



# 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 11<sup>th</sup> July 2024 5.30pm – in person at the school

<b>Present:</b>	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Steve Green (SG) – Parent Governor Nigel Goode (NG) – Local Authority 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
<b>Apologies:</b>	Alex Rennis-Lis (ARL), Parent Governor Ruth Gardiner (RG) – Staff Governor Ann Parham (AP) – Co-opted Governor
<b>Absent:</b>	None
<b>Vacancies:</b>	Foundation Governor x 1, Co-opted Governor x 1, Parent Governor x 1
<b>In attendance:</b>	Nicole Brooks - Local Authority (LA) Clerk – arrived at 5.07pm

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting started at 5pm RC welcomed everyone to the meeting. The meeting was opened with a song that was introduced as the new school song.	
2.	<b>Apologies for absence</b> Apologies were received and accepted for: Ruth Gardiner (RG) – Staff Governor Alex Rennis-Lis (ARL), Parent Governor Ann Parham (AP) – Co-opted Governor The meeting was quorate and remained so throughout the meeting.	
3.	<b>Urgent Additional Items</b> <b>Action:</b> To find someone who knows the school song tune.	HLB
4.	<b>Declarations of Interest</b> No new declarations of interest were made.	
5.	<b>Approval of FGB Minutes</b> <b>5.1 Main minutes &amp; confidential minutes of 20.06.2024</b> Not had sufficient time to review and approve the last FGB minutes. <b>Action:</b> Item c/f to the next FGB meeting.  <i>The clerk arrived at 5.07pm due to traffic delays</i>	Clerk

6.	<p><b>Matters arising not covered on the agenda</b></p> <p>SH had an action to produce the governor's newsletter. This will be shared by SH by the end of this week.</p> <p>Monitoring visits – This term the suggested day of Wednesdays were not actually compatible for governor visits due to events such as sports day and transition day so there have been none since the last FGB. There was a short discussion and SH volunteered to carry out a governor visit on Tuesday 16<sup>th</sup> July.</p>	
7.	<p><b>HT report</b> (<i>Appendix A</i>)</p> <p>Report shared prior to the meeting.</p> <p>Attendance is currently at 95.5%. This result means that the school will not receive an OCC attendance meeting next year. There are however still a number of pupils who are persistent absentees (PA).</p> <p>HLB is considering sending a letter to targeted families to try and tackle PA. The school is aware of the issues / barriers to attendance, but need to try all options to improve attendance.</p> <p>The data for small cohorts are more affected.</p> <p>SLT have met to drill down on attendance data and suspensions. They are scrutinising groups such as pupil premium (PP) and SEND and reviewing attainment. They have discovered that attainment data is better than expected for some pupils. This exercise has identified those who have fallen behind. HLB has met with the SENCo, looked at pupil profiles and provision mapping. This will be done for PP pupils too.</p> <p>HLB explained that they have to look at the complete picture to assess needs, then record what was tried / offered to the family and if this was accepted. The aim is to learn what needs to happen for that family to achieve sufficient improvement.</p> <p>Patterns of absence for siblings are looked at too.</p> <p>There will be a new penalty notice system coming in to force from 19<sup>th</sup> August – under new DfE attendance guidance. HLB explained the new fines structure and how every adult who lives in the household will be fined when the child/children are absent.</p> <p>When absence / lateness thresholds are reached, the school sends a letter to the family. The HT decides on supporting or fining the family. This will be on a case-by-case basis. This affects all pupils from statutory school age.</p> <p><b>Governor question</b> – Where does the fine go? Does the school receive it?</p> <p>HLB confirmed that the money goes to the LA Attendance Team to fund CPD for schools.</p> <p>In a 3-year period a family can have two fines, at the third time prosecution will start.</p> <p><b>Governor question</b> – Where is the policy?</p> <p>OCC have written it, but feedback strongly suggested some amendments, so this is in progress. The school cannot review it until it is received, and fines cannot be issued until it is published.</p> <p><b>Governor question</b> – Has the school informed parents yet?</p> <p>Yes – this information has been shared in the school newsletter.</p> <p><b>Governor comment</b> – To reinforce the message that this has come from the DfE and not the school. HLB is doing this.</p> <p><b>Governor comment</b> – The school does also need to review the Equal opportunities and Human rights act.</p> <p><b>Governor comment</b> – There doesn't seem to be any media coverage about this change to attendance guidance.</p> <p>HLB agreed but stated that there was talk at the start of this year.</p> <p><b>Governor question</b> – Who collects / chases the fines money?</p> <p>The school sends the initial letter, but OCC take the case on after that point.</p> <p><b>Governor question</b> – When will we see the policy?</p> <p>At the next FGB. As soon as HLB receives it she will share on Gov Hub.</p>	

