

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting  
Tuesday, 12<sup>th</sup> September 2017 ('Term 0'), 7.00 pm, Meadow Lane**

**Governors present:**

Bilqees Akhtar (BA), Parent Governor  
 Chimene Bateman (CB), Foundation Governor  
 Elizabeth Burton (LB), Headteacher  
 Joan Clanchy (JCI), Foundation Governor  
 Sarah Franklin (SF), Foundation Governor – **Chair**  
 Beth Gibson (BG), Staff Governor  
 Robert Green (RG), Parent Governor  
 Emily Kerr (EK), Foundation Governor – *left at 7.50 pm*  
 Jo Lyle (JL), Foundation Governor – **Vice Chair**  
 Robin Morris (RMO), Parent Governor  
 Philip Ritchie (PR), Foundation Governor – *arrived at 7.30 pm*  
 Petronella Spivey (PJS), Foundation Governor

**In attendance:**

Sarah Blackwell (SB), Associate Member  
 Chris Chamier-Williams (CCW), Associate Member  
 Jane Godby (JG), Associate Member  
 Tom Peace (TP), Associate Member  
 Lucy Tyrrell (LT), Clerk

**Apologies:**

Carlene Taylor (CT), Associate Member  
 Chris Warner (CW), Associate Member

The meeting opened at 7.10 pm.

1.	<p><b>Welcome, apologies, quorum</b></p> <p>The Chair welcomed everyone to the meeting, and introduced BA, new parent governor, and TP, prospective associate member.</p> <p>Apologies were received and accepted from those governors listed above.</p> <p>The meeting was quorate.</p>	
2.	<p><b>Declarations of any other urgent business</b></p> <p>None.</p>	
3.	<p><b>Declarations of business/pecuniary/other personal interest in any agenda item</b></p> <p>For the purpose of this meeting PR declared that he is a member of the Parochial Church Council and PJS declared that she is an employee of the Diocese of Oxford. No other declarations were made.</p>	
4.	<p><b>Appointment of Clerk</b></p> <p>The Chair requested that governors appoint LT as Clerk to the Governing Body for this academic year and all governors were in agreement with this.</p>	
5.	<p><b>Election of Chair and Vice-Chair</b></p> <p>JCI nominated SF for the position of Chair, which was seconded by PJS. SF left the room for formal voting to take place. Governors were in agreement with SF continuing as Chair of the GB for the period of one year.</p> <p>RMO nominated JL for the position of Vice-Chair, which was seconded by SF. JL left the room for formal voting to take place. Governors were in agreement with JL continuing as Vice-Chair of the GB for the period of one year.</p>	

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	The date of the next election for these posts will be the first GB meeting of the next academic year ('Term 0 meeting'), September 2018.	
6.	<p><b>Appointment of Associate Members of the Governing Body</b></p> <p>The Chair informed governors that SB, CCW, JG, CT and CW were willing to continue as Associate Members of the GB, and that TP was willing to be appointed as an additional Associate Member. Governors were in agreement with these appointments, for the term of one year.</p>	
7.	<p><b>Annual Declarations of Pecuniary Interest</b></p> <p><i>Documents circulated before meeting via dropbox, and as email attachment:</i> 'Register of Business/Pecuniary Interests' form, 'Register of Pecuniary Interests – Guidance Notes'.</p> <p>These forms were also made available at the meeting. Forms were completed and will be filed at the school with other GB paperwork.</p> <p>The Clerk will collate this information for the business/pecuniary interests document required for publication on the school website.</p> <p><b>Action 1: Clerk to contact governors/associate members not present at the meeting about completing their pecuniary interest forms.</b></p> <p><b>Action 2: Clerk to collate business/pecuniary interests information for publication on the school website.</b></p>	Clerk  Clerk
8.	<p><b>Governor Code of Conduct – review, approval</b></p> <p><i>Document circulated before meeting as email attachment:</i> 'St Mary &amp; St John CE Primary School, Governor Code of Conduct', updated September 2017.</p> <p>The Chair advised that this document is similar to the code agreed the previous year; however, it now includes clarification that the terms of the code apply also to associate members of the GB.</p> <p>Governors approved the code in this form and agreed to abide by it for the current academic year.</p> <p>Governors discussed updating the text of the code in line with model codes of conduct from a range of sources to include, amongst other possible changes, reference to the seven Principles of Standards in Public Life ('Nolan Principles'). JL volunteered to research this and review codes of other schools/local authorities, and prepare a revised document for consideration by the GB.</p> <p><b>Action 3: JL to review the current Governor Code of Conduct and prepare a revised document for consideration by the GB (Term 2 GB meeting).</b></p>	JL
9.	<p><b>Governing Body and Committees (structure and terms of reference) – review, approval</b></p> <p><i>Document circulated before meeting as email attachment:</i> 'St Mary &amp; St John CE Primary School, Governing Body and Governor Committee Structure &amp; Schedule of Responsibilities', updated 11<sup>th</sup> September 2017.</p> <p>Governors agreed the structure and terms of reference of committees and other groups as outlined in this document; also discussed and agreed amendments to some of the detail of the schedule of responsibilities.</p> <p>SF advised that she had prepared a year plan of key governor tasks and dates and would shortly be circulating this for comment. As there was some overlap between that document and the schedule of responsibilities, some further amendments to the schedule would likely be needed.</p> <p><b>Action 4: SF to amend current schedule of responsibilities as agreed by the GB and recirculate.</b></p>	SF

