



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 21st January 2021 at 5.00pm

Present:	Hayley Leyson-Brady (HLB) – Co-Headteacher Robin Conway (RC)- Co-opted Governor (meeting Chair) Philip Sutton (PS) – Foundation Governor Nick Field (NF) – Parent Governor Ann Parham (AP) – Co-opted Governor <i>arrived at 5.09</i> Chris Paynter (CP) – Staff Governor Emma Walker (EW) – Parent Governor Kathryn Mendus (KM) – Foundation Governor Nigel Goode (NG) – Local Authority Governor Adele Frankum (AF) – Parent Governor
Apologies:	Kevin Peter Moyes (KPM) – Co-opted Governor, Chair Tim Owen (TO) – Co-opted Governor, Vice Chair Grant Mottram (GM) – Co-Headteacher
Absent:	None
Vacancies:	Foundation Governor
In attendance:	Joanne Myers (JMY) – Local Authority Clerk

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.03pm. The meeting was held virtually, via Microsoft Teams, (due to the Coronavirus Pandemic). RC welcomed everyone. PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies received and accepted for KPM, TO & GM. The meeting was quorate. RC agreed to Chair the meeting (in the absence of Chair and Vice Chair).	
3.	Urgent Additional Items No urgent items were declared. It was noted the Agenda heading needed to be updated. Action: JMY to update agenda to include co-headteachers	JMY

4.	Declarations of Interest No interests in agenda items were declared.	
5.	Approval of FGB Minutes 5.1 Minutes of 17/12/2020 (appendix A) 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> Action: Chair to sign minutes of 17.12.2020 & 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).	KPM
6.	Matters arising not covered on the agenda None	
7.	Headteachers report The Headteacher provided a verbal report, highlighting; <ul style="list-style-type: none"> • 42 pupils in school (on busiest day) • 12 children attended school during first lockdown, • Educational Health Care Plan (EHCP) – one child with EHCP attending school and receiving one to one support, • Every child with EHCP has been offered a place at school, • Every child with a social worker has been offered a place at school, • Chrome books – all chrome books have been lent to families, • Additional Support – the school are printing and hand delivering work to some families. Daily phone calls are being held to help improve/support engagement, • School Improvement Officer – the Local Authority officer has explained the online provision should stop the gap from widening, • Nursery – the nursery is fully open, with up to 26 children attending each day. Staff are willing to work, • Teachers – working from home and focusing on Google Classroom provision, • Engagement is 90% • Staff – the Headteacher noted all staff have gone above and beyond the DfE expectation. Governors sought clarity on why more pupils are attending school, compared to	

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the first lockdown (30 more pupils on busiest day).

The Headteacher confirmed the main reason was due to the Government changing the criteria for Key/Critical worker and vulnerable children. Some families have changed jobs and are now classed as a critical worker.

Governors **queried** how staff are managing bubbles.

The Headteacher confirmed three classes are being used for bubbles:

Reception Class – Reception, Year 1 & Year 2 pupils

Year 1 Class – Year 1, Year 2 and Year 3 pupils

Year 2 Class – Year 3, Year 4 and Year 5 pupils

Governors **sought clarity** on staff in school (Teachers or Teaching Assistants)

The Headteacher confirmed Teaching Assistants are in school (3 members of staff, each have 12 children in their bubble).

Governors **sought clarity** on how the Teaching Assistants support the children's learning.

The Headteacher confirmed the children in school are accessing the same learning as children at home. The teaching assistants support each child with their Chrome Books.

Governors **raised concern** on the challenges for the Teaching Assistants (supporting different age groups).

The Headteacher confirmed the teachers plan the work on the basis it will be delivered by parents and as such the Teaching Assistants are able to support the different age groups.

Governors **sought clarity** on the feedback from the recent parent questionnaire.

The Headteacher confirmed the feedback was generally positive (live meetings helpful, staff responsive). It was noted some families had requested less google classroom sessions. The Headteacher confirmed teachers need to take the PPA time each week. The Headteachers have contacted Tapestry, as the programme only allows maximum of 10minute videos.

Action: Clerk to include Parent Questionnaire Feedback to February agenda.

JMY

Governors **sought clarity** on engagement with children with EHCP (how to improve engagement and reduce the impact to the gap widening).

The Headteacher confirmed that all children with a EHCP have been offered a place at school, it was noted most families have refused the place due to their concerns regarding the infection risk. The School continue to provide daily calls to families with low engagement and have supplied chrome books and paper copies of work to help support the families.

Governors **sought clarity** on the number of pupils with a EHCP attending school.

The Headteacher confirmed 4 pupils with EHCP (2 attending school, one engaged with home learning).

