

**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 19<sup>th</sup> September 2024 5.30pm – remote via Teams

<b>Present:</b>	Robin Conway (RC) - Co-opted Governor – Chair Hayley Leyshon-Brady (HLB) – Headteacher Steve Green (SG) – Parent Governor – joined at 5.35pm Sarah Hudson (SH) – Co-Opted Governor Kathryn Mendus (KM) – Foundation Governor Tui Solomon (TS) – Co-opted Governor – Vice Chair Philip Sutton (PS) – Foundation Governor Alex Rennis-Lis (ARL), Parent Governor Ruth Gardiner (RG) – Staff Governor – joined at 5.44pm Ann Parham (AP) – Co-opted Governor
<b>Apologies:</b>	Nigel Goode (NG) – Local Authority Governor
<b>Absent:</b>	None
<b>Vacancies:</b>	Foundation Governor x 1, Co-opted Governor x 1, Parent Governor x 1
<b>In attendance:</b>	Nicole Brooks - Local Authority (LA) Clerk, Fiona Hammans (FH) – ALT CEO joined at 5.35pm

Item	Details	Action
1.	<b>Welcome and Opening Prayer</b> The meeting started at 5.31pm RC welcomed everyone to the meeting and PS opened the meeting with a prayer.	
2.	<b>Apologies for absence</b> Apologies were received and accepted for: Nigel Goode (NG) – Local Authority Governor  The meeting was quorate and remained so throughout the meeting.	
3.	<b>Urgent Additional Items</b> RC proposed that Fiona Hammans (FH) (CEO at ALT) join the meeting for the first part to share information on what the governance structure will look like for St Michaels from 1 <sup>st</sup> December. This is also an opportunity to ask her questions. Is the board in agreement for FH to join the meeting today? <b>Decision:</b> The board were in agreement. The agenda will be swapped around so that the academisation presentation will take place at the beginning of the meeting. This is an information session for future planning.	
4.	<b>Declarations of Interest</b> No new declarations of interest were made.	

Chair of Governors.....*R Conway*.....Date.....7<sup>th</sup> November 2024.....

	<p>The clerk advised that RC, SH, HLB and TS need to complete their declaration on Gov Hub  <b>Action:</b> Complete declaration of interest on Gov Hub</p>	<p><b>RC, SH, HLB, TS</b></p>
<p><b>10.</b></p>	<p><b>Academisation update</b>          FH joined the meeting at 5.35pm to present information on the ALT governance structure and roles to inform the board on their planning and preparation for the conversion process.          She updated the board with the conversion process do date. Everything has gone smoothly so far. Most legal documents are now in draft form and there is a catch-up meeting schedule with the DfE next week. Thanks were extended to PS for his time spent on a phone call last week with the Trust.          HLB has some emails to send regarding drainage.          The School Business Manager (SBM) has completed the very long and detailed questionnaire – thanks extended to her for this piece of work.</p> <p>RC asked the board if they are happy to share documents such as the School Development Plan with the Trust? They do not contain any personal information, but as a rule tend not to be shared outside of the school.  <b>Governor question</b> – Will a non-disclosure agreement (NDA) or memorandum of understanding (MoU) be in place?          There isn't one at the moment but this can be put in place.          The board agreed to this request providing an NDA is in place.  <b>Action:</b> A signed NDA to be in place in order to share documents with the Trust.</p> <p>Questions to FH re: the academisation process were invited.          There were no questions at this point.</p> <p>There was a short discussion around holding the election of Chair and Vice Chair. The election will take place after this presentation by FH as this is merely information being shared to the governors about a process that will happen in the future, with no decisions being made by the board until after the election has taken place.</p> <p>RC spoke to the board. The St Michael's governance and policies will eventually become the ALT versions. It would be sensible to look at these and understand the ALT structure so that wherever possible the board can start to align this term ready for the 1<sup>st</sup> December conversion date.</p> <p>RC explained the current constitution and how many of each type of governor they currently have.          FH explained that under the Trust structure, the board is called a Local Academy Committee (LAC) made up of 10-12 members. The HT is not a governor, but is still held to account by the LAC.</p> <p>There are two parent governors, two foundation governors, two staff governors and four co-opted governors. There is no LA governor under the Trust.          NG is the LA governor for St Michael's GB, but he has already stated that he will be retiring from the board at the point that the conversion takes place.</p> <p><b>Governor comment</b> – KM has indicated that she would be stepping down at some point probably this academic year. Should she time this with the academisation date?          RC stated that the board would prefer her to stay on a little longer, but that a conversation can be held outside of this meeting.  <b>Governor question</b> – Can FH share a diagram with the board as a visual aid to the ALT structure?</p>	<p><b>HLB</b></p>

