

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 20th June 2024 5.30pm – Remote via google meet

Present:	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Ruth Gardiner (RG) – Staff Governor – joined at 5.39pm Steve Green (SG) – Parent Governor Sarah Hudson (SH) – Co-Opted Governor Kathryn Mendus (KM) – Foundation Governor Tui Solomon (TS) – Co-opted Governor – Vice Chair - joined at 5.36pm Philip Sutton (PS) – Foundation Governor Ann Parham (AP) – Co-opted Governor
Apologies:	Nigel Goode (NG) – Local Authority Governor Alex Rennis-Lis (ARL), Parent Governor
Absent:	None
Vacancies:	Foundation Governor x 1, Co-opted Governor x 1, Parent Governor x 1
In attendance:	Nicole Brooks - Local Authority (LA) Clerk

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.31pm RC welcomed everyone to the meeting. PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies were received and accepted for: Nigel Goode (NG) – Local Authority Governor Alex Rennis-Lis (ARL), Parent Governor The meeting was quorate and remained so throughout the meeting.	
3.	Urgent Additional Items	
4.	Declarations of Interest No new declarations of interest were made.	
5.	Approval of FGB Minutes (Appendix A & B) 5.1 Main minutes & confidential minutes of 25.04.2024 and 20.05.2024 One typo on the revenue under item no. 5 concerning minutes of 25.04.2024. The clerk has noted this and amended to the correct value. Both sets of minutes were adopted and Action: to be signed by the Chair.	RC

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6.	<p>Matters arising not covered on the agenda There were none.</p>	
7.	<p>HT report (<i>Appendix C & D</i>) HLB delivered a verbal HT report. Attendance monitoring – The school has started using the Government’s compare your data tool for benchmarking more than they did previously. It is helpful to have an overview of the wider picture nationally and where St Michael’s sits. Overall the school has 95.2% whole school attendance and this places the school in the top 30% of schools nationally. When comparing locally the school is 107/228 – a bit above average. The school sits in the middle when comparing persistent absence (PA). They are 143/228. There are 3 pupils in a cohort who fall into PA and this impacts the data significantly. They are all circumstances that are out of the school’s control. HLB summarised the circumstances for 2 of the pupils and advised the board that the 3rd pupil has now had their school place at St Michael’s withdrawn. The procedures required a certain period of time to lapse before this could happen. That time has now passed, and the pupil is no longer on roll. <i>TS joined the meeting at 5.36pm</i> Pupil Premium pupil (PP) attendance is very low and in the bottom 30% of school nationally. The Home School Link worker is working hard to build relationships with families to support improved attendance. HLB is also having 1-2-1 meetings with parents to try and understand the barriers and gain engagement. There has been success with one family recently. <i>RG joined the meeting at 5.39pm</i></p> <p>Coffee mornings for parents of SEND pupils have been very well attended. There are plans to expand this initiative, to hold them fortnightly and widen the target group.</p> <p>Parent survey This was distributed and 84 responses have been received. This is considered a good response rate. 91% of pupils are happy at school 94% of pupils feel safe at school 95% of parents feel that the school takes well-being seriously Communication 85% are happy with the communication of the school 15% strongly disagree that communication is good HLB stated that in future the question will seek to understand</p> <p>72% of parents agree that the school actively seeks their views. HLB stated that St Michael’s seek more opinions than any other school and was disappointed with this statistic.</p> <p>Over 80% of responders felt the school listened to them and that concerns were addressed in a timely fashion.</p> <p>A high number of those who responded have pupils with SEND. 93% feel the school is inclusive</p> <p>83% feel the school has high expectations – however, the questions do need to quantify what category the expectations fall into as this is not clear. 92% of parents feel their child makes good progress at the school. 89% of parents feel the curriculum is ambitious and interesting 79% state that the homework is great</p>	

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HLB spoke about measures that are being introduced to improve the areas for improvement:

Outdoor Play and Learning (OPAL) primary programme

The school has signed up to this programme. It is based around lunchtime / playtime activities, but the principles and engagement are taken back into the classroom. The programme is evidence based and matches the ethos of St Michael's school.

