



St Michael's CE Primary School

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Cultivating Respect, Persevering, and Learning with Courage

Minutes of the Full Governing Board (FGB) Meeting held on 18th October 2021 at 5.30pm

Present:	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Grant Mottram – (GM) – Co-Headteacher Ann Parham (AP) – Co-opted Governor Robin Conway (RC) - Co-opted Governor Nick Field (NF) – Parent Governor Hayley Leyson-Brady (HLB) – Co-Headteacher Kathryn Mendus (KM) – Foundation Governor Philip Sutton (PS) – Foundation Governor (left at 6pm) Nigel Goode (NG) – Local Authority Governor Tim Owen (TO) – Co-opted Governor, Vice Chair Emma Walker (EW) – Parent Governor
Apologies:	Adele Frankum (AF) – Parent Governor
Absent:	
Vacancies:	Foundation Governor / Co-opted Governor / Staff Governor
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.35pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone and PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies received and accepted from AF. PS will have to leave the meeting at 6pm. The meeting was quorate and remained quorate throughout.	
3.	Urgent Additional Items None	
4.	Declarations of Interest – No interests in agenda items were declared.	
5.	Approval of FGB Minutes 5.1 Minutes of 15.07.2021 (Appendix A) Query on pg. 3. Should state year group 3-4 not year 2.	

	<p>Action: Clerk to amend. Query on pg. 2. Fixed term exclusions x 2 were minuted. Were these fixed term or internal exclusions? HLB clarified that they were both fixed term exclusions. GM advised the GB that the terminology has now changed, and they refer to exclusions as suspensions now.</p> <p>The minutes were then agreed as an accurate record. Action: Chair to sign minutes of 14.09.2021 & file at school 5.2 Action log (to note – relevant actions on agenda) (Appendix B) The action log was shared with Governors (all actions included on the agenda).</p>	<p>Clerk</p> <p>KPM</p>
<p>6.</p>	<p>Matters arising not covered on the agenda None raised.</p>	
<p>7.</p>	<p>Headteacher report HLB delivered a verbal to the governors. HTs have carried out lots of observations. The standards of teaching that have been observed have been very good. There is one area of development being supported, but apart from that, nothing lower than 'good' has been observed. HTs are spending time comparing workbooks of last year to this year to note the progress of pupils. Feedback to teachers on the observations has gone well. Some pragmatic advice has been given and this has been taken well and is being acted upon.</p> <p>Most teacher appraisals have taken place. Only one left to do. The HTs have been doing them together.</p> <p>One new pupil will be joining the school soon.</p> <p>Attendance data was received today. HLB will be reviewing the information to pick up any patterns or absences below 80% and phone calls will be made to those families. A letter was sent out to all parents at the start of the year to state the attendance expectations.</p> <p>Safeguarding – GM has previously reported on safeguarding cases that weren't progressing with OCC. After 8 weeks of chasing support has now been allocated.</p> <p>Learner engagement - This support was accepted by the school. A report has now been received. It didn't state anything new, but the content can be applied to similar situations.</p> <p>Staffing – one TA has resigned. The recruitment process has started for a replacement.</p> <p>Reception class 2022 - HTs have shown a lot of prospective parents for September 2022 intake. This is very positive. They have had to move towards open days to manage the time for this. The dates are 10th November, 24th November and 8th December. The visits are mostly from families out of the catchment area. HLB will send a reminder out to the nursery families to apply for their child's school place before the deadline. Questions were invited: Governor question – How is staff morale? HLB replied. The staff are tired. The HTs have been discussing how they can better support the staff. They have been talking to SLT to gain ideas and feedback as to what they need. This will filter down the school. There is a telephone hotline to call, and PS is also available if needed. HTs are giving plenty of notice for events such as the SIP (School Improvement</p>	

