

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting
Wednesday, 18th October 2017 (Term 1), 7.00 pm, Meadow Lane**

Governors present:

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 – *arrived at 7.15 pm*
 Robert Green (RG), Parent Governor
 Emily Kerr (EK), Foundation Governor
 Jo Lyle (JL), Foundation Governor – **Vice Chair**
 Robin Morris (RMO), Parent Governor
 Philip Ritchie (PR), Foundation Governor

In attendance:

Chris Chamier-Williams (CCW), Associate Member
 Jane Godby (JG), Associate Member
 Lucy Tyrrell (LT), Clerk

Apologies:

Bilqees Akhtar (BA), Parent Governor
 Sarah Blackwell (SB), Associate Member
 Tom Peace (TP), Associate Member
 Petronella Spivey (PJS), Foundation Governor
 Carlene Taylor (CT), Associate Member
 Chris Warner (CW), Associate Member

The meeting opened at 7.05 pm.

1.	<p>Welcome, apologies, quorum</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted from those governors listed above.</p> <p>The meeting was quorate.</p>
2.	<p>Declarations of any other urgent business</p> <p>HTPA Committee – SF asked governors if they agreed that Sarah Varnom (schools leadership consultant, SV Education Associates) should be appointed as external adviser to HTPA Committee again this year. Governors agreed to this.</p> <p>Appointment of Associate Member – see item 21.</p>
3.	<p>Declarations of business/pecuniary/other personal interest in any agenda item</p> <p>For the purpose of this meeting PR declared that he is a member of the Parochial Church Council.</p> <p>No other declarations were made.</p>
4.	<p>Minutes of Full Governing Body meeting, 4th July 2017 (Term 6 meeting)</p> <p><i>Document circulated before meeting via dropbox</i> : interim minutes.</p> <p>The minutes were agreed and approved, to be signed by the Chair and filed at the school.</p>