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10.	<p><b>Appointment of Governors/Associate Members to committees, working groups, etc.</b></p> <p><i>Document circulated before meeting as email attachment:</i> 'St Mary &amp; St John CE Primary School, Governor membership of committees/working groups &amp; designated roles, 2017/18', updated 11<sup>th</sup> September 2017.</p> <p>The Chair advised that she had contacted governors ahead of the meeting to discuss their membership of committees.</p> <p>Governors were appointed to the following committees/groups:</p> <ul style="list-style-type: none"> <li>• Admissions &amp; Attendance Committee</li> <li>• Comper/M&amp;J Partnership Group</li> <li>• Curriculum Committee</li> <li>• FPS Committee</li> <li>• Pay Committee – Governors elected SF as Chair, appointed RMo as Clerk.</li> <li>• HT Performance Appraisal Committee – Governors elected EK as Chair, appointed JL as Clerk. SF noted that the school requires an external adviser for the annual HT Performance Appraisal process, to be proposed by EK and JL and approved by the GB.</li> </ul> <p>Chairs and Clerks of the Curriculum, FPS and A&amp;A Committees will be elected and appointed at the start of the first meeting of the year of each committee. Chair and Clerk of the Comper/M&amp;J Partnership Group are agreed meeting by meeting.</p> <p>The Chair thanked governors for signing up to attend these committees and taking on these roles.</p> <p><i>PR arrived at the meeting at 7.30 pm.</i></p>	
11.	<p><b>Appointment of Governors with special responsibilities</b></p> <p>Individual governors were appointed to the following designated roles/areas of interest:</p> <p>EK – Safeguarding (reporting to Full GB)  PJS – SEND Provision/Inclusion (reporting to Curriculum Committee and FPS Committee)  SF – Pupil Premium Provision (reporting to Curriculum Committee and FPS Committee)  RG – Premises (reporting to FPS Committee)  RG – Health &amp; Safety (reporting to FPS Committee)  CB, JL – Behaviour Working Group (reporting to Full GB)  JL – Information Governance (reporting to Full GB)</p> <p>The Chair thanked governors for taking on these roles.</p> <p><i>EK left the meeting at 7.50 pm.</i></p>	
12.	<p><b>General update</b></p> <p><b>School news</b></p> <p>LB reported that the start of the school year had been very positive. Staff changes included the appointment of three teachers (balance of newly qualified and experienced), two teaching assistants and a new site manager, and the return of one teacher from sick leave. On the departure of one teacher for maternity leave there had also been a need for a new maths coordinator; governors congratulated TP on having been appointed to this role.</p> <p><i>A governor asked, how were the new cohort of children arriving from Comper settling into Year 1?</i>  LB, JG and BG reported that the children are settling well. They had arrived well prepared for Year 1. Staff had worked closely with Comper over transition and had better knowledge of the children, and children were familiar with staff, including LB and JG; transition arrangements had included members of the Leadership Team (LT) attending handover meetings which had contributed to preparation. Staff had also worked with Comper to introduce use of the PERA test (Phonics and Early Reading Assessment) in Reception year, so the children had come up to Year 1 with 'data relevant to us'.</p>	

