



**MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB**

# 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 26<sup>th</sup> November 2020 at 5.00pm

<b>Present:</b>	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Tim Owen (TO) – Co-opted Governor, Vice Chair Grant Mottram (GM) – Co-Headteacher Hayley Leyson-Brady (HLB) – Co-Headteacher <i>left at 6.16</i> Robin Conway (RC)- Co-opted Governor Philip Sutton (PS) – Foundation Governor Nick Field (NF) – Parent Governor Nigel Goode (NG) – Local Authority Governor Rosemary Howden (RH) – Co-opted Governor Ann Parnham (AP) – Co-opted Governor Chris Paynter (CP) – Staff Governor Emma Walker (EW) – Parent Governor Adele Frankum (AF) – Parent Governor Kathryn Mendus (KM) – Foundation Governor
<b>Apologies:</b>	None
<b>Absent:</b>	None
<b>Vacancies:</b>	Foundation Governor
<b>In attendance:</b>	Joanne Myers (JMY) – Local Authority Clerk Lina Sipson (LP) – (SENCO and YR 3/4 teacher) <i>left at 5.34</i>

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting started at 5.05pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). KPM welcomed everyone. PS opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> No apologies. The meeting was quorate.	
3.	<b>Urgent Additional Items</b> No urgent items were declared.	
4.	<b>Declarations of Interest</b>	

	No interests in agenda items were declared.	
5.	<p><b>Approval of FGB Minutes</b></p> <p><b>5.1 Minutes of 22/10/2020</b> (<i>appendix A</i>)  The minutes were agreed as an accurate record.  <i>It is noted that minutes can be approved virtually and signed by the Chair (to be filed at the school).</i></p> <p>Action: Chair to sign minutes of 22.10.2020 &amp; file at school</p> <p><b>5.2 Action log (to note – relevant actions on agenda)</b> (<i>appendix B</i>)  The action log was shared with Governors (all actions included on the agenda).</p>	KPM
6.	<p><b>Matters arising not covered on the agenda</b></p> <p style="text-align: center;"><b>Inclusion</b></p> <p>KPM welcomed LS (SENCo) to the meeting.  LS highlighted:</p> <ul style="list-style-type: none"> <li>• SEN Pupils – external support/guidance with personalized recommendations for all SEN pupils</li> <li>• SEN Reviews – Completed Sep/Oct, including profiles and impact on interventions (other provisions reviewed)</li> <li>• Implications of bubbles (Covid-19 compliant) – this year support is provided within the classroom (peer on peer contact increased). Previous years the one-to-one support was provided outside of the classroom (importance on SEN pupils to engage with peers within the classroom environment)</li> <li>• Key Focus Area (term 3) – SEN Folder/pupil profiles review outcomes for pupils within classroom and ensure Teachers are using the profiles to support the children</li> <li>• Parents Evening – parents have been contacted</li> <li>• EHCP – It was noted delays at LA are having an impact (3-4 requests with the LA)</li> </ul> <p>Governors thanked LS for her hard work and the reports.</p> <p>Governors <b>sought clarity</b> on how effective the interventions are &amp; <b>challenged</b> that the money was being put to good use.  LS confirmed the intervention is dependent on the child (personalised) and depends on their learning and mental journey. The SENCo monitors the interventions and reviews with the teachers (to understand the reasons, i.e., absence or place). It was noted no interventions have been fully unsuccessful.</p> <p>Governors <b>sought clarity</b> on zones of regulation.  LS confirmed the system was a whole school approach and training has been provided to support teachers and ensure consistency across the school. Children learn to self-regulate their emotions. The visual emojis and colours are beneficial to SEN pupils. The 4 colours represent:  Green – Ready to learn  Blue – Worried</p>	

## MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

Yellow – upset or sad

Red – frustration, outrage

SEN pupils have their own personalised bag (to be used inside and outside) to identify zones. The teacher, SENCo and Child work together to develop a strategy and help the child process their emotions while displaying appropriate behaviour.

