

**MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB**



# St Michael's CE Primary School

The Causeway, Steventon, Oxfordshire OX13 6SQ Telephone and Fax: 01235 831298

Headteacher: Mrs. Leyshon-Brady

Email: [head.3241@st-michaels-pri.oxon.sch.uk](mailto:head.3241@st-michaels-pri.oxon.sch.uk)

[www.stmichaelssteventon.co.uk](http://www.stmichaelssteventon.co.uk)

*Cultivating Respect, Persevering, and Learning with Courage*

## Minutes of the Full Governing Board (FGB) Meeting held on 25 January 2024 5.30pm – virtual

<b>Present:</b>	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Ruth Gardiner (RG) – Staff Governor Nigel Goode (NG) – Local Authority Governor Steve Green (SG) – Parent Governor Sarah Hudson (SH) – Co-Opted Governor Kathryn Mendus (KM) – Foundation Governor Tui Solomon (TS) – Co-opted Governor – Vice Chair Philip Sutton (PS) – Foundation Governor Alex Rennis-Lis (ARL), Parent Governor Adele Frankum (AF) Parent Governor Ann Parham (AP) – Co-opted Governor
<b>Apologies:</b>	None
<b>Absent:</b>	None
<b>Vacancies:</b>	Foundation Governor x 1, Co-opted Governor x 1
<b>In attendance:</b>	Georgie Clarke - Local Authority (LA) Clerk – covering for Nicole Brooks

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting started at 5.33pm RC welcomed everyone and welcomed Georgie Clarke as Cover Clerk. PS opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> There were none. The meeting was quorate and remained so throughout the meeting.	
3.	<b>Urgent Additional Items</b>  RC - Nigel Goode's term of office is due to expire on 10/2/24. After speaking with NG he has agreed to stay with the FGB for a few more months, to assist with various items including the upcoming budget launch cycle (his area of expertise). If the above is agreed by Governors tonight, it will give time for Governor Services to be informed so they can approach the local councillor for consideration and official sign off. If that process is not completed by 10/2/24 (as it can take a couple of weeks or so), as a contingency, the FGB are able to vote to Co-opt NG in the interim thereby ensuring he remains a governor. In line with the voting process NG left the meeting so Governors could discuss.	

Chair of Governors.....*RConway*.....Date.....21<sup>st</sup> March 2024.....

	<p>Governors discussed the above proposal and voted for NG to stay on the FGB. NG re entered the meeting. Governors thanked NG for agreeing to stay on the FGB for the time being.</p> <p>The Clerk agreed to inform Governor Services that NG has agreed to remain on the FGB as LA Governor, they can then contact the local councillor.</p>	<b>Clerk</b>
<b>4.</b>	<p><b>Declarations of Interest</b></p> <p>No new declarations of interest were made.</p>	
<b>5.</b>	<p><b>Approval of FGB Minutes</b></p> <p><b>Main minutes &amp; confidential minutes of 7.12.23</b></p> <p>Both sets of minutes were adopted and signed by the Chair.</p>	
<b>6.</b>	<p><b>Matters arising not covered on the agenda</b></p> <p>There were none.</p>	
<b>7.</b>	<p><b>HT report</b></p> <p>7.1 <u>HT report</u> - written report  7.2 SEFIP (inc. ragging)  7.3 IDSR Report  7.4 New EYFS statutory framework</p> <p>All had seen the report prior to the FGB. Discussion started with any questions regarding the HT report –</p> <p><i>Q - Attendance – Yr5 % looks higher ie poorer attendance – it is the smallest class. The class with the highest missing sessions are Yrs 4 and 2 with unauthorised absences – why is that and how many families involved?</i></p> <p>HLB does not authorise any holidays – one family took 3 weeks in America. Children absent in Yr5 and Yr2 which is significant. Exact families are known and meetings have taken place as necessary. It was noted that absence can also be unauthorised absence where the child is late. Where there are small classes it effects the percentages.</p> <p>Causes for absence are largely holidays or where families have not let the school know and it now a case of the school not chasing indefinitely due to time the school office loses chasing absences where parents do not let the school know. It is very frustrating for office staff.</p> <p>Comment - It is the correct thing for the school to adopt and links with the attendance policy. Shows the policy is being adhered to.</p> <p>The newsletter to parents outlined the lost hours data and details the lines of the policy around authorisation.</p> <p><i>Q in the policy do we need to expand the examples of unauthorised absence?</i>  The policies were discussed with staff as absence impacts on all teaching and the office. The school does not want to over policy because then there will be too many variables. The list of unauthorised is everything that is not.  Comment – perhaps we should keep that under review and see what is going on over the next few weeks.</p> <p><i>Q – at the last meeting, FGB discussed stage 4 families - given all the interventions that have been put in place are we now seeing a reduction of children going through that process and their behaviour changing?</i></p>	

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Where they have been invited to a meeting, attendance has increased and we see improvements so no one has hit stage 4.

