



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 30th September 2020 at 5.00pm**

Present:	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Grant Mottram (GM) – Co-Headteacher Hayley Leyson-Brady (HLB) – Co-Headteacher Robin Conway (RC)- Co-opted Governor Philip Sutton (PS) – Foundation Governor Nick Field (NF) – Parent Governor Nigel Goode (NG) – Local Authority Governor Kathryn Mendus (KM) – Foundation Governor Rosemary Howden (RH) – Co-opted Governor Ann Parnham (AP) – Co-opted Governor Chris Paynter (CP) – Staff Governor <i>arrived at 17.23*</i> Emma Walker (EW) – Parent Governor <i>arrived at 17.43*</i>
Apologies:	Tim Owen (TO) – Co-opted Governor, Vice Chair
Absent:	None
Vacancies:	Foundation Governor & Parent Governor
In attendance:	Joanne Myers (JMY) – Local Authority Clerk

Item	Details	Action
1.	Election of Chair and Vice Chair The Clerk conducted the Election of Chair and Vice Chair. KPM self-nominated to become Chair of Governors. There were no other nominations. Governors AGREED for KPM to be duly elected as Chair of Governors. TO was nominated to become Vice Chair of Governors. There were no other nominations. Governors AGREED for TO to be duly elected as Vice Chair of Governors. The Clerk handed the meeting over to KPM.	
2.	Welcome and Opening Prayer The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone and introduced the two new Governors (RH & AP) and Co-Headteacher (HLB). The meeting started at 17.14pm (<i>*technical issues resulted in CP & EW arriving after 17.14</i>) PS opened the meeting with a prayer.	

3.	<p>Apologies for absence</p> <p>Apologies were received and accepted from TO.</p> <p>The meeting was quorate.</p>	
4.	<p>Urgent Additional Items</p> <p>No urgent items were declared.</p>	
5.	<p>Declarations of Interest</p> <p>No interests in agenda items declared.</p> <p>It was noted Declaration of Interest Forms have been received from all Governors for 2020/2021.</p>	
6.	<p>Approval of FGB Minutes</p> <p>6.1 Minutes of 16/07/2020 (appendix A)</p> <p>The minutes were agreed as an accurate record.</p> <p><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 16.07.2020 at next meeting held in person & minutes to be filed at school</p> <p>6.2 Action log (to note – relevant actions on agenda) (appendix B)</p> <p>The action log was shared with Governors (all actions included in the agenda).</p>	KPM
7.	<p>Matters arising not covered on the agenda</p> <p>None</p>	
8.	<p>Headteachers report</p> <p>8.1 HT Report 230920 (appendix C)</p> <p>Governors requested the Headteachers to provide a report on significant changes since the last meeting (16.07.2020), any complaints, which fall under the complaints policy, top-level summary of health and safety incidents and updated school data.</p> <p>The report was published prior to the meeting.</p> <p>HLB highlighted:</p> <ul style="list-style-type: none"> • Pupil Numbers – 2 pupils left. 1 pupil joined (Y4) • SEN profile – Y6 (8 on SEN register 1 with EHCP and one EHCP pending assessment from the LA) • Staffing – Co-Headteachers providing teacher cover (no supply staff appointed) • Staffing – impact to positive Covid cases and impact to staffing levels <p>Governors sought clarity on how long staggered/part time education would be in place for pupils with SEN/d.</p>	

The Headteachers confirmed one pupil has already returned to full time education and one is nearly attending full time. The reduced hours had been put in place to support the pupils (settling back period). It was noted possible behaviour specialist funding is being investigated (to work with family and child over a period of 6 weeks).

8.2 Baseline Data Target Setting Redacted (*appendix D*)

The report was published prior to the meeting.

HLB highlighted:

- Y2 upwards – standardised data
- Maths – basic fluency maintained
- Maths – Headteacher completed learning walk, plan in place across school
- SEN - register impact to pupils
- Reading – families asked to read at home three times a week. Group of pupils are provided opportunity to read every day in class. Y6 – priority, after school sessions being considered to support pupils (dependent on Covid compliance)
- Phonics – outstanding Teacher Assistant work. Specific/targeted cards sent home.
- Spelling Programme – to be rolled out to staff. Teacher word list supplied for each year group. Spelling test words to be applied to topic work.

Governors **sought clarity** on Y1 phonics.

The Headteachers confirmed the impact of lockdown is visible. 28% are currently on track (53% prior to lockdown).

Governors **questioned** how funding would be used to close the gap.

