



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 2nd November 2023 5.30pm – virtual meet

Present:	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Adele Frankum (AF) Parent Governor Ruth Gardiner (RG) – Staff Governor Nigel Goode (NG) – Local Authority Governor Sarah Hudson (SH) – Co-Opted Governor Ann Parham (AP) – Co-opted Governor Tui Solomon (TS) – Co-opted Governor Philip Sutton (PS) – Foundation Governor
Apologies:	Steve Green (SG) – Parent Governor Alex Rennis-Lis (ARL), Parent Governor Kathryn Mendus (KM) – Foundation Governor
Absent:	None
Vacancies:	Foundation Governor x 1, Co-opted Governor x 1
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	Welcome and Opening Prayer The meeting held virtually via Google meet at started at 5.35pm RC welcomed everyone to the meeting. PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies were received and accepted from Alex Rennis-Lis (ARL), Parent Governor, Steve Green (SG) Parent Governor and Kathryn Mendus (KM) – Foundation Governor. The meeting was quorate and remained so throughout the meeting.	
3.	Election of Co-Chair and Vice Chair No nominations have been received for Co-Chair or Vice Chair. AP addressed the board. It is essential that the board has a Chair and Vice Chair in post. With all governors being actively involved the workload of Chair and Vice Chair will be lessened and easier to manage. Being Vice Chair does not mean that you have to step up to be Chair, but it is an important supporting role for the Chair and the board has to elect from its members. This item will need to be addressed and will be carried forward to the next FGB meeting agenda. Action: Election of Co-Chair / Vice Chair on next FGB meeting agenda.	Clerk

4.	Declarations of Interest – No new declarations of interest were made. Action: If declarations have not yet been made on Gov Hub please do so as soon as possible so they can be published on the school website.	ALL
5.	Approval of FGB Minutes 5.1 Main minutes & confidential minutes of 05.10.2023 (<i>Appendix A & B</i>) The minutes of the previous meeting were circulated. The minutes were agreed as an accurate record. Action: Chair to sign minutes and confidential minutes of 05.10.2023 and file electronically. 5.2 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.	RC
6.	Matters arising not covered on the agenda – None	
7.	HT report 7.1 HT report (<i>Appendix C</i>) – <i>circulated on the hub today</i> HLB apologised for the lateness of the report. She was waiting on attendance data. Attendance They are now able to show rolling year data compared with national data. The table shows attendance for each year group. Overall attendance year to date is 96%. Letters are being sent out to families with poor attendance and will also be discussed at parent's evening. St Michael's PS attendance ranks 107/220 out of the list of nearest statistical neighbours. Attendance for SEN pupils = 95% and for FSM pupils = 94%. Children with low attendance have been identified and the school approach is to build relationships with the families to try and achieve engagement alongside having an irresistible curriculum. HLB added that the main cause of absence is lateness to school. Safeguarding There are no new safeguarding cases since the last meeting. Cases have reduced. Neglect HLB is raising awareness of neglect among the school community via newsletters. In Oxfordshire, neglect is the main reason for safeguarding cases, but probably the least considered by families. This has to be tackled. The board agreed. <i>A discussion by the governors has been recorded under confidential minutes</i> Data (<i>Appendix D</i>) Staff carried out target setting during the start of year INSET day. They are working towards age related + Currently the data is showing that pupils are working towards achieving targets, but the teachers can see the potential of the pupils. The table in the HT report shows the percentage of children in each year group who are where they should be at this point in the year and the 2 nd column show the prediction for the end of the year. The predictions are robust. Governor question – Where the pupils are not where they should be at this stage in the year i.e. Yr1 & Yr2 writing, what is being done to support those to improve? HLB stated that she is challenging this and holding target setting meetings with the teachers.	