Governors **sought clarity** on how the provision is being reviewed with parents. LS confirmed teachers have regular parent contact (either daily conversations at start or end of day, or via the daily record book – which is used to capture the home experience).

LS confirmed the various formal meeting points during the academic year (parent evening – parents have been contacted if they haven't made an appointment). It was noted the March sessions may be longer to review the progress.

The SENCo is helping SEN pupils with transition to secondary school (transition brought forward to February).

Governors **sought clarity** on the time allocated to LS to complete the SENCO role and paperwork (is the time sufficient?)

It was confirmed one day a week (Wednesday) is allocated, however the Headteachers are supportive and flexible and ensure additional time is provided Monday-Tuesday and Thursday-Friday if needed.

LS confirmed she is enjoying the SENCo role/work and the course at Brookes University. LS confirmed she is dedicated to supporting pupils with SEN and feels supported by teaching team, Headteachers and the SEN team at the LA.

Governors **thanked** LS for the work and commented on the positive SEN culture which has been embedded at the school.

### **6.1 SEN Information Report** ([appendix C](#))

The report was published prior to the meeting.

Governors **highlighted** the code of practice states information meetings should be held 3 times per year.

LS confirmed this is happening.

Action: LS update SEN Information report to reflect meetings are being held 3 times per year (in line with code of practice).

Governors **challenged** the report. LS confirmed the document is being reviewed with the Headteachers (report on website) as the information could identify pupils.

Governors **questioned** if early eyesight assessment could be implemented (to identify muscle movement). LS confirmed statutory foundation stage eye tests are completed.

Action: TO send eye muscle movement test information to LS.

### **6.2 19.10.2020 Governor Monitoring Report – SEN** ([appendix D](#))

### **6.3 SEN Funding – Review of 2019-20 Spending and 2020-21 Strategy** ([appendix E](#))

Action: KPM to share SEN Funding – Review of 2019-20 Spending and 2020-

LS

TO



	<p>21 Strategy report on governor Hub</p> <p>Governors thanked LS on her passion and enthusiasm.</p> <p style="text-align: right;"><i>LS Left at 5.34</i></p>	<b>KPM</b>
<b>7.</b>	<p><b>Headteachers report</b></p> <p>The Headteachers provided a verbal report to Governors highlighting:</p> <ul style="list-style-type: none"> <li>• Staff – working extremely hard. The leadership team are mindful of staff wellbeing and are supporting workload to ensure staff have the opportunity to have a break over Christmas.</li> <li>• Parent Communication – conversations have been taken place regarding social distancing, parking and mask wearing</li> <li>• Teachers – continue to be happy to have daily conversations with families (start and end of day)</li> <li>• Headteachers – supporting teachers workload (spending time across the school), having a impact on strategic plan timeframe. It was noted both Headteachers often work during their days off</li> <li>• Numbers – One pupil starting on Monday, possible 2 new starts TBC and 2 further new starters due March</li> <li>• Parent/Community engagement – new look newsletter will be launched 27<sup>th</sup> November (including photos, curriculum, school priorities, zones of regulation etc.)</li> <li>• Attendance – continues to be monitored and letters sent to parents (below 90% attendance)</li> <li>• New Website – the new concept was shared with Governors at the meeting</li> <li>• Appraisals – Teaching staff appraisals completed, admin staff appraisals to be confirmed.</li> </ul> <p>Governors <b>raised concern</b> regarding safety concerns regarding parking and a recent dispute outside of school. It was confirmed the Headteachers are aware of the issues and have sought guidance from the local PCSO.</p> <p>Governors <b>questioned</b> if communication with parents could be aligned across the school (various forms of communication currently used, email, newsletter, Google Classroom for some classes). The Headteacher confirmed this would be included and clarified in the new format newsletter.</p> <p>Governors <b>questioned</b> the progress of the Teaching Assistant's (TA) and Admin staff objective setting.</p> <p>The Headteachers confirmed admin and TA objectives will be completed in November. It was noted previous performance management reports are in place for TA staff.</p>	

## MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB

- Numbers – no pupils have left. Enquiries received from out of catchment and private school convertors. Nursery numbers are strong (impact on Reception next year).
- Wrap around care provision – Breakfast Club and Afterschool club have started. It was noted the provision is currently under subscribed.

