



MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

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 25th May 2020 at 4.00pm

Present:	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Tim Owen (TO) – Co-opted Governor, Vice Chair Grant Mottram (GM) - Interim Headteacher Robin Conway (RC)- Co-opted Governor Ashaa Rathod (AR) – Co-opted Governor Philip Sutton (PS) – Foundation Governor Nick Field (NF) – Parent Governor Chris Paynter (CP) – Staff Governor Nigel Goode (NG) – Local Authority Governor Kathryn Mendus (KM) – Foundation Governor
Apologies:	None
Absent:	Emma Walker (EW) – Parent Governor
Vacancies:	Foundation Governor & Parent Governor
In attendance:	Joanne Myers (JMY) – Local Authority Clerk

Item	Details	Action
1.	Welcome and Opening Prayer The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone. PS opened the meeting with a prayer.	
2.	Apologies for absence No apologies. Governors were reminded to send their apologies to the Clerk. The meeting was quorate.	
3.	Urgent Additional Items No urgent items were declared.	
4.	Declarations of Interest No interests in agenda items declared.	
5.	Approval of FGB Minutes 5.1 Minutes of 30.04.2020 (<i>appendix A</i>)	

	<p>The minutes were agreed as an accurate record. <i>It is noted that minutes can be approved virtually and signed at the next meeting held in person (to be filed at the school).</i></p> <p>Action: Chair to sign minutes of 30.04.2020 at next meeting held in person</p> <p>5.2 Action log (to note – relevant actions on agenda) (appendix B) The action log from the meeting held 30th April was shared with Governors.</p>	KPM
<p>6.</p>	<p>Matters arising not covered on the agenda</p> <p>None</p>	
<p>7.</p>	<p>Headteachers report including significant changes since the last meeting any complaints, which fall under the complaints policy, summary of any health and safety incidents and update on distance learning and impact on pupil outcomes.</p> <p>The Headteacher provided a verbal report at the meeting:</p> <p>A comprehensive re-opening plan was shared prior to the meeting, the plan had been created after a staff and parent consultation, staff had also reviewed the risk assessment. It was noted the plan is flexible to staffing levels and regulations (issued by Government).</p> <p>The School is not committing to open on 1st June, as staffing levels need to be assessed. The School plans to open to Nursery, Reception, Y1 and Y6 pupils. The arrival times will be staggered, and different gates will be used (parents to remain at the gates). The Leadership team will be at the gates to ensure compliance. Children will remain in their bubbles throughout the day, pack lunches will be delivered to the classroom. The curriculum will provide social & emotional support (support for bereavement, trauma, loss) and then support for learning.</p> <p>Parents have been asked to contact the Headteacher with any concerns (only one parent has been in contact to date).</p> <p>Governors sought clarity on remote learning provision. The Headteacher confirmed remote learning will continue to support children who remain at home, however it will be in a different format, with reduced contact from their teacher.</p> <p>Governors questioned if the school has medical help for children who are taken ill while at school.</p> <p>The Headteacher confirmed PPE items have been delivered (plenty of stock), first aiders are trained and will be on site, procedures are in place for children who become unwell (following guidance from Government). It was noted that teachers who come into contact with a pupil showing symptoms will need to self-isolate for 14 days.</p>	



MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

Governors **questioned** how the school will engage with families of concern (vulnerable families, families who have made no contact etc). The Headteacher confirmed procedures are being followed and visits have been made to households where no virtual/telephone contact has been made. The Leadership team will continue to monitor and the Headteacher has sought counselling support for families and children via group 180 charity. A financial contribution has been requested from SARINC.

Governors **questioned** if the Headteacher was confident in levels of cleanliness across the school. The Headteacher confirmed he has had a meeting with the manager of the cleaning company and a deep clean is planned w/c 25th May. Some equipment will need to be cleaned by staff.

Governors **raised concern** about bleach being on site. The Headteacher confirmed the Business Manager and Headteacher will walkaround site first thing and throughout the school day. The Headteacher confirmed no toxic products have been delivered.

Governors **sought clarity** on how an emergency event (not related to coronavirus), will be managed, such as epi-pen, fire alarm etc.

The Headteacher confirmed all previous Risk Assessments are in place. First Aid will continue (staff may need to wear PPE, depending on the emergency) and social distancing will continue in the event of evacuation (due to fire alarm).

The Governors thanked the Headteacher, SLT, Staff and Business Manager for their time and commitment.

Action: Chair to send letter of appreciation to staff and business manager.

It was noted Government Guidance may change, the Headteacher will send further Risk Assessments to the Governing Body (in the event of Guidance updates).

7.1 Re-opening plan – parent letter (*appendix C*)

The document was received without comment.

7.2 Re-opening plan – staff letter (*appendix D*)

Governors confirmed receipt of the document.

7.3 Re-opening risk assessment (*appendix E*)

Governors reviewed the document and AGREED to sign off the risk assessment.