<p>Governor question – Re: the FSM groups. Are there interventions / support in place for Yr2 and Yr5 pupils? HLB responded. The school runs a report to identify pupils who are not achieving as expected. The barriers to learning are investigated, provision and interventions are recorded. Bespoke programmes are championed, and the pupils also benefit from their adaptive teaching model.</p> <p>Governor question – Are the teachers aware of which pupils fall into the FSM, PP groups etc? HLB confirmed that all teachers have the complete list, so they are aware.</p> <p>Governor support – Re: Yr6 pupil data. Very pleasing to see that some Yr6 SEN pupils are achieving higher than expected.</p> <p><u>Appraisal</u> HLB had her appraisal first and she then carried out the staff appraisals.</p> <p>Three appraisal targets have been set:</p> <ol style="list-style-type: none"> 1) Quality of Teaching – maths focus All staff have been tasked to undertake a research-based project on an area of maths of their choosing. This will generate a CPD opportunity for the rest of the staff so that learning is across the board. 2) A British values / EDI based target. This aims to close the cultural gap around learning i.e. the learning culture in the classroom 3) Leadership & Management National Professional Qualifications (NPQs). SLT are signed up to a qualification in their own specialist areas. Staff are either upskilling with NPQs or outreach work. <p>Governor question – Is this qualification online learning? This is blended learning (online and face to face)</p> <p>RC added that 100% of staff are eligible for a pay increase having successfully passed performance management (e.g. 6.5%) The pay panel needs to meet within the next week to ensure that pay increases can be effective for the next pay day. RC will be in contact with the governors who have volunteered to sit on the pay panel (recorded under the previous minutes) and convene a meeting.</p> <p>Action: HLB to suggest dates / times next week for a pay panel meeting Action: RC to contact pay panel governors and set a pay panel committee meeting</p> <p>7.2 Pupil Premium funding report / Sports funding report (Appendix E & Appendix F & G) HLB stated that all money from these funding streams has been allocated. The majority has gone towards the Early Years outdoors area. The remainder is allocated to:</p> <ul style="list-style-type: none"> • Subsidising clubs • Training staff for swim school <p>HLB explained further that pupil premium pupils gain access to Oxford Adventure School. This provides outdoor experiences and skills and pupils work towards an outdoor learning award.</p> <p>Governor question / challenge: Re: Sports Funding report. Within the spending format, the impact is stated as 'opportunity to attend'. This could be stronger. Can HLB include the increase in numbers attending? HLB answered. At the end of each long term the data regarding numbers of pupils attending is pulled from the system. The data for club numbers is then published on the website in conjunction with this report. The board were satisfied that this information is readily available.</p>	<p>HLB RC</p>
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	<p>Governor question – some of the figures shown under the sports funding report seem to be substantially different to the previous year in comparison. Can HLB provide further information?</p> <p>HLB confirmed that this year they have reduced the rugby tots sessions. They have only offered it to pupils who didn't participate last year.</p> <p>In addition, there is increased attendance of pupils at after school clubs. This has meant increased income from parents, so less grant funding is required to run the clubs.</p> <p>Pupil Premium (PP) PP funding has been allocated to the ELSA role, nurture forest school and the Home School Link worker role.</p> <p>Reports were accepted and approved by the board.</p> <p>7.3 Is the school compliant with the cost of school uniform guidance? HLB confirmed that they are. New families to the school are provided with a starter pack. Uniform requirements are clearly stated that branded items are not compulsory. Reference to branded uniform items have been removed from the school website. There is a supply of spare uniform at the school for families who need it.</p>	
8.	Agenda item recorded under confidential minutes	
9.	<p>Update from the Chair None for this meeting.</p>	
10.	<p>Governor updates since last meeting</p> <p>Finance NG reported to the board. The most recent budget report shows that the end of year carry forward amount is now likely to be £20K less than previously thought. The carry forward amount now predicted is still healthy at £56-£57K. The main reason for this reduction is due to nursery income stream being reduced. The same number of children are registered, but those children are attending for fewer sessions. The impact is £15K decrease in income. The revised carry forward is still sustainable and not over 8% of the overall budget. (8%> would result in OCC claiming some money back).</p> <p>The headcount on census day was 195. The budget was worked on a prediction of 190 pupils, so this is positive. Yr5 and Yr6 are now financially viable due to increased numbers.</p> <p>NG stated that at the next budget setting process there will need to be a more cautious approach with the nursery budget predications.</p> <p>Maintenance – OCC are showing interest in carrying out repairs on the damp wall that has been reported previously.</p> <p>Governor question – Did the 6.5% teacher pay increase have an impact on the budget? This pay increase has been processed. The government picked up 3% and the school forecast for 3% so the budget needed to pick up the remaining 0.5%. This amounted to approximately £3K and has contributed towards the £20K shortfall in carry forward.</p> <p>Inclusion Equality Duty Statement The clerk has sent through information to HLB and RC. HLB will get this statement completed for approval the next meeting. Action: To be completed by this Friday (HLB)</p>	HLB