Governors **questioned** how the provision was being marketed.

The Headteachers confirmed a new website and provider is currently being sought. Information will be included in Steventon News (monthly community publication) and banner options are being sought to advertise at the school.

- Lunch – children eat in their classrooms (remaining in bubbles), the leadership team are reviewing the lunch provision and investigating options (Covid secure). It was noted staff have expressed concern as they also remain within the classroom during lunch and the impact on staff energy levels.

Governors **questioned** impact on staff wellbeing.

The Headteachers confirmed staff concerns range from personal, work and coronavirus. It was noted it has been a challenging term as staff adapt to the new working routines (bubbles, supporting all children).

The leadership team are mindful of staff wellbeing and recently cancelled a team meeting in recognition of staff feedback/concerns.

Governors observed that the concerns are shared across the secondary and primary school sectors as staff are dealing with different types of pressure (in addition to usual work pressures).

Governors **queried** if the Governing Board could do anything to support staff (additional closure days for deep cleaning or inset days to support mental wellbeing).

The Headteachers confirmed they would review and report back to the FGB. The Headteachers will continue to monitor and support individuals.

Governors **questioned** if some teacher work tasks could be removed or suspended?

The Headteachers confirmed some elements have already been assessed and implemented (light touch data point was provided as an example). The Headteachers are working with staff during the appraisal process and individual conversations have taken place to manage workload (with a view to reduce admin pressures).

It was noted both Headteachers are completing work outside of their contracted hours (providing day support to Y2 & Y6 is impacting their workloads). The Headteachers confirmed there is a benefit to staff and children.

- Quality First Teaching – this is the focus for the leadership team and teachers, it should help to reduce anxiety over “catch up” teaching (teaching from where children are and tailor what they teach to support the children’s learning). Groups of 4-6 children will receive focused afternoon teaching (Headteachers are supporting staff).

	<p>Governors <b>sought clarity</b> on the curriculum.</p> <p>The Headteachers confirmed the curriculum is varied and engaging. A Pirate Day and Roman Day have recently been held to enrich the curriculum.</p> <p>Two external engineers recently provided a STEM event at school (Covid secure), they later emailed the school with positive comments on the behavior, enthusiasm, and participation of the pupils: they expressed surprise about the questions the children posed (the engineers wouldn't expect that level from secondary school children).</p> <p>Governors <b>questioned</b> attendance.</p> <p>The Headteachers confirmed attendance is higher than normal for this time of year (three pupils absent 21.10.2020, not due to coronavirus).</p> <p>Governors <b>sought clarity</b> on behaviour within school.</p> <p>The Headteachers confirmed 3-4 pupils are currently on plans (advice from the LA Exclusion and Reintegration team has been sought regarding possible risk of exclusion). Communication with parents has resulted in improved behaviour. The school continue to support pupils and are applying for EHCP funding.</p> <p>It was noted the Headteachers are supporting staff confidence in managing behaviour expectations.</p> <p>Governors <b>questioned</b> if behaviour issues are recorded.</p> <p>The Headteachers confirmed they are tracked and monitored.</p> <p>Governors <b>questioned</b> re-integration plans</p> <p>The Headteachers confirmed 3 pupils are on re-integration plans (one 30 minutes from attending a full day at school). Attendance patterns are monitored (e.g. always absent on Mondays) and patterns are starting to diminish.</p> <p>Governors <b>questioned</b> if there had been any complaints, which fall under the complaints policy since the last meeting (30.09.2020).</p> <p>The Headteachers confirmed no complaints had been received. It was noted some parents had expressed concern regarding Y2. The Headteachers confirmed the supply teacher has been amazing and taken ownership of the class.</p> <p>Governors <b>sought clarity</b> on the Home Learning provision (in event of school closure or bubble closure).</p> <p>The Headteacher confirmed the tiered approach (information published on the school's website) and details the provision in place in the event of different scenarios. It was noted 2 children are currently isolating (due to positive parent test) and are receiving home learning as per tier 1.</p>	
<p><b>8.</b></p>	<p><b>Update from the Chair</b></p> <p>The Chair provided the following update from the recent LA School Review feedback:</p> <ul style="list-style-type: none"> <li>• Excellent feedback (with some minor points to take forward)</li> <li>• Acknowledgment of all the hard work and how far the school has come</li> </ul>	

