



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 17th February 2022 at 5.30pm

Present:	Ann Parham (AP) – Co-opted Governor (6.45pm) Robin Conway (RC) - Co-opted Governor – Co Chair Nick Field (NF) – Parent Governor – Co Chair Philip Sutton (PS) – Foundation Governor (joined at 5.46pm) Tim Owen (TO) – Co-opted Governor, Vice Chair Nigel Goode (NG) – Local Authority Governor Adele Frankum (AF) – Parent Governor Kathryn Mendus (KM) – Foundation Governor (left at 6pm) Grant Mottram – GM – Co-Headteacher Emma Walker (EW) – Parent Governor Ruth Gardiner (RG) – Staff Governor
Apologies:	Hayley Leyshon-Brady (HLB) – Co-Headteacher
Absent:	None
Vacancies:	Foundation Governor / Co-opted Governor
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.33pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). NF welcomed everyone to the meeting and KM opened the meeting with a prayer. NF will chair agenda items 1-11 and RC will chair items 12-22.	
2.	Apologies for absence HLB and GM alternate attendance at FGB meetings. KM and AP have advised they will have to leave the meeting early. PS will join late. The meeting was quorate and remained quorate throughout.	
3.	Urgent Additional Items None	
4.	Declarations of Interest – No interests in agenda items were declared.	
5.	Approval of FGB Minutes 5.1 Minutes of 20.01.2022 (Appendix A) The minutes were agreed as an accurate record. Action: Co-Chairs to sign minutes of 20.01.2022 & file at school 5.2 Action log (to note – relevant actions on agenda) (Appendix B) The action log was shared with Governors (all actions included on the agenda).	RC/NF

	Actions are either completed or to be covered under the agenda during the meeting.	
6.	Matters arising not covered on the agenda None for this meeting.	
7.	<p>7.1 Headteacher report (Appendix C) HLB has prepared the report. GM invited questions.</p> <p>Governor question – Attendance data for boys is noticeably lower. Can GM state the reason and what can be done to improve this? GM replied. The attendance relates to a small number of boys who are reluctant learners and some that are also on a part-time timetable. GM has personally collected these pupils from home and brings them into school when required. There are identified issues with the pupils and external agencies are involved. The school is working with the agencies to try and improve attendance.</p> <p>Governor question – Can the school show any impact from the Pupil Premium and Sports Funding Premium expenditure? Sports Premium Swimming – the programme is still underway so there is no final data yet. Football – one match has been played. St Michael’s won 8-0. They have not had the opportunity yet to get out and regularly compete. Fitness tests could be carried out. This would be organised by the new PE Co-Ordinator. She has made a very positive start getting everyone on board with the sports agenda. New resources have been organised – some bought and some donated. A full assessment of the sports premium funding will be available at the end of the academic year.</p> <p>Pupil Premium (PP) – mid-year review information is shown in the HT report. The school has funded places in sports camps and after school clubs. The family links support is also funded from PP money. The remainder of the funding goes towards additional support in the classroom. The curriculum has a focus on PP pupils and the teachers / TAs make sure that the PP pupils keep up to speed. The impact will come through on the data drop reports. GM stated that the PP pupils are making good progress, but attainment is something that requires more improvement.</p> <p>Governor question – could one of the outputs for sports premium impact be the number of pupils involved. GM stated that this is already in the end of year review, but he can include for the mid-year review report. The mid-year review does not contain much information because so many sports opportunities didn’t happen due to Covid.</p> <p>Governor question – Are the HTs seeing any advancement with the Early Years targets? GM explained that there has been some progress and that monitoring is ongoing.</p> <p style="text-align: center;"><i>PS joined the meeting at 5.46pm</i></p> <p>Governor question – What was the impact on parents / pupils with the temporary closure of Acorn class? GM spoke of how supportive and positive the parents were when they had to close the class. The closure was for a very short period of time and staff have been very flexible and volunteered to step in at short notice. It has been a difficult time with staff shortages and GM has thanked parents for their support.</p> <p>Governor support – How is staff morale? This sounds like a very stressful time for the staff. The GB is very grateful to the staff for all that they are doing. GM advised governors that morale is high but staff are weary. Some steps are being put in place to help address this. GM will report on later.</p>	

