



# 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 22<sup>nd</sup> October 2020 at 5.00pm

<b>Present:</b>	Tim Owen (TO) – Co-opted Governor, Vice Chair Grant Mottram (GM) – Co-Headteacher Hayley Leyson-Brady (HLB) – Co-Headteacher <i>left at 17.56</i> Robin Conway (RC)- Co-opted Governor Philip Sutton (PS) – Foundation Governor Nick Field (NF) – Parent Governor Nigel Goode (NG) – Local Authority Governor Rosemary Howden (RH) – Co-opted Governor Ann Parnham (AP) – Co-opted Governor Chris Paynter (CP) – Staff Governor Emma Walker (EW) – Parent Governor <i>arrived at 17.30</i> Adele Frankum (AF) – Parent Governor
<b>Apologies:</b>	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Kathryn Mendus (KM) – Foundation Governor
<b>Absent:</b>	None
<b>Vacancies:</b>	Foundation Governor & Parent Governor
<b>In attendance:</b>	Joanne Myers (JMY) – Local Authority Clerk

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). TO welcomed everyone and introduced the new Governor (AF). The meeting started at 5.00pm PS opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> Apologies were received and accepted from KPM & KM. The meeting was quorate.	
3.	<b>Urgent Additional Items</b> No urgent items were declared.	
4.	<b>Declarations of Interest</b> No interests in agenda items were declared.	



The Headteachers confirmed staff concerns range from personal, work and coronavirus. It was noted it has been a challenging term as staff adapt to the new working routines (bubbles, supporting all children).

The leadership team are mindful of staff wellbeing and recently cancelled a team meeting in recognition of staff feedback/concerns.

Governors observed that the concerns are shared across the secondary and primary school sectors as staff are dealing with different types of pressure (in addition to usual work pressures).

Governors **queried** if the Governing Board could do anything to support staff (additional closure days for deep cleaning or inset days to support mental wellbeing).

The Headteachers confirmed they would review and report back to the FGB. The Headteachers will continue to monitor and support individuals.

Governors **questioned** if some teacher work tasks could be removed or suspended?

The Headteachers confirmed some elements have already been assessed and implemented (light touch data point was provided as an example). The Headteachers are working with staff during the appraisal process and individual conversations have taken place to manage workload (with a view to reduce admin pressures).

It was noted both Headteachers are completing work outside of their contracted hours (providing day support to Y2 & Y6 is impacting their workloads). The Headteachers confirmed there is a benefit to staff and children.

- Quality First Teaching – this is the focus for the leadership team and teachers, it should help to reduce anxiety over “catch up” teaching (teaching from where children are and tailor what they teach to support the children’s learning). Groups of 4-6 children will receive focused afternoon teaching (Headteachers are supporting staff).

Governors **sought clarity** on the curriculum.

The Headteachers confirmed the curriculum is varied and engaging. A Pirate Day and Roman Day have recently been held to enrich the curriculum.

Two external engineers recently provided a STEM event at school (Covid secure), they later emailed the school with positive comments on the behavior, enthusiasm, and participation of the pupils: they expressed surprise about the questions the children posed (the engineers wouldn’t expect that level from secondary school children).

Governors **questioned** attendance.

The Headteachers confirmed attendance is higher than normal for this time of year (three pupils absent 21.10.2020, not due to coronavirus).

Governors **sought clarity** on behaviour within school.

The Headteachers confirmed 3-4 pupils are currently on plans (advice from the LA Exclusion and Reintegration team has been sought regarding possible risk of exclusion). Communication with parents has resulted in improved behaviour. The school continue to support pupils and are applying for EHCP

