



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 January 2022 at 5.30pm

Present:	Ann Parham (AP) – Co-opted Governor Robin Conway (RC) - Co-opted Governor – Co Chair Nick Field (NF) – Parent Governor – Co Chair Hayley Leyson-Brady (HLB) – Co-Headteacher Philip Sutton (PS) – Foundation Governor Tim Owen (TO) – Co-opted Governor, Vice Chair Nigel Goode (NG) – Local Authority Governor Adele Frankum (AF) – Parent Governor Kathryn Mendus (KM) – Foundation Governor Emma Walker (EW) – Parent Governor Ruth Gardiner (RG) – Staff Governor
Apologies:	Grant Mottram – (GM) – Co-Headteacher
Absent:	None
Vacancies:	Foundation Governor / Co-opted Governor
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	<p>Welcome and Opening Prayer</p> <p>The meeting started at 5.31pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic).</p> <p>NF welcomed everyone to the meeting and PS opened the meeting with a prayer.</p> <p>NF extended a welcome back to EW who has agreed to stay on as parent governor until a replacement has been elected, and a welcome also to RG who is the newly elected staff governor. Everyone introduced themselves.</p> <p>NF will chair agenda items 1-11 and RC will chair items 12-22.</p>	
2.	<p>Apologies for absence</p> <p>Apologies received and accepted from GM. He and HLB will alternate attendance at FGB meetings.</p> <p>The meeting was quorate and remained quorate throughout.</p>	
3.	<p>Urgent Additional Items</p> <p>None</p>	

4.	Declarations of Interest – No interests in agenda items were declared.	
5.	<p>Approval of FGB Minutes</p> <p>5.1 Minutes of 13.12.2021 (<i>Appendix A</i>) The clerk will correct 2 typos that were noticed. The minutes were agreed as an accurate record. Action: Co-Chairs to sign minutes of 13.12.2021 & file at school</p> <p>5.2 Action log (to note – relevant actions on agenda) (<i>Appendix B</i>) The action log was shared with Governors (all actions included on the agenda). RC and NF have reviewed the action log and deleted the older / no longer relevant items so that it is a shorter and more concise document.</p>	Clerk RC/NF
6.	<p>Matters arising not covered on the agenda</p> <p>None for this meeting.</p>	
7.	<p>7.1 Headteacher report (<i>Appendix C</i>) 7.2 Data pack (<i>Appendix D</i>)</p> <p>7.1 and 7.2 The report and data pack had been loaded to the hub prior to the meeting. HLB explained how previously the data was presented term on term. This didn't help to identify trends / weaknesses or subject difficulties that are useful at governor level. This data pack is a full rolling year of data of Autumn two 2020 to Autumn two 2021. HLB did state that there is a period of lockdown included in this window. There is an expectation of a 6-point progress for pupils over a rolling year and this is considered sufficient to maintain attainment. Progress in excess of 6 points would indicate accelerated learning / closing the gap. A downside of this data is that it doesn't identify causes for concern regarding provision at this point in the year. There is shared responsibility among all teachers for a pupil's school journey. Questions were invited.</p> <p>Governor question – Have all staff bought into this system and do they analyse / use the data? HLB advised that they have, and they do. She explained the pyramid levels of data that move up the pyramid as they move through school and the next year group teacher can review / compare the data and determine next steps.</p> <p>Governor question – What is HLB's opinion of the data? There is no year one data because the EY data does not translate, so this has been provided separately. HLB read through some of the data scores. She stated that 56% of year one pupils are on track or higher.</p> <p>The data pack shows years 2 – 6 data. Some groups are working at a slower pace. HLB summarised.</p> <ul style="list-style-type: none"> • Year 2 gaps have been identified. • Year 3 are not achieving 6 points of progress. The catch-up funding is being targeted for this group using focused group interventions. 12 pupils are accessing this. • Year 4 progress is better. To ensure parity, the teachers are working closely to deliver and assess on the same basis. • Year 5 data is encouraging. The data has been moderated by the phase leader. • Year 6 are doing well. SATs are being prepared for. <p>Pupil progress meetings are being held with each year group. SEN pupils are not included in those meeting because they are held separately with SENCo intervention.</p> <p>Governor question – regarding the catch-up funding program. Could this model be</p>	