<p>The teachers are appreciative of the TA support they have and they utilise them very well.</p> <p>Action: Governors will share a communication with staff to acknowledge their efforts.</p> <p>NF noted no suspensions since the last FGB meeting and attendance data is looking high.</p> <p>Governor question – The paragraph on Quality of Education – Can GM provide some further explanation on areas for development for maths?</p> <p>GM clarified that the backdrop of teaching covers the whole of the curriculum. White Rose is just a part of the teaching and not to be overused. A balance of teaching tools should be in place.</p> <p>GM outlined recent developments with staff and SEN support at school. A teacher has resigned and will be leaving at Easter. The process to recruit has started.</p> <p>There have been significant efforts made to support a number of at-risk pupils. GM gave an overview of the support the school has put in place and the agency support they have engaged with. All existing avenues appear to have been exhausted and no real positive outcomes have been achieved.</p> <p>The HTs have set up a temporary restructuring of their SEN support offering (HLB's idea). Training and mentoring is underway to provide targeted provision. The primary aim is to keep pupils in school, supporting them to make progress. The estimated cost is £8,000. On balance this is better than the financial implication of losing staff.</p> <p>Governor support – Applauding HLB for this innovative idea to support pupils and impressed that the cost of this is only £8,000.</p> <p>GM added that they have kept the cost down a little by using some of the mentoring tutors fund.</p> <p>Some schools employ social workers to carry out this work.</p> <p>Governor support – This is a most eloquent expression of how the school excels in their school values. The school should be congratulated on this standard of care for pupils.</p> <p>Governor question – With this level of social need, should St Michael's look at funding a social worker? The diocese may have some funding available. PS would be happy to support any application.</p> <p>GM appreciated this idea. However, they have recently set up family links parenting support. They have spent £900 per staff member trained. It is a very good programme supporting families who need it.</p> <p>The CIN pupils are not yet accessing this as they have other agencies involved and it could complicate their support. He hopes they will be able to use the support at some point in the future though.</p> <p>The school also has a trained ELSA TA.</p> <p>GM would prefer to see the impact of family links before thinking of social worker options.</p> <p>It was suggested that Forest School could have a more therapeutic role for pupils struggling to engage.</p> <p>NG echoed the feedback and thoughts of the governors.</p> <p>Governor question – How long is this provision planned for?</p> <p>GM has budgeted until the end of this academic year. It will be under continuous review. GM hopes that they will return to normal provision from September.</p> <p>Governor question – Re: Parental communications regarding the teacher who is leaving. There have been issues doing this in the past. Is this in hand?</p> <p>GM advised a letter was sent out yesterday specifically to the parents of the class affected to explain the teacher is leaving. A newsletter will inform parents of the changes to SEN provision. Governors need to be copied in.</p> <p>Action: Instruct the school office to copy governors into parent communications (GM)</p>	<p>NF/RC</p> <p>GM</p>
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<p>8.</p>	<p>Update from the Co-Chairs</p> <p>NF and RC had alerted the GB via Gov Hub that the pre-school had to close temporarily due to Covid staff absence.</p> <p>An email communication has been sent out to parents to remind them how to raise issues / complaints with the school. This follows some incidences of parental aggression towards staff. The communication stresses the importance of respect and school values when raising issues.</p> <p>GM added that he has identified it to be male aggression towards female staff – and for the time being those staff members will have a male colleague with them during parent meetings. GM expressed disappointment that this situation has arisen.</p>	
<p>9.</p>	<p>School Self Evaluation form –</p> <p>There have been no changes or updates on the SEF since the last FGB meeting.</p>	
<p>10.</p>	<p>School Improvement Plan (SIP) – (Appendix D)</p> <p>The SIP with the completed Christian distinctiveness section has been loaded to the hub. Questions were invited.</p> <p>Governor support – TO commended the school’s achievements for Christian distinctiveness. There are a lot of sections rated in green already.</p> <p>GM added that progress is definitely a focus with the SIP targets, but achievement over time is an important factor. Staff are engaging well with the target tracker programme, using it to aid their teaching and planning. The HTs are continuing to push to achieve the targets they have set.</p>	
<p>11.</p>	<p>Governor updates since last meeting</p> <p><u>Learning and Teaching</u></p> <p>11.1 <u>Co Chairs meeting with HT (Appendix E)</u></p> <p>NF and RC attend a brief update with HLB in between FGB meetings. The items discussed are bullet pointed. They have all been addressed in the HT report this evening. Questions were invited. Governors stated it was all very clear.</p> <p>Governors have all been sent a test document via google drive. This should make document sharing more effective. For example, when policies are shared for review the documents are live and the process will be speedier. It was agreed that it is a better way to keep on top of processes such as policy review.</p> <p>11.2 <u>Staffing / Finance</u></p> <p>NG gave a verbal budget report. To date, the school has done all it can to prepare information for the budget setting. Not all information is available yet. They hope OCC will send the budget information at the beginning of March and then it can be worked on properly.</p> <p>Governor question – Is there any update on pupil numbers for the September intake? GM stated they have received 38 in catchment, and 22 out of catchment applications so they will be oversubscribed.</p> <p>AP stated that she was due to attend for a monitoring visit this week, but it was postponed due to staff shortages in school. She will liaise with HLB to re-book the date. GM emphasised that governors are very welcome in school and hopes that after the half term the Covid illnesses and absences will have eased off.</p> <p><u>Premises</u></p> <p><u>Maintenance Plan</u> – GM reported that a plan has been outlined. The largest area of work is to deal with the treatment / repair work to the walls. The paint is blistering and a substance (a form of salt) is leaking out. A surveyor has visited the school. During his second visit he will set a specification for tender. He is hoping he can make the case for this to be OCC funded. If this is the case it could be project managed by them too.</p>	