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

FH agreed to send this to HLB.

FH then spoke about the roles that the ALT governance structure has:

- Chair
- Vice Chair
- Vulnerable pupils lead (SEND and Pupil Premium pupils) – (current inclusion lead)
- Stakeholder engagement (current Community engagement lead)
- Safeguarding lead
- Site Security lead (current Finance, Premises, H&S lead)
- Teaching and Learning lead
- Curriculum lead
- Attendance, Behaviour and Student experience lead
- Early Years and Foundation Stage lead

Under the ALT structure there is no:

- Whistle Blowing lead
- Monitoring and Filtering lead
- SIAMS lead

However, when St Michael's PS converts, FH stated that a SIAMS lead role could be created – as an Ethos and Values lead to provide a viewpoint for this area as it should not be overlooked.

**Governor question** – Does this mean that staff governors are not able to hold any of the lead roles due to their position in the school?

FH stated that they can hold certain lead roles, but, they will need to understand and maintain perception on their role as an employee and separate it from their role on the LAC.

**Governor question** – Can FH provide more clarity on what each role involves and the responsibility so that the governors can understand what role they might want to sign up for?

Yes, FH will send this through to HLB.

FH spoke about how the Trust is currently looking to separate the pay and appraisal process, but they are waiting on DfE confirmation before they can publish and implement their new policy and process.

For this year to start with though they will continue with the existing method but will move to the new process as soon as they are able.

For context – RC explained that the new Government has laid out proposals for this change and is currently in consultation with unions.

The second part of the annual appraisal cycle later in the academic year will see the new system be put in place.

HLB confirmed that the pay committee meeting and HT appraisal will still take place in order to close down the cycle from last year.

Also – the HT appraisal panel has two governors plus an external adviser. HLB plans for the external adviser to be someone from ALT

HLB will carry out teacher appraisals as normal this term. Then pause and wait for the new guidance to be confirmed and published and pick up with the new system

**Governor question** – The appraisal is how staff know what areas of improvement they have identified. If this is paused, will this cause issues? Will it potentially cause a loss of staff momentum in a focus on objectives?

HLB replied. The previous year will close down on 31<sup>st</sup> October. The conversion date is 1<sup>st</sup> December. There is a very short space of time between close down and

where objectives and targets will be set from 1<sup>st</sup> December, and HLB does not believe this will cause an issue.

Objectives and targets won't have the same accountability as the reliance of achieving targets and the link to pay increases is likely to be removed.

Accountability measures will be changing and this was part of the reasoning for joining a Trust along with HT support.

FH assured the board that accountability for the standard of teaching will very much still be present. There will be a focus on what the individual needs / wants in order to be a great teacher and to improve themselves to achieve that. Individuals will be expected to engage with opportunities. The belief is that removing the link between pay and appraisal gives people the headspace to actually focus properly on their development and personal growth.

FH added a final point regarding policies. The ALT only requires those policies in statute. They are the only policies that St Michael's PS needs to carry over with them when they join the Trust.