The Headteachers confirmed Teaching Assistant hours have been increased, enabling teachers to focus on small pupil groups in the afternoon.

It was noted that assessment tools have been purchased.

Governors recommended the use of Invicta programme (free over half term – individual year group content) as a free of charge resource.

Governors **questioned** if the school use the DfE key literacy & numeracy document (listing appropriate resources/providers).

The Headteachers confirmed the document has been referred to.

Governors **questioned** if there was a trend between boys/girls?

The Headteachers confirmed it varies between cohort, no clear trend and depends on the parental support and strength (maths/reading). The general observation was Boys engagement is lower in reading and girl's engagement is lower in maths.

9.	<p>Update from the Chair</p> <p>No information/actions to report.</p>	
10.	<p>School Self Evaluation Form (SEF)</p> <p>10.1 SEF SMPS 2020 (<i>appendix E</i>)</p> <p>The report was published prior to the meeting.</p> <p>GM highlighted:</p> <ul style="list-style-type: none"> • Data – updated on the document • Y1 – Outstanding teaching (including planning and delivery) • Y3/Y4 – Job Share going well and good partnership • Y5 – Improvements seen • Y6 – Teacher has high expectations (support from Headteachers) and great progress is expected • Y2/Y3 – Unable to make judgement on teaching at present. It was noted the Headteacher is providing cover • CPD – elements identified • Behaviour/Attitudes – some classes outstanding • EYFS Vacancy – 8 applications • Reception – EYFS advisory teacher has a thorough and comprehensive plan in place by the nursery teacher • EYFS – Focus on outdoor provision <p>Governors APPROVED the SEF format.</p> <p>Governors queried the wellbeing of the Co-Headteachers (it was noted additional pressure could be felt due to teaching alongside role of Headteacher).</p> <p>The Headteachers confirmed Wednesday (both on site) is valuable as they can discuss issues/concerns on one to one basis. The Headteachers recognise each other's strengths and support each other.</p> <p>The Headteachers both confirmed they would seek support/advice if needed.</p> <p>Governors sought clarity on EYFS coordinator mixing between bubbles.</p> <p>The Headteachers confirmed the EYFS coordinator has been asked to prioritise outside learning.</p>	

<p>11.</p>	<p>School Development Plan (SDP)</p> <p>11.1 School Improvement Plan (<i>appendix F</i>)</p> <p>The plan was published prior to the meeting.</p> <p>It was noted some previous items have been delayed due to the ongoing pandemic.</p> <p>The Headteachers confirmed they are in the process of writing a new curriculum policy.</p> <p>SEND plan – nearly completed</p> <p>SEN report – writing assessments ongoing. Report to be submitted to FGB at future meeting.</p> <p>Action: Provide SEN report to FGB</p> <p>It was noted the first meeting of the leadership team will be held soon.</p> <p>Governors APPROVED the report and observed the report was very comprehensive.</p>	<p>GM</p>
<p>12.</p>	<p>Governor Updates since last meeting</p> <p>Learning & Teaching</p> <p>No updates</p> <p>Inclusion</p> <p>Annual report from the designated teacher for looked after children (LAC). It was noted there are no LAC children at St Michaels.</p> <p>Personnel</p> <p>The Headteacher appraisal has taken place, with the Chair and external advisor. Objectives have been agreed and set. GM noted it was the best appraisal process he has attended. It was noted the LA was impressed the appraisals had already taken place.</p> <p>Finance</p> <p>12.5 Revised Budget Notes 18 Sep 2020 (<i>appendix G</i>)</p> <p>12.6 Revised Budget 16 Sept 2020 (<i>appendix H</i>)</p> <p>12.7 Governor Budget Monitoring Report 21.09.20 (<i>appendix I</i>)</p> <p>A £14,000 deficit has been predicted (inevitable due to staffing plan).</p> <p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Priority – to support children in learning • Wrap around care – advert for new provision to be published 1st October. • Pupil Numbers – Currently 144 • Nursery funding – grant obtained for approx. £20,000 	