	<p>GM has created a spreadsheet for maintenance projects. He will share the details with NG who will in turn interface with the governors.</p> <p>GM advised the governors that he has made the school site as safe as possible for the predicted storm Eunice due to hit the UK tomorrow.</p> <p><u>Inclusion & Safeguarding (Appendix F)</u> NF carried out a SEN monitoring visit / learning walk with the SENCO. For future visits, NF has asked to see more information on SEN student progress and to review SEN provision when the budget is being set. The SENCO will discuss this with the HTs.</p> <p>AP raised awareness of safeguarding knowledge that all governors should have. She attended a disciplinary hearing this week and the message was very clear: Safeguarding is a whole GB role. All governors must be aware of safeguarding responsibilities and duties and attend appropriate training – not just the safeguarding lead governor. It is important to be aware of the systems and processes in place for your school. Know which system the school uses to report safeguarding cases (e.g. CPOMS).</p> <p>A minimum standard should be that all governors receive safeguarding training. The clerk advised that governor services will be offering a safeguarding for governors course in May. It is not yet available to book, but to keep an eye out for this. Alternatively, GM is a safeguarding trainer and could put on safeguarding training for the GB.</p> <p>PS stated that he is willing to be involved in safeguarding visits.</p> <p>AP also stressed the importance of all governors reading and thoroughly understanding Keeping Children Safe in Education. Safeguarding should always be at the forefront of the work that governors do.</p> <p>Action: All governors to ensure that safeguarding training is up to date and sign up to new courses offered through governor services if not.</p> <p>Action: The May FGB meeting will have a safeguarding focus and the HTs can offer additional briefing as a ‘training item’ on school specific processes to supplement the core training.</p>	<p>ALL</p> <p>HT</p>
<p>12.</p>	<p>Safeguarding GM advised that:</p> <ul style="list-style-type: none"> • There have been no safeguarding incidences to report since the last FGB meeting. • All staff safeguarding training is up to date <p><u>Governor letter to MPs (raising concerns with social worker shortage)</u> GM gave a verbal update. He has spoken with the partnership HTs who are experiencing the same problems as St Michael’s.</p> <p>The Oxfordshire HT Association have been talking with Kevin Gordon (Director of Children’s Services at OCC). Very frank conversations are being held. The overall stance is to support OCC.</p> <p>All of the Abingdon HTs support GM with the letter that had been drafted. The only feedback he has had is to change the section that gives specific examples of failed support, to examples of the effects of the failed service on families and schools. GM has been advised by the HTs for St Michael’s CoGs to contact their governing bodies directly to seek support as they do not feel it is right to give their support without consultation.</p> <p>Action: GM to send draft letter to RC Action: RC to send the draft letter directly to the CoGs for partnership GBs, then review the response and either send jointly or just from St Michael’s GB.</p>	<p>GM / RC</p>
<p>13.</p>	<p>Health and Safety There are no H&S incidences within school to report on. GM explained that this morning a toddler managed to fall into the brook outside of school, but they were OK and no injury sustained.</p>	