	<p>replicated for other year groups that could benefit from it? HLB replied. This has been identified by the school. The current issue is working out how to deliver it. The pupil premium funds could be used but timetabling needs some thought so that less engaged pupils do not miss lessons that they do enjoy to attend the catch-up sessions.</p> <p>Governor support – It is important to get this right. If it becomes too onerous and pupils miss out on lessons they like, they will not engage with them.</p> <p>Governor question – Is there a known reason for the gaps in years 2, 3 and 5. Is it attributed solely to lockdown, or has it just become larger due to lockdown? HLB advised that most of the pupils are in receipt of pupil premium funding, and many are also SEN pupils. A number of them did not engage with learning during lockdown. They are working hard to try and plug those gaps now. The school is really pushing reading with all pupils. Every day they will read with an adult and have a short discussion about the story afterwards. The SENCo is running a family links course for parents. There has been good take up on this.</p> <p>Governor suggestion – is there general engagement with parents to encourage reading at home with their children? HLB is sending the message out explaining the low outcomes for their children if they don't catch-up and that reading at home is important.</p> <p>Governor question – Could the school suggest some books to parents? HLB is getting a list together – it will go in the newsletter.</p> <p>Governor question – What is the school able to do to support families receiving pupil premium to access books?</p> <ul style="list-style-type: none"> • Use of the school library • World book day • HTs will often select a book for some pupils and discuss with them to gain their buy-in. • Some books are sent home to families. <p>Governor question – There seems to be a high percentage of students with missed assessments – can HLB explain? HLB confirmed that those pupils have likely left the school or recently joined so there will not be a full year of data for them.</p> <p>NF summarised that pupils have for the most part been achieving 6 points of progress. The GB will need to look at the next data set in April when there will be a full year with no lockdown period within that window. HLB agreed with this. Although year three has had a supply teacher and that will need to be taken into account.</p> <p><u>Early Years data</u> From September 2021 the new EY framework started. Assessments have now changed and ranges 1-6 are now in place. The school is using Birth to Five matters (updated version). Early Learning goals are assessed at the end of reception class. Judgements are made on are related expectations. Guidance has been formed from models that other schools have in place. The school uses a spreadsheet for tracking purposes. In order to make the transition to Year one more seamless, the EY framework continues to the end of the Autumn term in year one.</p> <p>Governor support – The EY data is looking good at this stage. HLB stated that the number of children on track in Willow class for all areas is only 4 out of 30. Pupil progress meetings have identified that a large proportion of the pupils have a low score in the PSHE area. RG has attended training for the tracking tool, and they are developing a system that</p>	
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	<p>is working across the whole of EY. The data will be reviewed again in April.</p> <p>Governor question – How will you judge baselines for pupils in year one if they are still in the EY curriculum until the end of December and how would you marry this data with year 1 data.</p> <p>The school will carry out baseline judgement in September for year one pupils and work from there. It will be tricky with the EY framework still in place until the December, but tailored teaching will be identified and put in place for those who didn't achieve the goals in EY.</p>	
8.	<p>Update from the Chair</p> <p>There were no updates reported by the Chair at this meeting.</p>	
9.	<p>School Self Evaluation form –</p> <p>There have been no changes or updates on the SEF since the last FGB meeting.</p>	
10.	<p>School Improvement Plan (SIP) – (Appendix E)</p> <p>HLB reported that the SIP has been updated and RAG rated accordingly. She drew attention to some areas rated red. These items are data driven and reminded the GB that in order to be aspirational they set highly ambitious targets. Some have not been met.</p> <p>Questions were invited:</p> <p>Governor question – How far off is the school from reaching those targets?</p> <p>HLB replied. The data scores are quite varied across subjects and year groups. Some are hitting target, but others are not - some not far off, and others are lower.</p> <p>Governor question – Can HLB explain how the Teaching and Learning (T&L) is rated green, but the data is rated red?</p> <p>HLB stated that the T&L has been assessed to be good, but some year groups are very behind. They are working to accelerate the progress through interventions.</p> <p>Governor question – The document does not make it clear where groups have met targets or not. Do the HTs find this aswell or do they have different reports available to them?</p> <p>HLB confirmed that they do have different data sheets and they are able to work with that data easily. A criticism might be that the targets they have set have been too aspirational. She could break the data down into year groups to make it easier for governors to read.</p> <p>Action: HLB to break down the data on the SIP into year groups for future updates</p> <p>Governor question – If there are cohorts experiencing difficulties in achieving the targets, could this be a cause of anxiety for pupils / teachers?</p> <p>HLB reassured the governors that the pupils are not aware of the targets, so they are under no pressure in that regard. The teaching staff are aware of the high standards expected and this message is delivered regularly with thought put into the wording to how best the individuals will respond.</p> <p>NF added that having a narrative around the data helps to see the bigger picture.</p> <p>HLB advised the GB that the judgement of Quality of Education is the next item to be done. The phase leaders will be doing this next term.</p> <p>Governor question – When will the Christian distinctiveness page be completed. It is currently blank.</p> <p>HLB apologised. That page has been completed. She has loaded the wrong version.</p> <p>Action: Upload the correct SIP document with Christian distinctiveness page completed.</p>	<p>HLB</p> <p>HLB</p>
11.	<p>Governor updates since last meeting</p> <p><u>Learning and Teaching</u> (Appendix F)</p> <p>11.1 Governor monitoring actions to February half term</p>	

