

St Mary & St John CE Primary School

Meadow Lane
Oxford OX4 1TJ
Phone: (01865) 723841

Website: www.ssmj.oxon.sch.uk, Email: office.3834@ssmj.oxon.sch.uk

Headteacher: Elizabeth Burton



Minutes of Full Governing Body (FGB) meeting Wednesday 3 February 2021 (Term 3) 7.00 pm, by Zoom

Governors present:

Sarah Franklin (SF), Foundation Governor – *Chair*
Anna Ballance (AB), Foundation Governor
Julia Bell (JB), Foundation Governor
Liz Burton (LB), Headteacher
Elizabeth Clarkson (LC), Staff Governor
Tim Foster (TF), Parent Governor

Ben Klooss (BK), Parent Governor
Philip Ritchie (PR), Foundation Governor
Mary-Anne Sinclair (MAS), Foundation Governor
Richard Tarver, LA Governor
Jenny Worroll (JW), Foundation Governor

In attendance:

Martin Pounce (MP) Clerk – Oxfordshire County Council (OCC) Governor Services
Jenny Dyer – Clerk from 25 March
Chris Chamier-Williams (CCW) – Associate Member
Sam Coleman - Associate Member
Beth Gibson - Associate Member (apologised that will be late and joined at 19.17)

Apologies:

Sarah Blackwell, Associate Member
Jane Godby, Associate Member
Emily Kerr (EK), Foundation Governor

The meeting opened at 19.00 pm.

NB Governors' questions are highlighted in bold italics.

1. **Welcome, apologies, quorum**

The chair welcomed all governors and Associate Members and introduced Jenny Dyer who is observing this meeting prior to taking over as clerk from 25 March.
Apologies were received as noted above and **ACCEPTED**.
The meeting was quorate.

The chair reported that Robin Morris had stepped down as a governor. He had continued as a governor for an extra term and a half at the request of the chair but other pressures make it impossible for him to continue. Governors asked that the clerk minute their thanks to Robin for

all he had done as a governor. The chair is hoping to find a later opportunity to say a face to face good bye.

The chair reported that Anna Ballance was willing to move to Finance, Premises & Staffing to chair that committee, with the support of Ben Klooss as clerk; Philip Ritchie and Tim Foster would be pleased to move to the Curriculum Committee, and Julia Bell and Tim Foster were willing to co-clerk this committee. Governors agreed to these changes of appointment and SF thanked all involved for taking on these new roles.

2. Headteacher’s resignation – a few words from Liz Burton

The chair had included this item so that the headteacher could say a few words. LB explained that it would not be a farewell speech because she will be leading the school until August. She had given everybody the news by email because she wanted everyone to find out at the same time. She assured governors that being headteacher of St Mary & St John is ‘a really lovely job for someone’ and wished governors well in the appointment process. It was to be hoped that by the end of the summer term it would be possible to have a celebration with a new head appointed. The chair would save her speech for later but wanted to record thanks of all the governors for the contribution LB had made to the development of the school.

The chair explained that the meeting was divided into two halves; the first hour which will deal with routine governance matters and the second hour which will further consider the headteacher recruitment process.

3. Declarations of any other urgent business

The chair reminded governors that with the departure of Robin Morris, the governing body would need to elect a vice-chair. Election of vice-chair would be an early item on the agenda of 25 March. The chair invited any governors who would like to stand for this position to contact her or the clerk.

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

None were declared other than governors are aware that Rob Green has an association with a part/time visiting teacher.

5. Minutes of the Governing Body meeting on 8 December 2020 (Term 2)

The minutes were agreed as a correct record.

