

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting  
Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane**

**Governors present:**

Chimene Bateman (CB), Foundation Governor  
Elizabeth Burton (LB), Headteacher  
Sarah Franklin (SF), Foundation Governor – *Chair*  
Beth Gibson (BG), Staff Governor  
Robert Green (RG), Parent Governor  
Emily Kerr (EK), Foundation Governor – *arrived at 7.45 pm*  
Robin Morris (RMO), Parent Governor  
Mary-Anne Sinclair (MAS), Foundation Governor

**In attendance:**

Chris Chamier-Williams (CCW), Associate Member  
Joan Clanchy (JCI), Associate Member  
Tom Peace (TP), Associate Member  
Jonathan Smith (JS), OCC Governor Services

**Apologies:**

Bilqees Akhtar (BA), Parent Governor  
Sarah Blackwell (SB), Associate Member  
Jane Godby (JG), Associate Member  
Jo Lyle (JL), Foundation Governor – *Vice Chair*  
Philip Ritchie (PR), Foundation Governor  
Carlene Taylor (CT), Associate Member  
Lucy Tyrrell (LT), Clerk  
Chris Warner (CW), Associate Member

The meeting opened at 7.07 pm.

**1. Welcome, apologies, quorum**

The Chair welcomed everyone to the meeting and introduced Jonathan Smith, temporary clerk standing in for LT. Apologies were received and accepted from those governors listed above. The meeting was quorate.

**2. Declarations of any other urgent business**

National Measuring Scheme – A governor asked for discussion of this; governors agreed (see item 16).  
Charges for PLUS Base and PLUS Clubs – A governor asked for the opportunity to discuss a proposed change in these charges, from September 2018; governors agreed (see item 7).

**3. Declarations of business/pecuniary/other personal interest in any agenda item**

For the purpose of this meeting MAS declared that she is a member of the Parochial Church Council (PCC) and SF declared (on behalf of PR) that PR is also a member of the PCC. No other declarations were made.

**4. Minutes of Full Governing Body meeting, 29<sup>th</sup> January 2018 (Term 3 meeting)**

*Document circulated via dropbox: interim minutes.*

Governors agreed that these minutes were an accurate record of the meeting and approved them, to be signed by the Chair and filed at the school. Governors thanked SF for her contribution to the process of preparing the minutes.

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting  
Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane**

**5. Matters arising from the minutes**

The following actions were reported.

	Action (by 26 <sup>th</sup> March 2018, unless stated otherwise)	Who	Outcome
Action 1	School to work on extending Cookery Club options to include more children.	LB	Ongoing <b>Action 1</b>
Action 2	JL to review the current Governor Code of Conduct and prepare a revised document for consideration by the GB.	JL	Deferred to Term 5 <b>Action 2</b>
Action 3	EK to check with LB on section 18 of Child Protection & Safeguarding policy, 2017.	EK/LB	Completed
Action 4	SF to liaise further with Oxfordshire County Council to try to expedite progress towards completion of sale of the Irving Building.	SF	Completed
Action 5	PJS/CB/BG to share with contributing parents the completed report from governor review of school's SEND provision (with minor amendments as noted). CB to check.	CB	Completed
Action 6	SF to confirm completed SFVS audit document is submitted to OCC before deadline.	SF	Completed
Action 7	RMo and EK to visit school for maths monitoring session with CCW.	RMo/EK/ CCW	Completed (see item 13)
Action 8	Governors to take part in post-it boards parent consultation, 20 <sup>th</sup> & 21 <sup>st</sup> March 2018 (all non-staff governors); SF to circulate sign-up document.	All non-staff governors	Completed – SF thanked all governors for taking part (see item 9)
Action 9	EK to confirm updated Admissions policy (2019/20) is circulated and published on the school website.	EK	Not yet on website – EK to confirm this is done before start of Term 5 <b>Action 3</b>
Action 10	Governors to send questions and comments on Admissions policy review (for 2020/21) to EK, ahead of discussion at GB meeting (Term 4).	All	Completed (see item 8)
Action 11	Governor to take on role of overseeing e-safety at school.	All to consider	Completed – SF thanked RG for taking on this role; also thanked MAS for taking on the role of overseeing SEND provision
Action 12	LB to ensure updated e-safety policy is published on school website.	LB	Completed
Action 13	LB to meet with school IT consultant about General Data Protection Regulation compliance and report back at GB meeting (Term 4).	LB	Completed (see item 12)

