

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting
Monday, 29th January 2018 (Term 3), 7.00 pm, Meadow Lane**

Governors present:

Bilqees Akhtar (BA), Parent Governor
Chimene Bateman (CB), Foundation Governor
Elizabeth Burton (LB), Headteacher
Sarah Franklin (SF), Foundation Governor – *Chair*
Beth Gibson (BG), Staff Governor
Emily Kerr (EK), Foundation Governor
Robin Morris (RMO), Parent Governor
Philip Ritchie (PR), Foundation Governor – *arrived at 8.00 pm*

In attendance:

Chris Chamier-Williams (CCW), Associate Member
Bronwyn Fletcher (BF), Clerk

Apologies:

Sarah Blackwell (SB), Associate Member
Joan Clanchy (JCl), Associate Member
Jane Godby (JG), Associate Member
Robert Green (RG), Parent Governor
Jo Lyle (JL), Foundation Governor – *Vice Chair*
Tom Peace (TP), Associate Member
Mary-Anne Sinclair (MAS), Foundation Governor
Carlene Taylor (CT), Associate Member
Lucy Tyrrell (LT), Clerk
Chris Warner (CW), Associate Member

The meeting opened at 7.15 pm.

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting and introduced Bronwyn Fletcher, 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

Correspondence – SF drew governors' attention to recent letter from a parent about this term's Key Stage 2 sharing assembly, thanking and congratulating staff.

Document circulated via dropbox: Letter from parent, 26th January 2018.

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

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

4. Minutes of Full Governing Body meeting, 4th December 2017 (Term 2 meeting)

Document circulated via dropbox: interim minutes.

The minutes were agreed and approved, to be signed by the Chair and filed at the school.

Signed

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5. Matters arising from the minutes

The following actions were reported.

	Action (by 29 th January 2018, unless stated otherwise)	Who	Outcome
Action 1	School to work on extending Cookery Club options to include more children.	LB	Ongoing Action 1
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 Action 2
Action 3	EK to check with LB on section 18 of Child Protection & Safeguarding policy, 2017.	EK/LB	In progress Action 3
Action 4	SF to liaise further with Oxfordshire County Council to try to expedite progress towards completion of sale of the Irving Building.	SF	Ongoing – see correspondence in governor gmail box Action 4
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	CB to check Action 5
Action 6	SF to upload to dropbox for future reference outline of GB's agreed aims for PLUS Base and Clubs.	SF	Completed

6. Headteacher's reports

• Headteacher's report – short-form report

Document circulated via dropbox: 'Headteacher's short report: January 2018'.

LB highlighted a number of items:

- Pupil numbers – There are currently 18 spaces across the school roll (Reception to Year 6). One of these is in Reception; Year 1 is full. Governors noted that in the context of a fairly high number of unfilled places across the Oxford East Partnership of schools Mary & John is doing relatively well, particularly in Reception and Year 1.
- Children in receipt of Pupil Premium (PP children) – 40 children across the school (10%), down from last year.
- Attendance – Down from last term (97.6%), to 96.2% (though this is still up on 95.7% for this point last year). The school stayed open for the recent snow day but attendance was low that day (about 82%). Higher than usual levels of illness and some term-time holidays had also brought the figure down. Governors discussed attendance for pupil premium children. Particularly poor attendance (below 90%) for a small number of children lies behind the overall attendance figure. CCW confirmed that attendance is tracked for individual children; these children's attendance is affected by a range of issues, known to the school.
- Children with special educational needs – 47 children across the school (12%, in line with national figure). Of these, nine children have Education, Health & Care Plans in place (representing highest level of need), which is relatively high compared to national.
- Current areas of focus for the Leadership Team include working on teacher and student well-being.