The school internally tracks attendance every 4 weeks to look at improvement. HLB spoke of the cycle and sees little stages of progress which shows the attendance has improved which is positive particularly in the Yr5 co-hort which is good.

*Q and Comment - Did not understand the national comparison data – how does St Michael – compares to the statistical neighbours. Where is the school in the columns?*

It is our data and our ranking where we sit amongst local schools. St Michael's is compared to 225 other schools. Overall 108<sup>th</sup> from 225, so mid-range. Although data is uncomfortable with SEN 93<sup>rd</sup> out of 225 – about half-way.

FSM children PP grant – 185<sup>th</sup> which is not good.

Without FSM 54<sup>th</sup> - children with FSM and their attendance is an issue.

Persistent absentee rate is 36% - caveat will be interesting to see what letters are sent out – when it is reviewed internally what it looks like now as have seen those children in school more but need to see how that translates into attendance data.

HLB was thanked for the explanation - Governors now have an understanding of the ranking.

Vulnerable learners – the totals should add up to the columns - were adjusted by HLB in the meeting.

*Q - SEND support is very high at 36. What is being done to support them in Yr5 co- hort.*

Full day EP visit observing children and their learning. A significantly high needs class of 11, 9 are on the register for AFD tendencies. Daily interventions, basic maths, phonics – all the things they missed during covid. Parental engagement is low and attainment of children is low for this year and Yr2. Lots of children missed out on the core bits and it is down to precision teaching now to help develop. HLB spoke of her lesson observation – she had seen the most outstanding teaching for a long time – very skilful adaptive teaching of children taking place. Teaching children at the level they were at, needs of the children were being met in the lesson as well as having same day catch up. There is also a plan in place for when they move into Yr6 – an extra teacher for one day per week so they can be taught as two separate classes.

*Comment - bear in mind and think about progress rather than attainment.*

The school has also inherited 5 children from other settings who are working at lower levels which has to be factored in.

Observation of covid, reading level of Yr5 and other levels – it is a difficult time for teachers and is a statistical outlier.

The vulnerable learners' level is helpful for governors to look at attainment against progress. It was noted there is a narrative that goes with Yr5.

*Q Any children that fall into multiple categories in the Yr5 co-hort?*

Yes – 7 of the children on PP, 5 have SEND and 2 of those are EAL. Yr5 co-hort children with multiple barriers and it is tricky as some EAL children have do not have SEND but they do have an additional need, so staff in the classroom are having to use Google translate. Yr6 children 5 have EAL and not all the same language. There are 10 different languages in school aside from English which is a challenge.

Q Any information on how numbers compare to similar schools?  
Not at the moment but that is what the IDSR does (which is out of date.)

### 7.3 IDSR

It was noted the number on role has increased further since IDSR data was added. The IDSR data is based on January 2023 census – a full year out of date and there is no way of updating it until the new one comes out in a year's time.

The IDSR Compares the school nationally against all schools.

Comment - Interesting – EHCP numbers have dropped, 9 children on SEND but school register says 36.

### Q What is IDSR? Inspection Data Summary Report

Information that Ofsted will have a look at before they come into school and use to form hypotheses so it is good that governors know the data even if it is out of date and have had the conversation about the SEND numbers and the support going into school. Shows that the governors know about the school and useful for governors to see it.

The following was noted:

Ethnicity has changed

SEND characteristics.

Population matrix rather than performance matrix.

Meeting the need as a percentages of population.

Governors were asked to become familiar with the three external data sources and what they look like:

ASP data – how we are in comparison to national school re attainment and progress

IDSR – inspectors use that data.

Compare school and college performance in England – is a public site and good for governors to know and see the facts. The site informs parents about the school around attainment, progress etc. It is not known how up to date that site's data is.

Parents can see the data and school information. Also will speak about funding – how much is spent on staffing – financial benchmarking.

Lowest 20% for teachers, highest 20% for support staff – all known from the budget.

Q Are we aiming to be lowest for educational consultancy buy-in? There was support from the LA – HLB and grant for consultancy in 2022.

