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**Minutes of a Meeting of the Full Governing Body
 Thursday 8th December 2022 at 7pm**

Item	Discussion	Action
	<p>Present: Caroline Armitage (CA) (Parent) Chris Brewer (CB) (Local Authority) Liz Fraser (LF) (Parent) Anil Gomes (AG) Parent Lynden Guiver (LG) (Foundation) Freda Hughes (FH) (Foundation) Matthew Lindars (ML) (Staff) Rosalind Owen (RO) Head Teacher Carinne Piekema (CP) (Foundation) (Chair) George Southcombe (GS) (Foundation) (Vice-Chair)</p> <p>In attendance: Judy East (JE) LA Clerk, Emma Martin (EM) (Associate Member)</p>	
1.	<p>Welcome, Apologies and Quorum CP welcomed all to the meeting and extended a special welcome to new parent governor, Liz Fraser, replacing Tara Lynch, whose term of office ended on 19th November. LF introduced herself and said that she has a child in Reception and 3 adult children and was born and raised in Oxford.</p> <p>Noted that the LA had advised that governors could go ahead and re-appoint CB, which they were pleased to do.</p> <p>Also noted that Lydia Robinson (Foundation) is on Maternity Leave.</p> <p>Apologies for absence were received and accepted from Elaine Bardwell (Foundation) and Simon Jones (Co-opted). Hal Drakesmith (Foundation) was not present.</p> <p>The meeting was quorate.</p>	

2.	Declarations of Business/Pecuniary Interests There were no declarations of interest. The register is on the website.	
3.	Minutes of Meeting held on 12th October 2022 Minutes of 12 th October 2022 were approved.	
4.	Matters Arising from the Minutes of 12th October 2022 (i) <u>Parent Governor Vacancy</u> : Noted that LF had been elected as a Parent Governor. Also noted that LR 's term of office ends on 13 th December. LR has indicated willingness to continue and RO has emailed her the Diocesan forms. (ii) <u>Safeguarding Link Governor</u> : CA has taken on the role whilst LR is on Maternity leave. RO and CA will arrange to meet soon. The annual safeguarding return will be among points for discussion. (iii) <u>Headteacher Performance Management Panel</u> : CP, SJ, EB + external rep. CP will undertake HT PMAG training. (iv) <u>Keeping Children Safe in Education</u> and (v) <u>Confirmation of Safeguarding Training</u> : RO conducted a remote training session for governors which was recorded. There is a link to it on Governor Hub. Governors who didn't attend the session need to watch the training and confirm they've done so.	RO Governors
5.	Head Teacher Report RO's HT report was received. <u>Roll</u> : 1 child has joined Reception and 1 child in Y3 has left and another joined. A child in Y5 has gone abroad. <u>Attendance</u> : Attendance has gone down – there has been a lot of illness. 30 children have attendance below 90%, mostly because of illness. 4 children are below 75%. Parents are asked to confirm the reasons for a child's absence. Attendance will continue to be monitored and it's hoped it will get better as health improves. Other head teachers also report poor attendance. LF asked for confirmation about illness guidance: RO said she has sent out a link for parents. <u>Staffing</u> : A number of staff are off sick. School has several good Oxford Brookes' students at present. Two teachers continue on maternity leave. <u>Admissions</u> : Q. <i>Have we thought about what to do about falling numbers?</i> A. Census data indicates that the 0-5 population in Oxford has fallen by 21%. Some of our classes are already below our published admission number (PAN) of 30. St Michael's has generally been over-subscribed	CP

but this may not last depending on the demographic of Marston. Some children live outside catchment, including nine in Year 1, but the journey to school is becoming more difficult with Low Traffic Neighbourhoods. Lower numbers mean less funding. Some schools with larger PANs have reduced their PAN.

PE Report : **RO** will complete the report after the Christmas holiday.

Tutoring Grant : **RO** plans to put the grant towards one-to-one and small group tutoring.

Parents and Communication : Year 4 had an open classroom so parents could come in and see the children's work on their Egyptian project. **CP** and **CA** both spoke highly of this.

CPD : Mrs Maddock has been doing a lot of training as part of her first year as an early career teacher.

Q. CPD mentions mental health support – there's apparently been a large increase in mental health referrals to CAMHS – do we do a baseline assessment for say Y6 children?

A. There has been a lot of training in mental health issues over the last few years. We are still referring children, but there's a very long waiting list. We have arranged staff training, including for support staff, and talk about children every week. We also employ KC to work with specific children. We aim to provide good professional support and to keep an eye on this.

Q. Is there a space or quiet room for children to go to?

A. One can be sometimes be provided, e.g. we have a nice Library. The priority is to keep children safe. There are currently two adults in every classroom to make sure children are safe.

Curriculum Development : **EM** has been working on an over-arching teaching and learning policy covering structure, strategy and interventions. It will be thorough but not too proscriptive, so that teachers can also use their own judgement. The aim is to have consistency throughout and a solid document which can be given to anyone new.