• Comper – report

LB, JG and SF gave a verbal report:

- LB and JG are continuing to visit Comper regularly to liaise and make links with the Reception teachers and children. Most recently Sam Coleman (English Coordinator) visited with them and looked at children's writing, in both Reception classes. Tom Peace (Maths Coordinator) had also visited Comper recently to discuss maths needs and resources.
- SF noted that Year 1 staff have said they would like to welcome Reception teachers to Meadow Lane for similar visits in return. This had been discussed with Comper leadership (CW) and governors at the last meeting of the Comper/M&J Partnership Group and had been agreed as one of the principal goals for the Partnership Group this year. LB will discuss this again with CW.

• Sale of the Irving Building – update

PR reported that negotiations had continued. OCC had introduced an indemnity clause at a late stage that had been problematic but this had now been removed again. There had also been a suggestion that another amendment might be introduced, regarding boundary changes, but this had also now been dropped. Agreement has therefore been

Signed

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reached, essentially, with time now needed only to check and confirm documents ready for signing by all parties. SF is continuing to liaise with officers at Oxfordshire County Council (OCC) in support.

Governors agreed that funds made available to the school will be spent on capital improvements and not general school expenditure. FPS governors (Finance, Premises & Staffing Committee) will monitor plans, including reviewing previous cost plans related to the move of Years 1 and 2 to Meadow Lane and associated refurbishment.

Governors thanked PR for all the time he is continuing to give to this long process, for the benefit of the parish, school and community around the Irving Building.

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).

Full minutes will be found in the dropbox. (Admissions & Attendance: no meeting held, but see item 10 below.)

Document circulated via dropbox: 'Schools Financial Value Standard' – audit document, completed by FPS governors, 22nd January 2018.

Governors discussed and approved the SFVS audit document, for submission to OCC.

Action 6: SF to confirm completed SFVS audit document is submitted to OCC before deadline.

8. School Development Plan

• School development plan, 2017/18 – first review

Documents circulated via dropbox: 'School Development Plan, 2017–2018', 'Evaluation of School Development Plan, 2017–2018, Evaluation Point 1 – January 2018'.

Governors thanked LB and CCW for preparing these documents; discussed them and asked questions. These included:

- Aim 1. To improve mathematics attainment and achievement by July 2018. *Governors asked about impact so far of measures to improve attainment and progress in maths? As highlighted in the evaluation document, summer 2017 data had shown Year 6 attainment in maths in line with national figures but progress between Year 2 and Year 6 unacceptably low. LB confirmed however that from recent in-school maths assessments the picture is much better than last year and continuing to improve. The new PARD approach (Practice, Application, Reasoning, Deepening) is being used through Years 3 to 6, with close monitoring, and is having a positive impact, particularly in how pupils use their mathematical knowledge and apply it to reasoning questions. Governors asked, are outcomes for girls in line with outcomes for boys? LB reported that they are; girls as well as boys are working hard, showing genuine enthusiasm for maths and achieving well; girls as well as boys are among the most able for maths. Governors agreed details of a visit to school for maths monitoring, with CCW.*
- Aim 2. To further develop a school community based on trust, empathy and mutual respect. *Governors asked are staff seeing results from focus on restorative approach to managing behaviour? LB, CCW and BG responded on this and reported that the emphasis on the child's voice is proving to be a very positive strategy for building trust. Governors asked about Year 6 playtime helpers? LB reported that the Year 6 children are taking their roles seriously and showing exemplary support for younger pupils. JG added that they play an important part in supervising the new Quiet Club which is working well, especially for children who need more support managing their behaviour during the lunchtime break. LB noted that staff presence in targeted areas around school, including from teaching assistants, and for special lunchtime activities, has been effective in contributing to calmer break times. Governors noted that staff are taking time out from their own lunch breaks to support children needing help. LB confirmed that the Leadership Team and others are giving their time generously to this. CCW commented that it is having good impact in terms of fewer incidents of unwanted behaviour during playtimes, which leads also to calmer lesson times. Governors asked LB to thank all staff involved in this work.*

Action 7: RMo and EK to visit school for maths monitoring session with CCW.

Future agenda item: Curriculum Committee to receive report (Term 4) on impact of strategies to improve conduct around school.

