



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 30th April 2020 at 4.30pm

Present:	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Tim Owen (TO) – Co-opted Governor, Vice Chair Grant Mottram (GM) - Interim Headteacher Robin Conway (RC)- Co-opted Governor Ashaa Rathod (AR) – Co-opted Governor Philip Sutton (PS) – Foundation Governor Emma Walker (EW) – Parent Governor Nick Field (NF) – Parent Governor Chris Paynter (CP) – Staff Governor Nigel Goode (NG) – Local Authority Governor Kathryn Mendus (KM) – Foundation Governor
Apologies:	None
Absent:	Paul Atkins (PA) – Headteacher
Vacancies:	Foundation Governor & Parent Governor
In attendance:	Joanne Myers (JMY) – Local Authority Clerk

Item	Details	Action
1.	Welcome and Opening Prayer The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone and reported Gov AB has resigned. PS opened the meeting with a prayer.	
2.	Apologies for absence No apologies. Governors were reminded to send their apologies to the Clerk. The meeting was quorate.	
3.	Urgent Additional Items No urgent items were declared.	
4.	Declarations of Interest No interests in agenda items declared.	
5.	Approval of FGB Minutes	

	<p>5.1 Minutes of 16.03.2020 (appendix A) The minutes were agreed as an accurate record. <i>It is noted that minutes can be approved virtually and signed at the next meeting held in person.</i></p> <p>Action: Chair to sign minutes of 16.03.2020 at next meeting held in person</p>	<p>JM & KPM</p>
<p>6.</p>	<p>Matters arising not covered on the agenda</p> <p>6.1 AB resignation The Chair reported AB had resigned as Parent Governor. Action: TO to send thank you card.</p> <p>6.2 Start Parent Governor Recruitment After a full discussion, Governors agreed to start the recruitment process when schools fully re-open to ensure full engagement and to provide parents of reception pupils can apply. Action: KPM to start recruitment process September 2020.</p>	<p>TO</p> <p>KPM</p>
<p>7.</p>	<p>Headteachers report including significant changes since the last meeting any complaints, which fall under the complaints policy, summary of any health and safety incidents and update on distance learning and impact on pupil outcomes.</p> <p>The Headteacher provided a verbal report at the meeting:</p> <p>St Blaise School (Milton Heights) are providing care for St Michael's pupils (between 5-7 pupils per day).</p> <p>Staff Rota between St Blaise and St Michael's staff.</p> <p>Distance learning is continuing via Google Classroom platform, the LT are monitoring the challenges of distance learning and recognized too much material was being shared with families (many children were unable to cope with the volume of work).</p> <p>The Headteacher is continuing to monitor children/families who are not accessing the material or taking part (4-5 calls per class per week to relevant families).</p> <p>Between 20-30 laptops were donated to the school by a parent, these have since been loaned to various families to support their distance learning.</p> <p>Regular weekly staff meetings are held virtually, the Headteacher is monitoring how staff are interacting and offering wellbeing support to staff who need it.</p> <p>It was noted parents are supportive.</p> <p>Governors questioned if lack of engagement was a concern.</p> <p>The Headteacher confirmed 3 families had received home visits (as no communication via online or telephone). The Headteacher confirmed one visit was carried out by a social worker.</p> <p>The Headteacher confirmed the leadership team are discussing the options of offering a school place to pupils who are struggling with distance learning. However, this will have wider implications (impact on catering and cleaning</p>	