**6. Headteacher's reports**

• **Headteacher's report – long-form report (including school self-evaluation report)**

6.1: Headteacher's report

*Document circulated via dropbox: 'Headteacher's long report: school context and self-evaluation summary – March 2018'.*

LB presented this report, which contained as well as usual termly 'dashboard' factual information, the regular (three times a year) school self-evaluation report, of reflective comment under headings following Ofsted evaluation criteria.

A governor asked if the fixed term exclusion mentioned in the report had been effective. LB explained that the school had engaged in a range of interventions to support the child in question and it was only after these had all been exhausted that the exclusion was applied. The damage to property caused by the child had been extreme and his behaviour had undermined the privacy and dignity of other children. There have been no subsequent problems following his return to school.

A governor noted that attendance was slightly lower than last term but that it was higher than at Easter 2017. LB agreed that it had been a difficult winter but that the overall attendance trend seemed to be close to the target. She added that Oxfordshire County Council (OCC) has appointed a number of new Attendance Officers and that it was hoped that the school would receive additional support in the future.

A governor noted that the number of pupils in receipt of Pupil Premium (PP) had increased. Two of these students had moved to the school but the eligibility of the others had been identified within Years 1 to 6 by members of staff. This suggests that staff at the school have a proactive and thorough approach to assessing pupils' needs.

## Minutes of St Mary & St John CE Primary School Full Governing Body Meeting Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane

A governor asked LB to comment on the effectiveness of the partnerships Mary & John has with other schools. He asked if the school should supplement these links and he also asked how the Governing Body might connect more effectively with those at other schools.

LB confirmed that the school was in a partnership with seven other schools in East Oxford including Oxford Spire secondary school. The schools share information, ideas and also engage in a peer review programme. LB is also a System Leader (previously School Improvement Partner) for the local authority and as such visits other schools, to support and advise, but during the process, inevitably, absorbs new ideas and good practice. SF reminded colleagues that there was a plan for M&J governors to meet with governors from St Francis's and Larkrise to engage in a number of joint enterprises. Meetings have unfortunately been cancelled but there was a collective feeling that combined training opportunities, involving governors at all three schools, could be popular and useful.

### **Action 4: Governors to send to SF any ideas regarding partnership with governors at other schools.**

A governor asked if governors would be able to attend the school's next Restorative Approach workshop. LB encouraged governors to attend and would circulate an invitation. The workshop is likely to be held in Term 5.

Governors discussed the Behaviour policy, which is due for review, and noted that many of the interventions listed in the current policy no longer apply.

### **Action 5: Behaviour Working Group to review the Behaviour policy with key staff; LB to present updated version for approval by GB.**

LB confirmed that the school is currently fully staffed for 2018/19. Two excellent appointments have been made recently and this recruitment has been achieved in an increasingly challenging employment environment.

### 6.2: System Leader visit

*Document circulated via dropbox: 'OCC Education Quality Guarantee 2017–18, Note of Visit for good and outstanding (GO) maintained primary schools' – note of visit of David Lewin, System Leader (school improvement), 27<sup>th</sup> February 2018.*

The system leader is David Lewin who is an experienced school leader, currently Headteacher at Wood Farm School, Headington. His visit preceded Ofsted's by a week and was consequently particularly useful. He identified strengths and weaknesses and gave a thorough analysis of the data. He felt that governance was a strength of M&J and cited the manner in which a formal complaint had been managed by a panel of governors as evidence of this strength. He agreed with staff and governors' identification of progress and attainment in maths as a particular cause for concern.