	<p><u>H&S audit (Appendix G)</u> NG reported on the H&S audit visit on Monday although he did not attend (due to the Covid safety measures). The initial feedback identified some improvement opportunities, but overall indicated a positive outcome. He will wait for the written report to make a full assessment. NG extended thanks to the staff for dealing with and coping with all of the H&S work. Governor question – When will the school receive the H&S report? NG believes it should arrive within one week. This can go on the agenda for the next FGB meeting Action: H&S audit report on the March FGB agenda Action: NG to draft a letter of thanks from governors to staff involved in the successful H&S inspection for RC and NF to sign.</p>	Clerk / NG
14.	<p>Distinctiveness and effectiveness of our school as a Church school RC thanked PS for circulating the SEF framework (Appendix H). PS explained that it has been written with the diocese in mind. Look at your standards and processes when completing this. He reiterated demonstrating actions and evidencing the impact. How do you measure worship and spiritual impact for example? This area needs to be heavily linked in to the school values. During collective worship, link bible stories to school values and demonstrate discussion on the positive and negative points of view. The school can then use this in writing and storytelling and evidence how they are supporting this. It should also support concentration and listening skills for pupils. The governors stated that this is an extremely helpful document. There was a short discussion around understanding how all of the different strands come together. RC commented that as more SIAMS work is carried out and identified it helps to bring the vision to life. Governor knowledge around SIAMS has certainly increased from a couple of years ago.</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 advised the GB that there was one parent nomination and they were automatically elected to the upcoming parent governor vacancy. Alex Rennie-Lis (ARL) will attend the next FGB meeting. His term of office will commence on 28.02.22. Action: TO, RG and ARL will co-ordinate the induction meeting. Action: Clerk to add ARL to Gov Hub</p> <p>This means it is EW's final FGB meeting. RC thanked EW on behalf of the GB for services, her valued contribution and support of the GB. It has been much appreciated. EW thanked the GB.</p> <p><u>Governor's bio docs</u> RC reminded governors that the bios will be published as they are assuming governors are happy with them. If not, please send amendments ASAP. Action: Publish governor bios (RC)</p>	<p>TO/RG/A RL Clerk</p> <p>RC</p>
17.	<p>Governor Training Update 17.1 Updated Governor Training Log (Appendix I) Training that is booked via Governor Hub will be automatically updated to the governor record. Action: Any training booked outside of governor services needs to be added manually. Please email RC or NF to update the training log.</p>	ALL
18.	<p>Policies for review / approval – 18.1 Policy Tracker (Appendix J) The google docs shared drive will be live very soon. Policies for review this meeting are:</p>	

<p><u>Charging and remissions policy (Appendix K)</u> There was a short discussion around clarifying who the charges are aimed at. GM will put this in the definitions for future policy review Decision made – The policy was approved.</p>	
<p><u>Premises management</u> It was confirmed that the school needs to have this document in place and abide by the procedures. There is no need to review. Decision made – the GB agreed with this.</p>	
<p><u>Financial procedures policy (Appendix L)</u> NG had emailed some changes to terminology to Sharon Scaysbrook (SS) School Business Manager. He will send it to RC also so he can make the changes Action: Email policy terminology changes to RC (NG) Governor question – TO drew attention to point number 7 - spending limits for HT. GM advised that there are certain rules around contracts, capital expenditure etc. Governors should read this section. GM confirmed that these spending limits are manageable for the HTs. Decision made – The policy was approved.</p>	<p>NG</p>
<p><u>School hall hiring policy (Appendix M)</u> Some adjustments have been made recently to increase the hire fees. Governor question - TO asked if the increases have been implemented because he had hired the hall and the fee seems low. NF checked the minutes from October 2021 and confirmed the following: Fee during winter months increased to £60 Fees during summer months stayed at £40. Action: NF will check with SS that she is using the correct rates. Decision made - The policy was approved.</p>	<p>NF</p>
<p><u>Write off policy</u> RC confirmed they could not find a write off policy. Discussion was held with HTs. They do not believe there is a need for one. The HTs would use OCC guidelines in any such cases. Decision made – the GB agreed this action</p> <p>RC and NF are continuing to work through the policy schedule and decide which policies can be delegated. The process should become more streamlined. With this in mind, RC proposed that the Charging and Remissions policy and the School Hall Hire policy are delegated to the HTs to review and inform the GB of from now one. The GB can always pull the policies back if they decide it is necessary. Decision made – the governors agreed to this proposal.</p>	
<p>Governor question / suggestion – Concerning hall hire. Can there be an option for anyone who hires the hall to make an extra donation to the school? Action: The wording can be adjusted to add this and a link to do this (RC)</p>	<p>RC</p>
<p><u>Health and Safety policy (Appendix N)</u> The FGB is responsible for this policy. The date of review and policy tracker date to not match. It is being reviewed now to ensure it does not lapse. Governor question – Governance point 3 has wording relating to British and European standards. Likely to be from EU membership days. There was a short discussion and it was agreed to amend the wording to 'meet current legal standards'. Governor question – the formatting does not appear to match the usual school specific documents. Action: HLB to tailor the H&S policy to St Michael's normal format. Decision made – the policy was approved</p>	<p>HLB</p>