	<p>Partner) visiting the school, or for data meetings. The data meetings are being conducted as a team now, rather than on their own.</p> <p>Governor question – How are the SLT team settling into their new roles? Both HTs are impressed with how well they are doing, real enthusiasm and a noticeable difference. They are so keen that the HTs will be advising them how to manage their workload.</p> <p>A work time survey is currently being carried out via Google forms. Everyone logs their work / time spent etc. When the data is analysed the HTs may be able to help staff with prioritising and time planning for example.</p> <p>Governor question – will the help and support for teachers be extended to the TA team too? Yes, it will go right through the school. The load will be shared between HTs and SLT. HTs are covering the school office at the moment to help workloads.</p>	
8.	<p>Update from the Chair</p> <p>There were no updates reported by the Chair at this meeting.</p>	
9.	<p>School Self Evaluation form –</p> <p>There have been no changes or updates on the SEF since the last FGB meeting.</p>	
10.	<p>School Improvement Plan (SIP) – (Appendix C)</p> <p>10.1 School Development Plan (SDP) – 2021-22</p> <p>HLB has made some adjustments to the SDP since the last FGB meeting. As discussed previously, allowances have been made for the starting points of SEN pupils.</p> <p>Governor question – were the monitoring targets for October met? HLB confirmed that they have been moved to November.</p> <p>Governor question – AP has recently attended Ofsted training. Curriculum is a main topic for Ofsted at the moment but is only briefly mentioned within the SDP. Should it be in more detail? HLB stated that curriculum sits within Leadership and Management on the SDP.</p> <p>GM added that a lot of work has been done with curriculum. The three 'I's (Intent, Implication and Impact), are covered. They are making sure that SLT staff are up to speed, and that everyone can speak confidently about this. Curriculum is not identified as a weakness in the school, so it has not been highlighted in the SDP.</p> <p>The curriculum monitoring reports are a more appropriate place for detail. Monitoring has been scheduled in for twice this year.</p> <p>Governor question – The Equality policy states that objectives within the policy should link in with / reflect in the SDP. Can HTs confirm this? GM replied. They are aware that these statements are in the policy, but you have to take a reasonable approach. This can cause the content of an SDP to be increased when it is not really needed. There is an equality plan in place, and it works well. It is not identified as an area for development so there is no real need for it to be in the SDP. It would be duplicating work. The policy and the SDP are blended to reflect what is being done and what works for the school. The equality work is deemed to be a strength of the school.</p>	

<p>11.</p>	<p>Governor updates since last meeting <u>Learning and Teaching</u> Action from previous meeting for HTs. Share data comparison information. HLB stated that the DfE have not yet produced any national data. Juniper (the company who produce the target tracker) have drawn up a comparison data report. The data shows St Michaels' PS sitting in the middle. HLB stressed that this report is not a heavily reliable source. The results have been based on teacher assessment only. Action: Share the Juniper report with NF & RC (HLB)</p> <p>11.1 New governor data approach proposal (<i>Appendix D</i>) RC and HLB met to discuss what data governors need to see, and how the HTs use the data in school. Currently the data report is based on termly assessment points progress (with a target of 6 progress points in a year). The proposal is to report on student progress over the last year instead of termly progress scores. There is less value in seeing large amounts of data – if governors receive data three times a year linking in with the HT report it should provide a clearer picture. Interim data points will be produced for review during monitoring visits.</p> <p>A full written HT report will be produced in January each year. Covid disruption will still feature in the data, but governors should see a better picture of pupil progress over a given time.</p> <p>Governor question – What will happen to the data reporting from the end of one school year to the next year? Data is shown for each class currently. The data tracker is not limited to one school year. The reports will be able to show the last 12 months. This will mean that all teachers are equally accountable for the 6 points of progress year on year. There was no objection to this proposal.</p> <p><u>Finance</u> (<i>Appendix E</i>) 11.2 Budget statement NG reported on the 6 month summary. Current forecasting shows a positive balance at the end of the year of £24,800. Income of £14K from successful EHCP applications and a further £10K from universal free school meals (FSM) funding are the main reasons for this additional revenue. This has put the school in a much better situation. The budget will continue to be monitored. NG stated that any funds available should be invested for the benefit the pupils. Governor question – On the budget statement – staff costs, what is the difference between a support assistant and a classroom support assistant? GM clarified. All of those staff are TAs. The difference is qualification and pay grade.</p> <p>Governor question – Re: pupil well-being. The number of pupils taking school dinners in KS2 are much lower than KS1. Can this be explained? HLB responded. The universal FSM are only for Reception and KS1 pupils, so the numbers do drop off in KS2. It is taking some time for KS2 pupils to move back towards school meals however. GM stated that they could ask the catering company to put on some theme days to drum up interest.</p> <p>11.3 External finance benchmarking (<i>Appendix F</i>) NG reflected that looking at comparisons was helpful to a point, but there is no context to go with the numbers so it is a limited resource. In 2019-20 there were a number of valid reasons for additional expenditure. The majority of extra spend was on staff (HT changes).</p> <p>It was noted that not a lot has been spent on maintenance or admin support. These</p>	<p>HLB</p>
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two areas should be looked at.