	<p>funding.</p> <p>It was noted the Headteachers are supporting staff confidence in managing behaviour expectations.</p> <p>Governors <b>questioned</b> if behaviour issues are recorded.</p> <p>The Headteachers confirmed they are tracked and monitored.</p> <p>Governors <b>questioned</b> re-integration plans</p> <p>The Headteachers confirmed 3 pupils are on re-integration plans (one 30 minutes from attending a full day at school). Attendance patterns are monitored (e.g. always absent on Mondays) and patterns are starting to diminish.</p> <p>Governors <b>questioned</b> if there had been any complaints, which fall under the complaints policy since the last meeting (30.09.2020).</p> <p>The Headteachers confirmed no complaints had been received. It was noted some parents had expressed concern regarding Y2. The Headteachers confirmed the supply teacher has been amazing and taken ownership of the class.</p>	
<b>8.</b>	<p><b>Update from the Chair</b></p> <p>No information/actions to report.</p>	
<b>9.</b>	<p><b>School Self Evaluation Form (SEF)</b></p> <p><b>9.1 SEF SMPS 2020</b> (<i>appendix C</i>)</p> <p>The report was published prior to the meeting. It was noted there was no change from the last meeting (30.09.2020).</p> <p>The Headteachers confirmed a small amount of monitoring has been completed, it was noted not as much as planned due to the impact of coronavirus.</p> <p>It was noted the headteachers are unable to observe Y2 teaching due to staff absence.</p>	
<b>10.</b>	<p><b>School Development Plan (SDP)</b></p> <p>It was noted there is no update from the last meeting.</p> <p>Governors <b>questioned</b> if staff are aware of the SDP?</p> <p>The Headteachers confirmed they are mindful not to add to teacher workload. Staff have been sent the SDP (and updated versions). Teachers have clear objectives, which are linked to the SDP.</p>	




<p><b>11.</b></p>	<p><b>Governor Updates since last meeting</b></p> <p><b>Curriculum</b></p> <p><b>11.1 Report on evaluation of 2019-20 Sports Funding</b> (<i>appendix D</i>)</p> <p>Governors <b>sought clarity</b> on the £2,500 fitness at home demo.</p> <p>The Headteachers confirmed the day long training session was held for pupils and staff and including how to assess fitness, exercises to do without equipment and had huge engagement from pupils and staff.</p> <p>Governors APPROVED the report.</p> <p><b>11.2 Sports funding 2020-21 Strategy</b> (<i>appendix E</i>)</p> <p>It was noted another lockdown or moving to tier 3 could impact sport provision.</p> <p>Governors <b>questioned</b> management of sports provision (historically one staff member was responsible).</p> <p>The Headteachers confirmed school association funding has been obtained and will be used for an initiative with staff (to support their PE teaching).</p> <p>Governors <b>requested</b> year on year comparison for number of children participating.</p> <p>The Headteachers confirmed this year will be the benchmark and can compare from next year.</p> <p>Action: GM to include year on year comparison.</p> <p>Governors <b>questioned</b> source of Sports Funding.</p> <p>It was confirmed the Government provide the funding. It was noted it is a “temporary allocation” and as such may not continue.</p> <p>Governors APPROVED the strategy document.</p> <p><b>11.3 Equality Objectives Policy and Plan for 2020-21</b> (<i>appendix F</i>)</p> <p>Governors <b>sought clarity</b> on how funding is allocated if additional resources are needed to meet accessibility needs.</p> <p>The Headteachers confirmed Pupil Premium or SEN funding could be used (it was noted it hasn’t previously been an issue).</p> <p style="text-align: right;"><i>HLB left at 17.56</i></p> <p>After a full debate the following actions were agreed:</p> <p>Action: GM to update draft version on School Website</p> <p>Action: GM to alter appointment panels (to include Chair on Headteacher recruitment).</p> <p>Action: GM to check references to grievance policy (staff handbook).</p> <p><b>Finance</b></p> <p>The Headteacher confirmed quotes have been received for a new website provider.</p>	<p><b>GM</b></p> <p><b>GM</b></p> <p><b>GM</b></p> <p><b>GM</b></p>
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<p>Action: GM to share link with Governors.</p> <p>Action: PS to email GM contact details for web designer (recently moved to the village).</p> <p><b>Premises (excluding Health &amp; Safety)</b> It was noted Steventon Parish Council had recently raised concerns about parking, a meeting with the Council and Headteacher has been arranged.</p> <p>It was noted the Parish Council have approached the Headteacher about their proposals for a new sports hall (on land currently used by the School). It was noted the Parish Council had approached the FGB 12-18 months ago, and a meeting was held (the FGB were awaiting confirmation on the Council's full proposal).</p> <p>A local resident has offered help in supporting the school and FGB in reviewing communication with the Parish Council.</p> <p>It was noted the Parish Council and Governing Board are both corporate bodies, therefore no decisions can be made by individuals.</p> <p><b>Inclusion</b> <b>11.4 Report on evaluation of 2019-20 Pupil Premium Funding and 2020-21 Strategy (appendix G)</b> Governors <b>questioned</b> the source of Pupil Premium (PP) funding. It was confirmed the Government provide the funding to help schools improve the attainment of their disadvantaged pupils. And it is up to the school leaders to decide how to spend PP. It was noted PP can be spent on a wide range including academic and non-academic provision and does not need to be used exclusively for the pupil in receipt of PP.</p> <p>Governors <b>questioned</b> expected progress for PP with SEN. Action: GM to include expected progress for PP with SEN (page 7).</p> <p>Governors APPROVED the strategy (once above action completed). <b>Wrap around care/Parent Handbook</b> It was noted the wrap around care details have not yet been included in the new Parent Handbook. Action: GM to include wrap around care in parent handbook</p> <p>Governors AGREED to focus on the new website and then develop a school prospectus.</p>	<p><b>GM</b></p> <p><b>PS</b></p> <p><b>JMY</b></p> <p><b>GM</b></p> <p><b>GM</b></p>
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<p><b>12.</b></p>	<p><b>Safeguarding</b></p> <p>Governors <b>questioned</b> if there had been any safeguarding incidents since the last meeting (30.09.2020).</p> <p>The Headteacher confirmed safeguarding concerns had been raised and are being managed by agencies.</p> <p><b>12.1 Complete and review the annual safeguarding report and submit online to the LA before the deadline (<i>appendix H</i>)</b></p> <p>Governors reviewed and APPROVED the safeguarding report.</p> <p><b>Action:</b> GM to submit the annual safeguarding report online to the LA.</p> <p>Governors were reminded safeguarding is everyone's responsibility and is not exclusive to the safeguarding governor.</p>	<p><b>GM</b></p>
<p><b>13.</b></p>	<p><b>Health and Safety (H&amp;S)</b></p> <p>Governors <b>questioned</b> if any H&amp;S incidents had been occurred since the last FGB meeting (30.09.2020).</p> <p>The Headteacher confirmed no incidents have been reported.</p> <p>It was noted the wall is being repaired.</p> <p><b>13.1 Report on review of systems and procedures for monitoring Health &amp; Safety including this year's risk assessments (<i>appendix I</i>)</b></p> <p>The Oxfordshire County Council Health &amp; Safety Audit is due February 2021. The Health and Safety Governor has scheduled a monitoring visit on 5<sup>th</sup> February.</p> <p>The Governing Board thanked NG for his work.</p>	
<p><b>14.</b></p>	<p><b>SIAMS<sup>1</sup></b></p> <p>PS confirmed SIAMS is the Statutory Inspection of Anglican and Methodist Schools.</p> <p>It was noted the Headteachers will be attending training in preparation for an inspection.</p>	
<p><b>15.</b></p>	<p><b>GDPR (General Data Protection Regulations)</b></p> <p>Governors <b>questioned</b> if there had been any issues or breaches since the last meeting (30.09.2020).</p> <p>The Headteacher confirmed there had been no issues or breaches.</p> <p>It was noted the school had received a Freedom of Information request, which had been managed and dealt with by the legal team at OCC (as the school and local authority were not legally obliged to provide the information requested).</p>	

