



# 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 5<sup>th</sup> October 2023 5.30pm – virtual meet

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

Item	Details	Action
1.	<p><b>Welcome and Opening Prayer</b> The meeting held virtually via Google meet at started at 5.30pm RC welcomed everyone to the meeting.</p> <p>PS opened the meeting with a prayer.</p>	
2.	<p><b>Apologies for absence</b> Apologies were received and accepted from Ann Parham (AP) Co-opted Governor, Steve Green (SG) Parent Governor and Adele Frankum (AF) Parent Governor.</p> <p>The clerk joined the meeting at 5.36PM (issue with meeting link)</p> <p><b>Action:</b> HLB to contact AF to establish if she is able to attend FGB meetings from now on.</p> <p>RC also informed the board that he contacted SS in the summer. SS has stepped down as Co-opted governor. He was unable to commit to governor duties and meetings last year and this will not change so he has resigned.</p> <p>The meeting was quorate and remained so throughout the meeting.</p>	<b>HLB</b>

3.	<p><b>Urgent additional items – Re-appointment of RC as Co-opted Governor</b>  The clerk spoke. RC’s term of office expired on 25<sup>th</sup> September. RC confirmed he would stand for another term. The vote to re-appoint him at the last FGB meeting could not take place as the meeting was not quorate although the consensus was in favour to re-appoint..  RC left the virtual meeting while the governors voted.  <b>OUTCOME:</b> RC was re-appointed to the board as Co-opted governor for a four year term.  RC re-joined the meeting and was advised of the outcome.</p>	
4.	<p><b>Election of Chair and Vice Chair</b>  <u>Election of Chair</u>  The Clerk took this agenda item. RC is the only nomination for Chair.  RC requested to speak. Last year RC was voted as Chair. He had expressed that there were previously two Co-Chairs as the role was a large commitment. Given his other work commitments he is unable to be sole Chair. In the last year no other governor has volunteered to stand as Co-Chair and with TC leaving in May, there has also been no Vice Chair.  RC will stand as Co-Chair again but if there is no one else willing to step forward as Co-Chair it is unlikely that RC will be able to commit to this role for the full academic year.</p> <p>RC left the virtual meeting and the governors voted.  <b>OUTCOME:</b> RC was elected as Chair for a 12-month term, but with the understanding that a Co-Chair or Vice Chair is required, and he may step down before the end of the academic year if no one will volunteer.  <b>Action:</b> Governors to consider standing as Co-Chair or Vice Chair with RC.</p> <p><u>Election of Vice Chair</u>  There were no nominations for Vice Chair. ARL had expressed an interest but is unable to commit the time due to his existing commitments.  RC stated that a Vice Chair is required. This will have to carry forward to the next FGB meeting.  <b>Action:</b> Governors to consider standing as Vice Chair  <b>Action:</b> Election of Co-Chair and Vice Chair on the next FGB agenda.</p>	<p>ALL</p> <p>ALL Clerk</p>
5.	<p><b>Declarations of Interest – No new declarations of interest were made.</b>  <b>Action:</b> 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.</p>	<p>Govs who need to do this</p>
6.	<p><b>Approval of FGB Minutes</b>  <b>6.1 Minutes of 28.06.2023 (Appendix A &amp; B)</b>  The minutes of the previous meeting were circulated The minutes were agreed as an accurate record.  <b>Action:</b> Chair to sign minutes of 28.06.2023 and file electronically.</p> <p><b>6.2 Action log (to note – relevant actions on agenda)</b>  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> <ul style="list-style-type: none"> <li>An action from confidential minutes in a previous FGB meeting is to be discussed at this meeting and recorded under confidential minutes (agenda item 9).</li> </ul>	<p>RC</p>
7.	<p><b>Matters arising not covered on the agenda – None</b></p>	

8.

**HT report**

7.1 HT report (*Appendix C*) – circulated on the hub prior to the meeting

HLB spoke to the board.

Attendance – Last years overall whole school attendance was 94%. This was lower than the school aspiration of 97% but higher than the national and county average. In addition, the persistent absence was 11% for St Michael's. This is half the Oxfordshire average of 22%.

Tackling absence in primary schools is really challenging. This year they have taken the ELSA (Emotional Literacy Support Assistant) out of class to develop a pastoral role in tackling absence with pupils and parents.

Pupils / families are identified, and the school is working with the highest need first.

The parents of Emotional Based School Avoidance (EBSA) pupils are within this focus.

