



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 6th February 2020 at 7.00pm at the school

Present:	Tim Owen (TO) – Co-opted Governor, Chair Alice Boon (AB) – Parent Governor, Vice Chair Grant Mottram (GM) Interim Headteacher Robin Conway (RC) Co-opted Governor Nigel Goode (NG) – Local Authority Governor Kathryn Mendus (KM) – Foundation Governor Ashaa Rathod (AR) – Co-opted Governor Philip Sutton (PS) – Foundation Governor Emma Walker (EW) – Parent Governor
Apologies:	Kevin Peter Moyes (KPM) – Co-opted Governor Chris Paynter (CP) – Staff Governor
Absent:	Paul Atkins (PA) – Headteacher
Vacancies:	Parent Governor Foundation Governor
In attendance:	Joanne Myers (JMY) – Local Authority Clerk

Item	Details	Action
1.	Welcome and Opening Prayer TO welcomed governors to the meeting. PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies were received and accepted from KPM and CP. The meeting was quorate.	
3.	Urgent Additional Items 3.1 Clerk It was reported that the previous Local Authority clerk had resigned. It was agreed to write a letter of thanks to the clerk for the past 18 months. 3.2 Election of Chair It was agreed to change the agenda to receive nominations for role of Chair at the end of the meeting (after agenda item 18) 3.3 Election of Vice Chair It was agreed to change the agenda to receive nominations for role of Vice Chair at the end of the meeting (after agenda item 18)	TO

4.	<p>Declarations of Interest</p> <p>No interests in agenda items declared.</p> <p>AB updated her Register of Business/Pecuniary Interests form and passed to the Clerk to update the information on Governor Hub.</p>	Clerk
5.	<p>Approval of FGB Minutes</p> <p>5.1 Minutes of Extraordinary Meeting 20.11.2019 Part 1 (<i>appendix A</i>) The minutes were agreed as an accurate record of the meeting and signed by the Chair. The minutes will be filed by the headteacher.</p> <p>5.2 Minutes of Extraordinary Meeting 20.11.2019 Part 2 (<i>appendix B</i>) The minutes were agreed as an accurate record of the meeting and signed by the Chair. The minutes will be filed by the headteacher.</p> <p>5.3 Minutes of FGB Minutes 05.12.2019 (<i>appendix C</i>) The following wording was amended on page 7; NG explained that the Capital Expenditure and Reserve Account (CERA) reserve cannot can be touched on the advice given by the Bursar. The minutes were then agreed as an accurate record of the meeting and signed by the Chair. The minutes will be filed by the headteacher.</p>	
6.	<p>Matters arising not covered on the agenda</p> <p>The following actions were noted:</p> <p><u>Extraordinary FGB meeting held 20.11.2019;</u></p> <ul style="list-style-type: none"> • PS to compile draft letter to be sent to parents/staff - completed. • The training requirements had now been superseded with the skills audit. <p><u>FGB Meeting held 5.12.2019;</u></p> <ul style="list-style-type: none"> • The Governing Board is now a member of the NGA (National Governance Association). Login details have been provided to Governors. • Communication letter (including code of conduct for parents and careers) was sent to parents/careers before Christmas. • Pay committee meeting took place 	
7.	<p>Headteacher Report (<i>appendix D</i>)</p> <p>The report was circulated prior to the meeting. Governors confirmed they had read the report.</p> <p>Governors sought clarity on pupil numbers (145). The headteacher confirmed the number is now 147, including two new starters (Y4 & Y6). The headteacher suspects numbers will continue to rise (not dramatically) as two further pupils have shown an interest in joining. Governors confirmed the current budget is set on 153.</p> <p>Governors questioned staff absence levels and staff morale. Absent levels were confirmed as 1% for teachers and 10% for teaching assistants. The headteacher confirmed he is supporting staff members with family illnesses and provided an example to the full governing body. Governors agreed that any long-term absence/changes would need careful</p>	

handling and effective communication with parents. The headteacher confirmed that communication will be sent to parent's w/c 10th February 2020. The headteacher circulated the Local Authority Sickness and Absence policy to all staff today (6/02/2020). The headteacher confirmed staff feel more stable and moral is improving.

Governors **questioned** if staff absence levels would improve once behaviour has been addressed with challenging pupils.

The headteacher confirmed that one week of absence resulted from a pupil. The member of staff is being supported and is no longer involved in the support of the pupil. A range of staff members are providing support to the child (to help manage the behaviour) and lessen the impact on individual members of staff.