*Plenary*

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

<p><b>Action:</b> Share new attendance policy on the hub and present at the next FGB</p> <p><b>Safeguarding</b> Overall, safeguarding incidences have been quieter. HLB gave a brief anonymous update of a case that the school is working on.</p> <p><b>Academisation</b> The conversion request was granted on 20<sup>th</sup> June. This afternoon HLB met with OCC. The school has been allocated a Project Manager from the DfE. Legal representatives have been appointed for the school as they own the building and the church as they own the land. There will be a 125-year lease agreed for the land and building. The school will need to meet some of the costs for a commercial transfer (£12K) from the academisation budget. TUPE etc will also be carried out. All papers should be completed by 1<sup>st</sup> November and conversion date is set for 1<sup>st</sup> December. After this date, OCC have 4 months from then to transfer funds to ALT. HLB was able to confirm that St Michael's surplus money will get ring fenced for 18 months once transferred to the trust. From 1<sup>st</sup> April all funds should have been transferred. HLB will be meeting ALT next Thursday and will be discussing finances. NG asked if he could join this meeting and HLB agreed.</p> <p><b>Governor question</b> – Will certain grants / surplus still be spent before conversion? The Energy efficiency grant will be spent and also, the outside wall will be treated during the summer break. OCC are taking care of this.</p> <p>NG reported that the next budget update will be in September. The data could not be uploaded to the system this week so a report could not be generated.</p> <p>There is proposed spend for the MUGA. The flooring needs to be replaced. Fencing around the Yr1 area also needs to be fitted. HLB informed the board that she has secured some additional funding to support SEND provision. This is enough money in the short term. The board discussed the lack of resources / money available for SEND support in school.</p> <p><b>Governor question</b> - Are the policies robust enough to help address the issues and are staff adequately trained? The staff receive Team Teach training. Training and support is sufficient at this time, but the school does need to regroup and review policies and procedures.</p> <p><b>Governor support</b> – Should the governors make representation to OCC to push the risk and seriousness of underfunding? HLB has no objection to this.</p> <p><b>Decision made – The board approved the proposed spending plan</b></p> <p><b>PE &amp; Sport funding report</b> HLB showed the board all of the samples of PE kit for pupils and staff to wear when representing the school at sporting events. Some of the funding has been spent on this clothing.</p> <p>OPAL (Outdoor Play And Learning) Costs are not yet fully known but will be in the region of £12K, this is why there is a c/f balance on the document. The confirmed numbers will be entered before it is published.</p> <p><b>Governor question</b> – What is the expenditure re: PE curriculum? HLB confirmed that this is online resources / software to support PE lessons.</p>	<p><b>HLB</b></p>
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**Decision made – The board approved the PE & Sport funding report**

Staffing model for 2024/25

There are very few changes to this model. Only one new member of staff from September.

HLB has declined taking on OBU students as the last 3 have not met required standards.

**Governor question** – Are staff happy with this model?

HLB confirmed that staff are happy.

SATs

KS2

HLB drew attention to the headline data. Although Y6 performed well in all of the revision papers, the actual SATs maths results were poorer than predicted.

Six pupils had borderline scores – the school is reviewing these and may appeal depending on the outcome.

Maths = 53.5% pass (inc. EAL results), 63.6% (excl. EAL results)

The reading results are 71.4% passed (inc. EAL results), 81% (excl. EAL results)

**Governor question** – What is the national data score?

This has not yet been published.

**Governor question** – Would the school be asked what they have done to support EAL pupils?

HLB explained that this is data that can be adjusted. This is a national measure, and the school just needs to submit an appeal.

Governors should absolutely ask this question – but the DfE do carry out an auto adjustment on appeal.

