



St Michael's CE Primary School

The Causeway, Steventon, Oxfordshire OX13 6SQ Telephone and Fax: 01235 831298

Headteacher: Mrs. Leyshon-Brady

Email: head.3241@st-michaels-pri.oxon.sch.uk

www.stmichaelssteventon.co.uk

Cultivating Respect, Persevering, and Learning with Courage

Minutes of the Full Governing Board (FGB) Meeting held on 11th May 2023 5.30pm (virtual meeting)

Present:	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Nigel Goode (NG) – Local Authority Governor Ruth Gardiner (RG) – Staff Governor Steve Green (SG) – Parent Governor Sarah Hudson (SH) – Co-Opted Governor – joined at 5.34pm Kathryn Mendus (KM) – Foundation Governor Tim Owen (TO) – Co-opted Governor, Vice Chair Ann Parham (AP) – Co-opted Governor Philip Sutton (PS) – Foundation Governor – joined at 5.34pm
Apologies:	Adele Frankum (AF) Parent Governor Alex Rennis-Lis (ARL), Parent Governor Sam Shaw – (SS) – Co-opted Governor
Absent:	None
Vacancies:	Foundation Governor
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	<p>Welcome and Opening Prayer and appointment</p> <p>The meeting was held virtually, via Google meets and started at 5.31pm. RC welcomed everyone to the meeting. RC explained that SH has been invited to this meeting, but before she joins he wants to propose SH for the Co-opted Governor vacancy. SH was unsuccessful in the parent election but has skills and experience to bring to the board.</p> <p>The board discussed and voted in favour of co-opting SH.</p> <p>Decision made: SH is appointed as co-opted governor with immediate effect.</p> <p>Action: Clerk to create a Gov Hub login and send a welcome email to SH</p> <p style="text-align: center;"><i>SH was admitted to the meeting at 5.34pm</i> <i>PS joined the meeting at 5.34pm</i></p> <p>The board welcomed SH as a newly appointed Co-opted governor PS opened the meeting with a prayer.</p>	Clerk
2.	<p>Proposal to co-opt Sarah Hudson</p> <p>Item was discussed and concluded under agenda item 1.</p>	
3.	<p>Apologies for absence</p> <p>As reported previously, due to work commitments, SS is unable to attend FGB meetings on a Thursday for this academic year and the board have accepted this.</p>	

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	<p>Apologies were also received and accepted from Adele Frankum (AF) Parent Governor, Alex Rennis-Lis (ARL), Parent Governor and Sam Shaw – (SS) – Co-opted Governor</p> <p>The meeting was quorate and remained quorate throughout.</p>	
4.	<p>Urgent additional items This is TO's last FGB meeting as he will be stepping down after his term of office expires on 30.05.2023. RC will say a few words later under AOB. RC drew attention to the roles that TO held (Safeguarding lead, induction lead and also Vice Chair). A handover / redistribution of TO's responsibilities will need to take place this month. KM is also a Safeguarding governor. KM spoke about how TO will be missed in this role. She will continue as Safeguarding governor but asked for a volunteer to support her so that two governors can cover this work. Action: Look at vacant roles and let RC / HLB know if you are interested in taking any on. Nominations for Vice Chair were invited. Action: Please contact RC if you would be interested in taking on the Vice Chair role. RC added that succession planning is on the radar and this will be discussed in future meetings.</p> <p>TO stated that he was available to hold an induction session for all new governors next week. Action: TO and RC to liaise regarding date for induction session (within the next week).</p>	<p>ALL ALL</p> <p>RC/TO</p>
5.	<p>Declarations of Interest – RC stated that he is employed by the Abingdon Learning Trust</p> <p>Governor question – KM does not have any new declarations of interest but was unsure how to add one to Governor Hub if she did. Action: The Clerk will send KM instructions on adding declarations to Gov Hub.</p>	Clerk
6.	<p>Approval of FGB Minutes 7.1 Minutes of 30.03.2023 and 20.04.2023 (<i>Appendix A & B</i>) The minutes were agreed as an accurate record. Action: Chair to sign minutes of 30.03.2023 and 20.04.2023 and file at school.</p> <p>7.2 Action log (to note – relevant actions on agenda) The link to the action log is on the agenda. This document is a google doc on the shared drive. Actions not yet completed are covered within the meeting tonight.</p>	RC
7.	Matters arising not covered on the agenda – None	
8.	<p>HT report 8.1 HT report (<i>Appendix C</i>) HLB invited questions. Governor question – Is progress being seen for Yr2 pupils? HLB reported that some progress is being made. She gave a brief summary around the work into upskilling staff and support that is in place. Governor question – Will the progress be less than expected for the year group? HLB explained that this is likely to be the case, however, this cohort had a lower starting point entering Y2. Information is in place regarding predictions in the HT report and added that there is a catch-up plan in place for this cohort in Y3. The pupils will receive strong support for catch up and transition to KS2. Governor question – Having identified strengths across the school, can these be transferred to other areas / year groups? HLB explained that this is in the plan and that Chris Paynter is leading in coaching and mentoring from September 2023 to implement the staff development plan for all staff</p>	