Governors **challenged** the headteacher to confirm what was being done to address behaviour within the school.

The headteacher confirmed firm expectations have been implemented across the school and curriculum, as a result behaviour has improved (the headteacher provided examples to the Governing Body). The Governors observed they had seen an improvement to behaviour within school and thanked the headteacher and staff for the positive changes implemented.

Governors **questioned** how absence is monitored. The headteacher confirmed absence is monitored weekly. The two children who were previously missing education have now been fully integrated and back in full time education. There are currently 3 children (previously 2) who have a full team supporting them and monitoring attendance.

It was resolved to include persistent absence (increasing or decreasing) in future reports.

Governors **challenged** how child on child physical assaults are reported. It was observed that the incidents reported in the Headteachers report and not mentioned in the Health and Safety or Safeguarding reports. The headteacher confirmed incidents have previously been over described and staff are now aware on how to write accurate descriptions of any incidents (aggression towards other children or staff) on Integris.

GM

Governors **questioned** if staff are clear on how to categorise the behaviour? The headteacher confirmed staff are encouraged to discuss the incident with him, this enable the staff to see clarity and be consistent across the school. The wording on Integris is clear and the data is followed carefully to monitor specific children. Governors observed the duty of care, to provide a risk assessment and ensure incidents are recorded appropriately.

Governors **requested** to include SEND and not SEND (protective characteristics) in next behaviour report.

Governors **challenged** how data is assessed to ensure children are making progress? The headteacher confirmed target tracker is used across the school and headteacher monitors to make sure children are making progress. The headteacher confirmed staff will be supported to ensure they make the correct decision when entering the data.

Writing was highlighted as an area of concern across the school – and will be the focus over the next year. Resources and reading level books will be

	<p>assessed. Moderation is as accurate as expected, with external support and examples of expectation provided for each level/class.</p> <p>Maths is looking positive across the school.</p> <p>Pupil Progress meetings are being held with all staff (50% completed). Teachers find pupil progress meetings positive, with long- and short-term targets being set at the meetings. The data helps teachers assess themselves and work on their CPD and identifies training requirements.</p> <p>Governors challenged how often the Senior Leadership Team (SLT) observe? The headteacher confirmed observations are taking place all the time, his personal time is split by half day spent with Years 2,3 and 5 and the other half with remaining classes.</p> <p>Governors confirmed the headteacher can amend the report to align with target tracker. The Governors clarified they are interested in the pupils who aren't benefiting from the curriculum. The Governing Body have a long-term strategic view to ensure the curriculum and quality of education is right (how it is managed is operational).</p>	GM
8.	<p>Update from the Chair</p> <p>The chair confirmed the Local Authority are engaging with the Headteacher (PA).</p> <p>It was noted that high level of stress and worry in staff is due to uncertainty around Headteacher's absence.</p> <p>The recent open meeting with parents went well (45 parents attended), positive feedback has been received. The parents were encouraged to complete and return the parent survey and to raise any areas of concern with the Headteacher. All information provided at the parents meeting has been shared on Governor Hub.</p> <p>A school improvement meeting with the LA took place earlier in the month. The LA are very engaged with the school. The Governors expressed concern that the headteacher could feel answerable to two masters (FGB and School Improvement Team). The headteacher confirmed he has worked under a rapid improvement board previously and he is more concerned with ensuring behaviour imbeds across the school, as this will have a positive impact on all children.</p> <p>Governors queried if the Headteacher was receiving enough support from the LA. The headteacher confirmed he is aware of how to seek additional support (when required).</p>	
9.	<p>School Self Evaluation Form (SEF) – updates since last meeting</p> <p>The SEF is currently being compiled (to align with the new Ofsted framework). It was resolved for the Headteacher to circulate the SEF with the FGB.</p>	GM