Governor question – Re: the other benchmark schools. Does the data give the number of pupils in the comparison schools.

NG replied. The report does not provide this detail. There are a number of factors not included with the data.

Governor question – the point on maintenance and admin is noted. TA expenditure has been quite high. Will that stay the same moving forward?

It won't come down yet due to the number of EHCP that are in place and the support required. Some support was put into place before EHCP's were approved. The funding that is coming in is now starting to show a positive financial balance.

Pupil numbers have also increased and this will attract more funding.

Premises

Update on damp repairs

There is no update on this repair work. GM stated that it is looking like a large and very expensive job. The damp is quite extensive.

Inclusion

11.4 Sport Premium funding strategy ([Appendix G](#))

There was a discussion around this document. It had been presented and approved at the July FGB meeting. There have not been any material changes since then.

There are no changes to the key indicators. Covid meant that most of the programme couldn't happen last year so the same plan has been set for this academic year.

GM stated that the strategy is normally reviewed and updated once a year. It wouldn't be expected to be updated and presented to the GB more than that.

The governors acknowledged this and requested that HTs include a report on extracurricular clubs in the HT report so that they can keep up to date with the area of work.

Action: To amend the date on the strategy document to the 2021-22 year.

11.5 Equality Policy ([Appendix H](#))

There have been no changes to this policy since.

11.7 Access policy ([Appendix I](#))

The school is currently completely compliant. It may need to be reviewed and changed if a pupil or adult at the school had an accessibility need.

These two policies have been presented to the FGB recently and it was queried by HTs as to the frequency of policy review.

There was a short discussion. Some policies may have been reviewed more regularly due to the support required by the GB. It can now be reverted as the policies are all in hand.

Some policies have to be reviewed annually but there are others that can be on a longer cycle. Those policies do need to be identified.

RC has this review work scheduled to do this term and it can be picked up in the December FGB meeting.

There have been no complaints since the last FGB meeting.

11.8 SEND Funding Review and 2021-22 strategy ([Appendix J](#))

The SEND funding report has been updated to reflect the new EHCP's that are in place and the work being done for these pupils.

Governor question: During Covid times things have been very different for the running of the school. Can the HTs justify the additional spend on TA staff and is there any evidence of impact?

There have been numerous interventions and additional work carried out by TAs.