HLB then stated what the school does to support EAL pupils:

- Google translate
- Dual resourcing methods
- Pupil writes in their home language and the school translates into English

Writing results are 71% (inc. EAL results) – HLB has not excluded EAL results on this score yet.

Combined score = 50% passed.

There is a lot of movement with EAL pupils. They are often not at the school for very long. HLB would like to run a report to show only those pupils who have spent their whole primary school journey at St Michael's.

As from next year the school will no longer use the White Rose maths programme. It is not meeting the needs of the pupil.

RG is the maths lead.

KS1

Phonics = 76% passed in Yr1. Of the pupils who did retakes in Yr2 – 55% passed. There are now 89% of pupils at the expected level for phonics.

Good Level of Development (GLD) = 75.8%

**Governor question** – Should the governors now have a focus on maths monitoring visits?

HLB replied that yes they should – when White Rose is replaced in September.

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

	<p><b>Governor question</b> - How can we assess the impact of the new system and what the school is trying to achieve? Can we see baseline data against targets? HLB will provide a data drop report at the first half term of the new year. The assessment won't change, just the content and the delivery of it.</p> <p>The school uses PUMA data (assessment analysis software) and tracks most closely to SATs. This is now embedded and focuses of the gaps and where to implement interventions. The assessments are incrementally more difficult throughout the year. For example, a standardised score should be 100, 100, 100 etc in line with SATs.</p> <p>From September on Thursday mornings, targeted Y6 pupils will attend maths booster sessions for catch up.</p> <p><b>Governor question</b> – Is this model included in the budget? Yes – it is all on the same cost basis.</p> <p>The new maths system will deliver high quality maths.</p> <p><b>Action:</b> HLB to ensure that the maths data is comparative throughout the year to allow governors to see the impact of the new maths programme.</p> <p><b>Governor question</b> – If the data is adjusted by the DfE, when will we see this and the validated data? HLB stated this is due to be published on 20<sup>th</sup> September.</p> <p>The governors extended thanks to the Yr6 staff for supporting the pupils through this year.</p> <p><b>Governor question</b> – Is there an updated SDP to review? Not yet. The data has only just been received and completed. HLB will be RAG rating the development plan it this will be ready by the end of term. The board requested that this be shared when ready and they can review and have questions ready for the next FGB meeting.</p> <p><b>Action:</b> Share the updated SDP before the end of term</p> <p>SEF priorities OPAL (Outdoor Play And Learning) will feature heavily. The evidence shows that this programme impacts on attendance and attainment. It is peer reviewed and respected by Ofsted. There will be a site visit next week from the company. The vision is play for the whole school.</p> <p><b>Governor question</b> – Does this fit with Forest School? OPAL is a break time and lunch time activity focus, not lesson time.</p> <p>The school is expecting an Ofsted inspection during the Autumn term.</p> <p>Academisation will also be included as a priority.</p> <p>The board thanked HLB for her report.</p>	<p>HLB</p> <p>HLB</p>
8.	<p><b>Academisation</b> An update was included within the HT report</p>	
9.	<p><b>Update from the Chair</b> No report at this meeting.</p>	
10.	<p><b>Governor updates since last meeting</b> Learning &amp; Teaching 10.1 – Governor monitoring – discussed under agenda item 6.</p> <p>Staffing / Finance 10.4. Discussed / reported under agenda item 7</p>	