Governors **raised concern** regarding the increase in number of children attending school (compared to first lockdown).

The Headteacher confirmed some keyworker families have been asked to collect their children at the end of their lunch (or for the child to attend ½ day where possible).

It was noted the maximum number per bubble is 12, based on the class size It was noted no guidance on the maximum number per bubble has been issued by Government, 15 was the maximum number during the first lockdown).

Governors **questioned** if any requests for a school bubble place had been refused.

The Headteacher confirmed requests have been refused where the family do not meet the criteria set by Government.

The Headteacher recognised the impact to parental mental health. It was noted the school has offered a place to families (regardless of social worker assigned), as would like to support families as part of early help provision.

Governors **sought clarity** on the nursery remaining open during February half term.

The Headteacher confirmed the nursery would remain open and the recruitment process has started, and provisions will be in place to ensure the nursery can remain open. It was noted the Government will not provide funding if the nursery closes.

It was noted the Government has announced a two-week notice period prior to schools re-opening fully.

The Headteacher confirmed that the SLT (senior leadership team) have put procedures in place to ensure the school can reopen at shorter notice.

7.1 Education Continuity Plan ([appendix C](#))

Governors highlighted the wording (under care of children) implies the children attending school are receiving less educational compared to children at home.

The Headteacher confirmed the provision for children at home and school is the same.

Action: Amend wording under "Care of Children" to clarify same education

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	<p>provision for children at home and school.</p> <p>Governors questioned if extending writing opportunities were being provided. The Headteacher confirmed each class has opportunities for extending writing and provided examples for each year group.</p> <p>Governors raised concern about staff resilience if the current lockdown goes beyond February half term.</p> <p>The Headteacher confirmed Teachers must use their PPA time each week. The Headteachers are supporting staff by providing clear guidance and expectations (30 min limit on google classroom sessions, use of pre-recorded resources such as BBC Bite Size and Oak Academy).</p> <p>The Staff at school are encouraged to leave with the children at 3.15 (to ensure they have family time and can leave during day light hours).</p> <p>It was noted the cleaners are on site from 4pm.</p> <p>Staff feedback has been positive, the SLT lead by example, clarity and expectations set by Headteachers, teachers have enjoyed live classroom sessions and extending writing opportunities).</p> <p>Governors sought clarity on mental health support available to staff, including Headteachers.</p> <p>The Headteacher confirmed ELSA (Emotional Literacy Support Assistant) is in place. The Headteacher hold weekly staff meetings and offer individual support to staff (individual conversations, messages and providing staff opportunity to off load). The Headteachers have access to all google classroom sessions.</p> <p>The Headteachers have access to OCC support via their Heads Up programme (1 hour weekly zoom session).</p> <p>7.2 Remote Learning User Agreement (for website) (appendix D)</p> <p>The user agreement was received without comment.</p> <p>7.3 Remote Learning Provision Summary (for website) (appendix E)</p> <p>The provision summary was received without comment.</p> <p>Governors observed the provision was in place quicky and efficiently and requested their gratitude be passed on to all staff members.</p>	HLB
8.	Update from the Chair No update.	

9.	School Self Evaluation Form (SEF) It was noted there is no update from the last meeting (17.12.2020).	
10.	School Development Plan (SDP) It was noted there is no update from the last meeting (17.12.2020).	
11.	Governor Updates since last meeting Curriculum (Learning & Teaching) 11.1 Layer 1 Data Pack Summary Report (appendix F) The Headteacher highlighted: <ul style="list-style-type: none"> • Context – progress used as measure (age related expectation) • Progress – average progress across school 2.5 points (Y2,Y3 & Y5 showing great progress) • Target Tracker – tailored staff training across the school (to ensure consistent, accurate data) • SEN/D & PP (Pupil Premium) – areas of concern • EHCP – 1 x outstanding (submitted July), 2 x outstanding (submitted October) and 4 additional funding requests outstanding (submitted September) • SENCO & Headteachers raised concern with Oxfordshire County Council regarding lack on funding to support children • SENCO has ensured pupil profiles are up to date and can be used by teachers • Pupil Premium – the Headteachers are exploring universal offer (within the partnership) 11.2 Layer 1 Data Pack and groups data; review pupil progress and attainment, including reporting on vulnerable groups (appendix G) Governors raised concern that the Covid-19 catch up grant funding was designed to support students with additional staffing, which is currently not possible due to lockdown and partial closure of school. Governors sought clarity on how the school can support SEN/D families. The Headteacher confirmed not all SEN & PP pupils are attending school (the school is unable to accommodate all SEN and PP pupils in bubbles). The SENCO & Headteachers are continuing to support families (lengthy phone conversations, assistance with accessing and logging onto chrome books). Governors raised concern that the school are unable to fulfil their EHCP obligations (due to constraints of partial closure and lack of engagement). Therefore, it was recommended the school contact their SEN Officer at the	

