

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting
Monday, 4th December 2017 (Term 2), 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
Jo Lyle (JL), Foundation Governor – **Vice Chair**
Robin Morris (RMO), Parent Governor
Philip Ritchie (PR), Foundation Governor
Mary-Anne Sinclair (MAS), Foundation Governor
Petronella Spivey (PJS), Foundation Governor

In attendance:

Chris Chamier-Williams (CCW), Associate Member
Joan Clanchy (JCI), Associate Member
Lucy Tyrrell (LT), Clerk

Apologies:

Bilqees Akhtar (BA), Parent Governor
Sarah Blackwell (SB), Associate Member
Jane Godby (JG), Associate Member
Tom Peace (TP), Associate Member
Carlene Taylor (CT), Associate Member
Chris Warner (CW), Associate Member

The meeting opened at 7.10 pm.

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting and introduced MAS as a new governor.

Apologies were received and accepted from those governors listed above. The meeting was quorate.

2. Declarations of any other urgent business

SF reminded governors that this would be the last GB meeting attended by PJS, who has reached the end of her current and final term of office. See also item 18. JL has agreed to take over the role of Pupil Premium governor, and governors thanked her for this.

E-Safety policy – SF drew attention to the draft E-Safety policy, circulated recently via dropbox, and asked governors to read this in advance of the next meeting when it will be an item for discussion, pending approval. Governors noted that this is not a model policy document.

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

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

For the purpose of this meeting PR and MAS declared that they are members of the Parochial Church Council (PCC) and PJS declared that she is an employee of the Diocese of Oxford. No other declarations were made.

4. Minutes of Full Governing Body meeting, 18th October 2017 (Term 1 meeting)

Document circulated via dropbox: interim minutes.

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

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5. Matters arising from the minutes

The following actions were reported.

	Action (by 4 th December 2017, unless stated otherwise)	Who	Outcome
Action 1	Governors to visit school to have lunch with children and report to FPS Committee.	All Govs/ RMO/FPS	Completed
Action 2	School to work on extending Cookery Club options to include more children.	LB	Deferred to Term 3 Action 1
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	Completed (see item 11)
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	Completed (see item 10)
Action 5	PJS and CB meeting with parents of SEND children to discuss SEND provision – report to GB (pending review with teaching assistants and other staff)	PJS/CB	Completed (see item 9)
Action 6	Clerk to collate business/pecuniary interests details for publication on school website.	Clerk	Completed
Action 7	JL to review the current Governor Code of Conduct and prepare a revised document for consideration by the GB.	JL	Deferred to Term 3 Action 2
Action 8	EK to check with LB on section 18 of the Child Protection & Safeguarding policy, 2017.	EK/LB	In progress Action 3
Action 9	SF to liaise with BG on minor amendments to SEND Policy, Accessibility Policy & Plan and SEND Information Report for parents.	SF/BG	Completed
Action 10	Governors to consider what training would be useful to them for the year ahead.	All Govs	Completed (see item 15)

6. Headteacher's reports

- **Headteacher's report – long-form report** (incl. school self-evaluation report)

Document circulated via dropbox: 'Headteacher's report: November 2017'.

LB highlighted a number of items:

- Pupil numbers – There are currently spaces across the school, which reflects a similar situation across the county. There was however only one space in Reception, and this has now been filled. LB reported that in a meeting of partnership schools, Barbara Chapman (officer with Oxfordshire County Council with responsibility for planning of pupil places) had advised that this situation is likely to be repeated again in 2018 and 2019, but from 2020 there is likely to be increased pressure on school places.
- Attendance – Up again, to 97.6% (compared to 96% at this point last year).
- Destinations of last year's Year 6 children – As discussed in a previous GB meeting, one child had not taken up a school place for Year 7. LB reported that CCW had worked extensively with the family concerned; the child has now taken up a school place locally and the family had expressed gratitude for our school's intervention.
- Staff have been continuing to build links with other local schools, and LB is giving some support to Larkrise Primary whilst they are without a headteacher, until after Easter.
- Teacher recruitment and retention continues to be an issue for schools. LB was pleased to report however that she had been able to make a good appointment to the vacancy in Key Stage 1, of an experienced teacher who had previously worked as an assistant headteacher but had been keen to return to a classroom role.