to benefit and develop.

Governor question – Are the staff prepared / on board with this approach?

HLB replied. The majority of teachers at St Michael's are relatively new and in their first few years of teaching. Their initial years were Covid affected, and they are keen to receive this support for their personal development.

Governor question – Re: The Play Therapy programme. Is there any impact being seen for these pupils?

The programme has only just started so not data has been received yet. The information they do receive will be minimal as this information stays between the family and the play therapy provider.

Governor question – Will the school see any improvements in behaviour as a result?

HLB stated that these sessions are more a focus on improving mental health.

Governor question – How are SATs going this week?

HLB confirmed that it has all gone very smoothly. The pupils are taking it in their stride. There have been media reports of pupils being in tears over one paper, but no pupils at St Michael's have had this experience.

Governor question – Has there been any monitoring at the school during SATs?

No – nothing as yet.

HLB added that the SATs predictions ([Appendix F](#)) are on the hub for governors to view.

Parent Questionnaire ([Appendix D](#))

Governor question – Parent questionnaire – There seems to be an improvement in response rate. 50% of parents completed the survey. The data demonstrates some very positive responses.

There was a short discussion. Some schools get a higher response, but they use strategies such as capturing feedback during parents' evenings.

The scores received are looking to be high. This would suggest a happy parent body. Admission numbers are higher too.

HLB has looked at admissions data across other local primary schools. St Michael's received 37 1st choice applications for 30 available places. The furthest away allocated place is 0.5 miles from the school, so admissions are being kept within the village.

This is very good for the school and to gain all new intake from 1st choice applications.

Governor question – There were some children within the village who didn't get offered a place from their first choice. This is difficult/disappointing for the parents.

HLB and Sharon Scaysbrook did spend some time looking at whether they had capacity to expand, but not at this time. OCC could always approach them and request they do.

There were two pupils who attend the nursery who didn't get a place.

Governor comment – This is quite emotive for parents and would need to be handled sensitively for parents who miss out. Can the school set expectations for prospective parents?

HLB stated that the situation changes from year to year with admission numbers. It is advisable to attend a school tour and during that time it would be explained about pupil numbers and making your 3 choices. If you only choose one school and are unsuccessful, you can be offered a place anywhere in the county. This appears to have happened with some families this year.

Governor comment – St Michael's admissions are managed / controlled by OCC. The school does not choose which pupils are offered a place.

It was agreed that communications from the school and continuing to be a good school is what St Michael's can control.

Governor comment – Re: The number of families responding to the survey. If both parents have replied wouldn't this skew the data?

HLB looks at the IP address to take into account submissions from the same address. SG added that his submission was on a separate device and IP address so this may have happened with other families.

HLB noted this.