FH left the meeting at 6.26pm

Summary Diagram:

Board Structure (LEA)		Board Structure (ALT)	
Staff	1	Staff	2
Foundation	2	Foundation	2
Co-opted	5	Co-opted	5
Parent	3	Parent	2
LA	1	LA	0
Headteacher	Ex officio	Headteacher	attending

Board Roles (LEA)		Board Roles (ALT)	
Chair	Robin Conway	Chair	Tbc
Vice Chair	Tui Brazier	Vice Chair	Tui Brazier
Inclusion Lead	Tui Brazier	Vulnerable Learners (SEND and PP)	Tui Brazier
Community Engagement Lead	Sarah Hudson	Stakeholder Engagement	Sarah Hudson
Whistleblowing	Ann Parham		
Safeguarding and child protection	Kathryn Mendus	Safeguarding	Kathryn Mendus
Finance / Premises / H&S	Nigel Goode	Site Security	Alex Rennie-Lis
Filtering and Monitoring	Alex Rennie-Lis	Filtering and Monitoring	Alex Rennie-Lis
Ethos and Values	Phil Sutton	Ethos and Values (new role for ALT)	Phil Sutton
Learning and Teaching	Robin Conway		
Governor Induction and Training	Steven Green		
		Cyber Security	Alex Rennie-Lis
		Teaching, learning and Assessment	Tbc

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

			Curriculum	Tbc	
			Attendance, behaviour and student experience	tbc	
			Early years Foundation Stage	tbc	
5.	<p><b>Governance</b></p> <p><b>Election of Chair and Vice Chair</b></p> <p>RC reminded the governors of his viewpoint of impartiality as Chair of Governors. He does not wish to be Chair of Governors when the school converts to academy status on 1<sup>st</sup> December as he is employed by the Trust and believes there needs to be clear impartiality. He asked for nominations for Chair.</p> <p>An alternative would be for RC to stand as Chair until 1<sup>st</sup> December and then a further election to take place upon conversion.</p> <p><b>Governor comments</b> – ARL agrees with the impartiality of Chair. He will consider the role of Chair subject to understanding the scope.</p> <p>RC offered up a meeting for any governor interested in the role to discuss and explain what the role involves with a view to becoming Chair or Co-Chair from December.</p> <p>SG stated that he would also be interested in this conversation but needs to understand the role and commitment.</p> <p>The clerk took over this item to conduct the vote:</p> <p><b>Election of Chair</b></p> <p>RC was nominated as Chair for the interim period. He left the meeting while the board voted.</p> <p>RC was elected as Chair of Governors until the point that the school joins the ALT</p> <p><b>Election of Vice Chair</b></p> <p>TS was nominated for the role of Vice Chair. TS left the meeting while the board voted.</p> <p>TS was elected as Vice Chair for the 2024-25 academic year.</p> <p>A further election for Chair will take place for a 1<sup>st</sup> December change over.</p> <p><b>Standing orders</b> – were adopted by the board</p> <p><b>Structure of governing board</b> – preparing alignment from 1<sup>st</sup> December with the ALT structure following the information provided tonight by FH</p> <p><b>Governor recruitment plan</b> – There will be some movement of governor type within the board to fit with the new constitution. HLB will put the word out to staff that another staff governor will be required, and a staff election will take place ready for 1<sup>st</sup> December</p> <p><b>Committees and responsibilities</b> – alignment with ALT from December. In the meantime:</p> <ul style="list-style-type: none"> <li>• Whistle Blowing governor - AP</li> <li>• SEND &amp; Inclusion = TS and AP</li> <li>• Safeguarding = KM &amp; AP</li> <li>• Community Engagement = SH</li> <li>• Filtering &amp; Monitoring governor = ARL</li> </ul>				

