



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 8th June 2023 5.30pm (virtual meeting)

Present:	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Adele Frankum (AF) Parent Governor Ruth Gardiner (RG) – Staff Governor – joined at 5.33pm Sarah Hudson (SH) – Co-Opted Governor Kathryn Mendus (KM) – Foundation Governor Alex Rennis-Lis (ARL), Parent Governor - joined at 5.33pm Tui Solomon (TS) – Co-opted Governor – joined at 5.37pm Philip Sutton (PS) – Foundation Governor
Apologies:	Nigel Goode (NG) – Local Authority Governor Ann Parham (AP) – Co-opted Governor Sam Shaw – (SS) – Co-opted Governor
Absent:	Steve Green (SG) – Parent Governor
Vacancies:	Foundation Governor
In attendance:	Nicole Brooks (NB) Local Authority (LA) Clerk,

Item	Details	Action
1.	<p>Proposal to co-opt Tui Solomon The meeting was held virtually, via Google meets and started at 5.31pm.</p> <p>RC explained that TS has been invited to this meeting and will arrive in a few minutes. RC proposed TS for the Co-opted Governor vacancy and HLB also supports this nomination. TS was unsuccessful in the parent election but has skills and experience that the board would benefit from.</p> <p>The board discussed and voted in favour of co-opting TS.</p> <p>ARL and RG joined the meeting at 5.33pm – they had no objections to the appointment of TS.</p> <p>Decision made: TS 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 TS</p>	Clerk
2.	<p>Welcome and Opening Prayer and appointment RC welcomed everyone to the meeting. PS opened the meeting with a prayer.</p>	
3.	<p>Apologies for absence 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>	

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

	<p>Apologies were also received and accepted from Ann Parham (AP) Co-opted Governor, and Nigel Goode (NG), LA Governor. No apologies received from Steve Green (SG) – Parent Governor</p> <p>The meeting was quorate and remained quorate throughout.</p>	
4.	Urgent additional items - None	
5.	Declarations of Interest – No new declarations of interest were made.	
6.	<p>Approval of FGB Minutes 7.1 Minutes of 11.05.2023 (<i>Appendix A</i>) The minutes were agreed as an accurate record. The clerk confirmed that ARL's initials had been amended as per feedback and revised minutes circulated. Action: Chair to sign minutes of 11.05.2023 and file electronically.</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.	<p>Matters arising not covered on the agenda – None</p> <p><i>TS was admitted to the meeting at 5.37pm</i></p> <p>The board welcomed SH as a newly appointed Co-opted governor</p>	
8.	<p>HT report 8.1 <u>HT report</u> – <i>verbal report</i> HLB reported that they have had no teacher resignations this term and will start the new academic year with the same team that ends this year. This has not happened for many years. Chris Paynter and Fenella Satchwell will be Co-sharing the Deputy HT role from September. Lina Sipson will remain as SENCO and Inclusion lead but will also take responsibility for Pupil Premium as of September.</p> <p>End of year pupil report format has changed based on parent feedback. The report will now provide information on where their child sits academically and what this looks like in terms of Age Related Expectations (ARE). The report will include attainment levels for all foundation subjects. HLB believes this creates an opportunity to celebrate strengths across the board. The report may be challenging for some parents, but HLB believes that parents should be provided with the full picture. Data scores will be explained in the report.</p> <p>HLB will be providing a detailed SEFIP update and explanation on the governor planning day 28th June.</p> <p>April KPI results showed that 75% of pupils are achieving ARE. Anima phonics data also shows that 75% of pupils are on track for phonics assessment.</p> <p>CPOMS data shows a reduction in behavioral incidences. There have been no exclusions since the last FGB meeting.</p> <p>Pupil Premium attainment gap is variable across the school. The gap is closing with some pupils, but remaining static with others. The Early Years cohort has beaten the 75% target. Closing the gap for vulnerable children remains a priority.</p> <p>Attendance has been affected for pupils and staff recently due to sickness and diarrhea illness.</p>	