	<p>Governor monitoring RC shared the monitoring schedule link with the board. He asked governors to look at the dates listed on the document and to contact HLB with a visit date / subject area preference. Visits this term are required as there has been very little governor presence this term so far.</p> <p>Action: Contact HLB to book a governor monitoring visit</p>	ALL
11.	<p>Distinctiveness and effectiveness of our school as a Church school PS spoke to the board. He is due to meet with HLB to discuss school values and how they are incorporated into school life, how they interact and/or conflict with each other. PS also spoke about attitudes in the community and how it would be useful to carry out an exercise to raise the profile of the school's values among the school community and remind families there will be a quick response when someone oversteps the mark. The board supported this and HLB will include this in the next newsletter. PS stated he would help HLB if required.</p> <p>Action: Include a message to remind families of the school's values and the impact of not respecting them.</p>	HLB
12.	<p>Policies for approval – all were circulated prior to the meeting and comments / questions were invited. These were the discussion points raised.</p> <p>Safeguarding policy All amendments are shown in blue text. Governor suggestion – to add the sentence 'we may involve the police if required'. The board discussed this briefly and agreed that it was appropriate to include.</p> <p>Governor question – Re: Faith-based abuse. There are wider issues for discussion around this subject. Guidance around this will be published in the next year or so. Do we as a board look at that now? HLB explained that the school is writing a policy around EDI (Equality, Diversity and Inclusion) and that policy will address this subject area. It was agreed to not include faith-based abuse comments in the policy. Decision made: Policy approved</p> <p>Staff pay policy This is a model policy based on statute. Governor question – It is noted that there is an appendix to show the staffing structure of the school. Can this be personalised for St Michael's? HLB agreed to tailor the staffing structure for St Michael's PS.</p> <p>No further comments. Decision made: Policy was adopted with amended staffing structure to be included.</p> <p>SEN policy Governor question – Suggested an edit around the wording of the role / responsibility of governors. Can it be clearer that the role of the governors is "more executive than operational" The board agreed with the revised version. Decision made: Policy was adopted</p> <p>Access to education for children with medical needs Governor question – The 1st page for a discussion point. Would there be adequate funding from the LEA if the school must adapt the school / areas of the school to meet the needs of a pupil? RC clarified that every child has the right to an education and that the responsibility to meet the needs of the child sits with the LEA rather than the school. The board noted that OCC have in the past funded work at the school in order to meet the needs of a pupil.</p>	

	<p>Governor question – re: the medicines and equipment section, can we add in “in date and serviced” when referring to medicines and equipment? The board agreed to this.</p> <p>Governor question – around the procedures wording. Can the wording be clear that the school is still of the view that we will listen to the child or the parent. The board agreed to amend this wording. Decision made: Policy adopted</p> <p>Collective worship policy No changes were made from the previous year. No questions or comments raised. Decision made: Policy adopted</p> <p>RE policy Governor question – The policy makes reference to the school song ‘The Blessing’. Could a sentence be added to state that the children took part in choosing this song? The board were in agreement and this wording will be added. Decision made: Policy adopted</p>	
13.	<p>School issues and confirmations</p> <p>Safeguarding <u>Governor safeguarding training</u> The clerk stated that the next Governor Services safeguarding training date is likely to be 16th January (evening). Keep this date free if you need to attend this training.</p> <ul style="list-style-type: none"> • AF will need to attend as it is 3 years since the last training. • RC to provide latest safeguarding certificate to update training record. • SH, TS and SG to attend safeguarding training. • HLB and RG have their safeguarding and Prevent training recorded on the Single Central Register at school <p>Action: Provide latest safeguarding certificate for Gov Hub training record. Action: Book onto safeguarding training when the date is published (AF, TS, SH & SG)</p> <p><u>Prevent training</u> The following governors need to complete Prevent training as it is 3 years since they last completed it: RC, AF, NG and KM Action: Complete Prevent refresher course</p> <p><u>Racist & bullying reports</u> There have been no racist incidences since the last FGB meeting. There is one ongoing bullying issue that the school is working on.</p> <p><u>Staff safeguarding training</u> HLB confirmed that staff safeguarding training is up to date.</p> <p><u>Health and Safety</u> There were no H&S reports or updates for this meeting.</p> <p><u>GDPR</u> No GDPR breaches to report.</p>	<p>RC AF, TS, SH & SG</p> <p>RC, AF, NG, KM</p>
14.	<p>Governance issues and confirmations</p> <p>Governor vacancies 1 x Foundation governor and 1 x co-opted governor vacancy. Recruitment adverts have not been placed recently. RC explained that the board needs to think about the future plans to determine their recruitment strategy and at this stage not to rush to appoint. If however, anyone does know someone they can nominate then please make the suggestion to RC.</p>	