<sup>1</sup> Statutory Inspection of Anglican and Methodist Schools



<p><b>16.</b></p>	<p><b>Governor Business and Communications</b></p> <p>Governors <b>requested</b> inclusion on all communication sent to parents.</p> <p>Action: GM to include Governors in parent communication.</p> <p>Governors recognised the constraints of fulfilling the monitoring schedule, due to the current restrictions and the possibility of moving to tier 3 or another lockdown.</p> <p>Governors were mindful of the workload of Headteachers and staff and discussed how they could fulfill their monitoring role, while not increasing workload to staff.</p> <p>The Headteacher confirmed curriculum leads would be happy about holding remote monitoring meetings with governors.</p> <p>Governors <b>suggested</b> forthcoming monitoring is included as a standard item on future agendas.</p> <p>Monitoring report for SEN plans was verbally provided at the meeting. The SEN plans in place and positive (clear sense of inclusion and reflect school values). Staff noted the positive support from the leadership team.</p>	<p><b>GM</b></p> <p><b>Clerk</b></p>
<p><b>17.</b></p>	<p><b>Governor Training undertaken since the last meeting.</b></p> <p>RC attended Governor monitoring training (training slides available on Governor Hub).</p> <p><b>17.1 Governor Monitoring Training Slides</b> (<a href="#">appendix J</a>)</p> <p><b>17.2 Example Governor Monitoring Report 1</b> (<a href="#">appendix K</a>)</p> <p><b>17.3 Example Governor Monitoring Report 2</b> (<a href="#">appendix L</a>)</p>	
<p><b>18.</b></p>	<p><b>Policies Review/ for approval (as per policy schedule):</b></p> <p><b>18.1 Staff Pay Policy</b> (<a href="#">appendix M</a>)</p> <p>Action: GM to populate Annex C.</p> <p>It was resolved to adopt the policy.</p>	<p><b>GM</b></p>