	<p>There have been no major safeguarding incidences since the last FGB meeting.</p> <p>Governor question – Re: pupil report new format. The information on ARE and attainment could be emotive for parents. HLB has written a detailed explanation for the weekly newsletter to explain ARE and what working towards and working within mean so that parents can digest this prior to receiving the report.</p> <p>In addition – OCC have contacted HLB to advise that they should also be sharing national and local comparison data from the previous year. HLB clarified with OCC that this needs to be done from this year.</p> <p>Governor question – Does the school have to share this data? The email that HLB has received has used the word ‘statutory’ so they do. An extra letter will be written and HLB will be careful to explain it in the most appropriate way and in the right context.</p> <p>A short discussion took place that is recorded under confidential minutes</p>	
9.	<p>Update from the Chair – There was no update from the Chair at this meeting.</p>	
10.	<p>Governor Business and Communications Policies for review and approval</p> <p>Comments and questions had been submitted prior to the meeting to support the discussion prior to approval:</p> <p><u>Health & Safety policy</u> Governor question – Re: the reference to A-Z on the intranet. What does this refer to? This is the intranet that the school uses and is relevant for the policy. Governor question – The policy makes reference to the Leadership & Co-Ordination team raising H&S issues with pupils. How does the school record that this takes place? HLB advised that this doesn’t take place. In fact, the staff as a whole do speak with the pupils to make them aware of dangers. It was agreed to re-word this section to read that staff work with pupils to raise awareness on H&S issues. Governor question – What does WHRA mean? RG looked this up. It relates to water hygiene risk assessment. Governor question – Risk assessments for contractors who has this responsibility? This falls under HT responsibility Decision – Policy approved</p> <p><u>Administration of medicines policy</u> Governor question – Can HLB clarify if the school goes by a pharmacist label or parent instruction? The instructions must be on a pharmacist label. Decision – Policy approved</p> <p><u>Complaints policy</u> Governor question – Clarification sought around the wording of the complainant having the opportunity to utilise the full complaints procedure. The governors discussed and agreed that some of the wording suggested that choosing one route might mean they cannot take advantage of the full route. The governors agreed the amend the wording. Governor question – The policy states that complaints will be kept confidential. There should be a statement somewhere to say that some matters may have to be referred / shared. This needs to be made clear.</p>	

The board agreed that a definition of confidentiality in an educational setting needs to be made clear to the reader.
It was agreed to have a standard St Michael's definition and to insert as a caveat to any other policies that refer to confidentiality.

The complaints policy refers to Stage 1 'Informal' and Stage 2 'Formal'. This requires some consideration. Use of the word informal can be confusing and implies the matter is not a complaint and may be encouraging complaints of a formal nature when not needed.

The distinction between the elevating of a complaint and the seriousness of the complaint needs addressing and to be objective.

By default, an informal concern or complaint should go to a member of staff / class teacher to handle / resolve without need for further intervention.

If the concern is not dealt with or if there is serious complaint then it should go to a higher level such as the HT.

HLB explained the scheme of delegation within school and how a complaint would work through the levels. The HT doesn't need to triage every single issue that is raised but it is important to have an oversight of them.

It was suggested to address a written complaint to the teacher but to copy in the HT.

RC sought the viewpoint of parents on the board.

Governor feedback – Having an option of who else to approach if you are not comfortable discussing with the class teacher / member of staff in the first instance. i.e. raise with the HT and they will allocate an appropriate person. If the issue is not resolved by either the class teacher or allocated person then it should be escalated to the next level of seniority.

Governor question – the sentence referring to preventing re-occurrence of issues, needs to be amended to state that the school will do all it can to prevent re-occurrence of issues. The school cannot absolutely guarantee these situations happening again. The board agreed.

Governor question – Mediation. This was discussed and removed last year after a lengthy and considered discussion. RC has reflected on this in detail following experiences of complaints this year and believes that it should be an option that can be taken up if both sides agree. RC proposed adding the option of mediation back into the policy.

The board discussed and agreed that it could be a useful option.

Governor question – When referring to timescales for each stage, should the policy refer to school days instead of working days?

RC agreed that school days may read better in a school context, but so many policies refer to working days, it would be sensible to keep the reference to working days, but when working on the glossary of definitions this could be added to the list that working days means school days. The board agreed.

Action: Create a glossary of definitions to sit with policies KM / RC

KM /RC

Governor question – Appeals panel. The policy states that the CofG selects a chair to lead an appeal panel. Should this remain the same?

The board discussed and agreed that this should stay the same. Sometimes governors from other schools or from OCC HR Dept sit on the panel so this process makes sense.

Governor question – Requests for someone to attend / moral support at an appeal hearing. It should be made clear in the policy that the school reserves the right to refuse the companion if they are not deemed to be appropriate for the situation i.e. a lawyer. The board agreed this point. Amendment was made.