	<p>Governor question – Re: Skills audit. Did the skills audit highlight any areas that the board needs to address in terms of skills or experience?</p> <p>RC replied. From the completed audits submitted so far it shows an overall balance of skills and experience. Succession planning and depth is something that does need to be address though.</p> <p>As AP stated earlier in the meeting, all governors being active in their role and learning new areas will help to spread the load.</p> <p><i>A further comment has been recorded under confidential minutes</i></p> <p>Governor training 14.1 Updated Governor Training Log Governors are to update the training log with any training courses attended. RC asked that this is kept up to date as the information is useful for identifying training needs for the next academic year.</p> <p>GB diversity data The clerk spoke to the board. This was mentioned at the last meeting. Further guidance has been obtained. Although the guidance is statutory, the board can reserve the right to publish it depending on factors such as an individual being identified from the data. In addition, no one can be forced to complete all or some of their data profile so the data set may be incomplete. The data does remain anonymous. It would be helpful for the board to complete their profile data if they are happy to do so and the board then take it on as a discussion point in an FGB meeting to review their diversity and if it reflects the school community. A decision can then be made on whether to publish. If they choose not to then a sentence to explain will need to be published instead. The following was agreed: Action: Complete your Gov Hub profile if you are happy to do so and advise the clerk when this is done, or if you do not want to complete your profile. Action: Include on the next FGB meeting agenda for discussion</p>	ALL Clerk
15.	<p>Post FGB communication Thanks were extended to SH for producing the governor communication that has been circulated since the last FGB meeting (Appendix K) The board discussed when to circulate the next one. It was agreed to circulate just prior to the end of the Autumn term (in December). Action: Next governor communication for the newsletter to go out the last week of the Autumn term</p>	SH
16.	Items for next agenda	
17.	<p>Date of next FGB meetings: Thursday 7th December 5.00pm In person Ann (apologies) Thursday 25th January 5.30pm Remote Thursday 21st March 5.00pm In person Thursday 25th April (Budget) 5.30pm Remote Thursday 13th June 5.30pm Remote Thursday 11th July 5.00pm In person</p>	
18.	<p>AOB None raised.</p> <p><i>Meeting ended at 7.17pm</i></p>	

NB 02.11.2023

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5	A	Minutes of FGB meeting 05.10.2023
5	B	Confidential minutes of FGB meeting 05.10.2023
7	C	HT Report
7	D	Age related expectation summary report groupings with combined ARE and ARE+ Autumn 1 23-24
7	E	Pupil Premium report
7	F	Sports Premium spend 2022 and 2023
7	G	Sports Premium spending 23-24
12	H	Safeguarding policy
12	I	Staff pay policy
12	J	SEN policy
12	K	Supporting children with medical needs policy
15	L	Governor newsletter

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
02.11.23	3	Election of Co-Chair / Vice Chair on next FGB meeting agenda	Clerk	Next FGB
02.11.23	4	If declarations have not yet been made on Gov Hub please do so as soon as possible so they can be published on the school website	ALL	Next FGB
02.11.23	5	Chair to sign minutes and confidential minutes of 05.10.2023 and file electronically.	RC	Next FGB
02.11.23	7	HLB to suggest dates / times next week for a pay panel meeting	HLB	1 week
		RC to contact pay panel governors and set a pay panel committee meeting	RC	1 week
02.11.23	10	Public Sector Equality Duty Statement to be completed by this Friday (HLB)	HLB	Friday
02.11.23	10	Contact HLB to book a governor monitoring visit	ALL	This term
02.11.23	11	Include a message in the newsletter to remind families of the school's values and the impact of not respecting them.	HLB	Next newsletter
02.11.23	13	Provide latest safeguarding certificate for Gov Hub training record.	RC	Next FGB
		Book onto safeguarding training when the date is published (TS, SH & SG)	TS, SH, SG	Next available
02.11.23	14	Complete your Gov Hub profile if you are happy to do so and advise the clerk when this is done, or if you do not want to complete your profile.	ALL	Next FGB
		Include on the next FGB meeting agenda for discussion	Clerk	Next FGB

02.11.23	15	Next governor communication for the newsletter to go out the last week of the Autumn term	SH	End of term
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■ End