A governor asked why his report did not include Early Years teaching. LB noted that he had not visited the Reception classes at Comper; added that comment from DL could be particularly insightful as he has recently facilitated the transition, into his school, of Early Years classes previously taught at a remote site.

### **Action 6: LB to ask School Improvement System Leader to include Early Years teaching in report of next visit.**

### • **Ofsted one-day inspection visit, 7<sup>th</sup> March 2018 – discussion, Ofsted's report**

*Documents circulated via dropbox: 'Ofsted strategy, 2017–22' – strategy document, September 2017; 'Ofsted strategy, 2017–22' – summary document.*

LB thanked colleagues for their support during the Ofsted visit, which she judged had been a rigorous process. CB and SF had met with the inspectors to discuss governance. The inspectors were looking to determine whether the school remained 'good' and whether safeguarding in the school was reliable and robust. The full report was not yet available, but the inspectors had indicated they were happy with what they had seen.

The inspectors had struggled to understand the delegated nature of safeguarding at Comper, initially concluding that responsibility for safeguarding the children in Reception at Comper rested with the 'home' site (i.e. M&J, as the school on whose roll their names appear). Only after much discussion had they accepted that though M&J governors and staff have an important monitoring role, it is the adults in day-to-day contact with those children who can effectively ensure their safety. The fact that the local authority had been involved in establishing the current arrangement helped support the argument.

CCW explained that the inspectors were interested in progress and consequently spent less time in classrooms, more time triangulating progress from classroom observation, evidence in the children's books and whole-school data.

TP (Maths Lead) explained that the inspectors had been interested in consistency in the teaching of maths and in evidence, from the books, of progress since September.

## Minutes of St Mary & St John CE Primary School Full Governing Body Meeting Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane

SF explained that the inspection of governance had been very thorough. They had not wished to spend any time discussing those features that were good, focussing entirely on areas where they sought more evidence. They had spent much time scrutinising the safeguarding relationship with Comper and SF and CB had referred to the shared communication, common safeguarding policies and regular meetings of governors of both schools that take place.

There was also a suggestion that the school were effectively evaluating attainment and progress of individual children (including through Pupil Progress meetings three times a year, covering all pupils) but not paying sufficient attention to summary measures of progress.

Governors agreed that a post-Ofsted action plan will be considered once the full report is available, most likely incorporating areas for development into the main school development plan for 2018/19. The Curriculum Committee will support this process and continue in its usual role in monitoring implementation of the plan.

### • Comper – report

LB, JG, BG and SF gave a verbal report. The Comper/M&J Partnership Group meeting was deferred until early next term because of snow. However, M&J staff had put particular effort into communication with staff at Comper in the last few months. LB confirmed that the M&J Maths and English Leads had both visited; also JG and a Year 1 teacher; and BG as Inclusion Lead has worked with Chrissie Gower and other colleagues at Comper to establish individual education plans for SEND pupils (pupils with Special Educational Needs/Disabilities), and to discuss all vulnerable groups of pupils. LB had also met with CW (Headteacher) to discuss safeguarding and consistency between the two Reception classes.

Governors noted that Comper is currently undertaking a restructuring and staffing review process. It is hoped that when this is complete CW will be able to support planned visits of Reception teachers to Meadow Lane.

### • Sale of the Irving Building – update

The building has been sold, to Magdalen Road Church. The OCC loan and interest have been repaid and the building will continue to provide a useful facility for the local community for many years to come.

SF thanked MAS and PR (members of the PCC, responsible for the sale) for their work towards this, and particularly PR for his steadfast contribution to this process.