Decision – Policy approved

Confidentiality policy

Governor question – The policy should have some examples to explain when confidentiality may need to be broken. The governors referred back to their definition of confidentiality caveat. This will be included in the policy.

Governor question – Clarification sought around PHSCE acronym. HLB explained that this referred to PSHE (Personal, Social, Health and Economic education) but that it had been typed incorrectly. This was amended.

Governor question – The school holds a log of children’s medication. This should all be recorded separately. Does the school do this?

HLB confirmed that they do and details of this procedure are within the Administration of medicines policy.

Decision – Policy approved

Data protection policy

There was a query raised with item 5.4 but it was discovered to be a formatting issue and now resolved.

RC spoke about SARs (Subject Access Requests). The school has received a couple this year. When a SAR is received, the school has to compile a copy of every single piece of data relating to that child that the school has, on paper, electronically, every email or note. This is extremely time consuming and costly. One request was put together and it was found that the parent only wanted one item of information and an SAR was not actually what they meant. The board discussed how they can mitigate these misunderstandings without refusing an individual’s rights. If the school can encourage the parent to speak to the school first to establish what they require in the first instance. If what they want is in fact an SAR then they can request but the time and cost for a small school should also be made clear.

Another suggestion was to remove the administration charge for a general data request. An SAR has to be produced free of charge.

Decision - The governors agreed to remove the admin charge.

Governor support – SARs have to be reasonable and can be challenged if the school cannot afford to produce the information according to the ICO (Information Commissioner’s Office)

The board agreed to include a sentence to state that the school will follow ICO guidance when a SAR is received.

Governor question – Section 12, There is a photos and videos section. This seems irrelevant give there is a photos and videos policy.

The board agreed to remove the text and signpost to the Photography and videos at school policy.

Governor question – How recent are the photos on the school website?
Only current pupil photos are published.

Governor question – Who is the DPO (Data Protection Officer)?
This is Sharon Scaysbrook – School Business Manager

Governor question – Clarification of confidential information taken off site. HLB spoke about the need to do this for school trips. The information is normally stored in a central place in school and when the school trip ends the information is returned to where it is normally held.

Governor question – Do staff take confidential information home?
HLB or RG could not answer definitively, but staff take their laptops home and it is likely that some books / papers could get taken home.
Laptops are all password protected so the security should be robust for the devices.

The staff should all be made aware / reminded that taking confidential information home should not be required or to keep to an absolute minimum.

<p>There was a short discussion around using passwords that are easily to guess. ARL offered to support the school with an IT security review. HLB thanked and accepted ARL's offer.</p> <p>Action: HLB & ARL to liaise regarding IT security review</p> <p>Governor question – Are the staff regularly reminded of data protection measures and protocols?</p> <p>It was suggested that this can be a subject included in the safeguarding training during the September INSET day. This was agreed.</p> <p>Action: Include data protection in safeguarding training during the September INSET day.</p> <p>Decision – Policy approved</p>	<p>HLB/ ARL</p> <p>HLB</p>
<p><u>First Aid policy</u></p> <p>There have been no changes to this policy</p> <p>There were no questions or comments</p> <p>Decision – Policy approved</p>	
<p><u>Online Safety policy</u></p> <p>This policy is from a model policy taken from The Key. There were no comments or questions. No changes have been made.</p> <p>Decision – Policy approved</p>	
<p><u>Photography and videos at school policy</u></p> <p>Governor question – Are there any photos of former pupils on the website?</p> <p>HLB stated that she conducts an annual check and removes pupils who have left.</p> <p>Governor comment – ARL has noticed one photo of a former pupil. He will email HLB separately to advise where it is.</p> <p>ARL suggested that HLB should tag photos offline and this will make it easier to locate and remove pictures when a child leaves the school.</p> <p>Action: Email to HLB stating where the photo of a former pupil is on the school website</p> <p>Governor question – Re: Consent requests. Does this still happen?</p> <p>HLB confirmed that it does. The school will be moving this task to a google form to make the admin workload lighter.</p> <p>Decision – Policy approved</p>	<p>ARL</p>
<p><u>School Visitors policy</u></p> <p>HLB explained that the school uses InVentry, an online system for visitors to sign into the school.</p> <p>There have been no changes to this policy</p> <p>There were no questions or comments</p> <p>Decision – Policy approved</p>	
<p><u>Sheltering policy</u></p> <p>Governor question – When was the last sheltering drill?</p> <p>HLB replied. The last drill was June 2022. The next drill is in the calendar for next week. Parents will be informed of this beforehand.</p> <p>There were no further questions or comments.</p> <p>Decision – Policy approved</p>	
<p><u>Social networking policy</u></p> <p>Governor question – Does HLB/school feel that the policy is working?</p> <p>HLB replied. She has not had cause to use it so the message must be effective.</p> <p>Governor question – Re: Code of conduct. The section on not posting pictures of pupils, staff or governors on social media. Teachers are increasingly using a Teacher social media account to share teacher posts. Where do the teaching staff stand with this?</p>	

