

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 7th December 2023 5.00pm – in person at the school

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

Item	Details	Action
1.	Welcome and Opening Prayer The meeting started at 5.03pm RC welcomed everyone and advised the board of the apologies that had been notified and that TS would be arriving approximately 5.10pm. <i>The clerk arrived at 5.05pm</i> PS opened the meeting with a prayer.	
2.	Apologies for absence Apologies were received and accepted from Alex Rennis-Lis (ARL), Parent Governor, Adele Frankum (AF) Parent Governor and Ann Parham (AP) – Co-opted Governor The meeting was quorate and remained so throughout the meeting.	
3.	Election of Vice Chair TS was proposed for position of VC. TS nominated herself following the last FGB meeting. She has met with RC to discuss the role and responsibility. The board discussed and elected TS as VC. Action: Update Gov Hub to reflect TS as Vice Chair.	Clerk
4.	Declarations of Interest – No new declarations of interest were made.	
5.	Approval of FGB Minutes 5.1 Main minutes & confidential minutes of 02.11.2023 (<i>Appendix A, B & C</i>) The minutes of the previous meeting were circulated. The minutes were agreed as an	

Chair of Governors.....*R Conway*.....Date.....25th January 2024.....

	<p>accurate record. Action: Chair to sign minutes and confidential minutes of 02.11.2023 and file electronically.</p> <p>Governor question – One of the reports for the meeting has an old version of the header. Can this be updated to the newer version? HLB amended the document during the meeting.</p> <p>5.2 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
6.	Matters arising not covered on the agenda – None	
7.	<p>HT report 7.1 <u>HT report</u> The HT report today is in the form of the recent School Improvement Officer visit (20.11.23) – (on the google drive)</p> <p style="text-align: center;"><i>TS arrived at 5.12pm and she was advised of her election to Vice Chair</i></p> <p>HLB invited questions on the SIP report. Governor comment – The observations made by the SIP Officer are consistent with the board’s understanding of what is happening in school, what the governors see during visits and what HLB reports to FGB meetings. It is great to have this validated.</p> <p>Governor question – Re: The likelihood of moving to an outstanding Ofsted judgement. Is this possible? HLB stated that the school would not currently meet the criteria for outstanding in every area. Attendance and outcomes (including historical outcomes) would prevent this. Based on projected outcomes, they will achieve ‘Good’. Behaviour and pupil well-being could be judged outstanding.</p> <p>The board acknowledged this and are also aware of the strategies the school has on place to tackle and improve attendance and quality of teaching.</p> <p>Governor comment – The board sees that leadership at the school is strong and this is now externally validated. SEND provision is also confirmed as excellent. This is thanks to the SENCo. The SEND provision has improved since they joined the school. Early Years is also noted as a strength of the school. This has been a journey to get to the current position. RG added that it is a real team success.</p> <p>Governor suggestion – Can a communication be sent to the St Michael’s staff team on behalf of the board to commend their hard work and thank them? This was agreed. Action: RC to write to the whole staff team to congratulate and thank them.</p> <p>Attendance – There is a strong ethos and culture of promoting attendance at St Michael’s. This has also been validated by the SIP Officer. HLB Attendance data has been posted on Gov Hub (<i>Appendix D</i>) HLB is aware that the website contains out of date information / documents. Website review will be discussed under agenda item 10. There are capacity issues with updating the website, but HLB and the SBM are working on this.</p>	RC