De Beers have donated £5K to fund music therapy in school. This is to support pupil well-being and will fund the service for 2-3 years.

The school will use the coffee mornings to address concerns and encourage dialogue with parents.

There will be a return to in person parent's evenings. Online meetings will still be offered to those who cannot make into school but most will be face to face from now on.

All communications will go via Dojo but letters will be upload to the school website (excluding any confidential information).

Permissions are to move to google forms.

Class assemblies will be reintroduced, and parents will be encouraged into school to attend these too.

New school branded sport kit has been bought. Staff have been included in this aswell. HLB shared a picture of the kit.

Parents will be asked / invited to help with the after-school clubs. The school offers a wide range of clubs, but staff don't get paid extra to run them. The school relies on goodwill. A request will go out in the Steventon newsletter too to reach out to the wider community.

The contact details for the Student Support Assistant (SSA) will be shown under the safeguarding section of the school newsletter. If there are any volunteers to help with clubs then the SSA can allocate resource and time.

Phonics assessment – 73% of pupils reach the required standard.

The multiplication tables check has been carried out but results not yet known. All data will be updated from 28th June.

This term the school will focus on measuring fluency in readers and how it is taught. The 'Mega book of fluency' is used by the staff. The data is looking good so far. 85% of Years 3, 4 and 5 have achieved age expectancy standards. Those who haven't reached standards have a valid reason e.g. SEND.

Governor question – Re: Safeguarding. Volunteers coming into school to help with clubs. Will they be required to have DBS checks?

HLB explained that if they run a club then yes they will and the school will do this. If it is ad hoc then they won't but they will not ever be alone with any child / children. They will always be supervised.

Governor question – HLB spoke of safeguarding concerns around some PA pupils. Are there other PA pupils who are at a safeguarding risk?

No, there are not, their situation does not meet the threshold of need. Early help is

	<p>offered to families, but this is voluntary take up by parents and cannot be forced.</p> <p>HLB informed the governors that she is meeting with the new Interim Deputy Director for Education at Oxfordshire CC. She has recently made contact to express disappointment and frustration at the increasingly poor support from OCC for SEND pupils and how they are being let down.</p> <p>There is a waiting list / list of need for high needs SEND pupils. Recommendations are made by the SEND team on measures to be taken around site improvement such as fencing but there is debate and disagreement with the property team around what they will install. Lack of understanding around need.</p> <p>Governor comment / support – Very much support the idea of OPAL in the school. HLB stated that they are currently trialling it with Yr5. They have the highest level of disadvantage / low engagement.</p> <p>Governor comment / support – Re: Parent questionnaire. There are a lot of positives to take from the data. Even if HLB had hope for better scores / comments, receiving scores of 80% plus is actually very positive feedback and HLB should be proud of this.</p> <p>Overall, less than 50% of parents replied so not all voices have been heard / engaged with this. Free text comments are not expressing the views of every parent.</p> <p>Governor support – The attendance figures are looking very positive. HLB explained that the teachers work hard to build good relationships with parents.</p> <p>HLB is planning a STEM week. The aim will be to get the message out about the STEM curriculum across the whole school.</p> <p>Governor question – HLB mentioned using google forms for permissions. Microsoft also have this function and the school subscribes to the MS package. Could this be tried first? HLB agreed to this.</p> <p>Governor comment / support – PS stated that he would be pleased to help and support families in need in any and he would also be happy to attend class assemblies and to reach out in his network to invite guests to talk to the children about relevant topics and school values.</p>	
8.	Agenda item recorded under confidential minutes	
9.	Update from the Chair No report at this meeting.	
10.	<p>Governor updates since last meeting</p> <p>Learning & Teaching 10.1a/b/c – Governor monitoring There are some monitoring areas that need to be covered this term around the wider curriculum. This is a development target for HLB. Action: HLB to circulate some proposed visit dates via Gov Hub. Governors please book some time. Action: Governors book a monitoring visit.</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>HLB</p> <p>ALL GOVS</p>