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	<p>staff etc.).</p> <p>Governors queried how the new Year 2 Teacher was settling into the role.</p> <p>The Headteacher confirmed the teacher is great with IT and has fully engaged with distance learning via the online platform.</p> <p>Governors queried if the Y2 teacher could arrange an online meeting with pupils.</p> <p>The Headteacher confirmed the option had been explored (implications to GDPR and Safeguarding). It was AGREED to explore the option of telephone call with parents and Y2 teacher.</p> <p>Governors questioned staff wellbeing and morale.</p> <p>The Headteacher confirmed staff remain motivated and keen to engage with distance learning. Staff have been offered free online wellbeing services (2 members have subscribed so far).</p> <p>Governor PS confirmed he is happy to provide support to staff (regardless of the physical distance).</p> <p>The Headteacher confirmed PS details had been shared with all staff and he would remind staff to contact PS if needed.</p> <p>7.1 Education Continuity Plan (appendix B)</p> <p>The document was received without comment.</p> <p>7.2 Staff Online CPD (appendix C)</p> <p>Governors confirmed receipt of the document.</p> <p>7.3 What is working well (appendix D)</p> <p>The document was received without comment.</p>	
8.	<p>Update from the Chair</p> <p>The Chair confirmed the Headteacher (PA) has resigned, his last day is 30th April 2020. The interim Headteacher and the Leadership Team (LT) have agreed to stay in place until at least the end of 2020. The Chair outlined the recruitment process:</p> <ul style="list-style-type: none">• The FGB appoints a Governor selection panel• The panel members should have completed the Headteacher recruitment training• The Panel works with the FGB and community to define the recruitments (clear on vision and ethos) to create the job description and recruitment pack• The Role is advertised – on main website (plus others – fees may be incurred)• The Panel meets to shortlist. Invites to interviews are sent• The Panel agrees the interview questions and activities for the selection process• The Interview and selection process takes place over one day with a	

	<p>Oxfordshire County Council (OCC) advisor. This usually includes 2 interviews, presentation, lesson observation, interaction with children etc. By lunchtime you send home the candidates who will not be taken forward to the final interview in the afternoon</p> <ul style="list-style-type: none"> The FGB meet at the end of the day to hear the recommendation from the panel and if in agreement ratify it <p>Action: KPM to share Headteacher recruitment guide/documents with FGB</p> <p>Governors questioned the timeline, including the deadline for Headteacher resigning from their existing role.</p> <p>The Chair confirmed Headteachers would need to resign by 30th September to start in January 2021.</p> <p>Governors discussed the flexibility of starting recruitment now (for a January start date), with the option of moving to 2nd or 3rd recruitment round (delay start date to ensure the right candidate is employed). It was noted the interim Headteacher and LT have agreed to stay until the end of 2020, which will give parents stability and enable the FGB to conduct a robust process. After a full discussion it was AGREED to start the recruitment process.</p> <p>Action: KPM to notify OCC about agreed recruitment timings.</p> <p>Action: KPM to send HT recruitment panel proposal to FGB</p>	<p>KPM</p> <p>KPM</p> <p>KPM</p>
<p>9.</p>	<p>School Self Evaluation Form (SEF) (appendix E)</p> <p>Governors reviewed the draft document. It was noted the document continues to be work in progress. Governors acknowledged, due to the current situation (coronavirus) the SEF and SDP are not the highest priority, however they remain important to ensure the FGB and Senior Leadership are aligned.</p> <p>Governors questioned if the areas highlighted as requiring improvement by Ofsted should be included in the documents.</p> <p>The Headteacher confirmed the current SLT monitored the school and the areas highlighted show a reality at the time the document was compiled.</p> <p>The Headteacher confirmed the SEF and SDP documents are likely to look very different in 6/8 weeks' time.</p> <p>Governors queried if there were any areas of the SEF document that could be worked on.</p> <p>The Headteacher confirmed:</p> <ul style="list-style-type: none"> Curriculum - the SLT are creating a curriculum handbook and have started recruiting (internally) for team leaders to lead on subject areas. Behaviour and attitudes will be monitored when school re-opens. Early Years – the team will make the most of the resources from OCC English and Writing – currently working on and continue to develop <p>It was noted that the document will need to be updated after each Governor</p>	