School self-evaluation

This term's HT report included LB's school self-evaluation report, evaluating the work of the school under headings based on Ofsted areas of focus: Leadership and management; Teaching, learning and assessment; Personal development, behaviour and welfare; Outcomes for pupils; Early Years provision. In this report (November 2017)

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LB had judged the school to be currently 'Good' in each of these areas. SF commented that Ofsted are likely to inspect the school fairly soon; noted however that self-evaluation is an ongoing exercise and this report is updated regularly (three times per year in long-form HT report for GB: November 2017, March 2018, July 2018). Governors discussed the report, which outlines key strengths in each area and possible ways forward for improvement.

Leadership and management – Governors discussed ways in which governors can engage with staff and hear their views. LB advised that staff are able to express concerns through the appraisal system but some are keen for governors to hear from them more directly. SF commented that the current GB year plan includes governors receiving a report from LB on staff views in Term 6, alongside regular reports on annual governor's questionnaire for parents, and pupil voice sessions. Governors discussed whether surveys of staff views are best led by governors or by the HT. Governors agreed that in the first instance a survey should be conducted this year by LB, but with advice to staff that comments can also be made directly to governors. LB advised it is about the staff knowing governors are a resource. CCW commented that some staff do not know who governors are and may not be aware that they can approach them.

Governors agreed that they will consider these comments further and look for opportunities to make themselves better known to teachers and teaching assistants.

Teaching, learning and assessment – With reference to richness of curriculum, governors agreed that this is significantly enhanced by the wide range of extra-curricular activities covered in PLUS Clubs and the high quality of experience and achievement provided via clubs (chess, art, outdoor learning, etc.); although noted also the important proviso in the PLUS report (see item 11 below) that 'none of them can ever be compulsory or take the place of any element of the broad and balanced curriculum the school offers'.

Personal development, behaviour and welfare – LB highlighted the importance staff are placing this year on restorative approaches in behaviour management, based on developing empathy, trust and mutual respect (area of focus of school development plan this year). Staff value the work of the Behaviour Working Group in monitoring the impact of this.

Outcomes for pupils – *A governor asked about presentation of attainment and progress data to Curriculum Committee: in what form is this data now presented?* LB advised of the Analyse School Performance (ASP) system, which is designed to be interactive. A report had been produced for the committee from this system, which gives analysis on progress data, and disadvantaged pupils. The new Inspection Data Summary Report (IDSR) will also be discussed at Curriculum Committee next term. This has replaced the Data Dashboard and will be referred to during inspections.

Governors discussed use of in-school data to evaluate progress of individual pupils and cohorts. Progress is measured via data collected on all pupils, three times a year, via published tests including PUMA (Progress in Understanding Mathematics Assessment) and PIRA (Progress in Reading Assessment). Most pupils are achieving well, with some very high attainment. Attainment in maths is broadly in line with national but progress in maths has been disappointing. This is being closely monitored, with regular reports to Curriculum Committee (first main area of focus of school development plan this year).

LB commented that children's achievement is strong in Key Stage 1. This strong performance presents a challenge when monitoring progress between end of Key Stage 1 and end of Key Stage 2.

SF noted that Curriculum Committee governors are actively seeking training on interpreting the new form data summary reports, to ensure monitoring can be robust (see also item 15, below).

Governors noted that Year 2 SATs will not be conducted from 2020. Progress will be tracked against baseline data measured when pupils start school.

Early Years – Governors discussed aspirations to forge closer links and better understanding between the staff and governors of Mary & John and Comper.

• **Comper – short reports** (incl. Comper/M&J Partnership Group meeting report)

SF, LB and JG gave verbal reports, including outcomes of Comper/M&J Partnership Group meeting, 9th November 2017:

- The group had welcomed RG as a new member.
- Responses to the Mary & John governor parent questionnaire (June 2017) had been shared with Comper governors, including details of responses of parents of Reception children.
- Transition to Year 1 (September 2017) had gone well. Ways of improving the process further have been identified, including Year 1 teachers being part of Reception children's learning, and Reception teachers being encouraged to visit Year 1 to become more familiar with the destination for the children in their classes.

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- Goals/priorities for Comper/M&J Partnership Group this year – developing links between staff of the two schools, including finding ways for Reception staff to visit Mary & John.