	<p>There was a short discussion. It was determined that the policy precludes posting on a personal social media account. If a teacher has a professional social media account they can post pictures relating to school life on that page, but to make sure they have gained verbal consent from the HT.</p> <p>In addition, HLB is able to post pictures of school life on the St Michael's social media account(s) as long as she has consent from the individual(s).</p> <p>Decision – Policy approved</p> <p><u>Whistleblowing policy</u> This is an OCC model template policy. Amendments are not advised. There were no comments or questions regarding the content.</p> <p>Decision – Policy approved</p>	
11.	<p>Governor Updates Since last meeting Governor monitoring / Governor training / Skills Audit</p> <p>RC stated that these three items will be a focus for the board next term where they will be discussed in further detail.</p>	
12.	<p>Governor Training Update 17.1 Updated Governor Training Log</p> <p>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>	
13.	<p>Items for next agenda (in addition to actions and as per annual governance schedule, governance meeting schedule, policy planner and Governor Monitoring schedule)</p> <p style="text-align: center;">Focus: Plan for Strategic Planning Meeting 28th June</p> <p>The suggested schedule is loaded on the hub. RC shared this on screen and went through the proposed agenda items.</p> <p>The school has moved on so much in the last few years. The board are now in a much better position to think ahead in terms of strategic direction.</p> <p>The day will start approx. 10.15am followed by monitoring activities and tour of the school.</p> <p>Lunch will be provided followed by strategic planning discussion and an opportunity to see parents at 3pm. The FGB meeting will then start at 3.30pm.</p> <p>HLB added that this time next year the school will be in an Ofsted inspection window, so this is an opportunity to be in the best position for inspection.</p> <p>Governor support – ARL uses a strategic road map model in his role at work. He offered to share the template to support the planning process. The governors accepted this and thanked ARL.</p> <p>Action: ARL will share the strategic road map document on Gov Hub.</p> <p>HLB reminded governors that there will not be any statutory data results to present at the next meeting because they are not published until 11th July. All of this data will be reported on at the September FGB meeting.</p>	ARL
14.	<p>Safeguarding</p> <p>There have been no bullying or racist incidences since the last FGB meeting. No further safeguarding reports or updates.</p>	

15.	GDPR There were no updates, breaches, or reports for this agenda item.	
16.	Health & Safety HLB reported on one H&S incident. She has requested a full report as the injury resulted in dental treatment following a collision with a pole.	
17.	Meeting schedule - Meetings for 2022-23 will be as follows: Wednesday 28 th June: In-School Day strategic planning starting at 10.15am then FGB meeting at 3.30pm (in person).	
18.	AOB None raised. The meeting closed at 7.05pm.	

NB 08.06.2023

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
3	A	Minutes of FGB meeting 11.05.2023

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
08.06.2023	1	Clerk to create a Gov Hub login and send a welcome email to TS	Clerk	1 week
08.06.2023	6	Chair to sign minutes of 11.05.2023 and file at school.	RC	Next FGB
08.06.2023	8	Detailed SEFIP update for the next FGB meeting	HLB	Next FGB
08.06.2023	10	Create a glossary of definitions to sit with policies KM / RC	KM /RC	ASAP
08.06.2023	10	HLB & ARL to liaise regarding IT security review	HLB / ARL	This term
08.06.2023	10	Include data protection in safeguarding training during the September INSET day	HLB	September INSET day
08.06.2023	10	Email to HLB stating where the photo of a former pupil is on the school website	ARL	This week
08.06.2023	13	ARL will share the strategic road map document on Gov Hub.	ARL	This week

■ End