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	<p>Monitoring visit.</p> <p>Action: GM to update SEF and SDP for May FGB meeting.</p>	GM
<p>10.</p>	<p>School Development Plan (SDP) (<i>appendix F</i>)</p> <p>Governors confirmed receipt of the SDP.</p> <p>The SDP was discussed alongside the SEF (see agenda item 9).</p>	
<p>11.</p>	<p>Governor Updates since last meeting</p> <p>Curriculum Committee</p> <p>11.1 Spring Data Report (<i>appendix G</i>)</p> <p>The Headteacher highlighted:</p> <p>Writing as area for improvement (boys Y2/Y3 specific focus). It was noted the staffing structure from September should show improvements in the data. Maths remains strong across the school (Y2/Y3 weak). Vulnerable Children – plenty of support across the school (increased teacher time with vulnerable children).</p> <p>Governors sought clarification on figures in brackets, which report a downward trend.</p> <p>The Headteacher confirmed Teachers are assessing the children and the SLT are monitoring how to improve.</p> <p>Governors sought clarity on Pupil Premium and SEN pupils progress (against expected progress).</p> <p>The Headteacher confirmed 2 out of the 18 Pupil Premium pupils (PPP) are making expected progress and 1 out of 18 SEN pupils are making expected progress.</p> <p>The Headteacher confirmed the report should include pupil numbers are not %.</p> <p>Governors requested if the report could show individual progress (as pupils might be making progress). It was noted the report currently includes age related expectations.</p> <p>Action: GM to amend HT report/data reporting based on Governor feedback</p> <p>Governors questioned if the data was good.</p> <p>The Headteacher confirmed online training on target tracker will be held (the training was arranged prior to coronavirus).</p> <p>Currently the data is not being tracked consistently across the school, this will be addressed with training.</p> <p>11.2 Phonics Report (<i>appendix H</i>)</p> <p>Governors queried what support was in place to support parents with phonics while the pupils remain at home.</p> <p>The Headteacher confirmed additional material has been supplied for reception children. New resources (Government sponsored) taught lessons will be shared with families soon.</p>	GM



11.3 Annual Report on Looked After Children (LAC) (appendix I)

Governors **questioned** the progress of LAC pupils.

The Headteacher confirmed personal plans are in place for LAC pupils, one had returned to classroom full time and one receives one to one teaching outside of the classroom.

It was noted the individual plans are substantial and support the pupils.

The Governors approved the report for publication on the school's website.

11.4 Appendix – Report on Looked After Children (appendix J)

The appendix was received without comment.

Finance, Personnel and Premises Committee

11.5 Governor Monitoring Report – Budget preparation and Pre School Money (appendix K)

It was noted the budget was compiled prior to the Coronavirus Pandemic, which would have a financial impact on the school.

Guidance is to continue with the budget and Government and OCC will publish further additional guidance.

The budget maintains a positive carry forward (start to build a surplus over the next 2 years)

The following assumptions are built into the budget:

SLT – the existing staff members remain until end of 2020

New classroom structure – in place from September 2020

Monitoring will continue monthly against the budget.

Governors **questioned** how realistic the pupil numbers are (153 in place September 2020).

It was noted 24 first place allocations have been made for reception class (and some 2nd preferences).

The Headteacher expressed confidence in the numbers and confirmed 4 pupils have recently started at school.

The Headteacher confirmed they are looking to maximise other income revenues.

Governors **queried** if wrap around care/after school club options have been explored.

It was noted funding needs to be approved prior to setting up the provision and a management structure would be needed.

11.6 Budget notes from Bursar (appendix L)

The report was received without comment.

11.7 Period 12 Budget Monitoring (appendix M)

The report was received without comment.