It is a conscious decision that this role is not carried out by the HT or SENCO. It is felt that it will make it easier for families to engage with the process.

There have been some unauthorised absences this term. Mostly due to holidays.

Exclusions / Suspensions

There has been one suspension this term. HLB gave a brief summary.

Safeguarding

HLB have a summary of safeguarding cases in school:

No child protection cases

2 x MASH referrals

1 x TAF

2 x CIN

Data

The table shows reported statutory data outcomes for Summer term 2023. Overall, there are many very positive results.

HLB drew attention to the Yr2 data, and this has been identified for targeted improvement. The decision has been made for PPA time in this cohort to be covered by staff from the leadership team.

HLB confirmed that the school will not partake in optional SATs.

Questions were invited:

**Governor question:** Clarification sought for the acronyms used on the data reporting.

HLB explained the following:

ARE = Age Related Expectations

GD = Greater depth

WTS = Working towards

ARE+ = Age Related Expectations + a bit more

FSM = Free School Meals

**Governor question:** Are the Yr2 results an outcome from their last academic year experience only or an accumulation of several years?

HLB spoke about the group. There are several factors in play for these results starting in their reception year. HLB gave a summary of the elements. The outcome is that data scores are lower than desired.

**Governor comment:** The school does have ambitious targets and progress doesn't look to be significantly under par. Was progress reflected in attainment?

HLB stated that it was, and it is acknowledged that progress needs to be accelerated for this group. This is in fact already happening with the intervention in place. It can be common for there to be a dip in progress for Yr3 pupils and that is why the choice of class teachers has been strategic to close the gap for this year group.

	<p><b>Governor comment:</b> Reflecting on data from last year, the overall progress for St Michael's pupils is huge and has been improving over the last 2 years. Pupils at St Michael's have had some fantastic outcomes and results are higher than national and local scores.</p> <p><b>Governor question:</b> A parent has asked / commented about some dissatisfaction with leadership in school. The parent has been signposted to take this to HLB. This may not be appropriate for raising at an FGB meeting. HLB agreed. It isn't the right forum, but stated that it is correct to refer the parent in question to her.</p>	
9.	<p><b>Update from the Chair</b> RC confirmed that the HT appraisal has taken place.</p> <p>An item was discussed and recorded under confidential minutes.</p>	
10.	<p><b>School Self Evaluation Form and School Improvement Plan (SEFIP) – updates since last meeting</b> HLB has taken on board feedback and streamlined the document. There are now just 3 targets identified. HLB sought feedback. <b>Governor feedback:</b> These changes have been very helpful. The document is much clearer to read now. Thanks to HLB for doing this.</p> <p>The updated SEFIP reflects the discussion and decisions made on governor day and the school results data. When this draft is completed it will be circulated to the board members. <b>Action:</b> Circulate SEFIP 2023-24 when completed (RC)</p>	RC
11.	<p><b>2023-24 PP (Pupil Premium) funding and Sports funding strategies</b> <u>PP Funding report</u> The PP funding report has not yet been completed. The SENCO attended a conference on Monday this week and they need to meet with HLB to discuss learnings from that day before finalising the report.</p> <p><u>Sports premium funding report</u> HLB has not had the capacity to complete in time for this FGB meeting. <b>Governor question:</b> When will these reports be completed for governor review? HLB requires two weeks to complete and circulate. <b>Action:</b> PP funding report and Sports premium funding report to be completed and circulated in 2 weeks. <b>Action:</b> Above reports to be included on the next FGB agenda for approval by FGB.</p>	HLB Clerk
12.	<p><b>Governor Updates Since last meeting</b> No reports for this meeting. Items covered elsewhere in the meeting.</p>	
13.	<p><b>Safeguarding</b> <u>Governor safeguarding training</u> The clerk spoke to the board. From September 2023 governors must complete Level 2 safeguarding training as part of their induction. The clerk is conducting a training audit and contacting any governors who have gaps in mandatory training.</p> <p><u>Prevent training</u> The clerk spoke about Prevent training. All governors need to do this. Looking at the training records, some Prevent training for governors is 3 years old. On advice from Governor Services, the board can set their own timescale for renewing Prevent training. Most boards choose 3 years. HLB added that the staff do theirs annually. The board discussed how often they should repeat Prevent training.</p>	