	<p>Premises (Excluding Health and Safety): 10.5 No reports this meeting</p> <p>Inclusion &amp; Safeguarding: 10.6 Child protection policy and procedures review – c/f to the next FGB 10.7 SEND information report – approved at the last FGB.</p> <p>10.8 Community <b>Website Review</b> TS has not yet had opportunity to do the review – c/f to next FGB. HLB has some website compliance information to share with TS to support her review. <b>Action:</b> Share website compliance audit information with TS</p>	HLB
11.	<p><b>Distinctiveness and effectiveness of our school as a Church school</b> No update at this meeting</p>	
12.	<p><b>Policies for approval – all were shared prior to the meeting via google drive and comments / questions were invited. These were the discussion points raised.</b></p> <p><b>Complaints policy (Appendix B)</b> RC advised that he has based this on the ALT complaints policy model. Changes have been made to fit with St Michael's school. He has removed the references to ALT but as and when the school joins the trust this can be added back in. As part of a trust, ALT will have involvement in supporting the complaints process and this will ease the burden on school staff time and resources. No questions or comments from governors. <b>Decision made: The board approved this policy as it is presented.</b></p> <p><b>Sex &amp; Relationships policy</b> This is not yet complete. A detailed analysis is required. HLB intends to run a comparison exercise with existing policies of local schools. <b>Action:</b> C/F to the next FGB</p> <p><b>Assessment policy (Appendix F)</b> There were no questions or comments from governors. <b>Decision made: The board approved this policy as it is presented.</b></p> <p><b>IT Policy</b> This is not yet complete. <b>Action:</b> C/F to the next FGB</p> <p><b>ECT Induction policy (Appendix C)</b> This is a model policy created by OTSA (Oxfordshire Teaching School Alliance) There were no questions or feedback from governors. <b>Decision made: The board approved this policy as it is presented.</b></p> <p><b>Safer Recruitment policy (Appendix D)</b> This is an OCC model template policy. It is recommended to ratify the policy as it is. <b>Decision made: The board approved this policy as it is presented.</b></p> <p><b>Sun Policy (Appendix E)</b> <b>Governor comment</b> – Advice on the treatment of heat stroke and heat stress is contraindicative of current advice. Suggest out of date? Is this policy relevant? The governors discussed this policy and the content in detail. Each year there is advice from the DfE to deal with extreme summer heat. Advice regularly changes</p>	<p>HLB / Clerk</p> <p>HLB/Clerk</p>



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

	<p>and the policy can be out of date quickly.  This policy has been in place for years. It is not statutory, and the content can be replaced by a principle of following the latest, most up to date guidelines from the DfE as it is published to deal with extreme weather patterns.  Advice on sun cream can be moved to the parent handbook and reminders placed in the school newsletter.  A proposal was made to abolish the sun policy.  <b>Decision made by the board to abolish the sun policy.</b></p> <p><b>EYFS policy</b>  This is not yet complete. <b>Action:</b> C/F to the next FGB</p> <p><b>Parent Handbook</b> (<i>Appendix G</i>)  <b>Governor comment</b> - Staff names need to be updated. <b>Action:</b> HLB to update</p> <p>HLB spoke about wording around school shoes to be amended / requirements relaxed. Black sturdy shoes / trainer type style. There was a short discussion, but RC reminded the board that this is operational and that SLT can make that decision.</p> <p><b>Governor comment</b> – PTA volunteers. Are parents being made aware of the work of the PTA and the need for volunteers?  HLB stated that parents are made aware via the handbook and newsletters and calls for volunteers go out. Most parents are working parents and do not have the time to give.</p> <p><b>Protocol statement on children not collected from school</b> (<i>Appendix H</i>)  HLB spoke to the board about some concerns regarding a small number of children not being collected from school on time. There are some patterns of behaviour that need to be addressed. This is not a policy but a protocol that HLB proposes to share with parents.  As things stand, if a child is not collected and the school is unable to contact a parent then the child goes to the after-school club. The parent will then be charged for attendance at that club. This is not without issues as the ratios could be affected. This issue falls in boundary of the safeguarding policy.  If, after 45 minutes the school cannot contact a parent/carer, then the school is obliged to call social services to report the circumstances. This can result in a welfare check by the police.  HLB is proposing to share the protocol with all parents so that there is clarity on the consequences of not collecting their child on time / not calling in advance if there is an issue getting to school in time to collect.  There is a flowchart analysis of need if the problem is ongoing, and this will also be included in the communication to parents.  The board discussed this. There is a difference between no contact and those who take the initiative if they cannot get to school on time and HLB will not take action for occasional cases who make contact and provide a valid reason. The board acknowledged that it is not acceptable to be late / not turn up without any contact with school.  <b>Decision made – The board gave approval for HLB to circulate this communication to the parent community.</b></p>	<p>HLB/Clerk</p> <p>HLB</p>
13.	<p><b>School issues and confirmations</b>  <b>Staff safeguarding up to date</b>  HLB stated that this is all up to date. In September a KCSIE quiz will be issued to staff to evidence their understanding of content.</p> <p>Governor safeguarding is up to date.</p>	