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<p>OCC, to seek any relevant support services/professionals for any of their vulnerable students who are not accessing the provision.</p> <p>Action: Contact OCC SEN Officer regarding any relevant support services/professionals for any of their vulnerable students who are not accessing the provision.</p> <p>Governors questioned if the school could do more to support SEN/PP families.</p> <p>The Headteacher confirmed teachers highlight any engagement concerns to the Headteachers. The Headteachers support the families with phone calls, printing work, hand delivering work and resources and agreeing to collect the work (accountability).</p> <p>It was noted the school are supplying £15 food vouchers – funded by the Government (not £3.50 Government funded food hampers).</p> <p>Governors confirmed that food bank vouchers and volunteer help is available to support families in need.</p> <p>Action: HLB to include information and contact details for PS in newsletter.</p> <p>11.3 EYFS Data pack summary report (<i>appendix H</i>)</p> <p>Governors sought clarity on the grading on the report.</p> <p>The Headteacher confirmed 0 = No Progress. 1 = expected level. 2 = exceeding</p> <p>Governors requested further clarification on SEN pupil progress (although below age related expectation pupils may be making individual progress).</p> <p>The Headteacher confirmed SEN pupils are making progress against their own targets.</p> <p>Action: HLB to include narrative around SEN personal progress on EYFS Data pack summary report.</p> <p>Agree virtual meetings with pupils and Governors.</p> <p>Governors AGREED to delegate the task to the Curriculum lead Governors.</p> <p>Action: Curriculum Governors to liaise with Headteachers and arrange virtual meeting with pupils.</p> <p>Agree SDP monitoring actions for the coming term.</p> <p>Governors AGREED to delegate the task to the Curriculum lead Governors.</p> <p>Action: Curriculum Governors to liaise with Headteachers and arrange virtual</p>	<p>HLB</p> <p>HLB</p> <p>RC</p> <p>RC</p> <p>JMY</p>
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monitoring (not quality of teaching).

The Headteacher confirmed she is currently completing the DfE audit on provision.

Governors **requested** to see the completed document.

Action: Clerk to include completed DfE provision audit on February agenda.

Finance

11.4 SFVS (School Financial Values Standard System) *(appendix 1)*

The lead Governor confirmed the SFVS is an annual statutory requirement and covers a checklist (oversight of systems in place) and performance (against benchmark).

Staff cost is an area of concern, however this is being addressed in the 3year budget.

Projected balance £22, 000 positive.

The lead governor highlighted the budget challenge for 2021/2022 (due to reduced numbers and impact on funding).

Governors **questioned** if the reviews in place by Governors are robust enough (do we need a Finance Committee?)

The lead governor confirmed monthly monitoring is taking place. The current system is stronger than when the finance committee was in place (as monitoring was completed quarterly).

Governors **sought clarity** on the £30k additional budget allowance for teaching/education support.

The lead Governor confirmed the figure was due to a previous expectation to reduce resources, however upon reviewing the plan it was found the reduction would have a negative impact to pupils. The 2022/2023 budget is more encouraging as its based on 150 pupils.

The Headteacher confirmed 12 new pupils have joined the school since September 2020.

Governors noted the increase in SEN funding would positively impact the budget.

Governors noted the new website and wrap around care and education provision is positive and thanked the Headteachers for the implementing during the pandemic.

Staffing

Premises (Excluding Health and Safety)

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	11.5 Pre-school Deed of Variation <i>(appendix J)</i>	
	<p>It was noted the document has been signed by the lead Governor. The deal of surrender document has also been signed and the school is waiting for the funds to be transferred.</p> <p>Governors thanked the lead governor for their perseverance.</p>	
12.	<p>Safeguarding</p> <p>Governors questioned if there had been any safeguarding, bullying or racist incidents since the last meeting (17.12.2020).</p> <p>The Headteacher confirmed no new safeguarding, bullying or racist incidents had been reported.</p> <p>It was noted MASH (Multi Agency Safeguarding Hub) referrals have increased locally by 85%.</p>	
13.	<p>Health and Safety (H&S)</p> <p>Governors questioned if any H&S incidents had occurred since the last FGB meeting (17.12.2020).</p> <p>The Headteacher confirmed no incidents had been reported.</p> <p>It was noted there has been no bubble closures or positive covid-19 cases within the school (asymptomatic testing will begin at the school on Monday 25th January).</p> <p>The Oxfordshire County Council (OCC) Health and Safety Audit has been scheduled for 10th February. The systems-based audit will be held virtually with the school business manager. The H&S Governor is keen for the auditor to provide feedback on the schools Covid Risk Assessment.</p>	
14.	<p>SIAMS¹</p> <p>It was AGREED for the Church ministry team to provide pre-recorded material, focusing on mindfulness and family mental health.</p> <p>Action: PS to record virtual assembly 5-7 minutes long (focusing on family mental health support and mindfulness).</p>	PS
15.	<p>GDPR (General Data Protection Regulations)</p> <p>Governors questioned if there had been any issues or breaches since the last meeting (17.12.2020).</p> <p>The Headteacher confirmed there had been no issues or breaches.</p>	
16.	<p>Governor Business and Communications</p> <p>16.1 Co-opted governor advert – agree advert and skills needed <i>(appendix K)</i></p>	