<p>17.</p>	<p><b>Governor Business and Communications</b>  <u>Governor vacancies (Foundation Gov x 1 &amp; Co-opted Gov x 1)</u>  RC stated that as SS has stepped down there is a Co-opted vacancy.</p> <p>KM's term of office as Foundation Governor was due to end on 25<sup>th</sup> November. KM advised the clerk that she was willing to stand for another term. This application has gone to ODBE (Oxford Diocesan Board of Education) as the appointing body and been approved. KM has been re-appointed from 26<sup>th</sup> November for a 4-year term.</p> <p>There is also still one Foundation governor vacancy to be filled.</p> <p><u>Updates to suspension and exclusions guidance</u>  The summary of the updated guidance was shared on the hub prior to the meeting for governors to read.  The clerk also advised the board that Governor Services are writing a new training course for governors around suspension and exclusions. This will be published as soon as it is ready.</p> <p><u>Publishing GB diversity data</u>  The clerk advised that GBs are expected to publish their diversity data on the school website. A report can be run from Gov Hub, but this is currently incomplete. Request for governors to update their profile on the hub for full report to be run.  As GDPR rules apply, some schools (particularly smaller ones) run the risk of individuals being identified when looking at this data. If this is the case, the school does not need to publish this data, but a sentence needs to go onto the website to state the reason.  <b>Action:</b> All governors please update your profile on Gov Hub before the next FGB</p> <p><u>Self-evaluation of GB effectiveness</u>  RC shared the document on the screen. The board carried out some GB effectiveness activity during their governor day in June. RC &amp; has RAG rated the objectives. RC asked HLB if she felt that the objective of "Governor presence at school events" could be green or remain at amber?  HLB explained that she believes still amber. The governor presence has increased but it is not yet consistent enough.</p> <p>SIAMS was another objective. An inspection took place, and the report was shared with governors. The outcome was successful, and objective achieved. RC commended governors for their work on this.</p> <p>The board delivered on a lot of their sub-objectives.</p> <p>The governor training record objective was not achieved. The board needs to have a push with this, and RC stated that governors need to engage with training more this year. Training opportunities will be highlighted. Please read the training notifications.</p> <p>Governor monitoring visits – overall, not as many visits were carried out as planned. RC acknowledged that the board has had limited capacity with fewer governors in post. This year there are more governors on the board and visits should be more frequent with more capacity. HLB is writing the Term 2 monitoring schedule and when finished will share on the hub.  <b>Action:</b> Share school monitoring schedule on the hub when completed.</p> <p>Visible presence of governors – This was not as regular as required. Again, the board has had limited capacity. SH is the lead governor for this, and her role will be to drive this improvement. With this evaluation and drawing also from the</p>	<p>ALL</p> <p>HLB</p>
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	<p>SEFIP, RC proposed 4 objectives for the 2023-24 year:</p> <ol style="list-style-type: none"> <li>1. Governor presence and communications</li> <li>2. Engaging with monitoring visits</li> <li>3. Wider curriculum focus (last was SIAMS focussed)</li> <li>4. Objective linked to confidential minutes</li> </ol> <p><b>Decision made:</b> The governors discussed and agreed with the proposed objectives for this academic year.</p> <p><u>Agree standing orders (Appendix G)</u> The constitution was discussed and agreed at the last FGB meeting. <b>Decision:</b> The standing orders were adopted by the board.</p> <p><b>Agree committee members (Pay committee / HT appraisal committee)</b> RC had posted a notice on Gov Hub asking for volunteers to sit on the appraisal and pay panels. There was a short discussion, and <b>the following membership was agreed:</b></p> <ul style="list-style-type: none"> <li>• Appraisal panel: RC, NG, AP</li> <li>• Pay panel: NG, RC &amp; PS</li> </ul> <p><b>Action:</b> Committee dates to be arranged</p> <p><u>Governor Code of Conduct</u> Code of conduct was circulated prior to the meeting. <b>Decision made:</b> The board adopted the governor code of conduct.</p> <p><u>Governor information for website</u> The clerk has sent the governor information and the governor attendance at FGB meetings 2022-23 to the school business manager to be loaded to the website. The outstanding item is declarations of interest. All governors to complete their declarations and this can then be sent to the school to be published. <b>Action:</b> Complete declarations for publishing on the school website.</p> <p><u>Confirm that a Whistleblowing (WB) policy and lead governor is in place</u> HLB confirmed that a whistleblowing policy is in place. They use the OCC model policy, and it is on the school website. The WB lead governor last year was AP. AP was proposed as WB lead governor and the board agreed. <b>Action:</b> AP as WB governor. Confirm this with AP.</p> <p><u>Monitoring &amp; Filtering lead governor</u> From September 2023 the board is responsible for ensuring that the school has appropriate and effective monitoring and filtering processes in place to keep pupils safe when online. HLB added that this is also part of the safeguarding audit and that the school has measures in place. ARL volunteered to take on this role. The board accepted this. <b>Decision:</b> ARL is monitoring and filtering lead governor.</p> <p><b>Strategic plan</b> This was shared on the screen and following all discussion and decisions made, RC will update the plan.</p>	<p>RC</p> <p>Those who haven't yet</p> <p>RC</p>
18.	<p><b>Governor training</b> <b>17.1 Updated Governor Training Log</b> 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>	