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5.	<p>Matters arising from the minutes</p> <p>The following actions were reported.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%;">Action (by 18th October 2017, unless stated otherwise)</th> <th style="width: 15%;">Who</th> <th style="width: 20%;">Outcome</th> </tr> </thead> <tbody> <tr> <td>Action 1</td> <td>SF and LB to update schedule of GB responsibilities, for review at GB meeting.</td> <td>SF/LB</td> <td>Completed (see Item 18)</td> </tr> <tr> <td>Action 2</td> <td>Governors to visit school to have lunch with children and report back to FPS Committee.</td> <td>All Govs/RMo/FPS</td> <td>In progress – reports to FPS in Term 2 Action 1</td> </tr> <tr> <td>Action 3</td> <td>School to work on extending Cookery Club options to include more children.</td> <td>LB</td> <td>In progress – Term 2 Action 2</td> </tr> <tr> <td>Action 4</td> <td>JL and EK to meet with staff to confirm policy and procedure for supervision of children into and out of PLUS Clubs, and transfer of information.</td> <td>JL/EK</td> <td>Completed – confirmed policy and procedures to be part of PLUS review report (next action)</td> </tr> <tr> <td>Action 5</td> <td>PLUS working group governors to follow up on points raised in PLUS review (as noted in minutes of Term 5 GB meeting, item 10) and report to GB.</td> <td>JL/RMo/EK/SF</td> <td>In progress – report to GB in Term 2 Action 3</td> </tr> <tr> <td>Action 6</td> <td>SF to bring revised Comper/M&J Partnership protocol to next meeting of Comper/M&J Partnership Group.</td> <td>SF</td> <td>Document amended; to be approved (Item 8)</td> </tr> <tr> <td>Action 7</td> <td>Behaviour Working Group to discuss analysis of behaviour at less structured times of day; and training and empowerment for teaching assistants.</td> <td>CCW/BWG</td> <td>In progress – Term 2 Action 4</td> </tr> <tr> <td>Action 8</td> <td>PJS and CB to meet with parents of SEND children to discuss SEND provision and report to GB meeting, Term 1.</td> <td>PJS/CB</td> <td>Part completed – report to GB in Term 2 (pending review with teaching assistants and other staff) Action 5</td> </tr> <tr> <td>Action 9</td> <td>SF to prepare report on Oxford City Council meeting on partnership and academy options (15th June 2017), for next GB meeting.</td> <td>SF</td> <td>Completed (see Item 15)</td> </tr> </tbody> </table>				Action (by 18 th October 2017, unless stated otherwise)	Who	Outcome	Action 1	SF and LB to update schedule of GB responsibilities, for review at GB meeting.	SF/LB	Completed (see Item 18)	Action 2	Governors to visit school to have lunch with children and report back to FPS Committee.	All Govs/RMo/FPS	In progress – reports to FPS in Term 2 Action 1	Action 3	School to work on extending Cookery Club options to include more children.	LB	In progress – Term 2 Action 2	Action 4	JL and EK to meet with staff to confirm policy and procedure for supervision of children into and out of PLUS Clubs, and transfer of information.	JL/EK	Completed – confirmed policy and procedures to be part of PLUS review report (next action)	Action 5	PLUS working group governors to follow up on points raised in PLUS review (as noted in minutes of Term 5 GB meeting, item 10) and report to GB.	JL/RMo/EK/SF	In progress – report to GB in Term 2 Action 3	Action 6	SF to bring revised Comper/M&J Partnership protocol to next meeting of Comper/M&J Partnership Group.	SF	Document amended; to be approved (Item 8)	Action 7	Behaviour Working Group to discuss analysis of behaviour at less structured times of day; and training and empowerment for teaching assistants.	CCW/BWG	In progress – Term 2 Action 4	Action 8	PJS and CB to meet with parents of SEND children to discuss SEND provision and report to GB meeting, Term 1.	PJS/CB	Part completed – report to GB in Term 2 (pending review with teaching assistants and other staff) Action 5	Action 9	SF to prepare report on Oxford City Council meeting on partnership and academy options (15 th June 2017), for next GB meeting.	SF	Completed (see Item 15)
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8.	<p>Headteacher's reports</p> <p>Headteacher's report – short-form report</p> <p><i>Document circulated before meeting via dropbox : 'Headteacher's short report: October 2017'.</i></p> <p>LB highlighted a number of items:</p> <ul style="list-style-type: none"> • Pupil numbers are slightly down overall. There are 57 children in Reception, though more are expected to start this term. LB advised of 80 reported spaces across partnership schools in this cohort. 																																										

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	<ul style="list-style-type: none"> • Governors noted one incident recorded as a case of bullying, which is currently being investigated. LB advised that it is not a clear-cut case of bullying and commented on the complexity of reporting incidents of this kind. • Staff training to support children with medical needs is up to date, including epi-pen training completed. Not all members of staff have this training, but sufficient numbers of staff are trained to ensure cover for trips, etc. • One teacher returned to work this September after absence of a year from ill health. Three new teachers also started, two NQTs and one more experienced teacher. One teacher, however, has decided to leave at Christmas. LB reported to governors this teacher's comments that she loved the ethos of the school but had decided that a full-time post was not a long-term option for her. LB and JG have met with parents to explain the situation and reassured governors that they were supportive. • Governors congratulated staff on the improved punctuality in the mornings and LB advised that leadership presence, including CCW's presence at the gate most mornings, has been very valuable in encouraging promptness. • Term dates for 2018/19 have been confirmed and published via the school website. <p>Comper – short report <i>Document circulated before meeting via dropbox : 'Protocol for the partnership between Comper Foundation Stage School and St Mary & St John CE Primary School, Oxford', revised September 2017.</i></p> <p>LB, JG and SF gave short verbal reports, including:</p> <ul style="list-style-type: none"> • In a recent visit to Comper LB had observed both Reception classes. The children have settled and made a calm and very positive start to the school year. • The protocol document had been reviewed at the last meeting of the Comper/Mary & John Partnership Group. Governors approved an additional change proposed by the Comper GB. <p>Sale of the Irving Building – update</p> <p>PR updated governors on the final stages of negotiations and reported that all parties are now waiting for legal documents to be confirmed.</p>	
9.	<p>Headline updates from committees</p> <p>Chairs gave short updates on recent work of their committees (Curriculum; Finance, Premises & Staffing; Attendance & Admissions). Full minutes available in dropbox.</p> <p>Goals and priorities for the year include:</p> <ul style="list-style-type: none"> • <u>Curriculum Committee</u> – Focus on improving maths teaching and outcomes for children, across the school; also on improved outcomes in SPAG tests (spelling, punctuation and grammar); focus on training and professional development for teaching assistants; continuing with the 'every child a swimmer' initiative; building on the 'prayer space/reflective space' project begun last year. • <u>FPS Committee</u> – Planning for outcomes of the new funding formula, pending local authority decision on how to implement allocations for individual schools; focus on best possible use of resources, including renegotiating school catering contract, to maximise funds available for teaching and learning and staff development. PLUS Base and Clubs continue to make a very useful contribution to the general school budget. • <u>A&A Committee</u> – Attendance has improved by almost 2%. Work on this will continue. Admissions policy update this year will be minimal (mainly just changes of dates) but more significant review is due; discussion of possible changes will be a focus this year, in Term 4. 	

