

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



# St Michael's CE Primary School

The Causeway, Steventon, Oxfordshire OX13 6SQ Telephone and Fax: 01235 831298

Co-Headteachers: Mrs. Leyson-Brady and Mr. Mottram

Email: [head.3241@st-michaels-pri.oxon.sch.uk](mailto:head.3241@st-michaels-pri.oxon.sch.uk)

[www.stmichaelssteventon.co.uk](http://www.stmichaelssteventon.co.uk)

*Cultivating Respect, Persevering, and Learning with Courage*

## Minutes of the Full Governing Board (FGB) Meeting held on 20<sup>th</sup> May 2021 at 5.00pm

<b>Present:</b>	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Tim Owen (TO) – Co-opted Governor, Vice Chair Hayley Leyson-Brady (HLB) – Co-Headteacher Ann Parham (AP) – Co-opted Governor Kathryn Mendus (KM) – Foundation Governor Nigel Goode (NG) – Local Authority Governor Robin Conway (RC) - Co-opted Governor Nick Field (NF) – Parent Governor Philip Sutton (PS) – Foundation Governor Chris Paynter (CP) – Staff Governor
<b>Apologies:</b>	Adele Frankum (AF) – Parent Governor Grant Mottram (GM) – Co-Headteacher
<b>Absent:</b>	Emma Walker (EW) – Parent Governor
<b>Vacancies:</b>	Foundation Governor Co-opted Governor
<b>In attendance:</b>	Nicole Brooks – (NB) – Local Authority (LA) Clerk

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting started at 5.01pm. 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> Apologies received and accepted for AF and GM. 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.	

<p><b>5.</b></p>	<p><b>Approval of FGB Minutes</b></p> <p><b>5.1 Minutes of 29.04.2021</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><b>Action:</b> Chair to sign minutes of 29.04.2021 &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>	<p><b>KPM</b></p>
<p><b>6.</b></p>	<p><b>Matters arising not covered on the agenda</b></p> <p>None reported.</p>	
<p><b>7.</b></p>	<p><b>Headteacher report</b> (<i>appendix C</i>)</p> <p>HLB drew attention to the report on quality first teaching and provided an overview of the reasons for the amber rating of three year groups and what support is in place for improvement.</p> <p>Behaviours – a summary is provided in the report.</p> <p>Six new pupils have joined the school.</p> <p>Two members of staff have been appointed as additional senior leaders and HLB explained the staffing structure and support across the year groups for the rest of this academic year.</p> <p>Safeguarding concerns have been followed up and appropriate action taken by staff.</p> <p>Governors <b>sought clarification</b> for the support from the Local Authority?</p> <p>Alison Base (Early Years Lead Advisory Teacher) is supporting Reception year and this currently bears no cost to the school.</p> <p>Governors <b>questioned</b> if any action needs to take place to communicate with and re-assure parents of those in year 2/3?</p> <p>HLB reassured the governors that her and GM support the supply teacher daily. The HT's plan the lessons for the teacher to deliver. Good relationships with pupils are being built. Consistency of having the same teacher every day is the key factor for the children. HT support is provided with any behaviour concerns. They are satisfied with the progress being made.</p> <p>Teaching quality for Year 6 is good, sometimes HT presence is required for any issues that arise. These are the usual Year 6, term 5 behaviours they experience each year.</p> <p>Governors <b>asked for</b> an update on those pupils on a reduced timetable. HLB gave a brief summary of this and their move onto new schools.</p> <p>Governors <b>sought clarity</b> for when a number of agencies are involved with a child, which agency links everyone together to ensure the child stays on everyone's radar?</p> <p>HLB stated that it should be children's services, but in reality it usually falls to the school as they see them daily. HLB reassured governors that they have</p>	



