

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting  
Monday, 3 December 2018 (Term 2), 7.00 pm, Meadow Lane**

**Governors present:**

Elizabeth Burton (LB), Headteacher  
Sarah Franklin (SF), Foundation Governor – *Chair*  
Robin Morris (RMO), Parent Governor – *Vice-Chair*  
Chimene Bateman (CB), Foundation Governor  
Beth Gibson (BG), Staff Governor  
Robert Green (RG), Parent Governor  
Emily Kerr (EK), Foundation Governor  
Philip Ritchie (PR), Foundation Governor  
Mary-Anne Sinclair (MAS), Foundation Governor  
Jenny Worroll (JW), Foundation Governor

**In attendance:**

Chris Chamier-Williams (CCW), Associate Member  
Sam Coleman (SC), Associate Member  
Jane Godby (JG), Associate Member  
Jonathan Smith (JS), Clerk, Oxfordshire County Council (OCC) Governor Services

**Apologies:**

Sarah Blackwell (SB), Associate Member  
Chris Warner (CW), Associate Member

**Absent:**

Bilqees Akhtar (BA), Parent Governor

The meeting opened at 7.05 pm.

**1. Welcome, apologies, quorum**

The Chair welcomed everyone to the meeting. The meeting was quorate. Apologies were received as listed above. All were accepted.

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

LB asked to add one item of business at the end of the meeting; governors agreed.  
No other items of additional business were declared.

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

RG declared his connection with Kate Green, currently employed by the school as a specialist external teacher (part-time); PR and MAS are members of the Parochial Church Council (PCC).

**4. Minutes of Full Governing Body meeting, 11 October 2018 (Term 1)**

*Document circulated via dropbox: interim minutes.*

Governors noted that ‘, with prior apologies,’ should have been included (p. 1). With this amendment, governors agreed that the minutes were an accurate record of the meeting and approved them, 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 Term 2 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at GB meeting.	LB	In progress (report in Term 4) <b>Action 1</b>
Action 2	CB and MAS to carry out pupil voice visits, report to GB meeting.	CB, MAS	In progress (report in Term 3) <b>Action 2</b>
Action 3	Comparison data to be included in future reporting to GB on attendance (including comparisons with figures from the previous term and for the same period last year).	LB, CCW	Completed (see item 6)
Action 4	Governors to hold usual parent consultation (post-it boards) in March 2019, alongside Term 4 parent-teacher meetings.	All non-staff governors	Pending (Terms 3, 4)
Action 5	SF to communicate to the relevant governors at Comper the responses of the M&J GB to their recent letter on structure and funding of the Comper/M&J partnership.	SF	Completed (see item 9)
Action 6	SF/RMo to convene a working group of M&J governors to liaise with Comper governors on plans for Reception funding and future Comper and M&J partnership working, and report at the next GB meeting.	SF, RMo	Completed (see item 9)

### 6. Headteacher's reports

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

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

Governors discussed the general report and the additional school self-evaluation section (reported in this way three times per year). Regarding general school context, LB highlighted the following:

- The school is almost full. There are currently seven spaces across the school.
- 45 pupils on roll (Year 1 to Year 6) are registered as eligible for Pupil Premium funding (13%). 45 pupils (Reception to Year 6) are registered as having special educational needs and/or disabilities (SEND).
- Attendance is at 97.5% (broadly the same as last year, 97.6% at this point in the year). Governors congratulated staff present on their work to encourage good attendance and punctuality. *A governor asked how many children at the school currently had attendance recorded at 90% or less?* CCW reported that between 10 and 15 children were in this category at present; added however that at this relatively early point in the school year short periods of illness had a disproportionate impact on the attendance figures for the children affected. LB confirmed that in all cases where a child's individual attendance was below 90% staff were aware of their circumstances and were engaging in appropriate ways to support and address issues.

*School self-evaluation.* SF introduced this discussion and confirmed that school self-evaluation is an ongoing process, led by LB and the leadership team and monitored by governors. Evaluation is based around Ofsted assessment criteria. The Ofsted visit in March last year had confirmed that the school's self-evaluation up to that point had been accurate. However, there is no sense of complacency. Each area is reviewed continuously and changes are made as necessary.