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10.	<p>School development plan</p> <p>School development plan, 2016/17 – progress (final review) <i>Document circulated before meeting via dropbox : ‘Evaluation of school development plan, 2016–2017, Evaluation point 3 – August 2017’.</i></p> <p>Governors discussed this report.</p> <p>Aim 1: To improve mathematics attainment and aim for 80% of children to be working at the expected standard by July 2017. Focus on maths had been identified as a priority in a GB strategic planning session (summer 2016).</p> <p>Review of progress – Maths data from in-school assessments and statutory end-of-key-stage assessments (SATs) had given, overall, a mixed picture. From regular in-school assessments (PUMA tests, three times a year) staff have clearer understanding and are more accountable for each child’s progress throughout the year; 87% of all children (Years 1 to 6) were on track at the summer assessment point (Working at the Expected Standard: 94+ age-standardised score). In SATs at the end of Key Stage 1, 85% of the children had met the expected standard (compared to national figure of 73%). In the Year 6 SATs, end of Key Stage 2, the figure was 75% (75% national). The school had hoped to see greater impact from measures to improve maths this year, including a higher percentage of Year 6 children working at higher level (15% this year, compared to 23% nationally). Fourteen of the Year 6 children were Pupil Premium (PP) children, with a range of needs. These were understood by staff and support had been put in place but the children had not done as well as had been hoped. In in-school assessments 72% of PP children (Years 1 to 6) were on track in the summer, compared to 89% non-PP children; this 17% gap had improved from a gap of 37% the previous autumn.</p> <p><i>Governors asked about particular measures for improvement and why these had not yet had the hoped-for impact?</i> LB commented that some interventions had been implemented from part-way through the year, with perhaps not sufficient time to see full impact by the summer.</p> <p>Governors agreed that maths outcomes by the end of Key Stage 2 need to be stronger, in line with good achievement in reading and writing, and maths should therefore continue to be a focus for the school development plan next year.</p> <p>Aim 2: To use a range of curriculum opportunities to develop emotional resilience to support through school and beyond. From the same GB planning session (summer 2016), ‘developing the whole child’ had been agreed as a longer-term priority for the school, and focus on emotional resilience had been chosen as one area within that for focus for 2016/17.</p> <p>Review of progress – Governors reviewed objectives within this area of focus (including outdoor learning sessions for children in nurture groups, therapy dogs visiting school, encouraging public performance, developing playground helper scheme, use of reflective/prayer space) and discussed outcomes; agreed that progress is harder to quantify on these kinds of objectives. Use of a Strengths and Difficulties Questionnaire was discussed; governors agreed that it was not possible to use data from this to draw summary conclusions about the impact of particular interventions, though it can have some use in evaluating and planning for the needs of individual children.</p> <p><i>Governors asked whether training on restorative approaches to behaviour had been helpful, and whether staff had seen any impact yet of the new approach?</i> LB reported that training had been well received and was being extended to include teaching assistants. Some staff had taken more readily than others to the new approach (including all parties in discussion of incidents of unacceptable behaviour, using non-judgemental language, etc.); but the new emphasis was beginning to bed in. CCW advised that it is a powerful approach and a good investment over time as it can be seen to encourage trust, including in situations of difficult behaviour and for vulnerable children. LB reported that more training is planned in January, to establish this further as a whole-school approach.</p>
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	<p>School development plan, 2017/18 – for discussion, approval, agreement of monitoring actions <i>Document circulated before meeting via dropbox : ‘School development plan, September 2017–2018’.</i></p> <p>Governors discussed the new SDP and questioned LB and other staff members on some of the details.</p> <p>Aim 1: To improve mathematics attainment and achievement by July 2018. Focus on maths continuing for a second year.</p> <p><i>Governors noted the parent workshop planned to engage parents in their children’s learning in maths, and asked about measures to ensure good attendance by parents? LB advised that there is no one particular group of parents identified as less likely to attend. Staff will however encourage some families, including parents of some of the PP children, via phone calls and also by informal reminders, talking to parents at the school gate at the beginning and end of the school day.</i></p> <p>Aim 2: To use a range of curriculum and staff development opportunities to develop children’s natural empathy and embed throughout the school our values of / build a community of trust and mutual respect. Another element of the longer-term school focus on ‘developing the whole child’.</p> <p>Governors agreed on a rewording of this aim, to make it simpler and clearer: To further develop a school community based on trust, empathy and mutual respect.</p> <p><i>Governors noted plans to develop empathy and understanding of difference through reading for pleasure and asked who is leading on this? LB advised that Sam Coleman, English Coordinator, is leading on this. Governors discussed a recent project encouraging parents to read to their children and promote independent reading. LB advised that SC has developed an English action plan, updated termly, including activities to promote reading.</i></p> <p><i>Governors asked if the new PSHE scheme (Jigsaw) is being well received by teachers? And proving effective? LB noted that JG and SB have been big drivers in promoting PSHE in school. JG advised that with the new scheme PSHE is part of every class’s learning every week. Feedback from teachers has been positive about the content and they have reported benefits for the children in their classes. Children are encouraged to think more deeply about the language they use and about their behaviour, including how to approach situations in less structured times of the school day.</i></p> <p>Governors agreed monitoring actions, including:</p> <ul style="list-style-type: none"> • Curriculum Committee, Admissions & Attendance Committee and Behaviour Working Group to monitor objectives, as noted in the SDP (‘Monitoring’ column, Aims 1 and 2). • LB to share evaluative reports at full GB meetings, every other term (Aims 1 and 2). • RMo and EK to visit school for learning walk with CCW focusing on measures to raise the profile of maths in school (Aim 1). • BA and JCl to attend parent workshop on how to support children’s learning in maths (Aim 1). • In annual pupil voice session, CB, JL and BG to include questions on playtime helper scheme (intended in part to help Year 6 children build confidence and empathy, Aim 2). • In same pupil voice session, CB, JL and BG to gather views on measures to celebrate diversity of languages in school (developing empathy and mutual respect, Aim 2). • EK to visit school and meet with the English Coordinator, focusing on activities to promote reading for pleasure (developing empathy and understanding of difference, Aim 2). <p>Governors approved the SDP and thanked LB and CCW for their hard work in producing it. LB commented that governor input had been an important part of the process. Governors agreed that the SDP should be published on the school website, though with some names removed to protect the identities of some individuals.</p>	
11.	<p>Pupil Premium annual statement – for approval</p> <p><i>Document circulated before meeting via dropbox : ‘Pupil premium strategy statement for St Mary & St John Primary School’, September 2017.</i></p>	