	<ul style="list-style-type: none"> <li>• Site and Cyber security governor = ARL</li> <li>• Finance governor until December = NG (proposed)</li> </ul> <p><b>Governor’s code of conduct and Nolan Principles to be adopted</b> The board spoke about the seven Nolan principles and named them to re-affirm them among board members. The board adopted the governor’s code of conduct.</p> <p><b>Agree committee members for Pay Committee and HT Appraisal committee – aligning with ALT</b> These two committees require 3 x members. They can’t both be the same members. The board discussed membership, and the following was decided:</p> <ul style="list-style-type: none"> <li>• Pay Committee: RC, ARL &amp; AP</li> <li>• HT Appraisal committee: ARL, RC &amp; SH</li> </ul> <p>The clerk stated that members need to have completed appraisal training to sit on this committee.</p> <p><b>Whistle blowing procedures in place?</b> HLB confirmed that WB procedures are in place. AP confirmed that she will continue to be WB governor.</p> <p><b>Governing board development plan / objectives</b> – The short-term objectives of the board are to become aligned with the ALT.</p> <p><b>Governor day in school</b> – The governors spent an afternoon in school followed by an FGB meeting in in the 2022-2023 year. This did not happen in 2023-2024 year, but RC proposed that they make the 10<sup>th</sup> July a governor’s day in school as before to carry out monitoring visits and discuss strategy for the following year, then follow on with the FGB meeting. The board agreed.</p> <p><b>GB Membership document and Attendance at FGB meetings 2023-24 year</b> - <a href="#">Appendix K &amp; L</a> Both of these documents will be published on the school website – Do governors agree with the information listed? The board agreed.</p> <p>14.1 Updated Governor Training Log – <b>Governors to check their record is up to date</b></p>	
6.	<p><b>Approval of FGB Minutes</b> <b>5.1 Main minutes &amp; confidential minutes of 20.06.2024 and main minutes of 11.07.2024 – <a href="#">Appendix A &amp; B</a></b> The minutes were agreed as an accurate record of the meeting and approved by the board to be signed by the Chair. <b>Action:</b> Sign the approved minutes</p>	RC
7.	<p><b>Matters arising not covered on the agenda</b> None</p>	
8.	<p><b>HT report – <a href="#">Appendix C</a></b> HLB delivered her report. She has met with RC and shared the most up to date SEFIP document, discussed being in an Ofsted window and has put together information on the Ofsted criteria, the St Michael’s data and the school development all in one place.</p> <p>The school had received a one-day School Improvement Partner (SIP) visit but this was revoked when HLB advised the school is joining ALT. HLB was advised that</p>	

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OCC have no concerns about St Micheal's PS and the risk assessment on the school is low.

HLB spoke about how she has rated the school. There are pockets that are outstanding, but this is not across the board. She rates St Michael's as a good school. HLB would rather achieve a strong rating as a Good school than outstanding and is confident the evidence supports this.

Lots of work has been carried out on the curriculum and this is shown in the results data.

HLB referred to the SATs data in the report. The figures shown outside of the brackets include those pupils who are EAL. Those inside the brackets have had the results for EAL pupils removed. The school can apply to the DfE to have these results removed and this is what HLB has done. HLB explained that the reading and writing results are not too badly affected, but the maths results are significantly lower and this is down to the difficulty for pupils arriving at the school in Yr5 with limited English speaking ability and the expectation of learning in this subject at the depth of knowledge required.

In KS2 82% of pupils achieved the outcomes expected as opposed to 71% including EAL pupils. This result is still above national average.

Maths is on the SDP and RG is the maths lead. There is a focus on continuous provision and play based learning. RG spoke about the rationale for play based structure and how there are evidence-based links to attainment for pupils.

HLB shared with the board that they have signed up to a joint project with Rush Common School around vulnerable learners and absence. Persistent Absenteeism was high last year, and the school must find a way to address it.

Pupils of all abilities are at risk of not achieving their potential. From this term, the school is tracking pupil premium pupils and persistently absent pupils using the same system they use for SEND pupils. The system generates pupil profiles, and this is reviewed, individual action plans made for each pupil and parents are invited to be a part of the conversation. Parent engagement can at times be lower, but the school will make every effort to gain parent buy in for a higher chance of success for the pupils.

OPAL is also being implemented and engagement in learning has been found to be more successful following positive break / playtime.

Attendance is lower than this point last year, but this has been due to a sickness bug that has gone around the school.

Following the new attendance guidance from the DfE, there has been one significantly long request for holiday in term time from one family. HLB provided information on the new fines system and what it would mean for the family if they went ahead with it. The family have now significantly reduced their time away following their conversation with HLB.

Two pupils have not returned to school following the summer break. Processes have been followed and the school admin team have made additional enquiries to ensure that these pupils' whereabouts is being confirmed.

**Governor question** – Were there any safeguarding concerns for these pupils prior to this absence?

No there weren't. The cases have been reported to children missing in education and MASH in line with procedure though.