LB reminded governors that this process runs alongside regular pupil progress meetings (three times per year) between class teachers and members of the leadership team. Class teachers are rigorously held to account for the progress of all children in their class. Their feedback helps to identify issues relating to individual children and may lead to interventions being put in place for children who would not otherwise have been 'on the radar'. Details of the process and pupil outcomes are fed back to governors at the following meeting of the Curriculum Committee.

Governors discussed the report.

*A governor asked about the aim for 'Governors to engage with the whole staff and actively seek their views'. What actions were proposed towards this?* Governors discussed this at some length. There was concern that the school has well established, open, professional procedures to enable staff to voice concerns to the Head or, if preferred, another member of the leadership team. Governors were reluctant to propose initiatives that might seem to undermine this process. However, it was agreed that it was important that governors should be 'visible' to staff and so also should be their sense of care and interest in the staff. There was a discussion about how staff views might be collected. At the GB's request LB had conducted a staff well-being survey last year but response had been limited. The Ofsted visit last

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year had also involved a staff survey. The school conducts exit interviews when staff leave the school and these can provide a useful warning of any issues and a barometer of the mood in the school. A member of staff present commented that staff retention at the school is currently good and this might be taken as an indicator of well-being. Governors noted that the school also has an approved whistle-blowing policy. LB confirmed that this was recognised and understood by all members of staff.

Governors agreed that it could be useful to devise a short and very simple questionnaire that could be put to staff several times a year. Some governors had experience of such surveys, taking only a few minutes to fill in, possibly via a mobile device. Responses could be collected anonymously. The survey could attempt to capture positive sentiments as well as any concerns and anxieties. A governor noted that views of teaching assistants could also be sought by this means. Comments from teaching assistants in the governor review last year of the school's provision for children with special needs and disabilities had been illuminating. FPS Committee governors agreed to give time to working on this. Staff governors present commented that this strategy could be appreciated by colleagues, as could more informal contact between governors and staff.

*A governor asked about the aim for 'Governors to link more with other schools'. What ways forward would the GB be seeking on this?* Governors noted recent benchmarking exercises for key areas of expenditure. Plans to work more closely with governors from Larkrise School had been delayed because of changed circumstances at Larkrise. LB reminded governors that the M&J GB had been very proactive in recent years. M&J governors had organised joint safeguarding training with governors from five different schools; had also organised and hosted a successful workshop on schools partnership and academy options that had been well attended by governors and staff from other local schools. SF had made a link recently with a governor from St Andrew's Primary School. Governors agreed that this should be followed up with a proposal of collaboration, perhaps including shared governor training.

**Action 3: EK to work with LB on examples of short questionnaires on staff views and well-being.**

**Action 4: SF to contact governor from St Andrew's Primary School about joint governor training.**

### • Comper – report

JG and LB reported that they had made visits to Comper and had discussions with CW (Comper Headteacher). The Reception classes had settled well and the children would soon be visiting M&J to attend the Christmas show. Communication between the SENCOs of the two schools continues to be good. As a result of their strongly collaborative approach, for example, additional external support has been made available for a child at Comper with particular needs.

SF reported that Comper governors had asked for this term's Comper/M&J Partnership Group meeting to be deferred; an alternative date will be arranged, in January. Staff and governors of the two schools will discuss, amongst other things, JG's invitation for Reception staff from Comper to visit M&J staff in Year 1.

*A governor asked about the baseline assessments recently completed at Comper: how were these conducted and would the results be linked to outcomes data for the children later, in Key Stage 1 and 2?* LB confirmed that she is about to meet with staff at Comper to discuss the results and also develop a better understanding of how the baseline assessments had been administered. LB noted also that these assessments could be helpful but were not currently statutory. Formal EYFS baseline assessment is not scheduled to be introduced by the Government until 2023.

See also item 9, below.