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	<p>CCW highlighted aspects of this report. Governors noted that this document is in a revised format this year, with clear identification of potential barriers to learning for PP children and actions chosen to achieve desired outcomes, recording also evidence and rationale for choices, cost of implementing and plans for monitoring. LB and CCW reported that using this approach had helped them to plan more systematically and reflectively, and develop a more meaningful strategy.</p> <p><i>Governors asked about evidence on quality of children’s sleep linking to readiness to learn in school?</i> LB advised there is anecdotal evidence that suggests there is a link, and one significant concern is children using screens close to bedtime.</p> <p><i>Governors asked about the cost of the homework club for PP children?</i> JG confirmed that she runs this herself, at no additional cost to the school.</p> <p>Governors approved the document, for publication on the school website.</p>	
12.	<p>Child Protection & Safeguarding policy – for approval</p> <p><i>Document circulated before meeting via dropbox : ‘2017 Child Protection & Safeguarding Policy, St Mary & St John Primary School’.</i></p> <p>SF reminded governors that this document is closely based on the local authority model policy, but includes the important extra note that ‘The Governing Body and staff of Comper Foundation School are responsible for the safeguarding of all children in the Reception year even though they are on the roll of St Mary & St John.’ Governors noted that LB is the school’s designated senior person for child protection, deputy designated persons are CCW, BG, JG and SB, and EK is the school’s nominated child protection governor; noted also however the reminder that ‘all staff and governors have a full and active part to play in protecting our pupils from harm’.</p> <p>EK agreed to follow up on a query regarding wording in section 18, ‘Physical intervention/Positive Handling’. On this basis, governors approved the policy.</p> <p>Action 8: EK to check with LB on section 18 of the Child Protection & Safeguarding policy, 2017.</p>	EK/LB
13.	<p>Provision for children with special educational needs/disabilities (SEND)</p> <p><i>Documents circulated before meeting via dropbox : ‘SMSJ Governors Report on Special Educational Needs and/or Disability, September 2017’ (SEND annual report to GB), including annexes ‘SDQ scores, 2016–17’ and ‘Annual parent questionnaire on the provision for children with special educational needs (SEN) at St Mary & St John CE Primary School, 2016–17’; ‘St Mary & St John CE Primary School, Special Educational Needs Policy’ (SEND policy, September 2017); ‘St Mary & St John CE Primary School, Accessibility Policy and Plan’ (September 2017); ‘St Mary & St John CE Primary School, Special Educational Needs (SEN) and Disability Information Report, 2017–18’ (SEND Information Report for parents, 2017).</i></p> <p>BG reported that there are currently nine children in school with Education, Health and Care Plans (EHCPs) in place or in process of being drawn up, which represents a continuing high level of complex needs. These are all children from within the school’s catchment area. The school is in a better position this year, but governors noted that the high level of complex SEND need across the school had had significant impact on staff well-being last year. PJS (SEND governor) will present at next GB meeting a special report on the school’s SEND provision.</p> <p>Governors noted good progress data for children with SEND last year, including 41% of SEN children working at or above age-related expectations in Maths. BG commented that this year the school is aiming for an aspirational 60% on this.</p> <p>SF advised that the SDQ report had been examined in some detail in Curriculum Committee. Governors noted that around 30% of families of SEN children had responded to the annual questionnaire for these parents and responses had been overwhelmingly positive.</p>	