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	<p>Attendance strategy (Appendix E) HLB explained that the summary at the top shows the attendance for the same cohort in 2022-23 and 2023-24. The data tracks attendance from last year and also tracks target groups i.e. SEN / FSM pupils. The attendance strategy document is shown on the second page. It describes the ethos and how the school will manage attendance.</p> <p>The governors were able to see the year groups where attendance has improved and where it has worsened. HLB was able to provide the wider context around the year group where attendance has dropped.</p> <p>Governor question – is stage 4 the referral to OCC or at the end of stage 4? Reaching Stage 4 is when the referral to the OCC Attendance Team is made.</p> <p>Governor question – Are there any children at risk of going to Stage 4 HLB said there are.</p> <p>HLB added that when 10 days of school are missed with no contact or notification of a return date from the parents, the case moves to ‘children missing education’ process. HLB explained how this process works in practice and how a school place can be revoked.</p> <p>Governor question – If a school place is revoked, does the attendance data get removed from the system? HLB confirmed that it does. She emphasised the importance of having a solid relationship base with every family. Within the school context, the story for each family is known by the school.</p> <p>HLB also speaks with pupils about attendance to try and understand their thoughts and possible incentives to attend school regularly. HLB will be challenging families to raise accountability for families to get their child into school. The strategy document will now go onto the school website and at the next FGB meeting HLB will share attendance data and strategies. HLB confirmed that this information is on the website, school calendar and the school newsletter. Parents / Carers need to be engaged in the information that the school shares. Requests for individual notifications of information have been refused as this is not practicable.</p> <p>Governor question – there is a noticeable increase in pupils who live in Didcot coming to St Michael’s. Can HLB explain why? Families have been moving to the area, but there are no local school places and they are subsequently placed at St Michael’s. This is not ideal for the families.</p> <p>HLB gave a brief update on the interim data collected from reports. A reminder was sent out to give feedback and 83 people have now replied.</p> <p>Governor comment – The reminder being sent on a Sunday evening was helpful as the newsletter is issued during the day and is more likely to get missed / forgotten.</p> <p>Action: HLB to schedule sending newsletters out via email early evening</p> <p>Governor question – Will Age Related Expectations references be added in the next report round to give parents greater context to the report? HLB confirmed that is already planned.</p>	HLB
8.	Agenda item recorded under confidential minutes	

<p>9.</p>	<p>Update from the Chair RC reported that he has responded to two complaints since the last FGB meeting. The first complaint had raised various items but two are relevant for the board to hear and actions from it:</p> <ol style="list-style-type: none"> 1) Out of date information on the website – on the agenda tonight for update 2) Homework policy – there has been a shift on homework at the school. It is agreed that HLB needs to do some work with the parent community, and this will then come to FGB for discussion at the Jan or Feb FGB meeting. <p>Action: Homework policy on the agenda (Jan or Feb FGB meeting)</p> <p>The second complaint has been dealt with as a confidential item.</p>	<p>Clerk</p>
<p>10.</p>	<p>Governor updates since last meeting Learning & Teaching 10.1 Monitoring & Filtering governor visit report submitted by ARL (<i>Appendix F</i>) HLB showed the governors how the IT filtering system works on the Chrome books and how the school is notified when unauthorised sites are searched for, and certain words are typed in. The software takes a screen shot of the unauthorised site or red flagged words and sends to HLB. The iPads are also subject to the same filtering software, but no screen shots are taken. HLB explained that the iPads are used more for apps and video editing, whereas the Chrome books are used for internet searches. The software used is called Securax. It is low cost and DfE compliant / recommended. HLB added that the iPads will need to be replaced in the next budget round. The governors discussed whether the school should buy outright or lease new devices. It was agreed to buy them outright because the school has the budget, and it has been earmarked for this purpose.</p> <p>There were no further visit reports. AP was unable to attend her scheduled visit. HLB has now set monitoring dates for next term and will post them on the hub. Action: HLB add monitoring visit dates to the hub.</p> <p>Priority visits for next term are:</p> <ul style="list-style-type: none"> • Attendance • Teaching & Learning <p>HLB stated that teachers would prefer a half day of governor visits every 6 weeks rather than individual appointments and proposed this model. The board agreed to work with this suggestion. Wednesday afternoons would work best. Decision & Action: The afternoon of Wednesday 24th January 2024 for Governor monitoring visits.</p> <p>KM also needs to attend before the end of this term to complete the governor section of the safeguarding audit. Action: Attend safeguarding audit visit before the end of term (KM)</p> <p>HLB advised the governors that St Michael’s has been selected for an OCC safeguarding audit on 27th March.</p> <p>Staffing / Finance 10.2 Staff workload survey – This will be carried out in February 2024. 10.3 NG reported. The finance reporting to be moved to January / February FGB. The school has to report to OCC in the new year and it was decided not to duplicate workload for the Admin Team at this time.</p>	<p>HLB</p> <p>ALL</p> <p>KM</p>