Signed

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9. Parent consultations

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

Governors agreed that boards will be headed with usual general prompts ('What do you think the school is doing well?', 'What could be better?'). Governors discussed other possible topics and agreed on: maths; playtime/lunchtime; attendance and punctuality. It was noted that parents are interested in the food provided for school lunches. The consultation is likely to elicit comments on this from parents and children, on the general boards or in response to the question on playtime/lunchtime, and these will be considered by FPS Committee.

Action 8: Governors to take part in post-it boards parent consultation, 20th & 21st March 2018 (all non-staff governors); SF to circulate sign-up document.

10. Admissions

• **Admissions policy, for admissions 2019/20 – review, approve**

Document circulated via dropbox: Admissions policy, 2019/20 – 'St Mary & St John CE Primary School Admission Arrangements, 2019/20'.

Governors had read this document. It is broadly the same as the 2018/19 document, with changes to dates and minor changes to wording. Order of criteria for admission when the school is oversubscribed is unchanged from last year. Governors discussed the arrangements; approved the document for circulation to OCC and the Diocese and publication on the school website, and thanked EK and the Admissions & Attendance Committee for their work on it.

Action 9: EK to confirm updated Admissions policy (2019/20) is circulated and published on the school website.

• **Admissions policy, for admissions 2020/21 – discussion (overall review required)**

EK reminded governors of the requirement to conduct a detailed review of school's admissions arrangements at least once every seven years. This needs to be completed before approval this time next year of the admissions policy for 2020/21, with consultation to take place by the end of this year, 2018. Possible changes might include changing the criteria applied to determine admission when the school is over-subscribed, and/or reordering current criteria.

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).

11. E-Safety

• **E-safety policy – review, approve**

Document circulated via dropbox: 'E-Safety Policy' – draft, December 2017.

Governors thanked Zoe Randall for preparing this document and for her careful attention to e-safety within her overall role as Health & Safety Lead; discussed and approved the policy; noted the need to appoint a governor to 'ensure that e-safety is included as part of the regular review of child protection and health & safety policies'.

Action 11: Governor to take on role of overseeing e-safety at school.

Action 12: LB to ensure updated e-safety policy is published on school website.

12. Schools partnership and academy options – update

Documents circulated via dropbox: 'Oxfordshire Governors' Association: Spring Open Meeting (2018), Monday 5th March 2018' – invitation to attend; 'Schools Working in Partnerships' – Oxfordshire Governors' Association: Spring Open Meeting (2017), 25th February 2017 – notes for Mary & John governors.

SF will attend the OGA Spring Open Meeting; invited others to attend with her if interested. SF hopes also to meet shortly with chairs of governors and other governors from Larkrise and St Francis Primary Schools to share current thinking regarding the academies agenda and opportunities for partnership working.

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13. General Data Protection Regulation – new requirements for schools

Documents circulated via dropbox: 'The General Data Protection Regulation explained', 'The General Data Protection Regulation: how governors can prepare' – articles from The Key for School Governors.

Governors noted that schools need to be ready for the introduction of this new regulation scheme. JL (Information Governance governor) was not present but is aware of the requirement for compliance by May 2018. LB wished to take advice from the school IT consultant. Governors therefore agreed to defer discussion until the next meeting.

Action 13: LB to meet with school IT consultant about General Data Protection Regulation compliance and report back at GB meeting (Term 4).

14. Visits to school by governors (since Term 2 meeting, 4th December 2017)

Governors had recorded eight visits to school since the Term 2 GB meeting; other visits had also been made during this time. RG (Health & Safety governor) also visits weekly to liaise with Zoe Randall on H&S issues in school.

SF thanked governors for their visits; reminded everyone to record visits in the file held at Key Stage 2 reception.