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	<p>Governors thanked BG for the report. SF advised that PJS (current SEN governor, liaising with BG) will be stepping down at Christmas and another governor will be asked to take up this role.</p> <p>BG presented the SEND Policy, Accessibility Policy and Plan and SEND Information Report for parents, updated for 2017. Governors noted that the Accessibility Policy and Plan is a working document; noted also a few minor amendments needed to these documents. SF agreed to liaise with BG on this, and on this basis governors approved all three documents and thanked BG for her work on them.</p> <p>The SEND Information Report for parents already incorporates extra elements as recommended by parents during PJS and CB's work for the governor report on the school's SEND provision (which will be presented at next GB meeting).</p> <p>Action 9: SF to liaise with BG on minor amendments to SEND Policy, Accessibility Policy and Plan and SEND Information Report for parents.</p>	SF/BG
14.	<p>Admissions for 2019/20, draft policy – short report</p> <p>As noted above, the Admissions policy update this year will be minimal (mainly just changes of dates). EK confirmed that a draft will be circulated in due course, via the dropbox.</p>	
15.	<p>Schools partnership and academy options – update</p> <p><i>Documents circulated before meeting via dropbox : 'Schools partnership and academy options – update for GB meeting', notes from meeting organised by members of Oxford City Council, June 2017; 'Oxfordshire County Council CEF (Children, Education & Families) Briefing Meeting for Headteachers and Chairs of Governors, 10th October 2017 – Headline notes for Mary & John Governors'.</i></p> <p>Governors had read these documents. SF highlighted a few points, including:</p> <ul style="list-style-type: none"> • Options for Mary & John, as a voluntary aided school, in the changing landscape of multi-academy trusts (MATs) for schools in the Oxford Diocese. These include: <ul style="list-style-type: none"> – Join the Oxford Diocesan Schools Trust, which is the Diocese's MAT (possibly along with other local schools, as non-Church schools are able to join this MAT). – Set up as own MAT (not to be undertaken lightly as workload is high and potentially a serious distraction from teaching and learning). – Federate with other local schools (as halfway step and potentially reversible, unlike joining a MAT; still some potential for distraction though, so governors would need to be clear on potential benefits). – Continue as a local authority school for now but continue to gather information and make links with other schools considering the same choices. • OCC have stated they are supportive of schools' choices, whether to stay with the local authority or join a MAT. They are not currently considering setting up a 'local authority MAT' as there was not sufficient demand. • At the October 2017 briefing meeting, Roy Leach (schools organization/planning officer) had been asked whether there was a risk of Oxfordshire schools being forced to join MATs because of reducing LA capacity to support schools – the 'tipping point' concern. RL had responded that there will come a tipping point, 'but we are not anywhere near that now.' <p>SF advised of the need to continue gathering information and networking with other schools. SF has been invited by the Chair of Governors of St Francis to an informal meeting along these lines and invited other interested governors to join her in attending this. No date has yet been confirmed.</p>	
16.	<p>Visits to school by governors (since Term 6 meeting, 4th July 2017)</p> <p>Governors had recorded 28 visits to school since the Term 6 GB meeting; other visits had also been made during this time. SF thanked governors for their visits; reminded everyone to record visits in the file held at Key Stage 2 reception.</p>	