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10.4 School Financial Value Statement (SFVS) – This will be presented at the January FGB meeting to tie in with the submission deadline.

Premises

10.5 Asset management. NG stated that this is an area where the school is vulnerable.

The expenditure on the maintenance schedule has been increased and on schedule. The school has put together an assets list, but there is no template or process to carry out depreciation calculations. The school believe there should be something in place but cannot find anything on the OCC website.

HLB has access to The Key (online resource) and downloaded a template.

SG also offered to locate and share a template that he has.

Action: Share a depreciation template with the school (SG).

SG

The other issue is capacity of the team to carry out this work. HLB will ask their IT support officer for assistance.

Action: Request assistance for asset depreciation exercise from IT Support

HLB

Inclusion & Safeguarding

10.6 Safeguarding audit (*Appendix G*)

This was completed and loaded to the Hub for governors to review.

The systems that the school uses are above and beyond the minimum requirements. The school uses CPOM system for reporting that all staff have access to. They are unable to load the evidence documents and photos to the audit because of data protection issues.

Governor question – Does Ofsted look at this report?

HLB explained that this is for OCC use. Ofsted will carry out their own safeguarding assessment during inspection.

The School Business Manager (SBM) has attended Single Central Register training to keep up to date with the changes.

HLB reviews and signs off the Single Central Register every half term.

Safeguarding review completed by KM (safeguarding lead governor) (*Appendix H*)

KM reported that this was a very useful exercise to carry out periodically. She completed some of this with TO when he was still on the board earlier this year. There were a lot of areas to review and not all have been covered.

KM noted that spending time listening to the children's voice on safeguarding was a valuable exercise too.

Governor question – There are some conclusions. Are these action points?

Most points are covered under the sign off of the safeguarding audit. The rest are: Monitoring and Filtering governor to be confirmed – This is complete as ARL has taken on this role.

Pupils supported to have healthy online and offline relationships? – HLB confirmed that this is scheduled into the school year.

Who is the Children We Care For (CWCF) designated teacher? – This is HLB.

10.7 Annual Public Sector equality duty statement – on google drive

This is to be approved by the board and published on the school website.

The governors have reviewed the statement and there were no questions or comments.

Decision made – The statement was approved by the board.

Community

10.9 Website review (*Appendix I*)

RC reported that he has actioned some of the urgent / priority items that have been