• Sale of the Irving Building – update

PR advised that negotiations are continuing to take place. The potential buyer is keen to move forward but some issues, mainly regarding car parking and a fence, remain to be resolved with OCC.

Governors discussed hopes that on completion of the sale and following repayment of the outstanding OCC bridging loan and costs of move, and ongoing costs of the sale, out of remaining proceeds the PCC will be able to provide the school with funds to allow completion of the unfinished refurbishment and library development. Governors endorsed also that in their view it would be wholly appropriate for Comper to see benefit from same remaining proceeds. A governor noted that in both cases funds should be spent on capital improvements.

Action 4: SF to liaise further with Oxfordshire County Council to try to expedite progress towards completion of sale of 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.

8. Safeguarding

• Schools Annual Safeguarding Report, 2017 – for approval

Document circulated via dropbox: 'Schools Annual Safeguarding Report – September 2016 to July 2017, prepared November 2017'.

EK confirmed that she had met with LB to complete this document, for submission to OCC. Governors discussed the report. Governors asked, *are external workers and 'fringe' adults who work at the school (e.g. auxiliary teachers, parent volunteers, PLUS Club helpers) fully investigated by the school in terms of safeguarding?* LB, CCW and BG reassured governors that processes in school are rigorous in this regard and safeguarding protections and training encompass all such individuals. A governor confirmed that as a cycle training volunteer she had been checked and had received appropriate safeguarding training. General safeguarding training had also been held for all governors.

SF agreed to meet with LB to confirm dates of renewal of some school policies; EK query to be resolved (as noted above). Pending confirmation on these points, governors approved this document for submission to OCC.

9. Provision for children with special educational needs/disabilities (SEND)

• Governor review of SEND provision in school – report, recommendations

Document circulated via dropbox: 'SEN: Could we do better?' – report of governor review, December 2017.

Governors thanked PJS and CB for their work on this review and PJS for the report. PJS gratefully acknowledged input and support from BG in completing it.

PJS introduced the report. It had been challenging to write because in conducting the review governors had heard many voices and this had thrown up different viewpoints on aspects of the school's SEND provision (e.g. parents can see things differently to teachers, teaching assistants, children) and she had attempted to hold all these in mind and give context for all points. Included within the report are questions for governors to consider and develop their thinking.

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PJS advised that as well as being a report about SEN, it was intended as an example regarding expectations of governors' role. What questions can and should governors ask? What does it mean to be strategic rather than operational?

Governors asked which of the recommended actions, proposed in Term 1, had so far been completed? BG advised that all actions and recommendations had been completed and implemented. This had included a general staff meeting on 'anticipatory duty': there is continuing development around planning of trips and events to ensure all staff recognise the needs of SEND children, to help them access all school experiences. The importance of this has been taken on board, and will continue to feature in teacher and teaching assistant planning from now on.

Governors asked whether parents are able to contribute to the pupil profile of their children with SEND? BG confirmed that the profile assumes a very collaborative approach and there is space for parents' and children's comments, which are then reviewed jointly. *Governors asked, is this information available to all relevant adults?* BG confirmed that it is, including support staff (e.g. kitchen staff), 'fringe' adults, etc. (e.g. outdoor learning instructor).

Governors asked about the impact on staff of stress associated with supporting children with high levels of need in mainstream school? LB commented that there is stress associated with this, and some impact on other children in class. The school is aware of this and will continue to monitor.

Governors noted the query raised in the report about provision of a shower within school, use of which could be very helpful to children and staff in some circumstances. Governors agreed that this could be included in discussion of plans for future capital improvements.

Governors noted that some children with SEND will find it difficult to convey school messages home to parents and asked what systems were in place? BG advised that for children with complex needs there is a home-school book, to aid communication between staff and parents. Some teachers also have a regular day when they meet with parents to discuss their child's needs and progress.

BG advised that in her next SEN report to governors (Term 1, 2018) she would include notes of how she has continued to develop actions highlighted in this report.

Governors noted two amendments to the text: new software will release the SENCO 'to spend more time supporting and training staff, and working with children' (page 5); and parents of two (not three) children with highest level of need in school at the time had met with PJS and CB (also page 5).

