



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 21st March 2024 5.00pm – in person at the school

Present:	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 – arrived 5.53pm
Apologies:	None
Absent:	None
Vacancies:	Foundation Governor x 1, Co-opted Governor x 1
In attendance:	Nicole Brooks - Local Authority (LA) Clerk

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.08pm RC welcomed everyone to the meeting. PS opened the meeting with a prayer.	
2.	Apologies for absence There were none. The meeting was quorate and remained so throughout the meeting.	
3.	Urgent Additional Items Re-appointment of NG to LA Governor – The clerk contacted Governor Services to propose NG for another term as LA Governor. The councillor approved this proposal and the board are able to re-appoint NG. Decision – The board re-appointed NG as LA Governor.	
4.	Declarations of Interest No new declarations of interest were made.	
5.	Approval of FGB Minutes 5.1 Main minutes & confidential minutes of 25.01.2024 Both sets of minutes were adopted and Action: to be signed by the Chair.	RC

6.	Matters arising not covered on the agenda There were none.	
7.	HT report HLB delivered a verbal report to the board. There have been a number of significant safeguarding cases / referrals that have arisen in the last week. HLB briefly explained the type of referrals and that no further detail would be divulged. KM as safeguarding governor has been in school during the last week and was able to observe and learn how these cases are being handled and how much time was required to manage them. Attendance – Whole school attendance is currently 95%. Yr5 has the lowest attendance and has the highest % persistent absence. HLB has yet to identify the exact reasons. There are high pupil premium numbers and an apparent apathy to attendance. SLT will have to look at different strategies to apply to improve attendance for this year group. Governor question – Are there any trends with this year group? The persistent absence rate for the whole school is 11%. For year 5 it is 38% Governor question – Are the ratios of demographic / absence the same in other years? HLB has not done the calculations so she cannot say. The families are at stage 4 in the attendance process flowchart – but HLB reported that attendance is improving a little. Governor question – Re: motivations for improvement and next steps in the process. Attendance is improving but there is not enough time to make the lost time up in this academic year. The next steps can lead to fines or imprisonment. Persistent absence falls under the header of educational neglect. MASH will only get involved if attendance does not improve. Quite often absence is called in as sickness. Governor question – How often is attendance measured? Officially every 6 weeks but HLB does carry out checks in between for some pupils who are persistently absent. Governor question – Do those who are persistently absent live in the village or do they need to travel a distance to get to school? HLB stated that these pupils live within the village. Governor question – How long does it take before moving to a contract for attendance? If absence is an issue from the start of the year one could be in place by Christmas, but if this doesn't happen until Easter it will be too late to make up the lost time. Governor question – Can the school tighten the parameters of timescales to try and turn things around sooner? HLB stated that this could be possible. Governor question – What about closing the educational gap? Is it beyond achieving? It is extremely challenging to close the gap. These pupils do not have SEN. They have simply missed too much school time. Governor question – Is the system broken or just overwhelmed and is this group close to being comparable to peer groups? HLB stated that this year group is currently sitting in the bottom 10% statistically. This year group had a bumpy start to their school journey and acknowledges recent improved attendance. Governor question – What is the school's approach to educating families about the importance of attendance? Regular messages to parents, targeted invitations to breakfast club, Home school link worker involvement, soft starts (arrive at 9am). The school has not got a rewards system and they will not physically collect pupils from their home any	