## 7. Headline updates from committees

*Standing item to improve communication and understanding by the whole GB of recent work of each of the main committees.*

*Format: brief (two minutes) verbal report from the chair of each committee. Limited time available for questions, or reference to minutes. Longer discussion, if required, to be scheduled for later.*

Chairs gave short updates on recent work of their committees (Curriculum; Finance, Premises & Staffing; Admissions & Attendance). Full minutes will be found in the dropbox.

### 7.1: Curriculum Committee

CB summarised the key points emanating from the last meeting.

### 7.2: Finance, Premises & Staffing Committee

RMO was delighted to announce that changes in the funding formula, together with the new county formula for distribution of funds, as recently confirmed by the local authority, will result in the school receiving an additional £38,000 for 2018/19, and incremental increases in the years ahead.

The committee has agreed a small increase to charges made to parents for PLUS after-school care and clubs, from September this year. The proposals were based on market research and the resulting conclusion that the school provides a good service compared to other local schools but asks for a lower parental contribution. The changes are modest (clubs by 50p, to £5.50 per session; PLUS Base by £1.00, to £9.00 per session). Parent users present reported that it would increase their costs by less than £5 a week. Governors noted also that financial support will be in place for families who need it. Parents will get advanced notice of the changes. Charges for Breakfast Club will not change. It was confirmed that this decision lay within the remit of FPS Committee. Governors supported the approach taken.

# Minutes of St Mary & St John CE Primary School Full Governing Body Meeting Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane

## 7.3: Admissions & Attendance Committee

A full committee meeting has not taken place, but the Admission Policy review group has met (see item 8). LB has received the first admissions data return from OCC. This is likely to change as first, second and third choices are allocated. However, she is confident that the school will easily fill the 60 places available.

## 8. Admissions

### • Admissions policy, for admissions 2020/21 – overall review, discussion

#### 8.1: 2019/20 Admissions policy

The 2019/20 Admissions policy is not yet on the school website but will be posted presently (Action 3, above).

#### 8.2: 2020/21 Admissions policy

The school is required to review its Admissions policy every seven years and the 2020 policy is due for renewal. EK has led a working group drawn from the Admissions & Attendance Committee and she was pleased to report that there have been eight helpful responses from governors on this topic. The group have distilled three questions that colleagues have asked, relating to over-subscription criteria:

- Should siblings outside the catchment area have a preferred status over non-siblings in catchment?
- Should there be a preferred status for staff children? This could aid recruitment and retention in an increasingly competitive job market.
- Should the school prioritise PP children in admissions?

Governors agreed that the fact that admission to the school was unfettered by any consideration of faith, baptism or church attendance was a source of celebration; also that any strategy that excluded admission of local children in favour of children who lived further away could not only create animosity but also dilute the diverse nature of the school. A governor noted that the catchment area for the school is long and thin. It is possible for a family to live fairly close to the school but not be in the catchment area.

LB explained that although she could see value in the idea of a preferred status for children of teachers, she felt that it could create operational issues. Would the right be extended to children of support staff? How long would a colleague be required to work before they became eligible for this status? Would it apply to part-time staff? If a teaching colleague left the school, would their child be required to leave too? A governor reminded colleagues that the Diocese does not support this approach, arguing that the school should foremost support its local community.

A governor added that schools who positively admit PP students do receive more funding and develop certain specialisms. However, he is aware of a number of schools that, having made the decision, find that the profile of their students does not reflect that of their catchment area.

SF thanked governors for their responses and summarised the discussion:

- A change in the sibling policy could result in the school turning away children who live in the catchment area and this was not an outcome governors supported. There was universal agreement that the school should first and foremost serve its community.
- Colleagues cautiously welcomed the idea of some priority for children of staff, as potentially supportive of staff retention/recruitment, of benefit to the whole school; but needed to see how operational issues would be overcome.
- Priority for PP children, it was considered, could skew the nature of the school population so that it no longer reflected that of the local community.

Governors asked EK to take points from this discussion to a meeting of the Admissions & Attendance Committee, for the committee to formulate an updated Admissions policy; A&A Committee to report back on this to full GB for approval.