In summary, PJS reported that in her view the school is doing really well at supporting children with SEND and their families, in circumstances that can be 'a very hard ask' on families and all concerned.

PS advised that she had already shared with parents the first part of the report, to ensure they agreed with the content, but parents were understandably keen to read the full report. Governors agreed that the report should be shared, and that it could also be shared in future with other parents if it was felt this could be helpful to them.

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).

10. Behaviour Working Group

- **Behaviour Working Group – short report** (incl. goals/priorities for the year)

Document circulated via dropbox: 'Behaviour Working Group – report, November 2017'.

Governors thanked JL for preparing this report. Governors discussed it and asked questions. *Governors asked about increased support for children who have difficulty regulating their behaviour at unstructured times.* CCW described his work on this, setting children up to succeed and have more positive experiences at these times (e.g. lunch time). CCW noted that other staff are also involved in activities to support children at lunch time, including art, football coaching and chess, and 'Quiet Club' which is run by JG. Governors recognised that the school is taking this initiative seriously and *wished to note that they are very appreciative of the amount of extra time given by school staff to supporting children in this way; noted also their concern that all staff should have some time out of the school day for themselves.*

JL noted that BWG will meet twice more this year. Their specific goal for the year will be to monitor the implementation and effectiveness of the school's current Behaviour policy and contribute to updating it as required. The group will report to GB in Term 6, as noted in the GB year plan.

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11. Review of before- and after-school provision

• **Governor review of before- and after-school provision – report, recommendations**

Document circulated via dropbox: 'PLUS Clubs: Recommendations for review – report of governor review, December 2017'.

Governors had read this report. RMo highlighted the following points:

- Allocations of places in PLUS Clubs – The new allocation system is based on random allocation, though includes exceptions in line with policy to share out places in more popular clubs and ensure access for children in receipt of Pupil Premium funding. Given current limits on places no system can guarantee access for every child, but the current process is much fairer than the previous one based on the principle of first-come, first served.
- Safeguarding and transfer of information – All school policies regarding safeguarding and transfer of information, including for children with medical needs, apply to PLUS Care and PLUS Clubs in the same way as during normal school time, and governors can be confident that the relevant systems are robust. In particular, suitable arrangements are in place for safe transition of children between school, PLUS Base/PLUS Clubs and home, and robust procedures are in place in the event of a missing child. LB confirmed that this is the case.
- Pricing of clubs – RMo confirmed that charges are reviewed annually, and it is a principle of the school that financial need should not be a barrier to participation in clubs.
- PLUS Base and Breakfast Club are recognised as good value and good quality child care provision.

RMo and JL advised that following this review governors should feel confident they have carried out their duties in strategically reviewing current provision. Historically the GB has had a more hands-on role in PLUS activities but governors can now support the school moving forward with unambiguous operational control of PLUS Base and PLUS Clubs. Governors will continue to have a monitoring role.

Governors endorsed this and recommendations within the report, and thanked RMo and JL for this thorough review, responsive to parents' concerns.

A governor asked if there is a lead person in school who governors can contact regarding PLUS Base and Clubs policy, content/quality of clubs on offer, etc. and LB advised this would be either herself or CCW.

Governors agreed that the aims of PLUS Base and Clubs, as agreed by GB, 13th October 2016, should be readily accessible in the dropbox, for reference ongoing.

Action 6: SF to upload to dropbox for future reference outline of GB's agreed aims for PLUS Base and Clubs.

12. Parent consultations

• **Summer 2017 (annual governors' questionnaire) – review of progress on points for action**

Document circulated via dropbox and tabled at meeting: 'Governors' questionnaire for parents & carers, June 2017, Progress on points for action agreed at GB meeting, July 2017' – report, 4th December 2017.

Governors noted that all the agreed actions had been completed.

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

Because of pressure of governors' other commitments the post-it note parent consultation exercise (usually run alongside the November parent-teacher meetings) had had to be deferred this year. SF reminded governors of the new dates for this – in Term 4, 20th and 21st March, time slots from 3.30 pm – and governors committed to being available for this. Topics on which to prompt for comment will be decided at next GB meeting; SF asked governors to get in touch with comments or recommendations on this.