	<p>identified. More are to be updated over the next weeks. RC and the school are working on website compliancy. It was proposed to review website compliancy again at the February FGB meeting when significant progress will have been made. This was agreed. HLB added that it is only her and the SBM who carry out website maintenance and capacity is an issue.</p> <p>Action: Website review to be on February FGB agenda.</p>	Clerk
<p>11.</p>	<p>Distinctiveness and effectiveness of our school as a Church school</p> <p>No report from PS. RG spoke about the Christingle worship that RG organised this Monday. This was successful and enjoyed by all.</p>	
<p>12.</p>	<p>Policies for approval – all were shared prior to the meeting via google drive and comments / questions were invited. These were the discussion points raised.</p> <p>Behaviour principles – written statement</p> <p>RC spoke to the board. The behaviour policy is an operational policy and therefore does not need to sit with the governors. It is delegated to HT / SLT. Above the behaviour policy sits a written statement of behaviour principles that governors need to agree and that the staff work from. This feeds into the behaviour policy.</p> <p>There are several versions of this statement, but it has not been updated recently. The task for this meeting is to discuss and agree a set of principles to create a draft statement.</p> <p>The question set to the board is “<i>What are the values and principles that shape how we manage behaviour?</i>”</p> <p>The governors held a full discussion around what principles should be included. HLB spoke to the board about trauma informed practice and the principles behind it. This approach would benefit all pupils not just those who have experienced trauma. The following list are the thoughts for initial draft:</p> <ol style="list-style-type: none"> 1) Respect 2) To be rooted in trauma informed practice 3) High expectations (everyone needs to learn how to behave appropriately) 4) Reflection and repair 5) Acknowledge that behaviour is learning 6) Good relationships within cultural contexts 7) Confidence / Self-regulation (consistent / certainty) 8) Principle of comfort 9) Safety 10) Lead by example 11) Recognition of positive behaviour <p>Action: Draft to be written and shared on Gov Hub and with SLT Action: If any governors have further thoughts, please share with RC</p> <p>Decision & Action: Behaviour principles statement c/f for discussion next FGB</p> <p>The Exclusions policy and Positive Handling policy are to be rolled into the behaviour policy and will not be separate documents going forward.</p> <p>Parent Handbook (inc. Code of Conduct and Home School Agreement) is in use. It makes sense to review in July, ready for roll out in September.</p> <p>Decision – Agreed to move review date the July 2024.</p>	<p>RC ALL Clerk</p>

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	<p>Anti-bullying policy The board have worked on this policy within the last 12 months, so it is within review date. However, RC proposed bringing the review date in line with similar policies. The board agreed. Decision: The policy was approved as it is and set for a 2-year review.</p> <p>Attendance policy Governor comment – Can the policy include more wording on why attendance is important and to also include school values and the golden thread. It was agreed to include more wording as suggested. Governor question – Is the lived policy detail all correct? HLB confirmed that it is. Governor comment – Suggestion to amend wording around encouraging parents to talk to the school if their child is reluctant to attend school. This was agreed. Governor comment – Screen health and sleep health. It would be helpful for some resources to be available if their child is struggling (as an appendix, but not as an instruction) The governors agreed for this change.</p> <p>Decision & Action: HLB to work on these agreed changes and bring back to the next FGB for approval.</p> <p>Pay Policy Support staff This is a model template policy. Governor question – There is no reference to performance – Should this be included? HLB replied. There are more supportive measures in place for support staff and it different to teachers. There is so little room for movement on the pay scale for support staff it wouldn't be right to include performance. The board understood and accepted this reasoning. Decision: The policy was approved by the board</p> <p>Governor question / feedback – Some governors find using google docs difficult and the link does not work for others. Is there someway to make this system work more smoothly and to have a way to do this through Gov Hub? RC is open to making this work better for governors. ARL has had some conversations with Gov Hub and IT Support and HLB believes there is work underway to set this up on Gov Hub. Action: Request that ARL reports back to FGB on alternative systems</p>	<p align="center">HLB</p> <p align="center">ARL</p>
<p>13.</p>	<p>School issues and confirmations</p> <p>Safeguarding <u>Governor safeguarding training</u> Safeguarding training on 16th January 2024 - The clerk has seen that some governors are booked onto Level 2 Safeguarding. Any that are note will be chased up. Action: Clerk to follow up on any governor who needs to attend safeguarding training.</p> <p><u>Racist & bullying reports</u> There have been no racist incidences since the last FGB meeting.</p> <p><u>Staff safeguarding training</u> HLB confirmed that staff safeguarding training is up to date.</p> <p><u>Health and Safety</u> There were no H&S reports or updates for this meeting.</p> <p><u>GDPR</u> No GDPR breaches to report.</p>	<p align="center">Clerk</p>