6. Matters arising from the minutes

	Action by Term 3 GB meeting unless stated otherwise	Who	Outcome
Action 1	Actions from website compliance review – school information. <i>In progress. Checklists of revised requirements for compliance shared. JW to identify information still missing from website; school to supply this. JW to confirm when completed.</i>	JW	In progress
Action 2	Actions from website compliance review – school information. <i>In progress. Checklists of revised requirements for compliance shared. BK to identify information still missing from website; school to upload this. BK to confirm when completed. SF offered support for this process.</i>	BK, SF	In progress
Action 3	SF to draft an updated statement of Freedom of Information Publication Scheme. <i>Deferred because of pressure of other work.</i>	SF	Term 4

Action 4	LB and Behaviour Working Group to review Complaints procedure guidance for parents.	LB, BWG	Term 4
Action 5	All governors and associates to read <i>Keeping Children Safe in Education</i> (September 2020) Parts 1 and 2 if they have not already done so, and confirm by signing KCSiE register sheet.	All governors, associates	Item 9.1
Action 6	AB, JB, EK, RT to complete generalist safeguarding training, Confirm with CCW when done. <i>AB, EK training completed. JB training partly completed, RT, BK training to be completed.</i>	JB, RT, BK	Item 9.2
Action 7	LB to meet with the school's PE/Sports Coordinator, external PE/Sports provider and TF to plan actions to develop physical activity in school to contribute to children's well-being.	LB, TF	Term 4
Action 8	SF to invite Comper CoG to attend next meeting of C/M&J Partnership Group.	SF	Completed
Action 9	Curriculum Committee to invite Comper governors to attend CC meeting to discuss Comper self-evaluation re. Ofsted indicators for Reception Year provision (meeting to be deferred until possible to meet in person).	Curriculum Committee	Term 4
Action 10	LB to ensure that Pupil Premium Annual Statement to be posted on the school website.	LB	Completed
Action 11	LB to ensure that PE/Sports Premium Annual Statement to be posted on the school website.	LB	Completed
Action 12	JW, JB and RMo to analyse responses from governor survey of Year 4 and 5 parents on home-learning and report to LB and to Term 3 GB.	JW, JB	Completed (see item 7.1)
Action 13	JW and SF to share with LB positive responses from governor survey of Year 4 and 5 parents on home-learning, to be shared with staff before the end of Term 2.	JW, SF	Completed (see item 7.1)
Action 14	LB and AB to complete Schools Annual Safeguarding report for submission by 31 December 2020; governors to submit comments to SF.	LB, AB; all governors	Completed (see item 9.3)
Action 15	RT to follow up with the Diocese to ensure the Admissions 2022/23 draft policy document can be published on the school website before 21 December 2020.	RT	Completed (see item 10.1)
Action 16	FPS governors to complete and approve the Schools Financial Value Standard audit document and submit to the local authority by 31 January 2021.	FPS governors	Completed (see item 7.2)
Action 17	Clerk to include governor training on agenda for Term 3 GB meeting. <i>Deferred.</i>	Clerk	Term 4
Action 18	SF and BK to discuss adding information to school website to clarify the role of governors.	SF, BK	Completed
Action 19	All governors and associates to register on GovernorHub via invitation link.	All	Completed

The chair thanked BK for his work on Action 2.

The chair would like each governor to write a short pen portrait to include on the website.

7. **Headline updates from committees**

Minutes of the committees had been shared with all governors on GovernorHub.

Because of lockdown, the regular Curriculum Committee meeting had been given over mainly to an update briefing from LB. This had covered:

- Number of children currently in school – up to 60 on any one day

Signed (Chair) Date

- Arrangements for remote learning including use of Seesaw and staff monitoring to check that all children are engaged – with a review of quality in week 3
- Arrangements for checking on pupil well-being
- Concerns about staff well-being while they deliver remote learning and arrangements to address workload
- Parents under pressure need to be kept informed
- Issue of live learning was discussed and rationale for not providing this will be explained to parents
- Analysis of parent survey.

Finance, Premises and Staffing committee had discussed two main items:

1. Monitoring of the current year's budget showed the school is heading for a deficit mainly on account of the significant loss of income from lettings. Deficit can be avoided by delaying expenditure on repairs but this is not a long term solution. A report on 15 February will give a more up-to-date financial picture which will inform budget setting.
2. Options for next year's budget
 - a. The school can expect to increase income from lettings but only after Covid restrictions are lifted.
 - b. The committee are determined that any expenditure cuts should not impact on children's education.
 - c. The school might seek savings on staff absence insurance.
 - d. The school will need to consider investing in better broadband connection:
 - i. Delivering lessons remotely may require greater broadband bandwidth
 - ii. Staff participating in remote governor meetings from devices on the school site have had problems being seen and heard by other remote attenders
 - iii. Headteacher selection may involve remote interviews and the system needs to be able to cope with this.