	<p>The document details the monitoring schedule and actions due. NF is booked in to monitor 'Inclusive teaching in the classroom'.</p> <ul style="list-style-type: none"> a) Curriculum lead development and b) Reading and Phonics also needs to be covered. <p>AP volunteered to carry out this monitoring and will liaise with HLB to book this in.</p> <p>Action: AP to book monitoring visit in with HLB.</p> <p>Governor question – Is there any plan for student voice activity? HLB responded. This has been done. She has conducted a floor book activity with a selection of pupils representing different target groups. The following questions were asked:</p> <ol style="list-style-type: none"> 1. What does the school do well? 2. What is the school getting better at? 3. If they were HT what would they change? <p>HLB read out some of the comments that were made.</p> <ul style="list-style-type: none"> • Behaviour has improved • Learning is fun • Pupils get the help they need. • More sports clubs would be good – HLB confirmed that they are setting up a sports club for every day of the week. • Can the school have a petting zoo – this cannot be done • Request for a regular check in with year 6 pupils to ask if they are OK – HLB advised that this has been arranged on a rota basis to speak with three year 6 children a day each week. <p>Governor support – The governors were impressed that the year 6 check in request has been actioned immediately.</p> <p>EW added that there has been interest for more sports clubs for some time and she has heard several comments to this effect. This news will be well received. HLB will run the clubs for a full long term to keep the momentum running. The governors suggested that HLB keep the quotes and look to publish them on the website. HLB has a plan to do this already.</p> <p>Parent / staff voice was discussed. Should this happen now or later in the year? There was a short discussion on whether the SIAMS and SEF vision and values should be included in the main questionnaire or a separate survey. It was agreed to discuss this outside of this meeting and bring a proposal back to a future meeting.</p> <p>Action: NF/RC and Headteachers to discuss the timing and content of staff and parent surveys</p> <p><u>11.2 Staffing / Finance</u> Budget monitoring report (Appendix G) NG reported. A quarterly budget statement is submitted to OCC. The latest monitoring shows that if the school stays on track, they will have a £50K balance at year end. However, GM has today advised NG of a significant damp issue in the kitchen. There is damage to equipment. A survey will need to be done and could be expensive to remedy and replace equipment. Some maintenance expenditure may need to be accelerated.</p> <p>Governor question – When will decisions need to be made on the likely costs of this work? NG replied. They will need to get a better picture of the problem and full scope of the work first. A quantity surveyor will need to be booked. Initiatives to claim funding have really benefitted the school this year and NG thanked those who have worked on this.</p>	<p>AP</p> <p>NF/RC/ HTs</p>
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Maintenance Plan – NG will report in February. They will know where money needs to be spent. There is £3.5K in an additional capital fund if required.

