p>Another inspection is due in March. SJ will discuss with the incoming chair of Resources Committee.</p>	SJ
14.	<p>Committee Reports</p> <p>Minutes of two meetings were received and noted.</p> <p>(i) <u>Community & Safeguarding</u> - 5th October 2022.</p> <p>(ii) <u>Resources</u> – 6th October 2022 – Noted that there was a larger deficit than was budgeted for, due to a non-funded increase in staff pay. It will be covered by the c/f from previous years, but next year may be challenging. The budget is going to become increasingly hard to balance.</p>	

15.	<p>Governor Learning and Development Governors were encouraged to look at available LA training, which is usually of very good quality and can be done on-line. After attending training Governors should report this to FGB. Noted that CA has done Induction training.</p>	
16.	<p>Governor Visit Reports None.</p>	
17.	<p>Other Business <u>Start time of FGB meetings</u>: The Clerk raised the matter of 7 pm being a fairly late start time and said that Governors need to take into account the well-being of staff, because 7 pm could mean a 12-hour day, or longer, for staff. CP agreed to ask Governors for their views & report back.</p> <p>SJ was thanked for standing in as chair at this meeting and at several meetings last year.</p>	CP
18.	<p>Correspondence None.</p>	
19.	<p>Next Meeting 8th December 2022</p>	

The meeting closed at 8.45 pm.