## 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.

## 8. School development

### • PE & Sport Premium annual statement – review, approval

*Documents circulated via dropbox: 'Sports Funding Statement for 2017–2018 – ongoing 2018–19'; 'PE and Sport Premium' – notes from The Key for School Leaders.*

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LB introduced the PE & Sport Premium annual statement. Governors noted that the school received £15,423 extra funding from this source in the financial year 2017/18.

Governors discussed PE and sports provision at school and noted the keen interest in this of many M&J parents.

Governors asked LB to clarify that the PE & Sport Premium is not intended to fund delivery of the school's regular PE and sports curriculum but to add to that provision. It was agreed that the statement should be amended to read: 'use of this money to extend provision within the four aims of the PE curriculum'.

LB confirmed that the school has a new PE Lead, Jacquie Pinches. LB will communicate this news to parents.

*Governors were pleased to see that swimming has such a prominent place in the plan and asked if a report on progress in teaching and learning in this area, comparative information regarding the number of swimmers and non-swimmers across the school, etc. could be made available, via a report to Curriculum Committee?* LB agreed that SB and SC could present a report on this.

**Action 5: LB to post on school website or write to parents with news of appointment of new PE Lead teacher.**

**Action 6: SB/SC to report to Curriculum Committee (Term 4) on progress in swimming teaching and learning.**

### 9. Comper/M&J Partnership

*Documents circulated via dropbox: 'YR Funding' – email from SF, 17 October 2018; Funding for YR – letter from Robin Morris, Sarah Franklin to Ben Cairns, Heather Hamill, 17 October 2018.*

#### • Joint working group on partnership structure and funding – report

RMo, EK and CB and the school Business Manager are members of a working group meeting with three governors and the Bursar at Comper to discuss structure and funding arrangements between M&J and Comper, now and in the future.

RMo and SF wrote to governors at Comper outlining responses and decisions of the M&J GB at the last Full GB meeting (as minuted, Term 1 GB meeting, 11 October 2018). This letter was sent on 17 October 2018.

Working group governors explained the current issues facing Comper. Essentially, there is a gap between the current costs of provision for the Reception children, and the funding M&J provide. Currently the funding is allocated as a pro rata (per child) percentage of the aggregated total of all the government funding M&J receive, with an additional uplift of 1.25%, i.e. additional funding of approx. £20,000 (it has ended up being higher than this in two of the three previous years), again supplied from M&J revenue funding, to reflect additional costs of provision for Reception children.

Comper is also designated a maintained nursery and has c. 30 children in nursery provision and c. 20 children in day care. As a maintained nursery, Comper faces a number of restrictions that impact upon its ability to flexibly manage the nursery and day-care activities. Comper must employ fully qualified teaching staff and there is a view that a full-time Headteacher is required. The nursery school is only able to increase pupil numbers after consulting OCC.

The external environment facing nursery care is currently in flux. The Government's '30-hours top up' arrangement is due for review. Moreover, although the All-Party Parliamentary Group paper published in June 2018 called on the Government to confirm funding for maintained nurseries over the coming years, it has shown a worrying refusal to make a commitment.

Working group governors reported that the recent face-to-face meeting had been positive and very constructive. The key points are:

- M&J governors have shared 2018/21 budget figures with colleagues at Comper. Comper governors now understand that M&J also inhabits an austere financial environment and does not have large, unspent reserves of capital or a budget surplus that can be easily redistributed to support Comper.
- M&J governors are now more aware of the restrictions faced by maintained nurseries in the current environment and appreciate the difficult choices that Comper faces.
- Governors of both schools are determined to place the needs of children at the heart of any decisions made, there is no sense of 'territory' and there is a determination to resolve the current problems.

Governors discussed these issues and decided on the following actions.

- The working group will meet again before the next Full GB. It is likely that there will be a series of regular meetings over the coming months.
- The working group will continue to add to its already impressive body of knowledge relating to maintained nurseries. It was proposed that members of the group visit Headington Quarry and Grandpont as other maintained nurseries in Oxford, to understand more. However it would be worth discussing this with the Comper

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side of the working group, as discussion of the Comper nursery does not strictly fall within the current remit of the working group.