<p><b>19.</b></p>	<p><b>Items for next agenda (in addition to actions)</b></p> <ul style="list-style-type: none"> <li>• Report on evaluation of 2019-20 SEND Funding &amp; 2020-21 Strategy</li> <li>• Staff Hours Audit</li> <li>• Staff wellbeing and engagement survey results</li> <li>• Confirm pay panel has made pay decisions</li> <li>• Asset management plan</li> <li>• Review of School Accessibility Plan</li> <li>• Receive report on teacher appraisal process</li> <li>• Equality &amp; objectives policy</li> <li>• Remote Learning – monitor how school will provide/cover</li> <li>• Update from Pay Panel</li> <li>• Update from HT Performance Panel</li> </ul>	
<p><b>20.</b></p>	<p><b>Date of next meetings:</b></p> <p>It is noted that future meetings will be held virtually (until Government advise otherwise).</p> <p><b>All meetings start at 5pm</b></p> <p>26<sup>th</sup> November 2020</p> <p>17<sup>th</sup> December 2020</p> <p>21<sup>st</sup> January 2021</p> <p>11<sup>th</sup> February 2021</p> <p>18<sup>th</sup> March 2021</p> <p>29<sup>th</sup> April 2021</p> <p>20<sup>th</sup> May 2021</p> <p>17<sup>th</sup> June 2021</p> <p>15<sup>th</sup> July 2021</p> <p>Governors thanked all staff (including Headteachers) for their hard work and commitment.</p> <p>TO closed the meeting.</p>	

The meeting closed at 18.45

JM 05/11/2020



Chair of Governors

Date 27<sup>th</sup> November 2020

### Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michaels FGB Minutes 30092020
5.2	B	Action Log October 2020
9.1	C	SEF SMPS 2020
11.1	D	Primary PE and Sport Premium Review 2019-2020draft
11.2	E	Primary PE and Sport Premium 2020-21
11.3	F	St Michael's Equality Policy and Objectives 2020-24Draft
11.4	G	Pupil Premium Funding 2019-20 Review and 2020-21 Strategy
12.1	H	Safeguarding Audit Response September 2020
13.1	I	H&S report to governors October 2020
17.1	J	Example Governor Monitoring Presentation
17.2	K	Example Governor Monitoring Template
17.3	L	Example Governor Monitoring Template
18.1	M	Model pay for teachers Sept 2020



Meeting Date	Item Number	Action	Owner	Deadline
22.10.2020	5.1	Remove the following sentence from agenda item 12.7:  <del>It was noted OCC are content with the budget proposals.</del>	Clerk	
22.10.2020	5.1	Sign minutes of 30.09.2020 & file at school	KMY	
22.10.2020	11.2	Include year on year comparison to Sports Funding report 2021/22	GM	
22.10.2020	11.3	Update draft version (Equality Objectives Policy & Plan for 2020-21) on School Website	GM	
22.10.2020	11.3	Alter appointment panels (to include Chair on Headteacher recruitment). Equality Objectives Policy & Plan for 2020-21	GM	

22.10.2020	11.3	Check references to grievance policy (staff handbook). Equality Objectives Policy & Plan for 2020-21	GM	
22.10.2020	11	Share new website provider link with Governors.	GM	
22.10.2020	11	Email GM contact details for web designer (recently moved to the village).	PS	
22.10.2020	11.4	Include expected progress for PP with SEN (page 7) Pupil Premium Funding	GM	
22.10.2020	11	include wrap around care in parent handbook	GM	
22.10.2020	12.1	submit the annual safeguarding report online to the LA	GM	
22.10.2020	16	Include Governors in parent communication	GM	
22.10.2020	16	Forthcoming monitoring is included as a standard item on future agendas.	Clerk	
22.10.2020	18.1	Populate Annex C (Staff Pay Policy)	GM	

■ End