**Action 7: EK to bring draft Admissions policy for 2020/21 to GB, for review and approval.**

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting  
Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane**

**9. Parent consultations**

• **Spring 2018 parent consultation (post-it boards, deferred from Autumn 2017) – initial feedback, discussion**

There were around 450 comments posted during the consultation, including a large number of notes from children. The comments are currently being collated. Some parents were concerned about sugary food and drinks. There was a cluster of notes from both children and parents wanting more PE/sports activities, although also positive support for current PE activities, and girls' football, in particular. Comments from parents were generally very 'warm'.

**Action 8: SF/JL to prepare report of Spring 2018 post-it boards consultation for GB meeting; SF to prepare usual poster of positive comments for staff-room.**

**10. Policies/procedures**

• **Equal opportunities policy – review, approval**

*Document circulated via dropbox: 'St Mary & St John CE Primary School Equal Opportunities Policy' – March 2018.*

10.1: Equal Opportunities policy. A few alterations were identified. Ofsted had indicated that 'Pregnancy and Maternity' had been omitted from the list of protected characteristics in the policy. Governors had commented to Ofsted that though the policy was lacking in this regard, the school's practice was not. Reference to this status has now been added to the policy. Governors noted changes and approved the policy in this form for the school website.

There was discussion about the requirement to have a Public Sector Equality Duty Statement and Equality Objectives in place to support the new Equalities Duty Legislation. Colleagues were unsure if the intention was that this would supplant or complement the current Equal Opportunities policy.

**Action 9: LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at next GB meeting.**

• **Statement of complaints procedure – review, approval**

*Document circulated via dropbox: 'St Mary & St John CE Primary School Complaints Procedure' – February 2015.*

10.2: The school complaints procedure mirrors the OCC model. The version currently on the school website was due for review. Governors reviewed and approved the statement in its current form; agreed however that a 'user-friendly' guide to the policy should be made more readily available to families via the website. This will avoid some of the formal and potentially distancing language of the full statement of complaints procedure and explain in simple terms what families can do if they are unhappy about something.

**Action 10: LB to present user-friendly appendix to school statement of complaints procedure at next GB meeting.**

**11. Schools partnership and academy options – update**

*Document circulated via dropbox: 'Oxfordshire County Council CEF (Children, Education & Families) Briefing Meeting for Headteachers and Chairs of Governors, Spring Term, 8th March 2018 – Headline notes for Mary & John Governors'.*

LB and SF attended OCC's recent 'Heads and Chairs' briefing meeting. Messages given at the meeting included:

- It is no longer an expectation that all schools will become an academy or join a multi-academy trust.
- OCC will continue to support maintained schools by offering a bundle of services – the provision of services will continue.
- Schools may be able to buy services directly, or through a 'top-slice' or through a mixture of both.
- OCC aims to continue to retain a strong body of knowledge and understanding and support schools when difficulties occur.

JCI congratulated SF on her paper on the issue.

Colleagues felt that there was no urgent need to progress this issue.

## Minutes of St Mary & St John CE Primary School Full Governing Body Meeting Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane

### 12. General Data Protection Regulation – new requirements for schools

*Documents circulated via dropbox: 'Preparing for the General Data Protection Regulation: 10 Steps for Schools' – booklet published by 123ICT (school IT support company); 'The General Data Protection Regulation explained', 'The General Data Protection Regulation: how governors can prepare' – articles from The Key for School Governors.*

LB presented these documents. JL (Information Governance governor) was not present but is aware of the requirements for GDPR compliance. A number of interesting points emerged from the discussion that followed:

- May 25<sup>th</sup> is not a deadline but the point at which there must be evidence that the school has a plan to migrate to the new situation.
- Written policies will be provided by the LA.
- The school should continue to store data in the cloud. There are likely to be issues about governors using their own e-mail addresses and the school may need to issue governors with a 'school' address.
- '123ICT' will provide advice and support.
- School will continue to delete old data from staff laptops.
- More secure arrangements for locking cupboards containing folders and paper records are already in place.