10.	<p>School Development Plan – updates since last meeting</p> <p>It was agreed to develop the School Development Plan (SDP) at the same time as the SEF.</p> <p>It was resolved for the Headteacher to circulate the SDP with the FGB.</p>	GM
11.	<p>Governor Updates since last meeting</p> <p>Curriculum Committee</p> <p>11.1 Draft Curriculum Committee Minutes (<i>appendix E</i>) Draft minutes were shared on Governor Hub prior to the FGB meeting. The minutes were agreed, signed and passed to the headteacher for filing.</p> <p>AB provided an overview of the meeting;</p> <p>Concerns regarding reading, phonics, and outcomes in Early Years. It was suggested that governor visits should be conducted after Easter 2020.</p> <p>Governors raised concerns that information was being duplicated for the Curriculum Committee and the FGB. It was agreed to review the need/requirement of the Curriculum Committee at a future FGB meeting.</p> <p>Finance, Personnel and Premises Committee</p> <p>11.2 Draft Finance, Personnel & Premises Minutes (<i>appendix F</i>) Draft minutes from the meeting held 27th January 2020 were shared on Governor Hub prior to the FGB meeting. The minutes were agreed, signed and passed to the headteacher for filing</p> <p>11.3 Budget Commentary (<i>appendix G</i>) It was noted that a positive variance of £20,500 was anticipated for the current financial year. This was achieved by managing the finances (converting £26,000 of capital into revenue).</p> <p>Income is approximately £24,000 lower than budget (due to fall in school numbers and fewer children entering the nursery).</p> <p>The headteacher thanked NG for his perseverance with SARINC (an allowance of £15,000 grant contribution was included in the current budget; however, the application had not been submitted).</p> <p>The chair of the charity has confirmed £20,000 had been allocated to the school.</p> <p>11.4 In Year Budget (<i>appendix H & J</i>) The report was shared on Governor Hub prior to the FGB.</p> <p>Governors confirmed receipt of the report.</p> <p>Update pre-school funds to transfer to the school</p> <p>The nursery fund transfer should be received by the school by the end of the current financial year.</p> <p>Update from Pay Committee</p> <p>The pay panel had met and statutory returns made.</p>	KPM

	<p>Update on Health & Safety Audit</p> <p>The Oxfordshire County Council annual review took place, with 4 minor observations highlighted. The review went very well and significant praise was given to the School Business Manager for organising the audit and providing relevant evidence.</p> <p>The metal racking in the boiler house had been identified as an area of concern (the boiler house is not used as storage). The headteacher is currently reviewing the provision for external maintenance support.</p> <p>Update on SFVS</p> <p>The report was submitted on 31st January 2020 (and had been approved by the committee).</p>	
12.	<p>Safeguarding</p> <p>The headteacher confirmed there had been no bullying or racist incidents since the last FGB meeting.</p> <p>The headteacher confirmed Oxfordshire County Council policies have been adopted.</p> <p>12.1 Safeguarding audit form – Complete and review annual safeguarding report (<i>appendix J</i>)</p> <p>The Section 175/157 Annual Safeguarding Report for academic year 2018-2019 was reviewed and agreed by the FGB.</p> <p>All Governors to confirm they have read and understood Keeping Children Safe In Education (KCSIE)</p> <p>Governors confirmed they had read and understood the 2019 edition of KCSIE. It was agreed for Governors to update their declaration on Governor Hub.</p>	All
13.	<p>Health and Safety</p> <p>It was noted that there had been no health and safety incidents since the last FGB meeting.</p>	
14.	<p>SIAMS¹</p> <p>Update on SIAMS inspection timing</p> <p>The Diocese had received the written request from the FGB to delay the inspection. The inspections are not within their control (set nationally) and they do not see the reasons declared as justification for delay.</p> <p>The Headteacher requested if there was a inspection manual, to prepare staff.</p> <p>PS confirmed the SIAMS framework had recently changed. It was agreed for PS to meet with the Diocese and for the Foundation Teacher to take lead with the inspection.</p>	PS
15.	<p>GDPR (General Data Protection Regulations)</p> <p>It was noted that there had been no issues or breaches since the last FGB meeting.</p>	
16.	<p>Governor Business and Communications</p>	