	<ul style="list-style-type: none"> Website redesign – budget allocated (GM to contact website provider to discuss improvements) <p>It was noted OCC are content with the budget proposals.</p> <p>Governors queried if any further pupils are known to be leaving soon? The Headteachers confirmed they are not aware of any.</p> <p>Governors challenged what plans are in place to increase pupil numbers.</p> <p>The Headteachers confirmed;</p> <p>Wrap around care is up and running and will be marketed in community newsletter (Steventon News), the possibility of an advertising banner on site is also being explored.</p> <p>Nursery provision – to be advertised</p> <p>Word of mouth (positive feedback from parents/careers and members of the community)</p> <p>Open and honest communication with pupils, families, and the community (examples provided included – newsletter, reward systems postcards sent home, pupil recognition, sharing and learning from experiences, addressing parents concern, festival of the girl).</p> <p>Governors sought clarity on how school dinners are being provided and noted the impact on KS1 school dinner numbers for the forthcoming census.</p> <p>The Headteachers confirmed meals are eaten within the classrooms (bubbles) due to coronavirus.</p>	GM
13.	<p>Safeguarding</p> <p>Governors questioned if there had been any safeguarding, bullying or racist incidents, since the last FGB meeting (16.07.2020).</p> <p>The Headteacher/s confirmed no incidents of racist, bullying or homophobia incidents had occurred.</p> <p>One safeguarding incident occurred during the summer holiday, child protection in place.</p> <p>1 child is on plan, 4 concerns logged (regarding two pupils – parental support provided).</p> <p>It was noted the School Health Nurse has supported pupils and families with sleep diaries, online training, and ongoing support (sleep referral made by HT).</p> <p>It was noted all Governors have confirmed via Governor Hub that they have read the latest version on Keeping Children Safe in Education: <i>KCSiE (2020)</i> which came into effect on 01/09/2020.</p>	
14.	<p>Health and Safety (H&S)</p> <p>Governors questioned if any H&S incidents had been occurred since the last FGB meeting (16.07.2020).</p> <p>The Headteacher confirmed no incidents have been reported.</p>	

15.	<p>SIAMS¹</p> <p>Governors discussed how the Church ministry team could help the School with resources and various festivals (six professional videos are available).</p> <p>Action: It was AGREED for PS and KM to meet with Co-Headteachers to discuss how church ministry team can support the school.</p>	PS/KM
16.	<p>GDPR (General Data Protection Regulations)</p> <p>It was noted that there had been no issues or breaches since the last FGB meeting (16.07.2020).</p>	
17.	<p>Governor Business and Communications</p> <p>It was CONFIRMED the list of governing board members, associate members and responsibilities has been published on the school's website for 2020/21.</p> <p>It was CONFIRMED the governors' attendance record at governing board and committee meetings over the last academic year, including that of those who have left in the last 12 months has been published on the school's website.</p> <p>It was CONFIRMED the register of pecuniary and other interests has been updated and published on the schools website.</p> <p>17.1 Governor Monitoring Report – Website Audit September 2020 <i>(appendix J)</i></p> <p>It was CONFIRMED all required information is published on the school website.</p> <p>17.2 Edubase 11.09.2020 <i>(appendix K)</i></p> <p>It was CONFIRMED details held about people involved in governance are provided to the Secretary of State via GIAS.</p> <p>17.3 Governor DBS Checks Record 16th September 2020 <i>(appendix L)</i></p> <p>It was noted new Governor DBS checks for AP & RH are in progress.</p> <p>It was CONFIRMED all other governors have completed a DBS check and section 128 check.</p> <p>17.4 Written statement of behaviour principles <i>(appendix M)</i></p> <p>Governors APPROVED the behaviour principles.</p> <p>17.5 Governor Objectives 2020-21 <i>(appendix N)</i></p> <p>It was noted the document had been updated.</p> <p>Governors APPROVED the objectives for 2020-2021.</p> <p>17.6 Monitoring Schedule 2020-21 <i>(appendix O)</i></p> <p>Governors APPROVED the monitoring schedule for 2020-2021.</p> <p>Action: Lead governors to agree dates with Headteacher and confirm</p>	All