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	<p>11.8 Three Year Budget for approval (<i>appendix N</i>) Governors reviewed and approved the budget.</p> <p>11.9 13.03.2020 Governor Monitoring Report – HT 121 (<i>appendix O</i>) Governors commented on the positive report.</p> <p>11.10 13.03.2020 Governor Monitoring Report – Staff Voice (<i>appendix P</i>) Governors commented on the positive report.</p> <p>11.11 Financial Skills Matrix (<i>appendix Q</i>) It was noted the document accompanies the SFVS document and assess Governors experience.</p> <p>11.12 Sports Funding 2018-19 Strategy Review (<i>appendix R</i>) The document was reviewed and approved by the FGB. Governors questioned if boys/girls are being segregated in sport (as the report refers to girls and boys’ football). The Headteacher confirmed classes are mixed.</p> <p>11.13 Sports Funding 2019-20 Strategy (<i>appendix S</i>) Action: GM to update financial figures before publication. The document was reviewed and approved by the FGB.</p>	GM
12.	<p>Safeguarding Governors questioned if there had been any safeguarding incidents, since the last FGB meeting (16.03.2020). The Headteacher confirmed one incident had involved Police and Social workers to visit the home. The DSL (Designated Safeguarding Lead) remains in telephone contact with the parents and pupils.</p> <p>12.1 Safeguarding audit – update on actions (<i>appendix T</i>) Governors sought clarity on the progress. The Headteacher confirmed quotes will be obtained to address the school site safety (installing fence to front of the school playground). Governors were reminded to complete Prevent training online (link shared via Governor Hub). Action: All complete Prevent training Governors were reminded of their duty to complete Safeguarding training. Action: GM to confirm possible dates for Governor safeguarding training.</p> <p>Action: KPM to undertake safeguarding monitoring once schools reopens.</p>	ALL GM KPM
13.	<p>Health and Safety (H&S) Governors questioned if any H&S incidents had been occurred before the</p>	



	<p>closure.</p> <p>The Headteacher confirmed no incidents happened prior to the school closure. The Headteacher has been proactive in managing preventative maintenance (gates, fence, cleared gutters, plumber certificate received etc.).</p> <p>Governors queried the progress of obtaining maintenance resources from John Mason school.</p> <p>The Headteacher confirmed the school is unable to proceed, due to insurance concerns. The Headteacher will continue to investigate options.</p> <p>Governors expressed concern regarding staff comments on disrepair/state of classrooms.</p> <p>The Headteacher confirmed the concern was regarding a floor, which require repair.</p>	
14.	<p>SIAMS¹</p> <p>It was noted the SIAMS inspection was scheduled for 2021.</p> <p>Action: PS to share framework developed on SIAMS – behaviour, respect and values with the FGB.</p>	PS
15.	<p>GDPR (General Data Protection Regulations)</p> <p>It was noted that there had been no issues or breaches since the last FGB meeting.</p>	
16.	<p>Governor Business and Communications</p> <p>Update on Parent Questionnaires – it was noted only a small number had been returned, a reminder has been sent to parents to complete the questionnaire.</p> <p>Action: KPM to share summary of the responses prior to the next FGB meeting.</p> <p>Update on Staff Questionnaires – the following items were highlighted from the responses:</p> <ul style="list-style-type: none"> • responses mainly positive • positive to changes • morale improved • confidence and respect in new leadership team • no one intending to leave school (feel positive about future of school) • happy to recommend the school to prospective parents/pupils <p>It was noted staff feel communication from Governors could be improved.</p> <p>Governors questioned the mechanism to address the issues highlighted by the parents and staff questionnaires.</p> <p>It was agreed for the Chair and Headteacher to review the responses and communicate areas of improvement.</p>	KPM