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	<p>in short space of time</p> <ul style="list-style-type: none"> <li>• The LA confirmed that they are confident that the FGB can continue to deliver the school improvement needed</li> <li>• The LA have confirmed that their formal support will now stop (there will be no more strategy meetings)</li> <li>• This is a great milestone for the school</li> </ul> <p>Governors passed on their thanks and gratitude to the Headteachers and the team for all their hard work.</p>	
9.	<p><b>School Self Evaluation Form (SEF)</b></p> <p>It was noted there is no update from the last meeting (22.10.2020).</p>	
10.	<p><b>School Development Plan (SDP)</b></p> <p>It was noted there is no update from the last meeting (22.10.2020).</p>	
11.	<p><b>Governor Updates since last meeting</b></p> <p style="text-align: center;"><b>Curriculum</b></p> <p><b>11.1 COVID catch-up fund strategy (<a href="#">appendix F</a>)</b></p> <p>The report was shared prior to the meeting. The Headteacher confirmed additional TA time is being used to support teachers, enabling the Teachers to focus on small groups (specific areas of development).</p> <p>Governors <b>challenged</b> how the impact could be monitored (very broad report). The Headteacher confirmed it would be easy to account and monitor.</p> <p style="text-align: center;"><b>Finance and Staffing</b></p> <p><b>11.2 P6 Budget Update (<a href="#">appendix G</a>)</b></p> <p>NG confirmed the revised budget submission aims for £15k carry forward (£3k start of year). The £13k Covid catch up funding has been spread over 2 years. It was noted any staff absence (due to Covid) would have a significant impact on the budget.</p> <p>Governors <b>sought clarity</b> on number of staff absence due to Covid. The Headteachers confirmed one TA is currently absent (due to providing care for family member).</p> <p>It was confirmed the pay panel has made/confirmed pay decisions on all teachers and issued salary letters.</p> <p style="text-align: center;"><b>Premises (excluding Health &amp; Safety)</b></p> <p><b>11.3 School Accessibility Plan (<a href="#">appendix H</a>)</b></p> <p><b>Inclusion</b></p> <p>The plan was reviewed and approved.</p>	

### Community

It was noted the website audit was completed in October (to ensure statutory compliance).

The new website was presented under agenda item 7.

### Forthcoming Monitoring

#### 11.4 Monitoring Schedule (*appendix I*)

Governors discussed holding meetings with Curriculum leads and reviewed priorities over the next 6-8 weeks (date/times to be agreed with Headteachers);

- T&L – Agreed curriculum monitoring and how to monitor (curriculum vision and look at impact by end of year)
- Quality of writing
- SEN engagement
- Zones of regulation
- Safeguarding

Action: Governors to liaise with Headteachers to book monitoring visits.

All

#### 12. Safeguarding

Governors **questioned** if there had been any safeguarding, bullying or racist incidents since the last meeting (22.10.2020).

The Headteacher confirmed no new incidents had been reported.