19.	<p><b>Policies for review</b>  <u>Governance policy</u>  RC stated that roles have now been updated.  There were no comments / feedback  <b>Decision made:</b> Policy approved</p> <p><u>Governor induction policy</u>  SG is the lead governor for this area.  There were no comments / feedback  <b>Decision made:</b> Policy approved</p> <p><u>Governor visits policy</u>  No changes made. The policy covers protocols for governor visits.  There were no comments / feedback  <b>Decision made:</b> Policy approved</p> <p><u>Governor expenses policy</u>  No changes made  There were no comments / feedback  <b>Decision made:</b> Policy approved</p>	
20.	<p><b>Post FGB Communication</b>  SH is the lead governor for this area. The board agreed that a newsletter from the governors should go out either just before or just after half term.  SH will write a draft and sent to RC for comment.  <b>Action:</b> Write a draft governor newsletter</p>	SH
21.	<p><b>Items for next agenda</b>  Headteacher's report (written):  sports, PP and attendance.  Impact review of additional grants: Covid Recovery / PE and sports / SEND / PP 2021-22  Report from HT on outcomes of teacher appraisal process (verbal)  Approve statement on use of PP for website – must use DfE template  Update on school uniform and compliance with new statutory guidance (A3.14)  Attendance: new statutory guidance, update on any changes and policy reviews needed.  PP Funding and Sports Funding Strategies</p>	
22.	<p><b>Date of next FGB meetings:</b>  Thursday 2nd November 5.30pm Remote Steve (possible apologies)  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>	
23.	<p><b>AOB</b>  There were no AOB items raised.</p> <p style="text-align: right;">The meeting closed at 7.21pm</p>	

NB 05.10.2023

### Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
6	A	Minutes of FGB meeting 28.06.2023
6	B	Confidential minutes of FGB meeting 28.06.2023
8	C	HT Report
10	D	SEFIP
13	E	Keeping Children Safe in Education Sept 2023
13	F	Keeping Children Safe in Education Part 1
17	G	Draft Standing Orders 2023-2024

### Action Log

Meeting Date	Item Number	Action	Owner	Deadline
09.10.23	2	Contact AF to establish if she is able to attend FGB meetings from now on.	HLB	By next FGB
09.10.23	4	Governors to consider standing as Co-Chair with RC	ALL	By next FGB
09.10.23	4	Governors to consider standing as Vice Chair Election of Co-Chair and Vice Chair on the next FGB agenda.	ALL Clerk	By next FGB
09.10.23	5	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.	Those who have not made declaration	ASAP
09.10.23	6	Chair to sign minutes of 28.06.2023 and file electronically.	RC	By next FGB
09.10.23	10	Circulate SEFIP 2023-24 when completed	RC	By next FGB
09.10.23	11	PP funding report and Sports premium funding report to be completed and circulated in 2 weeks. Above reports to be included on the next FGB agenda for approval by FGB	HLB Clerk	2 weeks By next FGB
09.10.23	13	Review list of policies and highlight those that have a safeguarding aspect. Set a safeguarding monitoring visit	KM KM / HLB	This term This term
09.10.23	13	HLB to chase ESAT tomorrow and ensure policy is received promptly	HLB	10.10.2023
09.10.23	17	All governors please update your profile on Gov Hub before the next FGB	ALL	By next FGB
09.10.23	17	Share school monitoring schedule on the hub when	HLB	By half term

Chair of Governors.....*Penway*.....Date.....16<sup>th</sup> February 2024.....

		completed		
09.10.23	17	Committee dates to be arranged	RC	This term
09.10.23	17	Complete declarations for publishing on the school website	ALL	By half term
09.10.23	17	AP as WB governor. Confirm this with AP.	RC	By next FGB
09.10.23	20	Write a draft governor newsletter	SH	By half term

■ End