Unfortunately, with the amount of time missed already, it will not be possible to make attendance back up to 97% this academic year.

**Governor question** – HLB has stated she would rather achieve a Good grading from

	<p>Ofsted, why not outstanding? The main reason is that the school is not outstanding in every area, and it would not be achieved. However, an outstanding school can be at a disadvantage as goal posts for inspection criteria change often, it becomes very hard to maintain and often an outstanding school drops to requires improvement.</p> <p>RC spoke about the new Ofsted ratings that are coming into force. The single word grading will be dropped. Governors do have a role to play in an inspection and proposed an Ofsted focus and discussion at the next FGB meeting. Governors should know the types of questions they may get asked during an inspection. The board agreed. <b>Action:</b> Ofsted focus / discussion at the next FGB meeting FH has said she would be happy to meet again with the governors to help with Ofsted preparation – if that is something they would want. The board felt this would be appreciated and would like her to attend the next meeting, and future meetings if possible. <b>Action:</b> RC to invite FH to the next FGB meeting</p> <p><b>Governor comment / support</b> – The school should certainly be making sure that the pockets of outstanding are shared as much as possible as it is important people know this.</p> <p><b>Governor question</b> – Re: attendance and maths. HLB provides thorough attendance reporting already, but will maths reporting be included in HT reports as was discussed in the last FGB meeting? HLB stated that a monitoring schedule has been loaded to sharepoint and has a maths monitoring element included.</p> <p><b>Governor comment</b> – Having looked at the OPAL website, the provision and ideas looks really interesting.</p> <p>There is an OPAL audit on 1<sup>st</sup> October if any governor is free to attend that day please let her know.</p> <p><b>Governor question</b> – Pupil Premium strategy report – is this ready yet? HLB hasn't completed it yet, but the deadline is the end of term and it will be ready to present at the next FGB meeting.</p>	<p><b>Clerk put on agenda</b></p> <p><b>RC</b></p>
<p><b>11.</b></p>	<p><b>Update from the Chair</b> <b>Governor monitoring calendar</b> <i>Appendix N</i> – This is on sharepoint, please can all governors look at the visiting opportunities and contact HLB to book a date. HLB will be following up with governors to make sure that slots are booked. The monitoring schedule was showed on the screen and HLB explained the colour coding and the activity descriptions. <b>Action:</b> Governors to contact HLB to book a visit.</p> <p><b>Asset Management Plan</b> This has been done in the previous academic year. It needs to be updated and more detail included as this forms part of the handover of assets on 1<sup>st</sup> December when the school joins the ALT. HLB and School Business Manager will do the work, but this is a governor responsibility and someone from the board needs to have oversight. ARL offered to support this work and report back to the FGB. This was accepted.</p>	<p><b>ALL</b></p>