	<p><b>Any safeguarding or bullying and racist incidents since last meeting?</b>  <b>Safeguarding</b> – There are ongoing safeguarding cases that HLB has referred to in the HT report.  No bullying or racist incidences to report.</p> <p><b>Health and Safety:</b> Today a child fell over and broke their wrist. The school investigated and the child had tripped over their own feet. There were no hazardous surfaces or objects in the way. The incident will be reported to OCC.</p> <p><b>GDPR:</b> Breaches since the last meeting.  There were none.</p>	
14.	<p>Governance issues and confirmations</p> <p><b>Governor vacancies</b> (Foundation Gov x 1 &amp; Co-opted Gov x 1, Parent Governor x 1)  The conversation will be re-visited at the next FGB meeting.</p> <p><b>Governing board development plan</b>  When the end of year data has been reviewed and the SEF and SDP have been updated and priorities agreed for next year, this will be shared with the board and the discussion on the focus of the GB work for 2024-25 will be agreed at the first FGB meet of the new academic year.</p> <p><b>Election of Chair and Vice Chair</b>  RC spoke to the board. He proposed to hold the election of Chair and Vice Chair at the first FGB meeting of the new academic year. RC reminded the board that as he works for ALT, a new Chair should lead this board – someone who does not have links with the Trust. He asked for all governors to consider taking on this role. There are ‘Taking the Chair’ courses run by Governor Services</p> <p><b>Updated Governor Training Log –</b>  <b>Action:</b> Governors to check their training record is up to date</p>	ALL
15.	<p><b>Post FGB communication</b>  Newsletter – to be shared by the end of this week.</p>	
16.	<p><b>Any Other Business</b>  NG reminded the board that he will be stepping down as governor in the Autumn term when the academy conversion work has been done.  HLB and RC will liaise with NG about this during the Autumn term.</p>	
17.	<p><b>Items for next agenda:</b></p> <ul style="list-style-type: none"> <li>• Sex &amp; Relationship policy / IT policy / EYFS policy</li> <li>• Election of Chair and Vice Chair</li> <li>• Governance plan for 2024/25</li> </ul>	
18.	<p><b>Date of next FGB meetings:</b>  When the school calendar has been confirmed a proposed schedule of FGB meeting dates will be published.  The board discussed the governance model and format of meetings / timings / day of the week. The following was agreed:  Continue with the same model of more FGB meeting dates but no committees, to continue on Thursdays. One in person meeting per long term and the rest to be remote.  <b>Action:</b> Proposed FGB meetings dates to be circulated on Gov Hub  <b>Action:</b> HLB to check with ALT the expectation of governor meetings from December onwards.</p>	RC/HLB HLB



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

	<i>Meeting ended at 7pm</i>	
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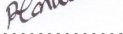
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### Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
7	A	HT Report
5	B	Complaints policy
12	C	ECT Induction policy
12	D	Safer Recruitment policy
12	E	Sun safety policy
12	F	Assessment policy
12	G	Parent Handbook
12	H	Children not collected

### Action Log

Meeting Date	Item Number	Action	Owner	Deadline
11.07.24	3	To find someone who knows the school song tune	HLB	End of term
11.07.24	5	c/f Approve the minutes and confidential minutes of 20.06.24 at the next FGB	Clerk	Next FGB
11.07.24	7	Share new attendance policy on the hub and present at the next FGB	HLB	Next FGB
11.07.24	7	HLB to ensure that the maths data is comparative throughout the year to allow governors to see the impact of the new maths programme.	HLB	Ongoing 2024/25
11.07.24	7	Share the updated SDP before the end of term	HLB	End of term
11.07.24	10	Share website compliance audit information with TS	HLB	End of term
11.07.24	12	Sex & Relationships, IT and EYFS policy c/f to the next FGB	HLB	Next FGB
11.07.24	12	Staff names need to be updated on parent handbook	HLB	Next FGB
11.07.24	14	Governors to check their training record is up to date	ALL	Next FGB
11.07.24	18	Proposed FGB meetings dates to be circulated on Gov Hub	RC/ HLB	ASAP
11.07.24	18	HLB to check with ALT the expectation of governor meetings from December onwards	HLB	Next FGB

Chair of Governors..........Date.....19<sup>th</sup> September 2024.....