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

	<p>strategies in place to ensure children do not get forgotten.</p> <p>Governor <b>challenge</b> – regarding the re-structuring of upper and lower school – can HLB clarify the position with subject leaders?</p> <p>HLB confirmed there are subject leaders in place for September. HLB has taken this on temporarily in the mean time. The plan from September will be circulated to governors.</p> <p><b>Action:</b> Circulate the subject leader plan to governors.</p> <p>Governor <b>question</b> – the number of pupils on roll has increased. Did the school do anything specifically to achieve this?</p> <p>HLB stated that they did not run a campaign. She believes it is new families moving into the village. She is unsure if it is the village or the school attracting people. In September she will survey parents of reception year children to find out why they chose St Michael’s PS.</p> <p>Governor <b>challenge</b> – how many mid-year reviews are being carried out?</p> <p>HLB advised that all staff are having a review. TA reviews will be conducted after half term. It will be the same process as usual. Some adjustments may need to be made to targets due to lockdown.</p> <p>Governor <b>question</b> – are there any difficulties with job share partnerships?</p> <p>HLB answered that on the whole they tend to work well.</p>	<b>HLB</b>
<p><b>8.</b></p>	<p><b>Update from the Chair</b></p> <p>There were no updates reported by the Chair at this meeting.</p>	
<p><b>9.</b></p>	<p><b>School Self Evaluation form</b> – No updates since last meeting</p> <p>HLB advised the governors that there will be a review of the SEF and SDP on <b>Wednesday 16<sup>th</sup> June from 3.30 – 5pm</b>. Hopefully it will take place outside. All governors are welcome to attend.</p>	
<p><b>10.</b></p>	<p><b>School Development Plan</b> – No updates since last meeting</p>	
<p><b>11.</b></p>	<p><b>Governor updates since last meeting</b></p> <p>Lead Governor Reports/updates</p> <p><b>Learning and Teaching</b></p> <p><b>Audit of distance learning provision/learning (<i>appendix D</i>)</b></p> <p>Questions / comments were invited.</p> <p>Governors <b>questioned</b> the rating of 5 for remote learning. They are reassured of the provision in place by the school, but without knowing what goes on in the homes of the children will this cause a problem if there is a safeguarding issue? HLB explained that they have rated this area as 5 because they as a school have done everything they are expected to do, and everything they can do, to meet the safeguarding needs of the children. During school closure a spreadsheet was maintained on a weekly basis for updating following check-ups/ conversations with families. If there were any concerns, the safeguarding policy would be acted on and, if necessary, home visits would take place. The governors were re-assured with this.</p>	



	<p>HLB added that the ratings were mostly 5's and they know they went above and beyond remote learning provision in comparison to other schools.</p> <p>Governors <b>questioned</b> if remote learning access is still available for any pupil who might have to self-isolate etc?  Yes, all systems are in place if needed, and staff also still use it to communicate with parents as this is more convenient than going through the school office.</p> <p>Do all pupils have access to lap-tops for home learning?  HLB confirmed that they do, and the school has also provided BT dongles for internet access too.</p> <p>Governors <b>questioned</b> how the school will approach potential absence for self-isolation following overseas travel to amber rated countries?  If this happens then HLB and GM would look at the cases individually and assess the circumstances. It is unlikely that authorised absence would be given. If there are legitimate grounds for absence then OCC will provide a code for the school to use.</p> <p><b>Finance</b>  KPM confirmed the 3-year budgets were authorised, and submitted to LA.</p> <p><b>Premises (Excluding Health and Safety)</b>  NG advised that the school needs to develop a long-term building maintenance plan. Recent problems have identified vulnerabilities with the building that will need to be addressed. He will combine his investigation with the next H&amp;S walkaround visit.</p> <p><b>KPM 1-2-1 with the HT's (<a href="#">appendix E</a>)</b>  KPM met with HLB and GM on 13<sup>th</sup> May for a 1-2-1 meet. Questions were invited. No questions were asked.</p>	
12.	<p><b>Safeguarding</b></p> <p>This was covered within the HT report. No additional updates to report.</p>	
13.	<p><b>Health and Safety</b></p> <p>Planning permission is required for the school gate at a cost of £260 but this does not guarantee it will be granted. GM has raised this with OCC to make them aware of the situation.</p>	
14.	<p><b>SIAMS</b></p> <p>PS and KM met with HLB and GM to discuss the process of SIAMS work across the school. PS, KM and HLB feedback to the GB.</p> <p>There are some areas to work on but there were some good ideas and useful conversations around SIAMS.</p> <p>The qualitative aspect was discussed – how the information / evidence is gathered to show the Christian ethos throughout the school. There has been a good start on data gathering but more thought needs to go on how this is shown.</p>	