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	<p><b>Sale of the Irving Building</b></p> <p>PR reported that negotiations had continued over the summer and he hoped to be able to report the final outcome by the end of this month.</p>	
13.	<p><b>School development plan, 2017/18 – draft for discussion</b></p> <p><i>Document circulated before meeting via dropbox, and as email attachment: 'Draft ideas for School Development Plan 2017–2018'.</i></p> <p>Governors welcomed this document, prepared by LB and CCW as a draft for discussion by governors. The school development plan will focus on two main aims, agreed in Term 6.</p> <p><b>Aim 1. Focus on maths</b> (continuing for a second year)</p> <p>Governors discussed actions planned within this objective. <i>A governor asked about the impact of work done last year piloting the new maths method.</i> CCW, SB and TP confirmed that it had had good results. CCW and TP will bring a report on this to the next meeting of Curriculum Committee.</p> <p><i>A governor asked for details about the idea of introducing early morning maths, before registration.</i> SB advised that this could involve small numbers of activities, little and often, designed to 'drip-feed' practice of maths concepts, methods, etc. Staff governors further advised that the 'little and often' approach was important and would also be used at other times through the school day, including in Key Stage 1. <i>A governor asked whether the early morning approach would be affected by attendance issues, or could have a positive impact on attendance?</i> CCW advised that he hoped that pointing to this initiative in conversations with parents could help to address some issues over lateness.</p> <p><i>A governor asked about use of online resources to encourage maths practice at home: would the school be able to ensure children were choosing activities that offered appropriate levels of challenge?</i> LB confirmed that teachers would be supported to ensure children were stretched.</p> <p><i>A governor proposed simplifying the headline objective (e.g. 'To develop mathematics teaching and improve children's attainment and progress in mathematics'), with scope to then include multiple more specific numerical targets within it (e.g. percentage of children working at greater depth by July, measures of progress, etc.).</i> LB agreed to consider this.</p> <p><b>Aim 2. Within the longer-term agenda of 'developing the whole child', focus this year on developing empathy</b> (including attention to mental health, self-esteem, acceptance of difference; also behaviour management – picking up on CCW's work and themes of restorative approach to dealing with incidents of disruptive or otherwise undesirable behaviour)</p> <p>Governors discussed the wording of the main objective, and LB reported on discussion with the LT.</p> <p><i>A governor asked, how could impact of actions within this objective be measured?</i> LB and CCW suggested use of the annual pupil voice exercise; responses to the Strengths &amp; Differences Questionnaire; review of the behaviour incident log. The impact of using the restorative approach in managing incidents of unacceptable behaviour could be considered in meetings of the Behaviour Working Group. <i>A governor asked, would it be useful to conduct surveys of children's attitudes?</i> LB advised caution. Governors discussed difficulties in seeking to measure 'community', 'whole child', etc. and in benchmarking the impact of interventions such as nurture groups; agreed that within an objective of this kind not all outcomes would be measurable in a quantitative way, but evidence of impact should be looked for where possible, including via governor visits.</p> <p><i>A governor asked about current approaches in school to supporting children dealing with family illness or bereavement. Could work on this be included within the overall objective of developing empathy?</i> LB advised that the school can make referrals to SeeSaw (local organisation supporting children in bereavement); agreed that this was an area that could be explored further. BA volunteered to work with the school on this.</p>	

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	<p><i>A governor asked about the resource implications of initiatives planned under Aim 1 and Aim 2. RMo agreed to follow this up with CCW. LB commented that one-to-one tuition is a significant expense.</i></p> <p>SF thanked LB and CCW for preparing this draft. LB and the LT will work to put together the full school development plan, for review at the next GB meeting (Term 1).</p> <p><b>Future agenda item for Curriculum Committee: CCW and TP to bring to next meeting of Curriculum Committee a report on the impact of last year's pilot of teaching by new maths method.</b></p>	<b>CB/ CCW/TP</b>
14.	<p><b>Governor self-evaluation</b></p> <p><i>Document circulated before meeting as email attachment:</i> 'Governing Body Self-Evaluation, Report to Governing Body, September 2017'.</p> <p>Governors discussed and agreed all points for action proposed in this document, except the proposal to appoint a governor with overall responsibility for policy review: on this governors agreed that the committee Chairs and the Chair of Governors would have responsibility for organising review of policies and evaluation of their impact, and publication of updated policies on the school website.</p> <p>Other points agreed included:</p> <ul style="list-style-type: none"> <li>• More governor visits to be linked to monitoring implementation of the school development plan and effectiveness of actions; visits to be agreed at Term 1 GB meeting, following approval of the SDP, with named governors delegated to visit to monitor particular aspects of the plan.</li> <li>• Governors to liaise with LB on conducting a survey of staff views/staff well-being, later in the year.</li> <li>• Agendas to be circulated seven days in advance of meetings, including committee meetings; papers for discussion at meetings to be circulated ideally seven days ahead of the meeting, and not less than three days ahead.</li> <li>• Interim minutes of meetings to be circulated ideally within seven days of the meeting, and not more than three weeks after the meeting.</li> </ul>	
15.	<p><b>Any other urgent business</b></p> <p><b>Dates of meetings</b></p> <p><i>Document circulated before meeting via dropbox, and as email attachment:</i> 'St Mary &amp; St John CE Primary School, Dates of meetings for Governors, 2017/18', updated 8<sup>th</sup> September 2017.</p> <p>Governors agreed these meeting dates.</p> <p><b>Communication and resources</b></p> <p>SF asked all governors and associates to let her know if they experience difficulties accessing information via the All Governors gmail box, the governor dropbox or The Key for School Governors (governor resource website).</p>	
	<p><b>Future agenda items</b></p> <ul style="list-style-type: none"> <li>• Curriculum Committee End-of-year data analysis, 2016/17 (Term 1)</li> <li>• Curriculum Committee Revisit discussion of sports &amp; PE provision (Term 1)</li> <li>• Curriculum Committee PE/Sport Premium annual statement – review, approve (Term 1)</li> <li>• Curriculum Committee Report on impact of pilot of teaching new maths method (Term 1)</li> <li>• FPS Committee Review of budget priorities for 2017/18 (Term 1)</li> </ul>	