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<p>longer.</p> <p>Governor question - Is there a system that is used across the school? HLB has considered different options but there is not one solution that works for all.</p> <p>Governor question - Is it pupils or parents who have the reluctance towards attendance? HLB stated that it is a mix.</p> <p>RC intervened so that the meeting could stay on time. Absence is a concern for the GB. Governors need to be aware of the issues and to be informed of a strategic plan that HLB can bring back to the board for discussion for the June FGB meeting. This is a strategic plan, not the absence policy.</p> <p>Action: Strategic plan to tackle persistent absence to the June FGB meeting</p> <p>There was a discussion around mental health and academic achievement. The school has interventions to support mental health and when this improves, the pupils will be in a better place for learning and achieving.</p> <p>Governor comment – The Yr5 targets on the data results show that despite poor attendance that group is doing well and in green for their target. This presumably shows that they could be achieving so much more if attending regularly. It also shows that the maths teaching in school is working and robust.</p> <p>Governor question – re: SEND / additional provision plan. A couple of items are not costed for – why? HLB explained that the staff who deliver these are already employed and they don't need to buy the service in. She is currently calculating the cost.</p> <p>Data table – Quality of Education HLB informed the governors that the quality of teaching is at least 'good' consistently across the school. Lessons provide the right level of challenge for the pupils.</p> <p>HLB also reported that she has met with two other HT's and discussed the wider curriculum. She believes that St Michael's is in a good place, the curriculum is robust and they are ahead of the game.</p> <p>Governor monitoring KM carried out a learning walk (EHCP plan to provision) with the SENCo. The report has been shared on Gov Hub for governors to read. KM found that the SENCo has clear and confident expertise in her role. Day to day provision is sound.</p> <p>SH carried out a 'book look' monitoring visit. The report has been shared on Gov Hub. She looked at a selection from each year group. There was evidence of the impact from the training that the teachers have undergone earlier this year. Earlier interventions and marking is being carried out so that any issues are picked up sooner. Processes are being implemented as required.</p> <p>The governors agreed that these visits are evidencing what goes on in school and backing up what HLB reports to the board. RC shared the template for monitoring visits. The governors are happy to use this one.</p> <p>Action: RC to tidy up some of the documents / folders on Gov Hub to make sure the most up to date documents are available.</p>	<p>HLB</p> <p>RC</p>
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<p>Governor comment – A request was made to discuss sharepoint and come to a decision on how governors share / use online documents. It was agreed that if there is not time at this meeting it would be made an agenda item for the next FGB meeting.</p> <p>Stress at work survey 30 people completed the survey. The overall response results indicate that generally people are happy / they know their job / they have someone to talk to / they are clear on their responsibilities, goals and the school vision. Staff do not feel pressured to work long hours. To a degree they can choose what work to do. Most staff are not subject to unkind words. Staff feel they can rely on their line manager and enjoy coming to work. One comment was around logging into work emails in their own time. There is not a pressure to do this from SLT. There was a short discussion. Ultimately the decision to access work emails in your own time rests with the individual, but it can be difficult for some staff to do this in their school hours.</p> <p>Governor question – Do TAs get admin time? No they don't. This is due to historical contracts – they start and leave with the pupils. A solution is needed but HLB will canvas opinion of the TAs and see if they can reach a satisfactory outcome.</p> <p>The surveys are anonymous.</p> <p>Governor question – Did any staff not know how to carry out safeguarding duties? HLB stated that there was no specific question on this.</p> <p>Governor question – Did all staff participate in the survey? Yes, all but HLB.</p> <p>There is an opportunity to create an action plan for improvements where possible.</p> <p>Governor question – Can HLB present the full data report to the board? Yes HLB will do this</p> <p>Action: Present Stress at Work survey results to the board at the June FGB.</p> <p style="text-align: center;">AP arrived at 5.53pm</p> <p>Homework A parental complaint has been received re: homework as the school does not have a homework policy and longer. Some parents want homework to be set. HLB has worked on a solution that she hopes will work for all.</p> <p>A new homework proposal has been shared on the Hub. HLB went through the proposal and explained how homework will be set. Homework for Yr1 and Yr2 will not be marked at all. There are more tasks for LKS2 and UKS2. Time will be required for marking and the plan is to do this in class. There is a section for a bespoke / ad hoc homework, that could be set for a child who is struggling with an area of learning. HLB stressed that there is no obligation for homework to be completed. Compulsory homework goes against the school's values and ethos and for some families time is a barrier to homework completion. No paper copies will be sent out.</p> <p>Governor question – If there is no pressure to do the homework then it is no concern if not done and therefore not an issue for those who don't do it? HLB stated that homework can affect the mental load on pupils and parents and there is also no evidence that homework makes a difference.</p> <p>Governor comment – According to the survey, the minority of parents want homework. How come the homework is being proposed? This feels like a good compromise for those who feel strongly about the subject.</p>	HLB
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	<p>Governor question – Some parents have a concern that they are not on the same track as teachers and that they may hinder their child by doing this differently. HLB tries to make this information accessible to parents but understands that it may not be enough detail. Trying to strike a balance is challenging.</p>	
8.	Agenda item recorded under confidential minutes	
9.	<p>Update from the Chair No report at this meeting.</p>	
10.	<p>Governor updates since last meeting Learning & Teaching 10.1a/b/c – Monitoring visit reports by SH and KM discussed under HT report. ESAT review visit by KM KM had a list of items for the board to ask themselves to ensure they are carrying out their safeguarding duty for the school. KM suggested she would share this list on Gov Hub so that governors can read and action any if not already completed / being carried out. KM was able to observe how CPOMS is used and how it works. One item was to ensure that Keeping Children Safe in Education has been read and understood. This is a document that should be read by every governor at the start of every academic year. Action: Clerk to check who has not ticked this declaration on Governor Hub Another item was to ensure that all governors have undertaken safeguarding training. Action: KM to share the safeguarding items that all governors must complete</p> <p>Staffing / Finance 10.4. No reports this meeting</p> <p>Premises (Excluding Health and Safety): 10.5 No reports this meeting</p> <p>Inclusion & Safeguarding: 10.6 No reports this meeting</p> <p>10.7 Safeguarding audit action plan CF to next meeting</p> <p>10.8 Prevent training (governors) No reports this meeting</p> <p>10.9 Community Website Review No reports this meeting</p>	<p>Clerk</p> <p>KM</p>
11.	Distinctiveness and effectiveness of our school as a Church school Carried over to next FGB.	
12.	<p>Policies for approval – <i>all were shared prior to the meeting via google drive and comments / questions were invited. These were the discussion points raised.</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>Decision - The following policies were all adopted by the board at this meeting:</p> </div> <div style="border: 1px solid black; padding: 2px;">Charging and Remissions</div> <div style="border: 1px solid black; padding: 2px;">Internal Financial Procedures Manual</div> <div style="border: 1px solid black; padding: 2px;">School Hall Hiring Policy</div> <div style="border: 1px solid black; padding: 2px;">Data Protection</div>	