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

	<p>Listening is an important skill to enable respect and compassion in the world. The passage of 'do unto others, as you would like them to do to you' is the centre focus for the school ethos. It needs to be short so that it will be memorable for the children, at the same time as being relevant to every stakeholder.</p> <p>It is important that the governors know what SIAMS is and what it means within school life.</p> <p>This must be the thread that runs through school rather than a bolt on. Parent and pupil surveys will be important in shaping the SIAMS development.</p> <p>The SIAMS work must be reflected in the curriculum as a whole, not just in PSHE. Being clear on the narrative, where we are and where are we going.</p> <p>HLB is putting a document together for the governors to explain this for them.</p> <p>Governor <b>question</b> – GM has previously indicated he would be happy for a governor to take an assembly, is HLB in agreement with this?</p> <p>HLB would be very happy for this to happen. Assemblies are being held virtually at the moment but they hope face to face will be back from September.</p> <p>Governor <b>question</b> – How can governors get involved with SIAMS and support the delivery of the work?</p> <p>SIAMS will stay on the agenda as a standing item, governors need to stay with it and keep it in mind as a group and during discussions. Not to let it fall to the Foundation governors only. The school will need the GB to be able to support them during the SIAMS inspection (expected in Autumn 2022).</p> <p>It was suggested that Robin Sharples could present to the GB at a meeting?</p> <p>It was agreed to start by drawing on his views and opinions as this would be more useful at this stage.</p>	
15.	<p><b>GDPR</b></p> <p>There were no updates or reports for this agenda item.</p>	
16.	<p><b>Governor Business and Communications</b></p> <p><b>Agree governor monitoring</b></p> <p>HLB will be reconciling what was planned for this year and what has actually happened and taken place.</p> <p>NG reported. The school bursar is retiring at the end of the school year. The School Business Manager has agreed to take on the budget monitoring role. NG proposed that a formal budget summary to be produced every 2 months for the GB unless a problem is identified and it will be presented sooner.</p> <p><b>The governors agreed to this proposal.</b></p> <p><u>Governor monitoring</u> (<a href="#">appendix F</a>) – TO has noticed that the majority of monitoring work is linked with curriculum. This is a lot of work for the 3 governors who have responsibility. Should more governors be involved to lighten the load?</p> <p>RC replied. He agreed this would be a good plan for the start of the new academic year. TO volunteered to join this group. Covid restrictions have prevented a lot of monitoring this year. The plan for term 6 monitoring is as follows:</p>	