- Governors from both schools will petition OCC and ask for more financial support. Governors of both schools are conscious that this will require a sensitive approach. The working group governors will discuss with their Comper counterparts the idea of talking informally with Michelle Jenkins (Early Years Lead Officer) and Kevin Griffin (OCC School Organisation and Planning, with responsibility for capital programme planning) before undertaking any action.

Comper governors had asked for a deferral of last term's Comper/M&J Partnership Group meeting. The meeting is currently planned for January and there is an agreed need to reaffirm the useful role of this group and to establish the relationship that it has with the working group.

Governors thanked RMo, EK and CB for their work and gave their support for any future research and discussion undertaken to make progress towards resolution of these issues.

**Action 7: Comper/M&J Working Group governors to meet again with Comper governors before Term 3 GB and report on outcomes and actions arising.**

### **10. Child Protection & Safeguarding**

- **Schools Annual Safeguarding report, 2018 – review, approval**

*Document circulated via dropbox: 'Schools Annual Safeguarding Report, St Mary & St John Primary School' – September 2017 to July 2018.*

LB and MAS introduced the Schools Annual Safeguarding Report for 2018 and noted that it was similar to that presented last year. MAS had met with LB and EK to consider the content and the report had been a sole agenda item at a recent school leadership team meeting. MAS confirmed that the M&J Single Central Record was up to date and that she would attend Comper in the new year to confirm, jointly with the Comper safeguarding governor, that the Comper Single Central Record is also compliant and agree process for checking, again jointly, the M&J SCR.

Governors discussed recent safeguarding training attended. Five Governors have recently attended safeguarding training (see item 16) and PR has completed safeguarding Level 3 training.

Governors approved the Schools Annual Safeguarding Report, to be forwarded to OCC before Christmas. Governors thanked LB and MAS for their work on this.

**Action 8: MAS to meet with Comper safeguarding governor to confirm process for joint checks of the Single Central Records of the two schools.**

### **11. Policies, procedures**

- **Admissions for 2020/21, draft policy – update**

The amended policy has been posted on the school website. It will be available for public scrutiny for six weeks as required by guidance.

EK also reported to governors on recent DfE advice on an admissions criterion relating to children adopted from care from overseas. This is currently guidance only.

**Action 9: EK/SF to amend school website to include contact details for responses to Admissions policy consultation.**

- **Health & Safety, local authority monitoring visit – report**

RG reported to GB on Health & Safety work. Following recent monitoring visits additional emergency lighting has been installed and new fences are being erected to make the school site more secure. Fire drill signage and procedures and door entry systems have also been improved. The local authority monitoring visit will take place shortly, on 6 December 2018. RG will report on any issues arising from this visit.

**Action 10: RG to report to GB (Term 3) with update on any issues arising from local authority Health & Safety monitoring visit.**

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### • Data Protection policy – review, approval / • Privacy statement – review, approval

*Documents circulated via dropbox: 'Data Protection policy, St Mary & St John Primary School' – June/July 2018; 'Privacy notice for parents/carers – use of your child's personal data – St Mary & St John Primary School'.*

Governors spent some time considering 'permissions' relating to photographs and videos of children and concerns around the permissions letter that had been sent to parents regarding 'opting in' vs. 'opting out' of giving permission for use of images of their children in a variety of contexts; also whether blanket permission was appropriate in this regard. For example, some parents were concerned that giving blanket permission for use of images could allow a commercial school photographer to use photographs taken at school in advertisements to promote their business. LB and other staff gave some reassurances on this point and emphasised that if parents wished to ask the school to clarify the context in which any images would be used they could do so. LB confirmed that class teachers have lists of 'permissions' including clear instructions that images of adopted or LAC children may not be used.

Staff present discussed complexities around these issues. If the system of permissions adopted encompasses a range of different 'permissions' granted or refused by individual parents this could be time-consuming and complicated for class teachers to the extent of making the system effectively unworkable. Unless an effective and relatively streamlined system can be devised, use of cameras and video in school for educational purposes could be jeopardised.

LB agreed that she and the leadership team will make enquiries on how other schools are responding to these challenges. LB will also write to parents clarifying the situation regarding 'permissions'.