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17.	Date of next FGB meetings: Thursday 25th April (Budget) 5.30pm Remote Thursday 13th June 5.30pm Remote Thursday 11th July 5.00pm In person	
18.	Any Other Business <div style="text-align: right;"><i>Meeting ended at 7.08pm</i></div>	

NB 21.03.2024

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5	A	Minutes of FGB meeting 24.01.2024
5	B	Confidential minutes of FGB meeting 24.01.2024
7	C	SEFIP 2023-24 March 2024
7	D	Gov AP impact report
7	E	Homework proposal
8	F	Confidential report
8	G	Confidential report
10	H	Governor monitoring report SH
10	I	ESAT review visit 18.03.24 KM
10	J	Learning walk 26.02.24 KM

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
21.03.2024	5	Sign the approved minutes and confidential minutes of 24.01.2024	RC	Next FGB
21.03.2024	7	Strategic plan to tackle persistent absence to the June FGB meeting	HLB	June FGB
21.03.2024	7	RC to tidy up documents / folders on Gov Hub	RC	Next FGB
21.03.2024	7	Present Stress at Work survey results to the board at the June FGB	HLB	June FGB
21.03.2024	10	Clerk to check who has not ticked this declaration on Governor Hub	Clerk	Next FGB
21.03.2024	10	KM to share the safeguarding items that all governors must complete	KM	ASAP
21.03.2024	12	Social networking policy <ul style="list-style-type: none"> Mobile phones in school to be amended to reflect actual practice Remove the item not allowing personal use of laptops for staff 	HLB	This week
21.03.2024	14	Governors to check their training record is up to date	ALL	Next FGB
21.03.2024	15	Newsletter to be written by and shared by Monday 25.03.24	SH	25.03.2024

Chair of Governors..........Date.....25th April 2024.....