A governor asked how governors can be responsible for GDPR when they do not exercise operational management over how the school archives, collects and uses data. RMo volunteered to work with JL to seek advice on this (e.g. from 'The Key' and/or OCC Governor Services. Governors noted that all on the GB share the responsibility to inform themselves on this issue.

**Action 11: RMo and JL to seek to clarify issue of governor responsibility for GDPR vs. school responsibility for operational management of data.**

**Action 12: All governors to read the three documents relating to GDPR in the dropbox.**

### 13. Visits to school by governors (since Term 3 meeting, 29<sup>th</sup> January 2018)

*Document circulated via dropbox: 'St Mary & St John CE Primary School, Note of governor visit' – 8<sup>th</sup> February 2018.*

Governors had recorded twenty-three visits to school since the Term 3 GB meeting; other visits had also been made during this time. SF reminded everyone to record visits in the file held at Key Stage 2 reception; thanked governors for their visits, and in particular for the post-it boards sessions, in which every non-staff governor had participated.

RMo and EK have written an excellent report on their visit looking at teaching of maths in school and this is available in the dropbox.

**Future agenda item: Curriculum Committee to discuss governor visit looking at teaching of maths in school.**

### 14. Governor training (since Term 3 meeting, 29<sup>th</sup> January 2018)

No training had been attended since the last meeting. Governors discussed governor induction training.

**Action 13: MAS to sample online governor induction training available via 'The Key' and report back.**

### 15. Reports from committees/other groups

*Not for further discussion at this meeting. Notice only, of minutes circulated via the dropbox, or to be circulated.*

- Curriculum Committee – meeting 8<sup>th</sup> March 2018.
- Admissions & Attendance Committee – meeting 13<sup>th</sup> March 2018.
- Finance, Premises & Staffing Committee – meeting 14<sup>th</sup> March 2018.
- Comper / Mary & John Partnership Group – no report; meeting Term 5, deferred from 1<sup>st</sup> March 2018.

Minutes were noted without comment (except as indicated in items above).

- Parent-Teacher Association – meeting 26<sup>th</sup> February 2018.  
This meeting had been attended by RG and RMo. Members of staff present included LB, JG and CT.

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting  
Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane**

**16. Any other urgent business (ref. item 2)**

Governors discussed the National Child Measuring Programme, The NCMP requires LAs to measure the height and weight of children in Reception class and in Year 6 to assess overweight and obesity levels in children within primary schools. Families with children who are recorded as being underweight or overweight receive a letter.

Mary & John continues to decline to participate in the scheme. The Leadership Team feels strongly that:

- The letter is a 'cold' NHS letter received without any support or advice; there was potential for this to cause distress and have a damaging psychological impact on children at a very sensitive stage of their development.
- The process has not been solicited by either the children or their parents.
- The school is prepared to enact policies to reduce sugar in school lunches and undertake programmes promoting healthy living, including 'daily mile' type activities and excellent PE provision.
- The school is prepared to signpost NCMP sessions at a 'drop in' clinic set up locally but not within school, for parents to attend with their children if they wish.

Governors present supported the position taken by the Leadership Team.

**Future agenda items**

- **GB** School development plan, 2017/18 – second review (Term 5)
- **GB** Comper/M&J Partnership Group meeting report (Term 5)
- **GB** Attendance policy – review, discussion (Term 5)
- **GB** Behaviour policy & flowcharts (Term 5/6)
- **GB** Spring 2018 parent consultation (post-it boards, deferred from Autumn 2017 – report (Term 5)
- **GB** Summer 2018 parent consultation (annual governors' questionnaire – planning (Term 5)
- **GB** Summer 2018 pupil voice visits – planning (Term 5)
- **GB** Summer 2018 staff questionnaire – planning (Term 5)
- **GB** Schools partnership and academy options – update (standing item)
- **GB** General Data Protection Regulation – update (standing item)
- **FPS Committee** Receive report from RMo on finance training (Term 5/6)
- **FPS Committee** Review of facilities available for PLUS Base (Term 5/6)
- **Curriculum Committee** Discuss governor visit looking at teaching of maths in school (Term 5)