#### Annual safeguarding report submission to LA

GM confirmed the annual safeguarding report had been submitted online to the LA.

#### 13. Health and Safety (H&S)

Governors **questioned** if any H&S incidents had been occurred since the last FGB meeting (22.10.2020).

The Headteacher confirmed no incidents have been reported.

#### 13.1 Updated COVID Risk Assessment (*appendix J*)

It was noted no changes have been made since the last meeting (22.10.2020)

#### 13.2 Governor Monitoring Report – H&S (*appendix K*)

NG confirmed the monitoring could not take place in person due to current restrictions. NG highlighted the following:

**Covid 19 RA** – Encouraging document with mitigations in place (it was noted the document is live and will be updated when necessary)

**H&S Procedure** – the procedures in place are very strong

**Parent Communication** – re-enforcement message continues with parents.

Governors noted the rigorous and professional document.



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	NG confirmed he will complete a physical visit, in preparation of the OCC Annual Health & Safety Inspection in February (subject to constraints).	
<b>14.</b>	<p><b>SIAMS<sup>1</sup></b></p> <p>The Headteacher confirmed the staff and pupils will be taking part in Christmas Jumper Week.</p> <p>It was noted the Church Ministry team will be donating a Christmas Tree to the School. The Tree will be delivered w/c 30.11.200 (Covid compliant delivery).</p> <p>PS confirmed 2020 Christingle celebrations will include Christmas Tree, light along the causeway, Nativity scene at the Church and various village activities. Action: PS to send Christingle celebration plans to the co-headteachers.</p> <p>Governors discussed how the Church ministry team can support the school. Action: PS &amp; KM to meet co-headteachers to discuss how the Church ministry team (CMT) can support the school.</p> <p>It was noted the CMT would like to give each child at the school a booklet, "It began in Bethlehem" and colouring book as a present and an acknowledgement of Christmas this year (the donation will be delivered w/c 30<sup>th</sup> November and will be covid-19 compliant).</p>	<p><b>PS</b></p> <p><b>PS</b></p>
<b>15.</b>	<p><b>GDPR (General Data Protection Regulations)</b></p> <p>Governors <b>questioned</b> if there had been any issues or breaches since the last meeting (22.10.2020).</p> <p>The Headteacher confirmed there had been no issues or breaches.</p> <p>It was noted the school had received a Freedom of Information request.</p>	
<b>16.</b>	<p><b>Governor Business and Communications</b></p> <p>It was resolved to draft letters for parent and staff (including Parent View and Staff Engagement Questionnaire) in the new year.</p> <p>Action: Clerk include on agenda</p>	<b>CLERK</b>
<b>17.</b>	<p><b>Governor Training undertaken since the last meeting.</b></p> <p>RC attended Governor monitoring training (training slides available on Governor Hub).</p> <p><b>17.1 Chair of Governors COVID Briefing (appendix L)</b></p> <p>TO attended the LA briefing and shared report prior to the meeting. TO noted the situation is continually evolving and thanked the Headteachers for publishing the Covid-19 Catch up funding report.</p> <p>Governors <b>questioned</b> if staff use of masks has been communicated. The Headteachers confirmed the decision has been made (in discussion with staff) to ensure social distancing in school and masks to be used</p>	