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

12.	<p><b>Distinctiveness and effectiveness of our school as a Church school</b> No update at this meeting – PS will provide a full report at the next FGB meeting.</p>	
13.	<p><b>Policies for approval – all were shared prior to the meeting via Sharepoint and comments / questions were invited. These were the discussion points raised.</b>  <b>Admissions policy – <a href="#">Appendix F</a></b> No questions or comments  <b>Decision made – Policy was approved</b></p> <p><b>Instrument of Government <a href="#">Appendix G</a></b> No questions or comments  <b>Decision made – Policy was approved</b></p> <p><b>Governor Induction <a href="#">Appendix H</a></b> No questions or comments  <b>Decision made – Policy was approved</b></p> <p><b>Governor Expenses <a href="#">Appendix I</a></b> No questions or comments  <b>Decision made – Policy was approved</b></p> <p><b>Governor’s code of conduct <a href="#">Appendix E</a></b> No questions or comments  <b>Decision made – Policy was approved</b></p> <p><b>Child Protection &amp; Safeguarding <a href="#">Appendix J</a></b>  <b>Governor comment –</b> KM had not been able to open the document via sharepoint and has therefore not have chance to review the policy. There are some points that have been noted under KCSIE stating that some model policies may have to be enhanced. These need to be checked before confirming that this policy meets this statement.  The board discussed. There is concern over not adopting the policy now and not having an up-to-date policy to work from. The remaining governors had no concerns about the content of this policy.  The proposal was to vote to approve the policy as it is. KM will receive a copy tonight and carry out her scrutiny and if there are any comments to discuss this will be done at the next FGB meeting.  The proposal was accepted.  <b>Decision made – Approve the policy as it is and if KM has comments or feedback this will come to the next FGB</b>  <b>Action:</b> KM to contact HLB with any queries regarding the Safeguarding policy</p>	KM
14.	<p><b>School issues and confirmations</b>  <b>Safeguarding</b>  <b>Safeguarding training staff and governors</b>  HLB confirmed that staff safeguarding training is up to date.</p> <p>Governor safeguarding training is up to date. The Clerk has contacted those governors who need to complete refresher Prevent training and this is in progress.  <b>Action:</b> RC and TS to complete Prevent training</p> <p><b>Any safeguarding or bullying and racist incidents since last meeting?</b>  <b>Safeguarding</b> – None to report  No bullying or racist incidences to report.  <b>Keeping Children Safe in Education 2024 (KCSIE) – <a href="#">Appendix M</a></b> - The</p>	RC & TS

	<p>KCSIE 2024 document is in the meeting folder on Gov Hub. All governors are expected to read and understand the document and then make the confirmation of this on Gov Hub so there is a clear record of this action.</p> <p><b>Action:</b> Ensure you have read and understood KCSIE document and make confirmation on Gov Hub (Same page as declarations of interest).</p> <p><b>Governor DBS and Section 128 checks <i>Appendix O</i></b> – The clerked has received confirmation from the school office that all governors have undergone a DBS and Section 128 check.</p> <p><b>Health and Safety:</b> No reports for this meeting / No breaches to report</p> <p><b>GDPR:</b> Breaches since the last meeting. There were none.</p>	<b>ALL</b>
<b>15.</b>	<b>Post FGB communication</b> None for this meeting	
<b>16.</b>	<b>Any Other Business</b> None for this meeting	
<b>17.</b>	<b>Items for next agenda:</b> •	
<b>18.</b>	<p><b>Date of next FGB meetings:</b> 7th November 19th December - IN PERSON 30th January - 13th March 3rd April (budget only, if needed - trust arrangements may render moot) 8th May 10th July Afternoon: Governors' in school - IN PERSON</p> <p style="text-align: right;"><i>Meeting ended at 7.31pm</i></p>	

NB 19.09.2024

### Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
6	A	Minutes and confidential minutes of 20.06.2024
6	B	Minutes of 11.07.2024
8	C	SEFIP 2024-25
5	D	Standing orders
12	E	Governor's code of conduct
12	F	Admissions policy
12	G	Instrument of Governance
12	H	Governor Induction policy
12	I	Governor Expenses
12	J	Child Protection & Safeguarding
5	K	GB membership

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

5	L	GB attendance at FGB meetings 2023-24
14	M	Keeping Children Safe in Education 2024
10	N	Governor monitoring calendar
14	O	Confirmation of Governor's DBS checks and Section 128 checks

**Action Log**

Meeting Date	Item Number	Action	Owner	Deadline
19.9.24	4	Complete declaration of interest on Gov Hub	RC, SH, TS, HLB	ASAP
19.9.24	10	A signed NDA to be in place in order to share documents with the Trust	HLB	This week
19.9.24	6	Sign the approved minutes	RC	Next FGB
19.9.24	8	Ofsted focus / discussion at the next FGB meeting	Clerk	Next FGB
19.9.24	8	RC to invite FH to the next and future FGB meetings		Next FGB
19.9.24	11	Governors to contact HLB to book a visit to school	ALL	ASAP
19.9.24	13	KM to contact HLB with any queries regarding the Safeguarding policy	KM	ASAP
19.9.24	14	RC and TS to complete Prevent training	RC & TS	This week
19.9.24	14	Ensure you have read and understood KCSIE document and make confirmation on Gov Hub	ALL	Next FGB