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	<ul style="list-style-type: none"> <li>• FPS Committee PE/Sport Premium annual statement – review, approve (Term 1)</li> <li>• FPS Committee Review of facilities available for PLUS Base (Term 1)</li> <li>• FPS Committee Convene working group to oversee next phase of refurbishment project, on receipt of funds from sale of the Irving Building (Term 1)</li> <li>• A&amp;A Committee Agree draft admission policy for 2019/20 (Term 1)</li>   <li>• GB School development plan, 2016/17 – final review (Term 1)</li> <li>• GB School development plan, 2017/18 – discussion, approval (Term 1)</li> <li>• GB Child Protection &amp; Safeguarding policy – review, approve (Term 1)</li> <li>• GB Pupil Premium annual statement – review, approve (Term 1)</li> <li>• GB SEND annual report to GB – review (Term 1)</li> <li>• GB SEND Information Report for parents – review, approve (Term 1)</li> <li>• GB GB goals, priorities for the year (Term 1)</li> <li>• GB Governor training needs – review, plans for 2017/18 (Term 1)</li> <li>• GB Review of before- and after-school provision – update (Term 2)</li> <li>• GB Schools partnership and academy options – update (standing item)</li> <li>• GB Review of points for action arising from June 2017 governors' questionnaire (Term 2)</li> </ul>	
	<p><b>Dates of next meetings</b></p> <p><b>Curriculum Committee</b> – Thursday, 28<sup>th</sup> September 2017, 6.00 pm  <b>Finance, Premises &amp; Staffing Committee</b> – Wednesday, 4<sup>th</sup> October 2017, 6.00 pm  <b>Admissions &amp; Attendance Committee</b> – tbc  <b>Full Governing Body (Term 1)</b> – Wednesday, 18<sup>th</sup> October 2017, 7.00 pm.</p> <p><b>PTA</b> – Monday, 25<sup>th</sup> September 2017, 7.30 pm</p>	

The meeting finished at 9.00 pm.

**Actions from meeting**

	Action (by 18 <sup>th</sup> October 2017, unless stated otherwise)	Who	Outcome
Action 1	Clerk to contact governors/associate members not present at the meeting about completing their pecuniary interest forms.	Clerk	
Action 2	Clerk to collate business/pecuniary interests information for publication on the school website.	Clerk	
Action 3	JL to review the current Governor Code of Conduct and prepare a revised document for consideration by the GB (Term 2 GB meeting).	JL	
Action 4	SF to amend current schedule of responsibilities as agreed by the GB and recirculate.	SF	

**Appendices – Documents presented/discussed**

Agenda, Full GB meeting, 12 <sup>th</sup> September 2017 ('Term 0' meeting)
Register of Business/Pecuniary Interests form
Register of Pecuniary Interests – Guidance Notes
St Mary & St John CE Primary School, Governor Code of Conduct – updated September 2017
St Mary & St John CE Primary School, Governing Body and Governor Committee Structure & Schedule of Responsibilities – updated 11 <sup>th</sup> September 2017
St Mary & St John CE Primary School, Governor membership of committees/working groups & designated roles, 2017/18 – updated 11 <sup>th</sup> September 2017
Draft ideas for School Development Plan 2017–2018
Governing Body Self-Evaluation, Report to Governing Body, September 2017
St Mary & St John CE Primary School, Dates of meetings for Governors, 2017/18 – updated 8 <sup>th</sup> September 2017