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	<p><i>Document circulated before meeting via dropbox : ‘Note of governor visit’ – template document.</i></p> <p>SF introduced the new ‘Note of governor visit’ template. This includes guidance on having clear objectives for visits and writing constructive notes on visits and not going beyond governors’ strategic brief. The template document is available in the dropbox.</p> <p>RG (Health & Safety governor) will visit the school at playtime soon with Zoe Randall (school’s Health & Safety Lead), to review children’s use of playground equipment.</p>	
17.	<p>Training undertaken by governors (since Term 6 meeting, 4th July 2017)</p> <ul style="list-style-type: none"> • RG and BA have completed governor induction training. RG reported that the course and course tutor had both been good, they had enjoyed the training and found it motivating. • EK has completed Diocesan admissions training. • EK and CB have attended safeguarding training. • CB is researching availability of ASP (Analyse School Performance) training. <p>SF commented that governors who attend training could share any relevant training materials, via the dropbox, for reference by other governors.</p> <p><i>Document circulated before meeting via dropbox : ‘Governor training options, 2017/18’.</i></p> <p>Governors noted this document, outlining training available from various sources. SF asked all governors to think about what training would be useful to them and feed back at the next meeting.</p> <p>Action 10: Governors to consider what training would be useful to them for the year ahead.</p>	All Govs
18.	<p>Governing Body self-evaluation</p> <p><i>Documents circulated before meeting via dropbox : ‘Governing Body Self-Evaluation, Report to Governing Body, September 2017’, ‘Year plan of key Mary & John Governing Body tasks and dates, 2017/18’, 26th September 2017, updated 14th October 2017.</i></p> <p>Goals, priorities for 2017/18</p> <p>SF referred back to the notes from OCC’s ‘Briefing Meeting for Headteachers and Chairs of Governors’ (10th October 2017, see above). Linking to the ‘key messages’ for governors (from ‘Review of Schools Governance’ presentation), governors agreed the following priorities for the year.</p> <ul style="list-style-type: none"> • Plan ahead. Governors will trial use of the new ‘Year plan’ document this year, to support working more systematically and strategically. SF invited feedback on the plan. • Know your school. Governors will carry out visits to school (as noted above), targeted to monitoring progress on school development plan objectives and other priorities, to better understand work going on in school. SF also encouraged governors to sign up to receive school emails, newsletters, etc. via the ParentPay system. • Ask the right questions. Be ready to challenge. Governors will continue to challenge as appropriate. • Collaborate with others. Governors will work on good communication within the GB, including timely and effective sharing of minutes and resources; also on collaboration with GBs of other schools. • Consider your impact. As above, governors will monitor impact of actions towards SDP objectives. Also, when reviewing school policies this year, governors will build in time to consider how policies have been implemented since last review and whether they are having the desired impact. 	