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13. Schools partnership and academy options – update

SF advised that she, LB and others are continuing to gather information and make links with other schools, to keep the school informed. SF will be meeting with the Chairs of Governors of Larkrise and St Francis for an informal meeting on 12th December 2017 to discuss options, and other governors who would like to are welcome to attend.

14. Visits to school by governors (since Term 1 meeting, 18th October 2017)

Governors had recorded 19 visits to school since the Term 1 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.

RG (Health & Safety governor) had visited the school at playtime with Zoe Randall (school's Health & Safety Lead) to review children's use of the playground and playground equipment. In a verbal report RG confirmed that all areas had seemed well used and actions had already been implemented, including removal of worn out benches. The climbing net is also to be replaced.

SF thanked all the governors who had attended the school at lunch time to eat school lunches and meet and talk with children and staff about menus and lunch-time arrangements. Visit reports are available in the dropbox (FPS papers).

15. Governor training

- **Training undertaken by governors** (since Term 1 meeting, 18th October 2017)

None reported.

- **Governor training needs – review, plans for 2017/18**

The Curriculum Committee is investigating training on understanding data summary reports (ASP, IDSR). SF had received a recommendation on effective ASP training and is following up on this with a view to organising a bespoke training session, in conjunction with governors from other local schools.

SF had asked governors to reflect on future training they felt could be beneficial. Responses included:

- EK – possibly extended safeguarding training.
- RMo – Diocese finance training, in January.
- CB, BG, other Curriculum Committee governors – ASP/IDSR training.
- MAS – governor induction course, as well as involvement in ASP/IDSR training when organised.

16. Governor vacancies – update

SF is following up on the vacancy for a Foundation governor.

17. Reports from committees/other groups

- **Admissions & Attendance Committee** (meeting 18th October 2017)
- **Comper / M&J Partnership Group** (meeting 9th November 2017)
- **Curriculum Committee** (meeting 16th November 2017)
- **Finance, Premises & Staffing Committee** (meeting 29th November 2017)

Minutes had been circulated before the meeting via the dropbox and were noted without comment (except as indicated in items above).

- **Parent-Teacher Association** (meeting 6th November 2017)

The PTA meeting had been attended by SF, RG and RMo.

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18. Any other urgent business

Governors gave warm thanks to PJS for her support of the school as Foundation Governor over many years, including as Chair of Governors.

Future agenda items

- *Curriculum Committee* Report on impact of new approach to teaching maths (Term 3/4)
- *FPS Committee* Review of facilities available for PLUS Base (Term 3/4)
- *FPS Committee* Convene working group to oversee next phase of refurbishment project, on receipt of funds from sale of the Irving Building (Term 3/4)
- *GB* School development plan, 2017/18 – first review (Term 3)
- *GB* Spring 2018 parent consultation (post-it boards) – planning (Term 3)
- *GB* E-Safety policy, 2017 – review and approve (Term 3)
- *GB* Admissions policy, for admissions 2019/20 – draft for discussion, approval (Term 3)
- *GB* Admissions policy – full review, for discussion (Term 4)
- *GB* Schools partnership and academy options – update (standing item)

Dates of next meetings

Curriculum Committee – Thursday, 18th January 2018, 6.00 pm

Finance, Premises & Staffing Committee – Monday, 22nd January 2018, 6.00 pm

Full Governing Body (Term 3) – Monday, 29th January 2018, 7.00 pm

PTA – Monday, 15th January 2018, 7.30 pm

The meeting finished at 9.00 pm.

Actions from meeting

	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	
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 check with LB on section 18 of the 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).	PJS/CB/BG	
Action 6	SF to upload to dropbox for future reference outline of GB's agreed aims for PLUS Base and Clubs.	SF	

Appendices – Documents presented/discussed

Agenda, Full GB meeting, 4 th December 2017 (Term 2 meeting)
Full GB meeting, 18 th October 2017 (Term 1 meeting) – minutes (interim)
Headteacher's report: November 2017
Schools Annual Safeguarding Report – September 2016 to July 2017, prepared November 2017
SEN: Could we do better? – report of governor review, December 2017
Behaviour Working Group – report, November 2017
PLUS Clubs: Recommendations for review – report of governor review, December 2017
Governors' questionnaire for parents & carers, June 2017, Progress on points for action agreed at GB meeting, July 2017 – report, 4 th December 2017
E-Safety policy – draft, December 2017