	<p>Early Years provision</p> <p>Mastery maths</p> <p>Writing</p> <p>Engagement and inclusion</p> <p>Curriculum and development plans</p> <p>Two full day visits are planned and the work can be covered in that time. It will be booked in to work around the teacher's schedules.</p> <p>Governors <b>questioned</b> if they are allowed to go into classrooms yet?</p> <p>HLB stated that if they take a lateral flow test beforehand, wear a mask and use hand sanitiser they can access classrooms and school books.</p> <p><b>Action:</b> RC will circulate an updated schedule to governors.</p> <p><b>Governor communication</b> – <i>appendix G</i></p> <p>KMP drew attention to the communication that was circulated to parents.</p> <p><b>Co-opted Governor recruitment</b></p> <p>An advert to recruit a Co-opted governor is still out. No responses received yet. KPM encouraged governors to approach suitable candidates who may be interested. There was a short discussion around establishing gaps in the GB skill set when a skills audit is next completed, and to actively target suitable candidates. The advert could also be shared with local business / Milton Park newsletter.</p> <p><b>Parish Council / Sports Hall discussion update</b></p> <p>On the 5<sup>th</sup> May the school emailed the Parish Council to advise them they were not interested in having a sports hall. They are happy to continue to use the land and maintain it but that was all they could do.</p> <p>The governors agreed that this is essentially a community project and not something the school can take on.</p> <p><b>Pupil voice planning</b></p> <p>RC advised that he is working on incorporating this into the planned monitoring this term. The monitoring reports will be shared at the FGB meeting when it has been completed.</p> <p><b>Succession planning for Chair of Governors</b></p> <p>KPM will hold a session (next week), for any interested governors to learn about the role, duties, time commitments etc. RC and NF expressed an interest in a Co-Chair model. A firmer plan will be in place by the next FGB meeting and next steps for this process can start to take place.</p> <p><b>Action:</b> Set a date for information on taking the chair session. KPM</p>	<p>RC</p> <p>KPM</p>
<p>17.</p>	<p><b>Governor training update</b> – <i>appendix H</i></p> <p>AP has attended Readiness for Ofsted training. She will send the certificate to KPM.</p>	



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

<b>18.</b>	<p><b>Policies for review / approval – <i>appendix I</i></b></p> <p>The staff capability policy is due for review, but OCC have not published the template yet.</p> <p><b><u>First Aid policy</u></b> (<i>appendix J</i>)</p> <p>The governors <b>questioned</b> several areas of the policy and HLB confirmed the following:</p> <p>There is a list of all the qualified First Aiders on the staff room board.</p> <p>There is always a First Aider present on site.</p> <p>The First Aid kits are inspected regularly.</p> <p>NG has not seen the list of First Aiders and when they are due to renew their qualification, but he will follow this up with the School Business Manager.</p> <p>HLB advised that this policy falls within the KCSIE policy. All staff have to read and sign to say they have understood this annually.</p> <p><b>The governors <u>approved</u> the First Aid policy.</b></p>	
<b>19.</b>	<p><b>Items for next agenda</b></p> <p>Data pack</p> <p>Governor monitoring reports</p> <p>SENCo to be invited to the next FGB meeting to present SEND report.</p> <p>KPM ran through the list of items that will be included at the next FGB meeting.</p> <p>AP advised that the data meeting with HLB will take place on the 14<sup>th</sup> June. The report from this meeting will be up prior to the 17<sup>th</sup> June.</p>	
<b>20.</b>	<p>It is noted that future meetings will be held virtually.</p> <p><b><i>All meetings start at 5pm</i></b></p> <p>17<sup>th</sup> June 2021</p> <p>15<sup>th</sup> July 2021</p>	

The meeting closed at 18.25.

NB 20.05.2021



### Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michael's Minutes 29042021
5.2	B	Action Log 20.05.2021
7.1	C	Head's report May 2021
11.1	D	DfE review of education provision
11.2	E	Governor monitoring report
16.1	F	Monitoring schedule 2020-21 - reviewed
16.2	G	Governor community communication
17.1	H	Governor training log
18.1	I	Policy schedule
8.2	J	First Aid policy

### Action Log

Meeting Date	Item Number	Action	Owner	Deadline
20.05.2021	5.1	Chair to sign minutes of 29.04.2021 & file at school	KPM	
20.05.2021	7	Circulate the subject leader plan to governors.	HLB	
20.05.2021	16	Circulate an updated monitoring schedule to governors	RC	
20.05.2021	16	Set a date for information on taking the chair session	KPM	

■ End