¹ Statutory Inspection of Anglican and Methodist Schools

	<p>It was noted the advert included the previous time commitments (6FGB and 6 committee meetings).</p> <p>Action: KPM to update co-opted Governor Advert (Governance without committees).</p> <p>A note of gratitude has been sent to the parent to thank them for resources and financial donation.</p>	KPM
17.	<p>Governor Training undertaken since the last meeting.</p> <p>No training attended since previous meeting (17.12.2020).</p>	
18.	<p>Policies Review/ for approval (as per policy schedule):</p> <p>18.1 Updated Policy Tracker (<i>appendix L</i>)</p> <p><i>Lead Governors to connect with School Business Manager as needed (based on review dates) to ensure policies are reviewed proactively.</i></p>	
19.	<p>Items for next agenda (in addition to actions)</p> <p><i>Governors to send any changes to the below before the meeting:</i></p> <p style="text-align: center;">Asset Management Plan – NG Report on the effectiveness of Assessment Procedures – HT/RC/NF Mid-year review of PE & Sport Funding Plan – HT/RC/NF Mid-year reviews of: Effectiveness of Pupil Premium Funding and SEND funding (strategic Plans); report on any budget implications HT/RC/NF Start work on drafting budget for the coming year including review of purchase of external services – NG Agree purchase of external services Health & Safety Inspection feedback; – NG Review insurance arrangements and premises costs – NG Wrap around care discussion Staff Hours Audit Results – GM Parent questionnaire feedback – HLB DfE Completed Toolkit – HLB</p>	
20.	<p>Date of next meetings:</p> <p>It is noted that future meetings will be held virtually (until Government advise otherwise).</p> <p><i>All meetings start at 5pm</i></p> <p>11th February 2021 18th March 2021 29th April 2021 20th May 2021</p>	

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	17 th June 2021 15 th July 2021 RC closed the meeting and thanked everyone for their contribution.	
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The meeting closed at 18.32

JM 23/12/2020

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5.1	A	St Michaels Minutes 17122020
5.2	B	Action Log January 2021
7.1	C	St Michaels Complete Education Continuity Plan
7.2	D	Remote Learning Appropriate Use Agreement
7.3	E	Remote Learning at St Michaels
11.1	F	Layer 1 Data Report Summary
11.2	G	St Michaels Layer Data Dec 2020
11.3	H	Layer 1 EYFS December 2020
11.4	I	SFVS Jan 2021 – NG rev1
11.5	J	Pre School Deed Delegation
16.1	K	Co-opted Governor Advert Jan 2020
18.1	L	Policy Schedule 15.1.21
11	M	ED3241 budmonp9summary
11	N	ED3241 Commentary P9

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
21.01.2021	3	Update agenda template to include co-headteachers	JMY	ASAP
21.01.2021	14	Record virtual assembly 5-7 minutes long (focusing on family mental health support and mindfulness).	PS	ASAP
21.01.2021	16.1	Update co-opted Governor Advert (Governance without committees).	KPM	ASAP

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21.1.2021	7	Include Parent Questionnaire Feedback to February agenda	JMY	Agenda
21.01.2021	7.1	Amend wording under "Care of Children" to clarify same education provision for children at home and school	HLB	ASAP
21.01.2021	11.2	Contact OCC SEN Officer regarding any relevant support services/professionals for any of their vulnerable students who are not accessing the provision.	HLB	ASAP
21.01.2021	11.3	Include narrative around SEN personal progress on EYFS Data pack summary report	HLB	ASAP
21.01.2021	11.3	Curriculum Governors to liaise with Headteachers and arrange virtual meeting with pupils.	RC	ASAP
21.01.2021	11.3	Curriculum Governors to liaise with Headteachers and arrange virtual monitoring (not quality of teaching).	RC	ASAP
21.01.2021	11.3	Include completed DfE provision audit on February agenda.	JMY	Agenda

■ End