Q Are we getting suitable consultation, similar to what other schools are accessing? The issue is where we had a maths consultant visit – as provided by LA, so the school did not spend on that. She was asked not to return to the school. Not sure of the significance of that.

Comment and Q - We should be accessing good quality consultants where there is a weakness identified in order to strengthen. Are we accessing enough additional support where it is required and when it is required? It is not possible to cover everything in house.

The school is and the partnership is used a lot for consultancy in HLB's opinion. Quality is the issue – there is not a lot of external consultancy available without paying huge sums of money. The school has been able to go through the partnership and use CPD without buying services in. A maths consultant is coming in on Monday through the LA – an example of the school not accepting support when it is not of good quality.

Achievements in the way the money is spent = should not lose sight of that to make

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	<p>sure it is effective and the progress is being seen.</p> <p>Suspensions have dropped off in internal data as the expectations have been set continuously and the number has reduced dramatically over the last 3 years. It was noted that many of those children have now left. The curriculum is better which is meeting the needs of children better resulting in a drop in suspensions.</p> <p>7.4 – New EYFS framework is already in place. Impact on children is not significant. Comment – it is very useful that wording changes were highlighted. It has provided clarification which is helpful when justifying the EYFS decision making process re consultants.</p>	
<b>8.</b>	Agenda item recorded under confidential minutes	
<b>9.</b>	<p><b>Update from the Chair</b></p> <p>Discussed under academisation.</p>	
<b>10.</b>	<p>Governor updates since last meeting</p> <p>Learning &amp; Teaching 10.1 a/b/c – Monitoring visit reports to be CF to the next meeting.</p> <p>Staffing / Finance 10.4. SFVS for board approval: deadline 9 February – to be approved: The details of the document were approved so the document could be submitted. It was noted that the document identifies that the asset register work is to be completed.</p> <p>Premises (Excluding Health and Safety): 10.5 Update on asset management plan It was agreed the asset management plan would be deferred to the finance budget meeting.</p> <p>Inclusion &amp; Safeguarding: 10.6 Governor SEND training 26<sup>th</sup> February 2024 L3 Safeguarding training 31<sup>st</sup> January 2024 Safeguarding EYFS training 20<sup>th</sup> February 2024 The above dates were noted by Governors.</p> <p>10.7 Safeguarding audit action plan CF to next meeting</p> <p>10.8 Prevent training (governors) No update at this meeting.</p> <p>10.9 Community Website Review No update at this meeting</p>	<b>HLB</b>
<b>11.</b>	<p>Distinctiveness and effectiveness of our school as a Church school</p> <p>Carried over to next FGB.</p>	
<b>12.</b>	<p><b>Policies for approval</b> – <i>all were shared prior to the meeting via google drive and comments / questions were invited. These were the discussion points raised.</i></p> <ul style="list-style-type: none"> <li>• Written Statement of Behaviour Principles</li> </ul> <p>Document drafted was agreed – it was noted the need to change terminology and be consistent ie use 'pupils' for primary school. HLB changed the document in the meeting.</p>	