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting
Wednesday, 18th October 2017 (Term 1), 7.00 pm, Meadow Lane**

19.	<p>Dates of meetings for governors, 2017/18</p> <p><i>Document circulated before meeting via dropbox : 'St Mary & St John CE Primary School – Dates of meetings for Governors, 2017/18', updated 12th October 2017.</i></p> <p>Governors noted and agreed the revised dates.</p>	
20.	<p>Reports from committees/other groups</p> <ul style="list-style-type: none"> • Admissions & Attendance Committee (meeting 25th September 2017) • Curriculum Committee (meeting 28th September 2017) • Finance, Premises & Staffing Committee (meeting 4th October 2017) <p>Minutes had been circulated before the meeting via the dropbox and were noted without comment (except as indicated in items above).</p> <ul style="list-style-type: none"> • Parent-Teacher Association (meeting 25th September 2017) <p>The PTA meeting had been attended by RG and SF. SF highlighted that there had been a lot of praise for TP's achievements in raising the profile of sports/PE in school, with parents particularly warm about the school football teams (boys and girls) and excellent gender equality in that.</p>	
21.	<p>Any other urgent business</p> <p>Appointment of Associate Member – JCI has reached the end of her current term as a governor. The governors thanked her warmly for her unstinting support of the school over many years, including as Chair of Governors. SF proposed that JCI be appointed as an Associate Member of the Governing Body, and the governors were very pleased to agree to this.</p>	
	<p>Future agenda items</p> <ul style="list-style-type: none"> • Curriculum Committee PE/Sport Premium annual statement – review, approve (Term 2) • Curriculum Committee Report on impact of new approach to teaching maths (Term 2/3) • FPS Committee PE/Sport Premium annual statement – review, approve (Term 2) • FPS Committee Review of facilities available for PLUS Base (Term 2) • FPS Committee Convene working group to oversee next phase of refurbishment project, on receipt of funds from sale of the Irving Building (Term 2) • GB Schools Annual Safeguarding Report – review, approve (Term 2) • GB Governor review of SEND provision (Term 2) • GB Review of before- and after-school provision – update (Term 2) • GB Behaviour Working Group – short report (Term 2) • GB Governor training needs – review, plans for 2017/18 (Term 2) • GB Review of points for action arising from June 2017 governors' questionnaire (Term 2) • GB Schools partnership and academy options – update (standing item) • GB School development plan, 2017/18 – first review (Term 3) 	
	<p>Dates of next meetings</p> <p>Comper/Mary & John Partnership Group – Thursday, 9th November 2017, 6.00 pm Curriculum Committee – Thursday, 16th November 2017, 6.00 pm Finance, Premises & Staffing Committee – Wednesday, 29th November 2017, 6.00 pm Full Governing Body (Term 2) – Monday, 4th December 2017, 7.00 pm.</p> <p>PTA – Monday, 6th November 2017, 7.30 pm</p>	

The meeting finished at 9.05 pm.