KPM



8.	<p>Update from the Chair</p> <p>The Chair summarised the Local Authority Strategy meeting, held 13th May 2020.</p> <p>The meeting was positive, with the Local Authority passing comment on how the school and Governing Body approached and communicated the recent class re-structure, budget awareness and impact in the right areas.</p> <p>The Chair requested the LA conduct a school review (when school resumes) with the hope that the LA can reduce their scrutiny.</p>	
9.	<p>School Self Evaluation Form (SEF)</p> <p>The School Self Evaluation Form will be discussed at the next meeting of the Full Governing Board (18th June 2020).</p>	
10.	<p>School Development Plan (SDP)</p> <p>The School Development Plan will be discussed at the next meeting of the Full Governing Board (18th June 2020).</p>	
11.	<p>Governor Updates since last meeting</p> <p>Curriculum Committee N/A</p> <p>Finance 11.1 LA Budget Validation Letter (<i>appendix F</i>) The Budget Validation Letter had been received from the Local Authority; it was noted the feedback is encouraging (caveat on income stream). The Headteacher is capturing costs incurred due to covid-19.</p> <p>Pre -school transfer funds The draft document (deed of transfer from charity to Governing Body) has been received by the Oxfordshire County Council (OCC) legal team. Once the ownership has been transferred the money will be allocated to the Governing Body.</p> <p>Governors questioned if any legal fees will be incurred. It was confirmed OCC will cover the solicitor fees.</p> <p>Personnel N/A</p> <p>Premises Committee N/A</p> <p>Inclusion N/A</p>	

- Diversity/fairness – strong
- Leadership – strong
- Positive transformation in school
- Wellbeing – positive elements

Governors **sought clarification** on how decisions are communicated to part time staff.

The Headteacher confirmed minutes are circulated to all staff, part time staff are expected to attend one team meeting.

Governors **questioned** if staff meetings could be rotated (different day of week etc), or if a buddy system could be implemented.

The Headteacher confirmed the meetings could rotate, with a different member of the Senior Leadership Team taking the lead.

Governors **sought clarity** on succession planning (can we define roles/individuals?)

The Headteacher confirmed 'core group' are being identified for the new Headteacher to appoint into roles.

Governors thanked TO for the analysis.

16.4 Text for Staff communication (*appendix J*)

Information only.

Interim Headteacher GM left the meeting 5.05pm

Headteacher Recruitment Process

16.5 draft recruitment timetable (*appendix K*)

The headteacher resignation deadline has been confirmed by the LA as 30th September 2020.

Interviews would take place beginning of July. Governors discussed the pros and cons of holding virtual interviews. It was AGREED an advert would include information on virtual interview (as this would give applicants opportunity to plan).

Governors AGREED to seek opportunity to have face to face meeting or visit to the school (dependent on Government advice).

Governors discussed the importance of including the assessment/interview date in the advert (allowing applicants opportunity to plan).

It was noted there are existing models in place for schools who have gone through the process of virtual recruitment.

16.6 Panel proposal (*appendix L*)

MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

	<p>The Governors AGREED the proposal represented different parts of the community and previous knowledge of the School challenges and agreed it was a strong panel.</p> <p>16.7 Vision, Values and school context. The skills, competencies, experiences and behaviours we want applicants to have (<i>appendix M</i>)</p> <p>Governors AGREED the existing vision lacked ambition, aspiration and was not distinctive. Governors noted the importance of the school vision and values, however accepted there was insufficient time to re-write prior to the recruitment process.</p> <p>Governors AGREED it would be a valuable to include in the interview process and would enable the new Headteacher to be involved in creating new vision and values for the school, with the contribution and support from the community and Governing Body.</p> <p>Governors highlighted the key attributes for the new school leader:</p> <ul style="list-style-type: none"> • Strong, confident leader (with staff, parents, and community) • Team builder & building trust (with staff, parents, and community) • Person management skills (identifying leadership roles/succession planning, team/individual development) • Strong communication skills (verbal and written) • Inclusive (look for evidence that all children are catered for) • Drive/ambitions for the school • Change management experience • Teaching & Learning – driving up the standards (how is this going to be delivered?) • Curriculum development <p>Governors acknowledged the danger in looking for the ‘perfect’ headteacher. It was AGREED to ensure transition arrangements are put in place.</p> <p>Action: Chair to update Recruitment documents and share with Governing Body.</p> <p>16.8 Comparative School Vision and Values (<i>appendix N</i>)</p> <p>Information only.</p>	KPM
17.	<p>Governor Training undertaken since the last meeting.</p> <p>17.1 Governor Training Tracker (<i>appendix O</i>)</p> <p>Governors were reminded of the following actions:</p> <p>Action: ALL Governors email training undertaken so far to KPM.</p> <p>The OCC virtual training schedule was shared prior to the meeting.</p>	ALL ALL



	<p>Action: ALL Governors to complete the Prevent online training and Governor Induction training (if not completed in last 2 years). Send certificates/confirmation to KPM.</p>	
18.	<p>Policies Review/ for approval (as per policy schedule): None.</p>	
19.	<p>Items for next agenda (in addition to actions)</p> <p>June Meeting Updated version of SEF – GM Updated version of SDP – GM Framework developed on SIAMS – behaviour, respect and values – PS</p> <p>July Meeting School calendar of events governors can attend – GM Equality Objectives – deeper review – GM Agree documents for Parent Governor Recruitment – GM Safeguarding Monitoring – KM</p>	
20.	<p>Date of next meetings: It is noted that future meetings will be held virtually (until Government advise otherwise).</p> <p><u>Full Governing Board</u> Thursday 18th June 2020 at 7pm Thursday 16th July 2020 at 7pm</p>	

The meeting closed at 5.46pm

JM 02/06/2020



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Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michaels FGB Minutes 30042020
5.2	B	St Michaels Governor Action Log
7.1	C	Return for Parents 190520
7.2	D	COVID Letter to staff 180520
7.3	E	Risk assessment viral outbreak
11.1	F	2020-2021 EFS ED3241 St Michaels Primary budget validation
16.1	G	2020.02.28 Parent Questionnaire Analysis
16.2	H	Parent Communication – Survey Key Messages
16.3	I	Staff Questionnaire
16.4	J	Staff Communication – Survey Key Messages
16.5	K	HT recruitment process version 1.1
16.6	L	HT recruitment panel composition
16.7	M	Vision and Values Statement
16.8	N	Comparative Vision and Mission (Aims)

■ end