**Dates of next meetings**

- PTA – Monday, 23<sup>rd</sup> April 2018, 7.30 pm
- Comper/M&J Partnership Group – Thursday, 19<sup>th</sup> April 2018, 6.00 pm – *deferred from Term 4*
- Curriculum Committee – Thursday, 3<sup>rd</sup> May 2018, 6.00 pm
- Finance, Premises & Staffing Committee – Wednesday, 9<sup>th</sup> May 2018, 6.00 pm
- Full Governing Body (Term 5) – Thursday, 17<sup>th</sup> May 2018, 7.00 pm

The meeting finished at 9.00 pm.

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting  
Monday, 26<sup>th</sup> March 2018 (Term 4), 7.00 pm, Meadow Lane**

**Actions from meeting**

	Action (by 17 <sup>th</sup> May 2018, unless stated otherwise)	Who	Outcome
Action 1	School to work on extending Cookery Club options to include more children.	LB	
Action 2	JL to review the current Governor Code of Conduct and prepare a revised document for consideration by the GB.	JL	
Action 3	EK to confirm updated Admissions policy (2019/20) is circulated and published on the school website (before start of Term 5).	EK	
Action 4	Governors to send to SF any ideas regarding partnership with governors at other schools.	All	
Action 5	Behaviour Working Group to review the Behaviour policy with LB and key staff; LB to present updated version for approval by GB.	BWG/LB	
Action 6	LB to ask School Improvement System Leader to include Early Years teaching in report of next visit.	LB	
Action 7	EK to bring draft Admissions policy for 2020/21 to GB, for review and approval.	EK	
Action 8	SF/JL to prepare report of Spring 2018 post-it boards consultation for GB meeting; SF to prepare usual poster of positive comments for staff-room.	SF/JL	
Action 9	LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at next GB meeting.	LB	
Action 10	LB to present user-friendly appendix to school statement of complaints procedure at next GB meeting.	LB	
Action 11	RMo and JL to seek to clarify issue of governor responsibility for GDPR vs. school responsibility for operational management of data.	RMo/JL	
Action 12	All governors to read the three documents relating to GDPR in the dropbox.	All	
Action 13	MAS to sample online governor induction training available via 'The Key' and report back.	MAS	

**Appendices – Documents presented/discussed**

Agenda, Full GB meeting, 26 <sup>th</sup> March 2018 (Term 4 meeting)
Full GB meeting, 29 <sup>th</sup> January 2018 (Term 3 meeting) – minutes (interim)
Headteacher's long report: school context and self-evaluation summary – March 2018
OCC Education Quality Guarantee 2017–18, Note of Visit for good and outstanding (GO) maintained primary schools – note of visit of David Lewin, System Leader (school improvement), 27 <sup>th</sup> February 2018
Ofsted strategy, 2017–22 – strategy document, September 2017
Ofsted strategy, 2017–22 – summary document
St Mary & St John CE Primary School Equal Opportunities Policy – March 2018
St Mary & St John CE Primary School Complaints Procedure – February 2015
Oxfordshire County Council CEF (Children, Education & Families) Briefing Meeting for Headteachers and Chairs of Governors, Spring Term, 8 <sup>th</sup> March 2018 – Headline notes for Mary & John Governors
Preparing for the General Data Protection Regulation: 10 Steps for Schools – booklet published by 123ICT (school IT support company)
The General Data Protection Regulation explained – article from <i>The Key for School Governors</i>
The General Data Protection Regulation: how governors can prepare – article from <i>The Key for School Governors</i>
St Mary & St John CE Primary School, Note of governor visit – 8 <sup>th</sup> February 2018