¹ Statutory Inspection of Anglican and Methodist Schools

	<p>dates with chair.</p> <p>17.7 Governor Skills Audit Analysis September 2020 (<i>appendix P</i>)</p> <p>The Chair reported the analysis highlights the strong Governing Body, with a broad mix of skills and experience.</p> <p>17.8 Parent Governor Advert – Sept 2020 (<i>appendix Q</i>)</p> <p>It was noted no applicants had been received to date. It was confirmed the vacancy would remain open and the advert would be published in the next newsletter.</p> <p>After a full discussion, Governors AGREED to review the need of fulfilling the Foundation Vacancy role. It was AGREED to identify skills and experience needed to strengthen the Governing Board.</p>	
<p>18.</p>	<p>Governor Training undertaken since the last meeting.</p> <p>18.1 Governor Training Record 16th September 2020 (<i>appendix R</i>)</p> <p>Governors were reminded to email Chair to confirm all training undertaken.</p> <p>It was noted Governors had completed Induction Prevent and Safeguarding training.</p>	
<p>19.</p>	<p>Policies Review/ for approval (as per policy schedule):</p> <p>19.1 Policy Schedule (<i>appendix S</i>)</p> <p>The Policy Schedule was shared prior to the meeting.</p> <p>19.2 Whistleblowing Policy (<i>appendix T</i>)</p> <p>Governors questioned if the policy had been updated by the LA, as it included OCC officer names who are no longer employed by OCC.</p> <p>Action: KPM to contact OCC to confirm Whistle Blowing Policy contents are updated with officer names/contact details.</p> <p>The Policy was adopted subject to OCC employees contact list being updated.</p> <p>Governors questioned if whistleblowing procedures are in place.</p> <p>The Headteacher confirmed appropriate procedures are in place.</p> <p>19.3 Safeguarding Policy (<i>appendix U</i>)</p> <p>The Policy was adopted.</p> <p>19.4 Parent Handbook 2020-21 (<i>appendix V</i>)</p> <p>Governors agreed the document was great, it is noted wrap around care provision needs to be included.</p> <p>Action: GM to include wrap around care in Parent Handbook.</p>	<p>KPM</p> <p>GM</p>
<p>20.</p>	<p>Items for next agenda (in addition to actions)</p>	



	<p>Receive report on teacher appraisal process and ensure that pay panel has made/confirmed pay decisions on all teachers</p> <p>Complete and review the annual safeguarding report and submit online to the LA before the Deadline</p> <p>PP Strategy 2020-21 and evaluation of 2019-20 funding</p> <p>Sports Strategy 2020-21 and evaluation of 2019-20 funding</p> <p>SEN Strategy 2020-21 and evaluation of impact of 2019-20 funding</p> <p>Staff Pay Policy</p>	
21.	<p>Date of next meetings:</p> <p>It is noted that future meetings will be held virtually (until Government advise otherwise).</p> <p>All meetings start at 5pm</p> <p>22nd October 2020</p> <p>26th November 2020</p> <p>17th December 2020</p> <p>21st January 2021</p> <p>11th February 2021</p> <p>18th March 2021</p> <p>29th April 2021</p> <p>20th May 2021</p> <p>17th June 2021</p> <p>15th July 2021</p> <p>KPM closed the meeting by thanking the Headteachers for the fantastic work undertaken at the school and the positive impact to the children.</p>	

The meeting closed at 18.48

JM 09/10/2020

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
6.1	A	St Michaels FGB Minutes 16072020
6.2	B	Action Log September 2020 (draft)
8.1	C	HT Report 230920
8.2	D	Baseline Data Target Setting Redacted
10.1	E	SEF SMPS 2020
11.1	F	School Improvement Plan 2020-212
12.5	G	Revised Budget Notes 18 Sept 2020




12.6	H	Revised Budget 16 Sept 2020
12.7	I	Governor Budget Monitoring Report 21.09.20
17.1	J	Governor Monitoring Report – Website Audit – September 2020
17.2	K	Edubase 11.09.2020
17.3	L	Governor DBS Checks Record 16 th September 2020
17.4	M	Written statement of behaviour principles
17.5	N	Governor Objectives 2020-21
17.6	O	Monitoring Schedule 2020-21
17.7	P	Governor Skills Audit Analysis September 2020
17.8	Q	Parent Governor Advert – Sept 2020
18.1	R	Governor Training Record – 16 th September 2020
19.1	S	Policy Schedule 17.09.2020
19.2	T	Whistleblowing Policy for Schools 30.01.20
19.3	U	School Safeguarding policy September 2020
19.4	V	Parent Handbook 2020-21

Meeting Date	Item Number	Action	Owner	Deadline
30.09.2020	6.1	Chair to sign minutes of 16.07.2020 at next meeting held in person & minutes to be filed at school	KPM	
30.09.2020	11	Provide SEN report to FGB at next meeting	GM	
30.09.2020	15	PS and KM to meet with Co-Headteachers to discuss how church ministry team can support the school.	PS	
30.09.2020	17.6	Lead governors to agree dates (monitoring schedule) with Headteacher and confirm dates with chair.	ALL	
30.09.2020	19.2	Contact OCC to confirm Whistle Blowing Policy contents are updated with officer names/contact details	KPM	
30.09.2020	19.4	Include wrap around care in Parent Handbook	GM	

■ end

DRAFT

Chair of Governors 

Date 22nd October 2020