	<p>FGB were happy to adopt the document.</p> <ul style="list-style-type: none"> <li>Behaviour policy (revised) The version for consideration was not subject to any radical change – it is to be read with the behaviour principles in mind. The questions raised on the policy had been looked into by HLB – the national guidance does not fit into the primary model as discussed by staff, who agreed the non-statutory guidance should not be added to the policy. It was confirmed the Behaviour Policy is within the school's operational ownership. The FGB agreed to the policy being adopted as presented.</li> <li>Attendance policy (revised) Why regular attendance is important section to be reviewed – HLB to add that detail section re values. HLB will add the updated policy to Gov Hub for governors to sign off.</li> </ul> <table border="1" data-bbox="204 678 1190 1357"> <tr><td><b>Admissions Policy – to CF to next FGB</b></td></tr> <tr><td><b>Admissions (Nursery) – to CF to next FGB</b></td></tr> <tr><td>The following OCC model policies were all adopted:</td></tr> <tr><td>Professional Code of Conduct for Staff / Code of Conduct for Staff and Volunteers</td></tr> <tr><td>Disciplinary Policy and Procedure</td></tr> <tr><td>Resolving Grievances</td></tr> <tr><td>Dignity at Work</td></tr> <tr><td>Capability of staff</td></tr> <tr><td>Appraisal for teachers and headteachers -</td></tr> <tr><td>Stress at work</td></tr> <tr><td>Managing Sickness Absence</td></tr> <tr><td>Pay Policy for Teachers 2023</td></tr> <tr><td>Emergency and Special Leave</td></tr> <tr><td>Restructuring and Redundancy</td></tr> <tr><td>Pay Policy for Support Staff</td></tr> </table>	<b>Admissions Policy – to CF to next FGB</b>	<b>Admissions (Nursery) – to CF to next FGB</b>	The following OCC model policies were all adopted:	Professional Code of Conduct for Staff / Code of Conduct for Staff and Volunteers	Disciplinary Policy and Procedure	Resolving Grievances	Dignity at Work	Capability of staff	Appraisal for teachers and headteachers -	Stress at work	Managing Sickness Absence	Pay Policy for Teachers 2023	Emergency and Special Leave	Restructuring and Redundancy	Pay Policy for Support Staff	<b>HLB</b>
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<p><b>13.</b></p>	<p><b>School issues and confirmations</b></p> <p>Safeguarding <b>Any safeguarding or bullying and racist incidents since last meeting?</b> There were none.</p> <p>Health and Safety: MUGA has been condemned by H&amp;S, roped off and the cost of repair will be put into the budget under the capital project. <b>Q Had NG seen the roping off arrangement?</b> <b>Not seen them but there is an OCC visit on 1/3/24 and will make sure it is included in the scope of the visit.</b></p> <p>GDPR: Breaches since the last meeting. There were none.</p>	<b>NG</b>															
<p><b>14.</b></p>	<p>Governance issues and confirmations</p> <p>Governor vacancies (Foundation Gov x 1 &amp; Co-opted Gov x 1) As reported.</p>																

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	Updated Governor Training Log – Governors to check their record is up to date	<b>Governors</b>
<b>15.</b>	<b>Post FGB communication</b>  Carried forward to next FGB.	
<b>16.</b>	<b>Items for next agenda:</b> <ul style="list-style-type: none"> <li>- Additional Provision impact report (LS) – Lena invited.</li> <li>- Homework policy and update (including parent voice).</li> <li>- 10.1a/b/c – Monitoring visit reports to be CF to the next meeting.</li> <li>- Admissions (Nursery) – to CF to next FGB</li> <li>- Admissions Policy – to CF to next FGB</li> <li>-</li> </ul>	<b>Clerk</b>
<b>17.</b>	<b>Date of next FGB meetings:</b> Thursday 21st March 5.00pm In person Thursday 25th April (Budget) 5.30pm Remote Thursday 13th June 5.30pm Remote Thursday 11th July 5.00pm In person	
<b>18.</b>	<b>Any Other Business</b>  <b>Nigel's last FGB meeting</b> – please see comments above.  <i>Meeting ended at 7.45pm</i>	

GPC 29.1.24

**Appendices (documents and reports discussed)**

Agenda Item	Appendix	Name
5	A	Minutes of FGB meeting 07.12.2023
5	B	Confidential minutes of FGB meeting 07.12.2023
7	C	HT report
7		SEF 2023-24
10	D	SFVS 2023

**Action Log**

Meeting Date	Item Number	Action	Owner	Deadline
25/1/24	3	The Clerk agreed to inform Governor Services that NG has agreed to remain on the FGB as LA	Clerk	ASAP

Chair of Governors.....*Penney*.....Date.....21<sup>st</sup> March 2024.....



		Governor, they can then contact the local councillor.		
25/1/24	10.4	SFVS for board approval: deadline 9 February – to be approved: The details of the document were approved so the document could be submitted. It was noted that the document identifies that the asset register work is to be completed.	HLB	9/2/24
25/1/24	10.5	Update on asset management plan It was agreed the asset management plan would be deferred to the finance budget meeting.	Finance Cttee budget meeting	Finance Cttee meeting
25/1/24	12	<b>Attendance policy (revised)</b> Why regular attendance is important section to be reviewed – HLB to add that detail section re values. HLB will add the updated policy to Gov Hub for governors to sign off.	HLB	ASAP
25/1/24	12	Admissions Policy – to CF to next FGB Admissions (Nursery) – to CF to next FGB	HLB	Next FGB
25/1/24	13	<i>MUGA - Q Had NG seen the roping off arrangement?</i> Not seen them but there is an OCC visit on 1/3/24 and will make sure it is included in the scope of the visit.	NG	1/3/24
25/1/24	14	Updated Governor Training Log – Governors to check their record is up to date	All	FGB