Subject to work continuing to find resolution on these issues, the policy and privacy statement were approved.

**Action 11: LB to investigate how other schools are approaching the requirements of GDPR in relation to permissions for use of photographs of children. LB to write to parents clarifying school policy and procedures on this.**

### 12. Governing Body development

#### • Governor training needs – discussion

*Documents circulated via dropbox: 'Oxfordshire Partners in Learning, Training & Development Programme, School Governors and Clerks' – brochure, 2018–2019; 'Oxford Diocesan Board of Education, Excellence in Governance' – training programme brochure, 2018–2019.*

Governors discussed training opportunities taken up recently. SF asked all governors to review the governor training programme brochures in the dropbox and identify further training relevant to their work.

See also item 16.

**Action 12: All governors to review governor training programme brochures in the dropbox and identify relevant training opportunities. Chairs of Committees to prompt members of their committees on this.**

### 13. Schools partnership and academy options – update

LB and SF had attended a recent OCC briefing for headteachers and chairs of governors, on 13 November. SF reported to governors on some of the headlines. Those present had been briefed that 'the role of the local authority has shifted very much away from school improvement'. The current Education Service is rebuilding support for schools somewhat after a period of contraction when the government agenda had been to move all schools to being academies, outside the remit of local authorities. OCC still has responsibility for 144 maintained schools. The Education Support grant has been removed but not the local authority's statutory responsibilities; OCC does not have the capacity it did three to five years ago and is not able to offer a full school improvement service. School-to-school support work is taking place, however, and OCC are encouraging that, but focusing their resources on targeted help for vulnerable families, improving attendance and reducing exclusions. In terms of school governance, Jennie Perry, Lead Officer for OCC Governor Services, had spoken also of support to develop the skills, confidence and capacity of governing bodies. Following a review, Governor Services now aim to offer more practical support and develop governor training, including better quality assurance. Training will be developed 'in house' and will include 'clear Oxfordshire messages'. Governors are also encouraged to look for opportunities to learn from other GBs.

### 14. General Data Protection Regulation – update

LB reported that there had been a data breach. Identifiable images of two children had inadvertently been included in artwork for the 2019 PTA calendar. The problem had been quickly identified however and the artwork had been amended before any calendars had been sold or distributed to the public. Previously printed material had also been

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destroyed. The school had taken advice and been advised that this issue should therefore be recorded as an internal breach, with no need to contact external agencies.

Governors commended LB and staff involved on their swift response. There was discussion of data security. Generally however governors were reassured that reaction to this incident was evidence that the school is vigilant for cases of data breach, as may happen from time to time, and able to take decisive action.

See also item 11.

### **15. Visits to school by governors** *(since Term 1 meeting, 11 October 2018)*

Governors had recorded 10 visits to school since the Term 1 GB meeting; other visits had also been made during this time. SF thanked governors for their visits and reminded everyone to record visits in the file at school reception.

### **16. Training undertaken by governors** *(since Term 1 meeting, 11 October 2018)*

MAS, JW and SF had attended governor induction training (3 November 2018).

RMo had attended Diocese of Oxford safeguarding training (25 November 2018); JW, RG, BA and SF had attended in-school generalist safeguarding training (27 November 2018). PR had completed safeguarding Level 3 training.

A governor commented that they had found it helpful to have gained some experience of governor meetings before attending the induction training. The orthodox view is that it is preferable to attend induction training before joining a meeting; some governors agreed however that induction training covers a lot of ground quite quickly and prior experience can provide context and help understanding of otherwise quite abstract material.

Another governor commented that the in-school safeguarding training had given very helpful grounding on the context and how school safeguarding procedures operate in practice.

### **17. Reports from committees/other groups**

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

- Comper/M&J Partnership Group – meeting 8 November 2018 deferred (new date to be confirmed)
- Curriculum Committee – meeting 19 November 2018
- Finance, Premises & Staffing Committee – meeting 3 December 2018

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

- Parent-Teacher Association – meeting 5 November 2018  
RMo and JW had attended this meeting. Staff members present included LB, CCW and JG.