Governor question – Can NG give an update on when the enhanced number of pupils might be reflected in the budget (based on the predicted numbers over the next 2-3 years).

NG explained that in this current year the school budget is based on 144 pupils. On the October 2021 census date, there were 177 pupils on roll.

The budget for 2022-23 was based on 166 pupils and 2023-24 was based on 169 pupils.

HLB added that there are currently 36 children in the nursery class who are due to start school in September (hopefully at St Michael's) and she has also shown 45 additional parents around for September start.

To conclude – There is increased revenue to work with. They had been cautious previously with projected numbers, but currently the trajectory for future headcount is looking good.

11.3 School Financial Value Statement (**SFVS**) – (*Appendix H*)

The SFVS was discussed. NG explained that the answer to Q24 is recorded as *'in part'* because that is what the situation is.

Sharon Scaysbrooke (SS) School Business Manager has been cautious with the values that have been entered, but they have run them through again and the results have been validated by OCC.

The governors approved the SFVS for submission.

Premises

HLD gave an update on the repairs to the outdoor classroom: They are looking to concrete the floor. This will be less attractive, but it will prolong the life of the building and reduce the maintenance costs in future.

School Transport Plan

HLB confirmed there has been no progress since the last FB meeting. It was agreed to keep this as an outstanding action.

HLB added that planning permission for a warehouse on Milton Hill has been submitted. This will increase traffic through the catchment area. Are the governors interested in submitting an objection to this plan?

The governors had not seen this application but would be interested to see it and provide an opinion.

Action: HLB to circulate the planning permission proposal to all governors

Asset Management Plan (AMP).

NG gave a verbal update. There is guidance to say that the school should have an AMP, but there is no guidance or information to state what format it should take. The school has detailed lists of IT equipment and furniture in each room etc, so the information is already documented. NG proposed that they designate this information in its current format as the AMP and review it annually. If any information is received to advise a different format this can be reviewed.

The governors approved this proposal.

Inclusion & Safeguarding

NF noted that the clerk has circulated information on the OCC SEND consultation that the GB can be involved in.

Community

11.4 Governor letter to community (*Appendix I*)

The community letter from the GB was sent out last term. There was a sentence stating that an online session for promoting the parent governor vacancy would be