¹ Statutory Inspection of Anglican and Methodist Schools



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<p>Action: KPM/GM to discuss staff questionnaire analysis and agree actions and communication.</p>	<p>KPM & GM</p>
<p>Action: KPM to share summary of staff questionnaire analysis at next FGB and agree communication.</p>	<p>KPM</p>
<p>16.1 2020.03.20 Post FGB meeting communication (appendix U) Information only.</p>	
<p>16.2 2020.04.09 Community communication (appendix V) Information only.</p>	
<p>16.3 Governor Monitoring Schedule (appendix W) It was agreed to align the document with 16.4a & 16.4b.</p>	
<p>Action: ALL send comments/inputs on Governor Monitoring Schedule to KPM 16.4a & 16.4b School Monitoring Schedule (appendix X & Y)</p>	<p>KPM</p>
<p>It was agreed to align the documents to the Governor Monitoring Schedule (item 16.3).</p>	
<p>16.5 Website Audit and Work on School Website (appendix Z) The Chair and Headteacher thanked TO for completing the audit.</p>	
<p>Governors questioned how the website will be updated (to ensure statutory information continues to be updated).</p>	
<p>The Headteacher confirmed the Business Manager is responsible for updating the website and has a comprehensive spreadsheet to monitor compliance.</p>	
<p>Governors queried how the website could be improved – to capture interest from prospective parents.</p>	
<p>The Headteacher confirmed more work is required and the SLT are currently working on a school prospectus.</p>	
<p>16.6 Governance Policy (appendix AA) Governors reviewed the policy. It was AGREED for RC to replace AB roles.</p>	
<p>Lead Governors were reminded of their duty to be proactive in monitoring against the terms of reference, produce a monitoring report, monitor the relevant policies and lead on the item at the FGB meeting.</p>	
<p>16.7 Governor Visits Policy (appendix AB) Governors confirmed receipt of the policy. The policy was adopted.</p>	
<p>16.8 School Policy Schedule (appendix AC) It was noted the School Business Manager has recently updated the document to include policy dates).</p>	
<p>16.9 External review of FGB minutes (appendix AD)</p>	

	<p>OCC Governance Services completed an external review of the minutes from meetings held 6.02.20 & 16.03.20. The feedback was positive.</p> <p>16.10 Agree key messages for next communication:</p> <p>Governors agreed to include: Headteacher Recruitment, Recruitment time scale, interim head staying until end of 2020, school managing well with distance learning.</p> <p>Action: KPM to send draft post FGB communication to community</p>	KPM
17.	<p>Governor Training Update</p> <p>17.1 Governor Training Tracker (<i>appendix AE</i>)</p> <p>Action: ALL Governors email training undertaken so far to KPM.</p> <p>The OCC virtual training schedule was shared prior to the meeting.</p> <p>Action: ALL Governors to complete the Prevent online training and Governor Induction training (if not completed in last 2 years). Send certificates/confirmation to KPM.</p>	ALL ALL
18.	<p>Policies Review/ for approval (as per policy schedule):</p> <p>18.1 Accessibility Plan and Policy (<i>appendix AF</i>)</p> <p>Governors requested the Acronyms were explained throughout the document. The Policy was reviewed and adopted.</p> <p>18.2 Medical Needs Policy (<i>appendix AG</i>)</p> <p>Governors requested the Acronyms were explained throughout the document. The Policy was reviewed and adopted.</p> <p>18.3 Safeguarding Policy (amendment for COVID-19) (<i>appendix AH</i>)</p> <p>The Policy was reviewed and adopted.</p> <p>18.4 Equality Policy and Objectives (<i>appendix AI</i>)</p> <p>The Policy was reviewed and adopted.</p> <p>Action; GM – Longer-term review of EO and plan.</p> <p>Action: GM to ensure the Equality Policy and Objectives document is in staff room.</p>	GM GM
19.	<p>Items for next agenda (in addition to actions)</p> <p>Standing orders</p> <p>Governor Working Group on Wrap around care</p> <p>School calendar of events governors can attend</p> <p>Parent questionnaire analysis</p> <p>Staff questionnaire analysis</p>	

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20.	<p>Date of next meetings:</p> <p>It was noted that future meetings will be held virtually (until Government advise otherwise).</p> <p><u>Full Governing Board</u></p> <p>Thursday 18th June 2020 at 7pm</p> <p>Thursday 16th July 2020 at 7pm</p> <p>It was AGREED to hold a FGB meeting in May.</p> <p>Action: KPM to circulate Doodle Poll to FGB to confirm availability</p>	KPM
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The meeting closed at 6.28pm