19.	<p>Post FGB communication (<i>Appendix O</i>)</p> <p>RC thanked the governors for their feedback.</p> <p>The item concerning the need for the parent code of conduct communication has now been explained to governors and this is supported by the GB.</p> <p>Overall, the governor feedback was very positive, and they are happy for this to be circulated.</p> <p>Action: RC to make some spelling tweaks and send to SS for circulation to parents after half term.</p>	RC
20.	<p>Items for the next agenda</p> <p>RC stated they have again struck a line through items that they do not feel are needed any longer.</p> <p>Quality of Teaching was covered within the HT report tonight.</p> <p>Hours audit is not something the HTs do any longer.</p> <p>The governors would like a verbal update on online safety and how the school incorporates this into the curriculum.</p> <p>Budget information will be shared at the April FGB meeting.</p> <p>SIAMS and Policies will be included as per the detail.</p>	
21.	<p>Meeting schedule</p> <p>Meetings will continue to be virtual. The next meeting on 24th March will be virtual with a 5.30pm start.</p> <p>To start at 5.30pm: Thursday 24th March 2022 – Virtual Thursday 28th April 2022 – Virtual Thursday 26th May 2022 – Virtual Thursday 23rd June 2022 – Virtual Thursday 14th July 2022 – Virtual</p>	
22.	<p>AOB</p> <p>TO gave his apologies for the next FGB meeting.</p>	

The meeting closed at 7.25pm.

NB 17.02.2022

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michael's Minutes 20.01.2022
5.2	B	Action Log 13.12.2021
7.1	C	Head's report February 2022
10.1	D	School Improvement Plan Feb 2022
11.1	E	NF RAC HLB Meeting Term 3

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Co-Chair of Governors.....R Conway.....Date.....25th April 2022.....

11.2	F	Governor monitoring report SEN 31.01.2022
13.1	G	Governor visit report HS&W Jan 2022
14.1	H	SIAMS SEF Framework
17.1	I	Governor training record 10.02.2022
18.1	J	Policy tracker working document
18.2	K	Charging & Remissions policy Nov 2021
18.3	L	Internal financial procedures policy March 2021
18.4	M	Hiring policy September 2021
18.5	N	Health & Safety Policy Jan 2022
19.1	O	Draft community communication February 2022

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
17.02.2022	5.1	Co Chairs to sign minutes of 20.01.2022 & file at school	RC / NF	Next FGB
17.02.2022	7	Governors will share a communication with staff to acknowledge their efforts	Co Chairs	Immediately
17.02.2022	7	Instruct the school office to copy governors into parent communications	GM	Immediately
17.02.2022	11	All governors to ensure that safeguarding training is up to date and sign up to new courses offered through governor services if not	ALL	ASAP
17.02.2022	11	The May FGB meeting will have a safeguarding focus and the HTs can offer additional briefing as a 'training item' on school specific processes to supplement the core training	HTs & Clerk add to agenda	May FGB
17.02.2022	12	GM to send draft letter to MPs to RC RC to send the draft letter directly to the CoGs for partnership GBs	GM RC	ASAP
17.02.2022	13	H&S audit report on the March FGB agenda	Clerk / NG	Next FGB
17.02.2022	13	NG to draft a letter of thanks from governors to staff involved in the successful H&S inspection for RC and NF to sign.	NG	Next FGB
17.02.2022	16	TO, RG and ARL will co-ordinate the induction meeting Clerk to add ARL to Gov Hub	TO, RG & ARL Clerk	Post half term
17.02.2022	16	Publish governor bios	RC	Next FGB
17.02.2022	17	Email RC or NF to update the training log.	ALL	Next FGB
17.02.2022	18	Email policy terminology changes to RC (Financial procedures policy)	NG	ASAP
17.02.2022	18	NF will check with SS that she is using the correct rates for hall hire	NF	Next FGB
17.02.2022	18	Hall Hire policy - The wording can be adjusted to add a link for making a donation to the school	RC	ASAP
17.02.2022	18	HLB to tailor the H&S policy to St Michael's normal format.	HLB	Next FGB

17.02.2022	19	FGB communication - RC to make some spelling tweaks and send to SS for circulation to parents after half term.	RC	ASAP

■ End