¹ Statutory Inspection of Anglican and Methodist Schools

	<p>Re-appointment of Local Authority Governor NG agreed to continue as the LA Governor. The FGB approved.</p> <p>Update on Parent Governor election process The closing date is Thursday 6th February. Three parents have applied. It was agreed for PS to scrutinise the ballot results.</p> <p>16.1 Governor Communication 10.12.2019 (appendix K) The FGB confirmed receipt of the communication.</p> <p>16.2 Governor communication 07.01.2020 (appendix L) The FGB confirmed receipt of the communication.</p> <p>16.3 Governing Board Action Plan (appendix M) The report was shared on Governor Hub. The action plan corresponds with the school improvement plan.</p>	<p>Clerk</p> <p>PS</p>
<p>17.</p>	<p>Governor Training Update NG had attended Finance training (copies supplied to School Business Manager). NG was happy to report the training re-enforced the good practices in place.</p> <p>Governors challenged if the school subscribe to teacher training opportunities, such as SCIIT (School-centered initial teacher training) via Oxford Brookes University.</p> <p>The headteacher confirmed the opportunity would be looked into.</p> <p>17.1 Results of skills audit and signification for co-opted Governor Recruitment (appendix N) The skills audit analysis was shared on Governor Hub prior to the meeting.</p> <p>RC highlighted the need to improve succession planning knowledge about the community and HR. It was agreed for RC and KPM to develop an induction and training programme for all governors.</p> <p>It was agreed for the Clerk to share information on School News (OCC newsletter relevant to Governors) on Governor Hub.</p>	<p>RC & KPM</p> <p>Clerk</p>
<p>18.</p>	<p>Policies Review/ for approval (as per policy schedule):</p> <p>18.1 Allegations of abuse made against staff and volunteers working with children (appendix O) The Policy was reviewed and adopted.</p> <p>18.2 Charging and remissions (appendix P) The Policy was reviewed and adopted.</p> <p>18.3 Health and Safety and wellbeing (appendix Q) The Policy was reviewed and adopted.</p> <p>18.4 Positive Handling policy (appendix R)</p>	

	<p>The Policy was reviewed and adopted.</p> <p>18.5 Social Media Policy (<i>appendix S</i>)</p> <p>After a full discussion, it was agreed for RC & KM to review the policy to ensure it aligns with the local staff handbook and report findings back to future FGB meeting.</p> <p>18.6 Special and Emergency Leave Policy (<i>appendix T</i>)</p> <p>The Policy was reviewed and adopted.</p>	RC& KM
3.	<p>Item 3 on the published agenda. It was agreed by the FGB (at the start of the meeting) to receive nominations and elect Chair and Vice Chair at the end of the meeting (after agenda item 18).</p> <p>Election of Chair</p> <p>TO resigned as Chair to the Full Governing Board.</p> <p>The Clerk requested nominations for Chair.</p> <p>KPM had submitted his self-nomination prior to the meeting. It was resolved to appoint KPM as role of Chair to the Full Governing Board.</p> <p>Election of Vice Chair</p> <p>AB resigned as Vice Chair to the Full Governing Board.</p> <p>The Clerk requested nominations for Vice Chair.</p> <p>It was resolved to appoint TO as Vice Chair to the Full Governing Board.</p>	
19.	<p>Items for next agenda (in addition to actions)</p> <p>Standing Orders</p> <p>Governing Board Delegation Planner</p> <p>Governor Training Tracker</p> <p>Financial Skills Matrix</p> <p>Accessibility Plan and Policy</p> <p>Governor Policy and Document Tracker</p> <p>Governor Visits Report</p> <p>Governor Induction Policy</p> <p>Governor Expenses Policy</p>	
20.	<p>Date of next meetings:</p> <p><u>Full Governing Board</u></p> <p>Tuesday 30th April 2020 at 7pm (approve budget)</p> <p>Thursday 18th June 2020 at 7pm</p> <p><u>Curriculum Committee</u></p> <p>Thursday 21st May 2020</p> <p><u>Finance, Personnel and Premise</u></p> <p>Date to be arranged</p>	

The meeting closed at 9.16pm

JM 14/02/2020

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	Extraordinary FGB Minutes 20.11.2019
5.2	B	Extraordinary FGB Minutes – part 2 20.11.2019
5.3	C	FGB Minutes 05.12.2019
7.1	D	February 2020 HT report
11.1	E	Curriculum Committee Minutes – draft
11.2	F	Finance Personnel and Premises Committee Minutes – Draft
11.3	G	Budget commentary month 9
11.4	H	In rear budget position
11.5	I	Governor Visit Report HS&W 10.01.20
12.1	J	Safeguarding Audit Response
16.1	K	Community Communication from FGB 10.12.2019
16.2	L	Governor Letter to parents 7.1.2020
16.3	M	Governor Section of School Development Plan Jan 2020 – Draft
17.1	N	Skills Audit Analysis
18.1	O	Allegations of abuse made against staff and volunteers working with children policy
18.2	P	Charging and Remissions Policy October 2019
18.3	Q	Health and Safety and Wellbeing Policy October 2019
18.4	R	Positive Handling Policy
18.5	S	Social Media Policy
18.6	T	Schools Emergency Special Leave Policy