Governor question – Has HLB managed to break down the detail of what parents have

	<p>found difficult with communications? HLB has taken on board all of the feedback / comments. She has to make a decision on what the school offers. She will invite opinion, but it is usually unrealistic / impractical to meet all requests. The school communicates with the parents via 3 x types of media and parents also have access to their child's teacher. HLB discussed at length with SLT to decide on the manageable plan of communications and they need to maintain the control of their approach.</p> <p>Governor question – Re: comments around fundraisers (SSA). Can HLB provide further information? HLB advised the board that the SSA currently only has 4 members and they are very stretched. They are lacking the capacity to do more. This has to be parent led. The school cannot take over the running of the association.</p> <p>Governor question – How do parents find out about the SSA? Articles used to be submitted by the SSA to go into the newsletter.</p> <p>Governor question – Does this affect the school at all and have the fundraising amounts been tracked? It hasn't affected to school. There is a pot of money and requests have been approved in the past. There is a lack of people who are able to commit their time. HLB does not have the capacity to track fundraising amounts. This would be something the SSA should keep records of.</p> <p>Governor support – SG offered to approach the existing SSA members to discuss SSA membership etc. HLB can provide their names. It was suggested that during the in person FGB strategy meeting the board could include support for the SSA while they discuss raising governor profiles.</p> <p>Governor question – There was a question re: church involvement on the parent survey, but there are no comments on this analysis document. HLB stated that this was not on the Ofsted parent questions for feedback requirement. This question is of more interest to the school for strategic planning. This feedback will be shared with governors at that stage.</p> <p>Action: HT to share results of non-Ofsted parent questions at July FGB.</p> <p>Governor comment – These results are a good reflection of what the does. Is this information also shared with the staff? HLB confirmed that it is shared with all staff. Re: the focus for next year – there are a range of comments from parents, and they will feed into the strategic planning for next year.</p> <p>Governor question – What is the next stage of information for parents now they have provided their feedback? When the strategic planning is completed, HLB will communicate a "You said, we did" letter to advise parents what the school do.</p> <p>Governor question – Attendance: Has the strike action affected the attendance of children i.e. those pupils who have siblings in other schools that have closed on those days. HLB stated that this has not happened to date. St Michael's teachers have not gone on strike, so the strike action itself has not affected attendance of pupils at St Michaels' but media reporting is impacting the parental view of their child's education. For example, the view of education is reduced and holiday absence in term time is being seen as acceptable. Chicken pox / sickness & diarrhoea has been going through the school this term and affected attendance.</p> <p><u>Staffing model from September 2023 (Appendix E)</u> Questions were invited. HLB stated that there are not many changes, but highlighted</p>	<p>HT</p>
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	<p>the promotion for the two deputy HTs and how this is a recognition of what they will be doing and their new responsibilities. It should provide HLB with some more capacity.</p> <p>Governor support – This staffing model gives clarity on who does what and what each person will be held accountable for.</p> <p>HLB added that areas such as SEN questions arise, there will be a Deputy HT in school who can also deal with queries that staff may have.</p> <p>As the Deputy HT role is a job share, the school benefits from 6 days of Deputy HT per week because they will overlap on Wednesdays. HLB stated that with these roles filled, the school has robust cover in place if HLB is ever absent.</p> <p><u>Succession planning and career development</u></p> <p>The model and CPD plan will allow for upskilling and distribution of leadership. The Deputy HT roles are purposefully classroom based to maintain the teaching integrity of these staff while developing leadership experience.</p> <p><u>Senior mental health lead</u></p> <p>There is funding for someone to undergo this training. Lina Sipson has agreed to take on this role. The mental health training will predominantly be aimed at pupils, but will also apply to staff in conjunction with the wellbeing committee. HLB is not involved in this area of work.</p> <p>Governor question – Does the wellbeing committee have a budget?</p> <p>RG replied. There is a budget, and she is one of the members of this committee.</p> <p>No further questions were asked.</p> <p>HLB finished by thanking PS for his help with the Deputy HT interviews. PS thanked HLB for the opportunity. It was a rewarding experience.</p> <p>Governor support – A note of thanks to the school from the community. The village really appreciated the time and effort that the pupils put into the flower arrangements for the King's coronation event. They were enjoyed by all.</p> <p>HLB thanked the volunteers who came in to help. The pupils found the activity very fun and rewarding.</p>	
9.	Update from the Chair – Discussion is recorded under confidential minutes	
10.	<p>Governor Business and Communications</p> <p>Governor vacancies</p> <p>RC reported that Tui Solomon (TS) is still interested in becoming a governor. He would like to propose Tui for the co-opted vacancy that will arise when TO has left. This will be on the agenda at the next FGB meeting.</p> <p>This will just leave a Foundation Governor vacancy.</p> <p>Action: TS proposal for Co-opted governor vacancy to be added to the agenda for 08.06.2023</p> <p>Policies for review and approval:</p> <ul style="list-style-type: none"> • Data protection policy • Confidentiality policy • Photography and videos at school policy • Online safety policy • Social networking policy • Complaints policy • Whistleblowing policy <p>https://drive.google.com/drive/folders/1-Q7RMeVrc9dM2ZE1uNYpcWS4m1j1shcL</p> <p>RC explained that there had been a technical issue with the policy documents, and they had not been available for review and comment prior to the meeting. They have now been retrieved and are in the folder. As the governors have not had access to</p>	Clerk