GM



	<p>There is analysis carried out on the pupils who benefitted. The impact may not be shown in the data presented, but it shown within other areas. AP added that extra expenditure on TAs was quite concentrated in dealing with Covid management and bubbles etc and it is likely to be difficult for the school to report impact for individuals. Governor question (NF) – The SEND report. Details the number of children in each year and the SEN support provided. The children are not named, but they might be identified due to the description. Does this information need to be presented in this way because this is published on the school website. GM replied. He agrees with NF and would be happy to review the report and remove this information and simplify the report. NF offered to share a template with GM / HLB. Action: NF share template for SEND strategy Action: HTs to remove the SEND strategy from the website and review it.</p> <p><u>Community (Appendix K & L)</u> 11.9 Community Hall usage and hire policy. EW reported. The documents were loaded to the hub today. There were no hall hire bookings for 18 months. Bookings are now slowly starting to return. The rate to book the hall is £25. In comparison the village hall costs £68 to hire. EW recommended that the governors consider increasing the price. The governors discussed this. During the winter, someone is required to turn the heating on and off before and after the booking. A holiday club is booked for the half term. Review the take up of this after half term. Some community clubs have moved their meetings to being virtual and may not return to 'in person' meetings. The hall hire will need to be promoted. It was suggested advertising in local newsletters and website. Governor question – heating costs this winter could be costly. The cost to hire should reflect this. The governors agreed to increase the hall hire rates as follows: Summer months = £40 Winter months = £60 (to cover heating costs)</p> <p>GM added that the window catches in the hall need to be repaired. Strong winds can blow them open and set off the security alarm. Action: EW will meet with Sharon Scaysbrooke (School Business Manager) to confirm new hall hire rates.</p> <p><u>Dates for the diary</u> Christmas art day – 1st December all day (9am – 3pm) Christmas lunch – Wednesday 15th December Christmas service – Friday 17th December (9am) KS1 nativity performance – Wednesday 15th and Thursday 16th December (time tbc) Governors are welcome.</p> <p>School community volunteers PS has advised GM of a number of volunteers to help with school repairs / maintenance. GM has held a 'Love your school day' a working party to tidy up and maintain areas. There were only a small number turned up but a good amount was achieved. Another day is planned for 6th November. He hopes for more volunteers on that day. Action: HLB will send the date to PS to circulate to the volunteers.</p>	<p>NF HTs</p> <p>EW</p> <p>HLB</p>
12.	<p>Safeguarding No bullying or racial incidences since the last meeting. HLB reported – Since the last FGB meeting GM has pursued OCC regarding the safeguarding cases. They have made progress and social workers are now allocated for these children. TO and EW confirmed that they have read and understand the KCSIE September</p>	

	2021 version (Appendix M & N) GM has made enquiries to the LADO about the risk assessment policy referred to in the Safeguarding policy. The outcome is that they do not need to make any changes. Continue with the risk assessments as they are.	
13.	Health and Safety (Appendix O) NG will be speaking to staff and the school council to hear their views on H&S at the school. This will take place prior to the H&S audit booked in February 2022. All H&S documents / policies are in place. No H&S issues have arisen. H&S monitoring is robust. The H&S and Welfare policies are due for review by the end of October. There were no questions.	
14.	Distinctiveness and effectiveness of our school as a Church school Since the last FGB meeting, HLB, GM, PS and KM met to discuss what is in place and how best to gather evidence for their SIAMS folder. It was a very useful discussion. So much work is being done, but the school does need a paper trail to show this. It was also acknowledged that distinctiveness is not always tangible. An electronic bank of evidence is to be collected. The school has been on a journey of development since 2019 and events have shaped where they are now. The meeting was recorded and KPM encouraged all governors to watch it. It shows how the work / ethos is embedded within school life. KM added that Harvest Festival was a good opportunity for the church and school to get together. Feedback from the Children's Church Curriculum Team was that they would like to learn more about the curriculum in school so they can build on the same platform. There will also be a breakfast service at church on the 3 rd Sunday in each month. It would be worth sharing this with parents. A member of staff has volunteered to be a staff link with the church and to be involved with the development of the work. HLB will share updates with the GB. Action: KPM to share the link to the meeting recording to enable governors to view it.	KPM
15.	GDPR There were no updates or reports for this agenda item.	
16.	Governor Business and Communications <u>Governor Recruitment</u> Staff Governor election Staff election has not yet taken place. There has been no interest shown. HLB will revisit this after the half term break and may need to target people. Co-Opted Governor recruitment (Appendix P) KPM has reviewed the recruitment advert. Governors confirmed they are happy with how it reads. Governor monitoring schedule (Appendix Q) NF and RC have updated the schedule – it has been shared for comment / feedback. The GB approved the schedule. KPM confirmed that all required governor information / declarations have been loaded to the school website.	
17.	Governor Training Update 17.1 Skills audit analysis (Appendix R) The results of the skills analysis show that there is a good, strong mix of required skills	