<p>14.</p>	<p>Governance issues and confirmations Governor vacancies Recorded under confidential minutes</p> <p>GB diversity data (<i>Appendix J</i>) Governors have updated their profile information since the last meeting. The clerk has run the report and loaded it to the hub. Governors have viewed the report. They acknowledge that board lacks diversity on most categories shown. It does however largely reflect the school community although this has had a slight shift recently. The board discussed this. Wider diversity brings different voices to the table and may reflect the community more. Following a skills audit, those results show that the board has a strong mix of skills and experience, and this should not be overlooked regarding the function of the board. The governors agreed that individuals could not be identified from this report. By publishing on the website it could either put off potential governors or encourage others to come forward and bring a different voice to the table. Decision made: It was agreed to publish the report on the school website. HLB actioned this at the meeting.</p> <p>Governor training 14.1 Updated Governor Training Log 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>	
<p>15.</p>	<p>Post FGB communication SH will be writing a parent communication for this half term. She aims to circulate a draft by next Wednesday and to circulate by the end of term. If any governor has an article to include please send to SH before next Wednesday. Action: Circulate draft governor communication by next Wednesday and final by the end of term. RC added that if it is not ready by the end of term then it can wait until the start of next term.</p>	<p>SH</p>
<p>16.</p>	<p>Items for next agenda</p>	
<p>17.</p>	<p>Date of next FGB meetings: 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>	
<p>18.</p>	<p>AOB Governor question – Is there a conflict of interest for a governor being involved in the PTA? RC stated that if a governor does sit on PTA meetings they must remember that governor business is completely separate and to be aware of any potential conflict of interest. It is unlikely to be a problem but to have an awareness.</p> <p style="text-align: right;"><i>Meeting ended at 7.16pm</i></p>	

NB 07.12.2023

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Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
5	A	Minutes of FGB meeting 07.12.2023
5	B	Confidential minutes of FGB meeting 07.12.2023
7	C	Confidential minutes of FGB meeting 07.12.2023 (2)
7	D	Attendance breakdown Dec 2023
7	E	Attendance Strategy 23-24
7	F	Governor review IT security & monitoring
7	G	Audit response (Safeguarding) St Michael's
12	H	School safeguarding advisory review 02.1.2023
12	I	GS Maintained schools website checklist
12	J	Group diversity St Michael's PS

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
07.12.23	3	Update Gov Hub to reflect TS as Vice Chair	Clerk	Next FGB
07.12.23	5	Chair to sign minutes and confidential minutes of 02.11.2023 and file electronically	ALL	Next FGB
07.12.23	7	RC to write to the whole staff team to congratulate and thank them.	RC	Before the end of term
07.12.23	7	HLB to schedule sending newsletters out via email early evening	HLB	For next newsletter
07.12.23	9	Homework policy on the agenda (Jan or Feb FGB meeting)	Clerk	Jan / Feb FGB
07.12.23	10	HLB add monitoring visit dates to the hub	HLB	This term
07.12.23	10	Attend safeguarding audit visit before the end of term (KM)	KM	By end of term
07.12.23	10	Share a depreciation template with the school (SG)	SG	This term
07.12.23	10	Request assistance for asset depreciation exercise from IT Support	HLB	This term
07.12.23	10	Website review to be on February FGB agenda	Clerk	Feb FGB
07.12.23	10	Draft behaviour principles statement to be written and shared on Gov Hub and with SLT	RC	Next FGB
07.12.23	10	If any governors have further thoughts, please share with RC	ALL	End of term
07.12.23	12	Behaviour principles statement c/f for discussion next FGB	HLB	Next FGB
07.12.23	12	HLB to work on these agreed changes to the attendance policy and bring back to the next FGB for approval	HLB	Next FGB

07.12.23	12	Request that ARL reports back to FGB on alternative systems	ARL	Spring term
07.12.23	13	Clerk to follow up on any governor who needs to attend safeguarding training	Clerk	End of term
07.12.23	15	Circulate draft governor communication by next Wednesday and final by the end of term	SH	Next Wed

■ End