	Wednesday 28 th June: In-School Day then meeting at 3.30pm (in person).	
20	<p>AOB</p> <p>RC spoke on behalf of the board to thank TO for his service to the school as a governor. NG added appreciation for TO's contribution and efforts as he took a lead during a difficult time for the school in between HTs to get the school back to where it is now.</p> <p>TO spoke – the GB and the team in the school is outstanding and in a good place. It has been a privilege to have been part of this journey.</p> <p>TO has been invited to attend the in person governor day at the end of June to say thank you and goodbye and the board hope he is able to attend.</p> <p style="text-align: right;">The meeting closed at 7.29pm.</p>	

NB 11.05.2023

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
3	A	Minutes of FGB meeting 30.03.2023
3	B	Minutes of FGB meeting 20.04.2023
4	C	HT report
7	D	Parent questionnaire results
10	E	Staffing model
10	F	Statutory Data Predictions
10	G	Building strong academy trusts - guidance
10	H	Multi academy trusts – benefits, challenges and functions
11	I	Monitoring overview Term 5
12	J	St Michael's website check April 2023

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
11.05.2023	1	Clerk to create a Gov Hub login and send a welcome email to SH	Clerk	1 week
11.05.2023	4	Look at vacant roles and let RC / HLB know if you are interested in taking any on.	ALL	Next FGB
11.05.2023	4	Contact RC if you would be interested in taking on the Vice Chair role.	ALL	Next FGB
11.05.2023	4	TO and RC to liaise regarding date for induction session (within the next week).	TO / RC	1 week
11.05.2023	5	The Clerk will send KM instructions on adding declarations to Gov Hub	Clerk	1 week
11.05.2023	6	Chair to sign minutes of 30.03.2023 and 20.04.2023 and file at school.	RC	Next FGB

Chair of Governors.....*R. Conway*.....Date.....16th February 2024.....

11.05.2023	8	HT to share results of non-Ofsted parent questions at July FGB.	HLB	Next FGB
11.05.2023	10	TS proposal for Co-opted governor vacancy to be added to the agenda for 08.06.2023	Clerk	Next FGB
11.05.2023	10	Read all of the policies listed above via the link for the google drive and add comments where relevant to streamline this process as the next meeting will be policy heavy.	ALL	Next FGB
11.05.2023	11	Submit monitoring visit reports (those governors who have carried out a visit recently).	Govs who have carried out a visit	Next FGB
11.05.2023	11	HLB review and answer questions from the website audit and confirm at the next FGB meeting that the website is compliant.	HLB	Next FGB

■ End