15. Governor training (since Term 2 meeting, 4th December 2017)

- RMo had attended finance training (Diocese training course) and reported that this had been useful.
- SF is continuing to look for appropriate training on preparation for Ofsted.
- CB is continuing to look for appropriate training for Curriculum Committee governors on analysis of school data, including ASP (Analyse School Progress) reports and Ofsted's inspection data summary report (IDSR).

Future agenda item: FPS Committee to receive report from RMo on recent finance training.

16. 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 18th January 2018.
- Finance, Premises & Staffing Committee – meeting 22nd January 2018.

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

- Parent-Teacher Association – meeting 15th January 2018.
This meeting had been attended by CB, RG and RMo. Members of staff present included LB, JG and BG.

17. Any other urgent business

None.

Future agenda items

- **Curriculum Committee** Receive report on impact of strategies to improve conduct around school (Term 4)
- **Curriculum Committee** Receive report on impact of new approach to teaching maths (Term 4/5)
- **FPS Committee** Receive report from RMo on recent finance training (Term 4/5)
- **FPS Committee** Convene working group to oversee next phase of refurbishment project, on receipt of funds from sale of the Irving Building (Term 4/5)
- **FPS Committee** Review of facilities available for PLUS Base (Term 4/5)
- **GB** School self-evaluation report, March 2018 (Term 4)
- **GB** Admissions policy, for admissions 2020/21 – overall review, discussion (Term 4)
- **GB** Spring 2018 parent consultation (post-it boards) – initial feedback, discussion (Term 4)
- **GB** Schools partnership and academy options – update (standing item)

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Dates of next meetings

- PTA – Monday, 26th February 2018, 7.30 pm
- Comper/M&J Partnership Group – Thursday, 1st March 2018, 6.00 pm – *Deferred because of bad weather*
- Curriculum Committee – Thursday, 8th March 2018, 6.00 pm
- Finance, Premises & Staffing Committee – Wednesday, 14th March 2018, 6.00 pm
- Full Governing Body (Term 4) – Monday, 26th March 2018, 7.00 pm

The meeting finished at 9.00 pm.

Actions from meeting

	Action (by 26 th March 2018, unless stated otherwise)	Who	Outcome
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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
Action 3	EK to check with LB on section 18 of Child Protection & Safeguarding policy, 2017.	EK/LB	
Action 4	SF to liaise further with Oxfordshire County Council to try to expedite progress towards completion of sale of the Irving Building.	SF	
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	
Action 6	SF to confirm completed SFVS audit document is submitted to OCC before deadline.	SF	
Action 7	RMo and EK to visit school for maths monitoring session with CCW.	RMo/EK/ CCW	
Action 8	Governors to take part in post-it boards parent consultation, 20 th & 21 st March 2018 (all non-staff governors); SF to circulate sign-up document.	All non-staff governors	
Action 9	EK to confirm updated Admissions policy (2019/20) is circulated and published on the school website.	EK	
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	
Action 11	Governor to take on role of overseeing e-safety at school.	All to consider	
Action 12	LB to ensure updated e-safety policy is published on school website.	LB	
Action 13	LB to meet with school IT consultant about General Data Protection Regulation compliance and report back at GB meeting (Term 4).	LB	

Appendices – Documents presented/discussed

Agenda, Full GB meeting, 29 th January 2018 (Term 3 meeting)
Letter from parent, 26 th January 2018
Full GB meeting, 4 th December 2017 (Term 2 meeting) – minutes (interim)
Headteacher's short report: January 2018
Schools Financial Value Standard – audit document, completed by FPS governors, 22 nd January 2018
School Development Plan, 2017–2018
Evaluation of School Development Plan, 2017–2018, Evaluation Point 1 – January 2018
Admissions policy, 2019/20 – St Mary & St John CE Primary School Admission Arrangements, 2019/20
E-Safety Policy – draft, December 2017
Oxfordshire Governors' Association: Spring Open Meeting (2018), Monday 5 th March 2018 – invitation to attend
Schools Working in Partnerships – OGA Spring Open Meeting (2017), 25 th February 2017, notes for Mary & John governors
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>