SIAMS : There will be a new framework from September 2023, with seven questions to be considered. The inspections will no longer be graded but each question will be given a judgement: J1 if the school is living up to its church foundation and J2 if it isn't. There will be an emphasis on the school's theologically rooted Christian vision.

PTA – The PTA are preparing for the Christmas Fair tomorrow. The fireworks event in November was very successful and raised about £1700.

	<p><u>External Scrutiny</u> : Sue Tomkys visited on 13 October. Her report was positive, though she felt our displays could be better.</p> <p><u>Premises</u> : Various work has been done, including creating a music room outside the Y5 and 6 classrooms.</p> <p><i>Q. Who can use the Music Room?</i> A. For 2.5 days a week it's used by the piano teacher, but otherwise the space is there for other people to use for interventions.</p> <p><u>Heating</u> : staff are asked to keep windows and doors shut to keep the heat in.</p> <p><u>Pre-School</u> : RO and ML hope to meet with the majority of Pre-School staff on Monday 19th. Staff need to have current written contracts before they can be transferred and other decisions need to be made regarding governor management of Pre-School. Governors agreed there should be a sub-committee for Admissions, as Pre-School children will not have automatic entry into Reception. A working group, consisting of FH, CP and AG, along with RO and ML, was set up to monitor the transfer.</p>	
6.	<p>Safeguarding The annual return needs to be completed.</p> <p>School is continuing to work with social workers.</p> <p>The gate from the playground to Marston Road was left unlocked one morning and a child went out. Fortunately the child came to no harm. RO and EM now take full responsibility for making sure the gate is locked and there is also a written policy for staff.</p> <p><i>Q. What is the position if RO and EM are off at the same time?</i> A. It would be delegated to the next person down the line.</p> <p><i>Q. Are we checking if there are any racial incidents?</i> A. There are measures in place to stop inappropriate behaviour. A recent bullying incident was not racial.</p>	
7.	<p>SIP/SEF Not specifically discussed.</p>	Next Agenda item
8.	<p>Pupil Progress and Attainment Not specifically discussed, but covered in head teacher's report.</p>	Next Agenda item
9.	<p>Health & Safety There is now a health and safety action plan which details progress on the action points from the inspection.</p>	

10.	<p>Policies</p> <p>(i) <u>Admissions</u> : Governors approved the policy, noting that it had also been received and approved by the Admissions committee.</p> <p>(ii) <u>Behaviour</u> : Governors approved the policy with one slight amendment.</p> <p>(iii) <u>Model Pay</u> : Approved, governors noting that this is an OCC policy.</p> <p>(iv) <u>On-line Safety</u> : Q. <i>How is online safety shared with children?</i> A. KS2 teachers go through it in specific sessions once a year. Governors approved the policy.</p>	
11.	<p>Equality Policy</p> <p>The Equality policy is very out of date and needs to be brought into line with current legal requirements, including mentioning our commitment to Equality. AG offered to draft a new Policy; RO will send him some outlines and EM will access a model policy.</p> <p>Q. <i>Do we need to have an Equality Governor?</i> A. We do; LF offered to take this on.</p> <p>Noted that Inclusion Training will be on 18th January and can be booked on Governor Hub.</p>	<p>AG/RO/EM</p> <p>LF</p>
12.	<p>Committees</p> <p>(i) <u>Curriculum Committee</u> – 2nd November 2022 – GS said it was suggested doing a survey on RE with the children.</p> <p><i>Action point</i> : SEND funding, etc. – it was suggested Governors could write to their MP about the collapse of SEND funding and support. RO reported that the LA have said SEND support cannot function properly as the LA don't have the resources. However, we do now have an Ed Psych.</p> <p>Strategy Review for Governors : Agenda item for next meeting.</p> <p>(ii) <u>Resources Committee</u> – 30th November 2022 – AG said that, generally, the picture is looking healthy and some money has come in. A £15K grant was received from the government to make the building more environmentally friendly. The diocese has made some suggestions for this, including LED lighting</p> <p>(iii) <u>Admissions Committee</u> – 1st December 2022 – minutes noted.</p>	<p>All Governors</p> <p>Next Agenda</p>

13.	<p>Governors</p> <p>(i) <u>Start time of FGB Meetings</u> : It was agreed that the start time of future FGB meetings should be 6.30 pm.</p> <p>(ii) <u>Training</u> : AG reported that he had attended Induction Training. CA had done Safeguarding and Chairing of Meetings. CP had attended Induction and Chairing of Meetings.</p> <p>(iii) <u>Visits</u> : FH made one visit.</p>	
14.	<p>Any Other Business</p> <p><u>Correspondence</u> : RO reported that letters had been received about Scarlet Fever and uniform.</p>	
15.	<p>Date of Next Meeting</p> <p>Thursday 2nd February 2023 at 6.30 pm</p>	

The meeting closed at 8.30 pm