	<p>within the GB. KPM reminded the GB that he did not enter his details. The areas with less experience are: HR, procurement and estate management.</p> <p>Governor comment – RC noted that the GB also needs to think about finance experience in their succession planning. TO and NG both have finance experience but when their term of office expires it will leave a gap. Governor finance training is coming up soon. RC has booked onto this, but other governors will need to as well. It would be an advantage for any new governors to the board to have a finance background.</p> <p>17.2 Updated Governor Training Log (<i>Appendix S</i>)</p> <p>KPM reminded governors to update the training log when training has been completed.</p> <p>Action: KM will add the training that she has recently completed.</p>	KM
18.	<p>Policies for review / approval –</p> <p>18.1 Updated Policy Tracker</p> <p>KPM has an action to review the policies due this term. RC and NF will pick this up in the new year. The plan is to spread the policies evenly over the year.</p>	
19.	<p>Items for next agenda</p> <p>The governors are due to invite a staff member to report on a specific target relating to the SDP. Can the HTs confirm if this will be possible?</p> <p>HLB replied. She will invite one of the SLT to give a short presentation on their area.</p> <p>Governor question – Is there a date confirmed for the HT performance review?</p> <p>HLB and GM will set a date for this on Wednesday morning this week.</p>	
20.	<p>FGB meeting schedule</p> <p>To start at 5.30pm:</p> <p>Tuesday 16th November 2021 – virtual Monday 13th December 2021 – virtual Thursday 20th January 2022 – In person Thursday 17th February 2022 – In person Thursday 24th March 2022 – In person Thursday 28th April 2022 – In person Thursday 26th May 2022 – In person Thursday 23rd June 2022 – In person Thursday 14th July 2022 – In person</p>	

The meeting closed at 7.20pm.

NB 18.10.2021

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michael's Minutes 14.09.2021
5.2	B	Action Log 14.09.2021
10.1	C	School Improvement Plan Oct 2021
11.1	D	Proposed governor approach to performance data
11.2	E	St Michael's budget summary period 6
11.3	F	External finance benchmarking
11.4	G	Primary PE and sport premium review 2020-21
11.5	H	Equality policy and objectives 2021-25
11.7	I	Accessibility Plan 2021-25

11.8	J	SEND funding review and strategy 2021-22
11.9	K	Governor school hall usage report
11.9	L	Hiring policy
12.2	M	Sexual violence and Sexual harassment between children in schools and colleges
12.3	N	Keeping Children Safe in Education September 2021 guidance
13.1	O	Governor's visit report H&SW October 2021
16.1	P	Co-opted governor advert Oct 2021
16.2	Q	Monitoring schedule 2021-22
17.1	R	Governor skills audit analysis 18.10.21
17.2	S	Governor training record

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
18.10.2021	5.1	Clerk amend typo on page 3 of minutes 14.09.2021 Chair to sign minutes of 14.09.2021 & file at school	KPM	Next FGB
18.10.2021	11	Share the Juniper report with NF & RC	HLB	This week
18.10.2021	11.4	To amend the date on the PE & Sport premium strategy document to the 2021-22 year.	GM	Next FGB
18.10.2021	11.8	NF share template for SEND strategy HTs to remove the SEND strategy from the website and review it.	NF HTs	Next FGB
18.10.2021	11.9	EW will meet with Sharon Scaysbrooke (School Business Manager) to confirm new hall hire rates	EW	Next FGB
18.10.2021	11.9	HLB will send the date to PS to circulate to the volunteers.	HLB	asap
18.10.2021	14	KPM to share the link to the meeting recording to enable governors to view it	KPM	asap
18.10.2021	17.2	KM will add the training that she has recently completed	KM	asap

■ End