HLB

	<p>held. The governors did not recall that this had been agreed as an action and nothing to this note was minuted. This will not go ahead.</p> <p>HLB informed the governors of a H&S visit in February that governors are welcome to attend. NG will be there.</p> <p>The week of 28th February has world book day on the Thursday. Governors are welcome to come into school during the week and be involved in reading a story to the children. Thursday (3rd March) will be dress up day.</p> <p>Parents evening will be held online, but there are plans to hold a curriculum open evening for parents.</p>					
<p>12.</p>	<p>Safeguarding</p> <p>There have been no reports / incidences of bullying of racism since the last FGB meeting.</p> <p>There are no new child protection plans or referrals. HLB updated on provision for one pupil.</p> <p>12.1 Draft letter to MPs (<i>Appendix J</i>)</p> <p>At the last FGB meeting it was agreed to draft a letter to the local MPs highlighting the issues with the shortage of social workers and the safeguarding risk this poses to children. The first draft has been circulated and comments / feedback were sought. It was noted that GM has made some alterations and is speaking with the Abingdon partnership of schools to get the letter signed as a group. The governors discussed the letter and any changes / additions to content. The following points were noted:</p> <table border="1" data-bbox="204 1043 1334 1319"> <tr> <td>It would be helpful to explain in the letter what has already been done to try and work through the issues.</td> </tr> <tr> <td>Other schools may have something to add to the text</td> </tr> <tr> <td>State the impact on the school / parents with the lack of progress and that the school has to divert resources to deal with the cases.</td> </tr> <tr> <td>Maybe add specific items like the number of hours spent on each case / number of phone calls not answered. (If other schools are involved, then select a handful of examples).</td> </tr> </table> <p>Governor question – what is the OCC position at this current time?</p> <p>HLB responded. They are very aware of the problems, but their hands are tied. They are relying very heavily on agency staff. Social worker pay is low, and Oxford is unaffordable for many to live in. There is a very high turnover of staff. Contacting MPs is the right thing to do as this is a funding issue. It is important to state that our issue is not with OCC. More funding for Social Work is needed. The governors agreed with this.</p> <p>Action plan:</p> <ol style="list-style-type: none"> 1. GM will co-ordinate with partnership schools and their GB's. 2. The re-drafted letter will then be circulated to the schools 3. Chairs and HTs will sign the letter collectively. 4. The letter will be copied into OCC and local newspapers / media 5. Further drafts will be circulated via Gov Hub so that this can be completed without waiting for FGB meetings. <p>Action: GM to coordinate the letter to go MPs and OCC</p>	It would be helpful to explain in the letter what has already been done to try and work through the issues.	Other schools may have something to add to the text	State the impact on the school / parents with the lack of progress and that the school has to divert resources to deal with the cases.	Maybe add specific items like the number of hours spent on each case / number of phone calls not answered. (If other schools are involved, then select a handful of examples).	<p>GM</p>
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State the impact on the school / parents with the lack of progress and that the school has to divert resources to deal with the cases.						
Maybe add specific items like the number of hours spent on each case / number of phone calls not answered. (If other schools are involved, then select a handful of examples).						
<p>13.</p>	<p>Health and Safety</p> <p>HLB informed the governors that following advice from the Early Years review, a fence must be put up between Willow Class and the Year 1 playground. GM is organising this.</p>					

	<p>NG stated that in line with procedure, the H&S audit items are being monitored and managed.</p> <p>External contractors are being held responsible for risk assessments when they are carrying out work on the school site.</p> <p>13.1 Covid risk assessment (Appendix K) The Covid-19 risk assessment has been revised and updated. It has been circulated for information purposes only. Any changes have been highlighted and are therefore easy to identify.</p> <p>NG confirmed that the list of first aiders in the staff room has been checked and it up to date. (In response to a question asked by TO in a previous FGB meeting).</p>	
14.	<p>Distinctiveness and effectiveness of our school as a Church school PS reported that last term saw substantial progress with SIAMS work. The outdoor Christmas service was a highlight. The new themes and ideas, the assemblies and work with the church is all taking shape. The church is sending their reports through for the evidence folder. PS will provide a termly update.</p> <p>The website is continuing to be updated.</p> <p>HLB has circulated the SIAMS inspection framework to all staff. She is also inviting staff to input into the SEF.</p> <p>RG has worked on a Christian distinctiveness display table in the school entrance area that is very popular.</p> <p>PS suggested that a Foundation governor could attend a staff meeting and to talk about pastoral care and well-being.</p> <p>KM added that she felt encouraged and moved by the outdoor carol service and it was a credit to everyone. The team should be commended for this.</p> <p>RC thanked everyone for their hard work.</p> <p><i>PS left the meeting at 7.08pm – the meeting was still quorate</i></p>	
15.	<p>GDPR There were no updates or reports for this agenda item.</p>	
16.	<p>Governor Business and Communications <u>Parent governor election</u> NF provided an update. The election process has not yet started but will be imminently. HLB will be including with the next newsletter.</p> <p><u>Governor's bio docs</u> (Appendix L) NF explained that these are being updated to reflect the changes in the GB. Action for new governors: If you do not have a bio, please write one and submit with a photo. Action for existing governors: Please check you are still happy with your bio. If you wish to make changes, please do so and submit. HLB asked if governors were happy with their photos to be added to the tree in reception? The governors gave their permission.</p>	ALL
17.	<p>Governor Training Update 17.1 Updated Governor Training Log (Appendix M)</p>	