<p>13.</p>	<p>School issues and confirmations Any safeguarding or bullying and racist incidents since last meeting? Safeguarding – There are ongoing safeguarding cases that HLB has referred to in the HT report. Staff safeguarding training up to date? HLB confirmed that there is one outstanding who will complete their training tomorrow (21.06.2024) Governor Safeguarding training up to date? The clerk confirmed that all governor safeguarding training has been completed.</p> <p>Prevent training – HLB and RG do not have their training listed on Gov Hub. HLB confirmed that it is recorded on the SCR but they will update their Gov Hub record.</p> <p>The clerk also confirmed that all governor DBS and Section 28 checks have been carried out.</p> <p>There have been 3 x suspensions since the last FGB meeting. HLB gave a brief summary of the reasons.</p> <p>HLB informed the board that the most recent signed copy of the SCR is physically printed and kept in the school office as per requirements.</p> <p>No bullying or racist incidences to report.</p> <p>Health and Safety: Since the last FGB meeting, two pupils have fallen and injured themselves in the playground playing football. HLB explained that the circumstances have been investigated but no particular hazard or risk has been identified as being at fault. They were accidents.</p> <p>GDPR: Breaches since the last meeting. There were none.</p>	
<p>14.</p>	<p>Governance issues and confirmations</p> <p>Governor vacancies (Foundation Gov x 1 & Co-opted Gov x 1, Parent Governor x 1) AP's term of office expires 31.08.2024 AP has agreed to stand for another term although attending some in person meetings may be difficult due to weekly schedule. AP left the meeting for the board to discuss and vote on re-election. Decision made – The board elected AP for another 4 year term as co-opted governor</p> <p>Other governor vacancies – It was agreed to look at recruitment to these posts in the new academic year and in line with academy requirements.</p> <p>Updated Governor Training Log – Action: Governors to check their training record is up to date</p>	<p>ALL</p>
<p>15.</p>	<p>Post FGB communication Newsletter – Action: Newsletter to be prepared by SH</p> <p>Action: Letter of thanks to SS (School Business Manager) from the board Action: Message of thanks to be conveyed from the board to the St Michael's staff team for their part played in the outcome of the parent survey feedback</p>	<p>SH</p> <p>RC RC</p>

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16.	Any Other Business No items raised.	
17.	Items for next agenda: Policies as discussed	
18.	Date of next FGB meetings: Thursday 11th July 5.00pm In person <i>Meeting ended at 7.20pm</i>	

NB 20.06.2024

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5	A	Minutes of FGB meeting 25.04.2024
5	B	Confidential minutes of FGB meeting 20.05.2024
7	C	Disadvantaged pupils audit evaluate my school June 2024
7	D	Evaluate my school audit June 2024
8	E	St Michael's budget summary

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
20.06.2024	5	Sign the approved minutes and confidential minutes of 24.01.2024	RC	Next FGB
20.06.2024	7	Strategic plan to tackle persistent absence to the June FGB meeting	HLB	June FGB
20.06.2024	10	HLB to circulate some proposed visit dates via Gov Hub. Governors please book some time.	HLB	ASAP
20.06.2024	10	Governors book a monitoring visit.	ALL GOVS	When dates published
20.06.2024	10	TS will take on the website review	TS	Next FGB
20.06.2024	12	HLB confirmed that the Annual sheltering drill will take place on Monday 8 th July.	HLB	8.7.24
20.06.2024	12	The complaints policy will be reviewed and presented at the next FGB meeting – RC to draft a policy and the Clerk to put on the agenda	RC Clerk	Next FGB
20.06.2024	12	Sex and Relationships policy and ICT policy for review at the next FGB	HLB Clerk	Next FGB
20.06.2024	14	Governors to check their training record is up to date	ALL GOVS	Next FGB
20.06.2024	15	Newsletter to be prepared by SH	SH	Next FGB
20.06.2024	15	Letter of thanks to SS (School Business Manager) from the board	RC	This week
20.06.2024	15	Message of thanks to be conveyed from the board to the St Michael's staff team for their part played in the	HLB	This week

Chair of Governors..... *R. Brown* Date.....11th July 2024.....

		outcome of the parent survey feedback		
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