Signed

Date

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Actions from meeting

	Action (by 4 th December 2017, unless stated otherwise)	Who	Outcome
Action 1	Governors to visit school to have lunch with children and report back to FPS Committee.	All Govs/ RMO/FPS	
Action 2	School to work on extending Cookery Club options to include more children.	LB	
Action 3	PLUS working group governors to follow up on points raised in PLUS review (as noted in minutes of Term 5 GB meeting, item 10) and report to GB.	JL/RMO/ EK/SF	
Action 4	Behaviour Working Group to discuss analysis of behaviour at less structured times of day; and training and empowerment for teaching assistants.	CCW/ BWG	
Action 5	PJS and CB meeting with parents of SEND children to discuss SEND provision – report to GB in Term 2 (pending review with teaching assistants and other staff)	PJS/CB	
Action 6	Clerk to collate business/pecuniary interests information for publication on the school website.	Clerk	
Action 7	JL to review the current Governor Code of Conduct and prepare a revised document for consideration by the GB.	JL	
Action 8	EK to check with LB on section 18 of the Child Protection & Safeguarding policy, 2017.	EK/LB	
Action 9	SF to liaise with BG on minor amendments to SEND Policy, Accessibility Policy & Plan and SEND Information Report for parents.	SF/BG	
Action 10	Governors to consider what training would be useful to them for the year ahead.	All Govs	

Appendices – Documents presented/discussed

Agenda, Full GB meeting, 18 th October 2017 (Term 1 meeting)
Full GB meeting, 4 th July 2017 (Term 6 meeting) – minutes (interim)
Full GB meeting, 12 th September 2017 ('Term 0' meeting) – minutes (interim)
St Mary & St John CE Primary School, Governing Body and Governor Committee Structure & Schedule of Responsibilities – updated 14 th Sept 2017
Headteacher's short report: October 2017
Protocol for the partnership between Comper Foundation Stage School and St Mary & St John CE Primary School, Oxford – revised September 2017
Evaluation of school development plan, 2016–2017, Evaluation point 3 – August 2017
School development plan, 2017–2018
Pupil premium strategy statement for St Mary & St John Primary School – September 2017
2017 Child Protection & Safeguarding Policy, St Mary & St John Primary School
SMSJ Governors Report on Special Educational Needs and/or Disability, September 2017 (SEND annual report to GB)
SDQ scores, 2016–17
Annual parent questionnaire on the provision for children with special educational needs (SEN) at St Mary & St John CE Primary School, 2016–17
St Mary & St John CE Primary School, Special Educational Needs Policy (SEND policy, September 2017)
St Mary & St John CE Primary School, Accessibility Policy and Plan – September 2017
St Mary & St John CE Primary School, Special Educational Needs (SEN) and Disability Information Report, 2017–18 (SEND Information Report for parents, 2017)
Schools partnership and academy options – update for GB meeting – notes from meeting organised by members of Oxford City Council, June 2017
Oxfordshire County Council CEF (Children, Education & Families) Briefing Meeting for Headteachers and Chairs of Governors, 10th October 2017 – Headline notes for Mary & John Governors
Note of governor visit – template document
Governor training options, 2017/18
Governing Body Self-Evaluation, Report to Governing Body, September 2017
Year plan of key Mary & John Governing Body tasks and dates, 2017/18 – 26 th September 2017, updated 14 th October 2017
St Mary & St John CE Primary School, Dates of meetings for Governors, 2017/18 – updated 12 th October 2017