### **18. Any other urgent business**

LB presented SF with flowers on behalf of the school and a card from the governors with thanks for her exceptional energy, commitment and support of the school over the last few months. SF thanked LB and all the governors.

### **Future agenda items**

- **GB** School development plan, 2018/19 – first review (Term 3)
- **GB** 2018/2019 pupil voice visits – report (Terms 3/4)
- **GB** March 2019 parent consultation (post-it boards) – planning (Term 3), report (Term 5)
- **GB** School Improvement System Leader visit, including Early Years – report of visit (2018/19)
- **GB** Schools partnership and academy options – update (standing item)
- **GB** General Data Protection Regulation – update (standing item)
- **FPS, GB** PE/Sport Premium annual statement, 2018/19 (Term 3/4)
- **A&A Committee, GB** Admissions policy, 2020/21 – consultation, approval (Terms 1–3)
- See also *Year plan of key Mary & John Governing Body tasks and dates, 2018/19*

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### Dates of next meetings

- PTA – Monday, 14 January 2019, 7.30 pm
- Comper/M&J Partnership Group – new date to be confirmed *New date arranged, 17 January 2019*
- Curriculum Committee – Thursday, 24 January 2019, 6.00 pm *Deferred, to 31 January 2019*
- Finance, Premises & Staffing Committee – Tuesday, 29 January 2019, 6.00 pm *Deferred, to 5 February 2019*
- Full Governing Body (Term 3) – Tuesday, 5 February 2019, 7.00 pm

The meeting finished at 9.00 pm.

### Actions from meeting

	Action (by Term 3 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at GB meeting.	LB	Report in Term 4
Action 2	CB and MAS to carry out pupil voice visits, report to GB meeting.	CB, MAS	Report in Term 3
Action 3	EK to work with LB on examples of short questionnaires on staff views and well-being.	EK, LB	
Action 4	SF to contact governor from St Andrew's Primary School about joint governor training.	SF	
Action 5	LB to post on school website or write to parents with news of appointment of new PE Lead teacher.	LB	
Action 6	SB/SC to report to Curriculum Committee (Term 4) on progress in swimming teaching and learning.	SB/SC, Curr'm C'tee	
Action 7	Comper/M&J Working Group governors to meet again with Comper governors before Term 3 GB and report on outcomes and actions arising.	C/M&J WG governors	
Action 8	MAS to meet with Comper safeguarding governor to confirm process for joint checks of the Single Central Records of the two schools.	MAS	
Action 9	EK/SF to amend school website to include contact details for responses to Admissions policy consultation.	EK, SF	
Action 10	RG to report to GB (Term 3) with update on any issues arising from local authority Health & Safety monitoring visit.	RG	
Action 11	LB to investigate how other schools are approaching the requirements of GDPR in relation to permissions for use of photographs of children. LB to write to parents clarifying school policy and procedures on this.	LB	
Action 12	All governors to review governor training programme brochures in the dropbox and identify relevant training opportunities. Chairs of Committees to prompt members of their committees on this.	All governors	

### Appendices – Documents presented/discussed

Agenda, Full GB meeting, 3 December 2018 (Term 2 meeting)
Full GB meeting, 11 October 2018 (Term 1 meeting) – minutes (interim)
Headteacher's report: school context and self-evaluation summary – November 2018
Sports Funding Statement for 2017–2018 – ongoing 2018–19
PE and Sport Premium – notes from <i>The Key for School Leaders</i>
YR Funding – email from SF, 17 October 2018
Funding for YR – letter from Robin Morris, Sarah Franklin to Ben Cairns, Heather Hamill, 17 October 2018
Schools Annual Safeguarding Report, St Mary & St John Primary School – September 2017 to July 2018
Data Protection policy, St Mary & St John Primary School – June/July 2018
Privacy notice for parents/carers – use of your child's personal data – St Mary & St John Primary School
Oxfordshire Partners in Learning, Training & Development Programme, School Governors and Clerks – brochure, 2018–2019
Oxford Diocesan Board of Education, Excellence in Governance – training programme brochure, 2018–2019