Robin Morris had completed the SFVS for submission by the 31 January deadline. Governors were very grateful to Robin for this work.

Governors asked a question about the operation of lateral flow tests for staff. These are home tests for staff who have no symptoms, to pick up asymptomatic cases of Covid. If staff have symptoms they should still isolate, and should go for a full PCR test. Availability of PCR tests is now good and results are returned in 24-48 hours. If anyone returns a positive lateral flow test they will be followed up with a PCR. Negative lateral flow test should not be taken as the all-clear as there is an incubation period which may lead to false negative results.

8. Headteacher's reports

8.1 The headteacher had shared her short form report on GovernorHub.

She drew governors' attention to:

- A new online platform used by the school called SeeSaw is enabling staff to deliver excellent home learning – with 99% take-up. It has been easier, using this platform, for the school to monitor pupil engagement.
- More systematic and proactive efforts have encouraged children with vulnerabilities into school, and teachers have been checking on children not in school by various means (calls, visits, delivering materials to home, interacting online).

- The strain this way of working has placed on teachers and the difficulties that it has caused to families and therefore the need to get all children back into school as soon as possible.
- Increased demand for places from parents has resulted in more children being offered a place. Meetings are held to go through every request; looking at the children involved and the days requested. The school has a difficult balancing act attempting to fit them in. Current numbers are 78. The headteacher expects to receive more requests.

8.2 **Governors noted** that the government is insisting that schools take children of key workers for the full five days each week but has also asked schools to risk assess large numbers. The headteacher reported that taking key worker children for five days a week would cause problems and increase anxiety of staff. Currently, 20% of the children on roll are coming in to school. This figure may rise.

Governors asked for feedback from staff about the live online guided reading sessions introduced for Year 6. This is only the second week with one year group so it is too early to evaluate, but everyone is enjoying it. Six children are invited each day to take part in a virtual meeting to read with their teacher. Numbers taking part range from 3 to 6 per day. The children like to have this connection with their teacher. Having a small number at a time makes it manageable. A parent governor remarked that it was very well received by parents.

Governors asked when it could be rolled out to other year groups. The school is restricting it for a few more weeks to gain experience before starting with another year group which might be Year 5. The school will analyse which children are accessing the sessions and whether interest dwindles.

Governors asked whether parents come into the sessions. No. Children have been independent. Parents sometimes help the child with technical issues.

Guided reading online cuts down the need to contact families because the teacher can use it as a well-being session and keeps a register of which pupils attend.

Governors asked whether it reduces the need for the amount of feedback teachers need to post to individual children, on work submitted that day. Yes but only a little.

Governors asked about arrangements over half term to ensure that children on free school meals are fed. The school will purchase and distribute vouchers to eligible parents. The school will reclaim the cost from the LA's winter grant.

8.3 **Governors asked** what had emerged from the parent survey. There had been positive feedback on the accessibility of the online learning platform. More feedback had been received from Year 5 than from Year 4. The headteacher suggested a further parent survey after lockdown to ask how their children have been affected by lockdown to help identify ways in which the school can meet their needs; it would be forward looking. The staff had noticed that the amount of work produced by children is reducing; they are – understandably – fed up.

Governors suggested that a parent survey could be linked to headteacher recruitment. This might be discussed in the second part of the meeting.

Governors asked whether the Covid restrictions might have an impact on the numbers of children in school from September. Reduced numbers would make the budget more difficult. The effect of Covid – and the difficulty of families seeing around school – on applications for places at the school would not be known until the LA Admissions Team confirms the number of

first preferences. The deadline for applications was mid-January so the information has not reached schools.

Governors asked whether any parents had removed children from the school roll for elective home education (possible safeguarding concern). LB confirmed that no children had left the school for this, and all children are accounted for.

Governors noted the chair's report of OCC's recent briefing meeting for heads and chairs of governors.