JM 12/05/2020

ACTION LOG

Meeting Date	Item Number	Action	Owner	Deadline
30.04.2020	5.1	Chair to sign minutes of 16.03.2020 at next meeting held in person	KPM & Clerk	
30.04.2020	6.1	TO send thank you card to AB.	TO	
30.04.2020	6.2	KPM to start Parent Governor recruitment process September 2020	KPM	
30.04.2020	8	KPM to share Headteacher recruitment guide/documents with FGB	KPM	
30.04.2020	8	KPM to notify OCC about agreed HT recruitment timings	KPM	
30.04.2020	8	KPM to send HT recruitment panel proposal to FGB	KPM	
30.04.2020	9	GM to update SEF and SDP for May FGB meeting	GM	
30.04.2020	11.1	GM to amend HT report/data reporting based on Governor feedback	GM	
30.04.2020	11.13	GM to update financial figures before publication.	GM	
30.04.2020	12.1	Complete Prevent training	ALL	
30.04.2020	12.1	confirm possible dates for Governor safeguarding training	GM	

30.04.2020	12.1	to undertake safeguarding monitoring once schools reopens	KPM	
30.04.2020	14	share framework developed on SIAMS – behaviour, respect and values with the FGB.	PS	
30.04.2020	16	share summary of the responses prior to the next FGB meeting.	KPM	
30.04.2020	16	discuss staff questionnaire analysis and agree actions and communication.	KPM & GM	
30.04.2020	16	share summary of staff questionnaire analysis at next FGB and agree communication.	KPM	
30.04.2020	16.3	send comments/inputs on Governor Monitoring Schedule to KPM	ALL	
30.04.2020	16.10	send draft post FGB communication to community	KPM	
30.04.2020	17.1	Governors email training undertaken so far to KPM	ALL	
30.04.2020	17.1	Governors to complete the Prevent online training and Governor Induction training (if not completed in last 2 years). Send certificates/confirmation to KPM.	ALL	
30.04.2020	18.4	Longer-term review of Equality Objectives and plan	GM	
30.04.2020	18.4	ensure the Equality Policy and Objectives document is in staff room.	GM	
30.04.2020	20	circulate Doodle Poll to FGB to confirm availability for MAY meeting.	KPM	

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michaels FGB 16032020
7.1	B	Education Continuity Plan
7.2	C	St Michael's Online CPD
7.3	D	What is going well
9.1	E	SEF Draft 2020
10.1	F	School Improvement Plan Daft 2020-21
11.1	G	St Michael's Spring Data (1)



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11.2	H	St Michael's Phonics Data
11.3	I	Annual Report on Looked After Children
11.4	J	Annual Report on Looked After Children Appendix
11.5	K	2020.04.20 Governor Monitoring Report – Budget Review and Setting
11.6	L	Budget Notes from Bursar
11.7	M	Period 12 Budget Monitoring Report
11.8	N	Draft 3 year Budget
11.9	O	2020.03.13 Governor Monitoring Report – HT 121
11.10	P	2020.03.13 Governor Monitoring Visit – Staff Voice
11.11	Q	Governor Finance Matric – April 2020 (1)
11.12	R	Primary PE and Sport Premium Review 2018-19
11.13	S	Primary PE and Sport Premium 2019-20
12.1	T	St Michaels Steventon Audit 11.02.2020
16.1	U	2020.03.20 Staff and volunteer letter and engagement questionnaire
16.2	V	2020.04.09 Community Communication
16.3	W	Monitoring Schedule – DRAFT
16.4a	X	Term 4 Monitoring Schedule
16.4b	Y	Term 5 Monitoring Schedule
16.5	Z	Website Audit April 2020
16.6	AA	Governance Policy 2020-21
16.7	AB	Governor Visits Policy 2020-22 (1)
16.8	AC	POLICY SCHEDULE Draft 24.1.20
16.9	AD	2020.04.14 LA Review of FGB Minutes
17.1	AE	Governor Training Record March 2020
18.1	AF	Access Plan 2020-24
18.2	AG	Access to Education – Medical Needs Policy 2020
18.3	AH	Safeguarding Amend – COVID-19 March 2020
18.4	AI	St Michaels Equality Policy and Objectives 2020-24

■ END