Ratified

	<p>Governor question – Clarification sought on updating your training record. AP shared with the governors how to update your individual training record on governor hub. If you book training through governor services, this is automatically updated. You can also make all of your governor declarations via the declarations tab.</p>	
18.	<p>Policies for review / approval – 18.1 Policy Tracker (<i>Appendix N</i>) RC presented the new policy schedule proposal. The policies have been sorted into statutory and non-statutory. Some are a bit behind schedule for review. There are policies that could be delegated and not all need to go through FGB. Policies are being grouped by theme and put into a calendar throughout the year. A proposal will be brought to each meeting on how to deal with each 'batch' Governors agreed that this is long overdue. It is important to be on top of this as a policy can be critical if a situation arises. Get the statutory policies prioritised first. The governors confirmed their approval of this plan / proposal.</p> <p>Governor question – Do we need to look at a policy if the current review date falls before the revised review date? Action: RC and NF will seek guidance from the clerk regarding review of policies</p> <p>RC confirmed that finance policies will be brought to the February FGB meeting.</p>	NF/RC/ Clerk
19.	<p>Post FGB communication</p> <p>It was agreed to send a communication out after the February FGB meeting. The governors agreed to send a communication every half term.</p>	
20.	<p>Items for the next agenda</p> <p>RC explained that some scheduled items listed had been crossed through. This is because he and NF don't believe they are all needed as individual items and that the GB has moved on from that requirement. The governors noted and discussed the items and agreed that they are covered within other items or no longer required. They will be removed from the list.</p>	
21.	<p>Meeting schedule</p> <p>The next meeting on 17th February will be virtual with a 5.30pm start.</p> <p>To start at 5.30pm: Thursday 17th February 2022 – Virtual Thursday 24th March 2022 – Virtual Thursday 28th April 2022 – TBC Thursday 26th May 2022 – TBC Thursday 23rd June 2022 – TBC Thursday 14th July 2022 – TBC</p>	
22.	<p>AOB</p> <p>Nothing raised.</p>	

The meeting closed at 7.25pm.

NB 20.01.2022

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michael's Minutes 13.12.2021
5.2	B	Action Log 13.12.2021

7.1	C	Head's report
7.2	D	Data pack
10.1	E	School improvement plan Oct 2021
11.1	F	Monitoring schedule 2021-22
11.2	G	Budget profile December 2021
11.3	H	Schools Financial Value Standard (SFVS)
11.4	I	Governor letter to community 14.12.21
12.1	J	MP letter – OCC concerns
13.1	K	Updated Covid risk assessment 13.01.2022
16.1	L	Governor bios September 2021
17.1	M	Governor training record 10.01.2022
18.1	N	Policy tracker

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
20.01.2022	5.1	Clerk amend typos within 15.12.21 minutes Chair to sign minutes of 15.12.2021 & file at school	Clerk RC / NF	Next FGB
20.01.2022	10	Upload the correct SIP document with Christian distinctiveness page completed.	HLB	Immediately
20.01.2022	10	HLB to break down the data on the SIP into year groups for future updates	HLB	Next report
20.01.2022	11	AP to book monitoring visit in with HLB.	AP	1-2 weeks
20.01.2022	11	NF/RC and Headteachers to discuss the timing and content of staff and parent surveys	NF/RC/HTs	Next FGB
20.01.2022	11	HLB to circulate the planning permission proposal to all governors	HLB	This week
20.01.2022	12	GM to coordinate the letter to go MPs and OCC	GM	Next FGB
20.01.2022	16	If you do not have a bio, please write one and submit with a photo.	New govs	Next FGB
20.01.2022	16	Please check you are still happy with your bio. If you wish to make changes, please do so and submit.	Existing govs	Next FGB
20.01.2022	18	RC and NF will seek guidance from the clerk regarding review of policies	RC/NF/Clerk	1-2 weeks

■ End