8.4 **Comper:** The headteacher reminded governors that she keeps in regular contact with the Comper head. The Nursery has been required to continue as usual. They have had 15 children in Reception and there has been no self-isolation closure due to Covid.

9. **Child Protection and Safeguarding**

9.1 The chair reminded all governors to read Parts 1 and 2 of *Keeping Children Safe in Education* and to confirm that they have read it. This can easily be done by going into 'Declarations' on the individual governor profile and scrolling to the foot of the page where there are a series of 'confirm' buttons. The clerk will upload a step-by-step guide that he had prepared for other governing bodies.

9.2 **Safeguarding training**

JB had completed. RT is booked on 3 March. BK will book a course soon.

9.3 The Annual Safeguarding Audit had been submitted by 31 December 2020. The completed audit document had been shared with all governors for review. No comments or amendments had been received. The headteacher thanked AB for her help in compiling the evidence. CPOMS, the electronic system for tracking safeguarding issues – including attendance, punctuality and behaviour - had been very helpful.

Governors asked whether Comper are using the CPOMS system. LB reported that they do have it and have had some training on its use, but she does not think they are currently using it. They do however have plans to use it. It will be a great benefit to both schools when both are able to use CPOMS to access and update information about all children in the school, Reception and Years 1–6. The head of Comper is planning more training.

10. **Other policies, procedures**

The school's Admissions policy and procedures for 2022/23 had passed through statutory consultation. Governors agreed to publish the policy on the school website. The chair thanked everyone who had contributed to this, especially RT.

11. **Governing Body Development**

The chair thanked all governors for registering on GovernorHub. She explained that the organisation of papers into separate folders was intended to replicate the Dropbox system that governors are used to but she intends to simplify for future meetings.

Governors confirmed that GovernorHub had been easy to use.

The chair thanked the clerk for helping to set the governing body up on GovernorHub.

12. **Meetings of committees/other groups**

Minutes of committee meetings had been shared on GovernorHub.

Curriculum Committee meeting 18 January 2021

Finance, Premises and Staffing Committee meeting 26 January 2021

PTA – no meeting (the meeting scheduled for 11 January was cancelled)

13. **Any other business – none**

Next full governing body meeting was confirmed as Thursday 25 March 2021 at 19.00.

The chair apologised for the internet connection difficulties that she had experienced. It had never happened before.

The meeting closed at 20.05

	Action by Term 4 GB meeting unless stated otherwise	Who	
Action 1	Actions from website compliance review – school information. In progress. Checklists of revised requirements for compliance shared. JW to identify information still missing from website; school to supply this. JW to confirm when completed.	JW	
Action 2	Actions from website compliance review – school information. In progress. Checklists of revised requirements for compliance shared. BK to identify information still missing from website; school to upload this. BK to confirm when completed. SF offered support for this process.	BK, SF	
Action 3	All governors to submit brief pen portrait for website.	All governors	
Action 4	SF to draft an updated statement of Freedom of Information Publication Scheme. <i>Deferred because of pressure of other work.</i>	SF	
Action 5	LB and Behaviour Working Group to review Complaints procedure guidance for parents	LB, BWG	
Action 6	All governors and associates to read <i>Keeping Children Safe in Education</i> (September 2020) Parts 1 and 2 if they have not already done so, and confirm by signing KCSiE register sheet.	TF, JW associates	
Action 7	MP upload Step-by-step guide to Declarations and share with all governors.	MP	
Action 8	AB, JB, EK, RT to complete generalist safeguarding training, Confirm with CCW when done. AB, EK training completed. JB training completed, RT, BK training to be completed.	RT, BK	
Action 9	LB to meet with the school's PE/Sports Coordinator, external PE/Sports provider and TF to plan actions to develop physical activity in school to contribute to children's well-being	LB, TF	
Action 10	Curriculum Committee to invite Comper governors to attend CC meeting to discuss Comper self-evaluation re. Ofsted indicators for Reception Year provision (meeting to be deferred until possible to meet in person).	Curriculum Committee	
Action 11	Clerk to include governor training on agenda for Term 4 GB meeting.	Clerk	

Martin Pounce
9 February 2021

Signed (Chair) Date