<sup>1</sup> Statutory Inspection of Anglican and Methodist Schools



	<p>outside with parents.</p> <p>Governors <b>challenged</b> how social distancing has been communicated. The Headteachers confirmed discussions have been held with staff and staff are reminded frequently.</p> <p>Governors <b>questioned</b> if windows are being kept open (to improve ventilation).</p> <p>The Headteachers confirmed all doors and windows are open and a sensible policy has been adopted. In the event of windows or doors being closed for short periods (due to low temperatures) then staff ensure all windows and doors are open during breaks. Children have been encouraged to wear layers.</p> <p>Governors commented on the excellent LA Governor Induction Training. NF confirmed attendance at Effective use of Pupil Premium and Understanding External Data and noted the online training provision was good.</p>	
<p><b>18.</b></p>	<p><b>Policies Review/ for approval (as per policy schedule):</b></p> <p><b>18.1 Equality &amp; Objectives policy (<i>appendix L</i>)</b> The Policy was reviewed and approved by the FGB.</p> <p><b>18.2 Staff Pay Policy (<i>appendix M</i>)</b> It was noted Annex C has been populated. The Policy was reviewed and approved by the FGB.</p>	
<p><b>19.</b></p>	<p><b>Items for next agenda (in addition to actions)</b></p> <p style="text-align: center;"><b>DECEMBER</b></p> <ul style="list-style-type: none"> <li>• Quality First Teaching Report</li> <li>• Data Report: ASP Report/discussion (analyse school performance – pupil progress and attainment against national) any significant additional data/information – HTs</li> <li>• Health &amp; Safety walk using LA checklist and LA Inspection readiness</li> </ul> <p style="text-align: center;"><b>JANUARY</b></p> <ul style="list-style-type: none"> <li>• Staff Hours Audit Results (deferred) <ul style="list-style-type: none"> <li>• Asset Management Plan</li> </ul> </li> <li>• Letters to be drafted for parent and staff (include Parent View and Staff Engagement?)</li> </ul>	

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<b>20.</b>	<p><b>Date of next meetings:</b></p> <p>It is noted that future meetings will be held virtually (until Government advise otherwise).</p> <p><b>All meetings start at 5pm</b></p> <p>17<sup>th</sup> December 2020</p> <p>21<sup>st</sup> January 2021</p> <p>11<sup>th</sup> February 2021</p> <p>18<sup>th</sup> March 2021</p> <p>29<sup>th</sup> April 2021</p> <p>20<sup>th</sup> May 2021</p> <p>17<sup>th</sup> June 2021</p> <p>15<sup>th</sup> July 2021</p> <p>KPM closed the meeting.</p>	
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The meeting closed at 18.32

JM 07/12/2020

**Appendices (documents and reports discussed)**

Agenda Item	Appendix	Name
5.1	A	St Michaels FGB Minutes 22102020
5.2	B	Action Log November 2020
6.1	C	7.1 St Michaels SEN Information Report Oct 2020
6.2	D	7.2 2020.10.19 Governor Monitoring Report – SEN Meeting
6.3	E	7.3 SEND 181120
11.1	F	COVID19 Catch-up grant Report 2020-21
11.2	G	2020-2021 EFS ED3241 St Michaels Primary School P6 Budget Monitoring Response
11.3	H	Access Plan 2020-2024
11.4	I	Monitoring Schedule 2020-21
13.1	J	Covid-19 RA 6.11.20
13.2	K	Governor Visit Report H&S 20.11.20
17.1	L	Chair's Covid Meeting
18.1	M	Equality Policy and objectives 2020-24 Draft
18.2	O	St Michaels Pay Policy 202021

## Action Log

Meeting Date	Item Number	Action	Owner	Deadline
26.11.2020	5.1	Chair to sign minutes of 22.10.2020 & file at school	KPM	
26.11.2020	6.1	update SEN Information report to reflect meetings are being held 3 times per year (in line with code of practice).	LS	
26.11.2020	6.3	share SEN Funding – Review of 2019-20 Spending and 2020-21 Strategy report on governor Hub	KPM	
26.11.2020	11.4	Governors to liaise with Headteachers to book monitoring visits.	ALL	
26.11.2020	14	send Christingle celebration plans to the co-headteachers.	PS	
26.11.2020	14	PS & KM to meet co-headteachers to discuss how the Church ministry team (CMT) can support the school.	PS	
26.11.2020	16	include on agenda (draft letters for parent and staff)	Clerk	

■ End

DRAFT

