

St Mary & St John CE Primary School

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Headteacher: Elizabeth Burton



Minutes of St Mary & St John CE Primary School Full Governing Body Meeting Tuesday, 18 May 2021 (Term 5), 7.00 pm, Meadow Lane (Remote meeting via Zoom)

Present:

Elizabeth Burton (LB), Headteacher
Sarah Franklin (SF), Foundation Governor – *Chair*
Anna Ballance (AB), Foundation Governor
Julia Bell (JB), Foundation Governor
Elizabeth Clarkson (LC), Staff Governor
Tim Foster (TF), Parent Governor
Rob Green (RG), Parent Governor
Ben Klooss (BK), Parent Governor
Mary-Anne Sinclair (MAS), Foundation Governor
Jenny Worroll (JW), Foundation Governor

In attendance:

Chris Chamier-Williams (CCW), Associate Member
Beth Gibson (BG), Associate Member
Jane Godby (JG), Associate Member, arrived at 7.15pm
Jenny Dyer (JD), Local Authority Clerk

Apologies:

Sarah Blackwell (SB), Associate Member
Emily Kerr (EK), Foundation Governor
Philip Ritchie (PR), Foundation Governor
Richard Tarver (RT), Local Authority Governor
Sam Coleman (SC), Associate Member

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting.

Apologies were received as noted above and accepted.

The meeting was quorate.

2. Declarations of any other urgent business

None declared.

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

None declared.

4. Minutes of Full Governing Body meeting, 25 March 2021 (Term 4)

The minutes were agreed and then to be signed by the Chair and filed.

5. Matters arising from the minutes

Action	Action (by Term 6 FGB meeting, unless stated otherwise)	Who	Outcome
Action 1	<p>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.</p> <p>Update 25 March 2021 – Due to the pandemic, completion had been delayed. Information on catch-up funding has been added. LB and CCW have confirmed that all mandatory information has been uploaded; all mandatory policies were up to date.</p> <p><i>Update 18 May 2021 – This action remained in progress.</i></p>	JW	In progress Action 1
Action 2	<p>Actions from website compliance review – governor information. In progress. Checklists of requirements for compliance shared. BK to identify information still missing; school to upload this. BK to confirm when completed. SF offered support for this process.</p> <p>Update 25 March 2021 – Some governor meeting minutes had been added to the website. Assistance was sought from other governors in order to complete this action. Governors to contact BK or SF to offer help or BK and SF would contact governors.</p> <p><i>Update 18 May 2021 – This action remained in progress.</i></p>	BK, SF, all governors	In progress Action 2
Action 3	<p>All governors to submit brief pen portrait for website.</p> <p>Update 25 March 2021 – AB to pass on the list to next governor and pen portraits to be completed quickly.</p> <p><i>Update 18 May 2021 – AB had passed on the list but this action remained in progress.</i></p>	All governors	In progress Action 3
Action 4	<p>SF to draft an updated statement of Freedom of Information Publication Scheme. Deferred because of pressure of other business.</p> <p><i>Update 18 May 2021 – Agenda Item for FGB Meeting, Term 6</i></p>	SF	Term 6 Action 4
Action 5	<p>LB and Behaviour Working Group to review Complaints Procedure guidance for parents.</p> <p><i>Update 18 May 2021 – Agenda item for BWG, with report to FGB Meeting, Term 6 (see item 10.1 below).</i></p>	LB, BWG	Term 6 Action 5
Action 6	<p>All governors and associates to read Keeping Children Safe in Education (September 2020), Parts 1 and 2, if they have not already done so, and confirm by signing KCSI register sheet.</p> <p>Update 25 March 2021 – Governors were reminded that they can now confirm this via GovernorHub. JD to remind governors to complete this declaration.</p> <p><i>Update 18 May 2021 – Still in progress (see item 9.1 below).</i></p>	LC, JG, SB, BG, JD	In progress Action 6
Action 7	<p>AB, JB, EK, RT to complete generalist safeguarding training; confirm with CCW when done. AB, EK, JB: training completed. RT: to be completed. BK: training also to be completed.</p> <p>Update 25 March 2021 – Completed by RT. AB to liaise with BK regarding this training.</p> <p><i>Update 18 May 2021 – Completed by BK and all governors listed.</i></p>	BK, AB	Completed
Action 8	<p>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.</p> <p>Update 25 March 2021 – TF to provide a verbal report in Term 5.</p> <p><i>Update 18 May 2021 – TF to meet with PE/Sports Coordinator in Term 6 and report to GB (see item 8.1 below).</i></p>	TF, LB	Term 6 Action 7

Action	Action (by Term 6 FGB meeting, unless stated otherwise)	Who	Outcome
Action 9	Curriculum Committee to invite Comper governors to attend a CC meeting to discuss Comper self-evaluation re. Ofsted indicators for Reception Year provision (meeting to be deferred until possible to meet in person). <i>Update 18 May 2021 – This action remained as pending.</i>	Curriculum Committee	Pending Action 8
Action 10	SF to draft a version of the Ofsted Parent View questionnaire.	SF	Completed (see item 8.3)
Action 11	TF to look at gathering parent views via an online post-it exercise and/or one outside school. <i>Update 18 May 2021 – In progress (see item 8.4 below).</i>	TF	In progress Action 9
Action 12	MAS to draft a pupil voice exercise, with the help of another governor. Update – JB has offered to help with this.	MAS, JB	Completed (see item 8.5)
Action 13	BK to share the Governor Induction course PowerPoint via GovernorHub. <i>Update 18 May 2021 – This action had yet to be completed.</i>	BK	Term 6 Action 10
Action 14	Governors to record all training completed since September 2020 on GovernorHub, accessed via the training tab within their profile. Governors to record here also the dates of their governor induction training and most recent safeguarding training (even if these were prior to September 2020). <i>Update 18 May 2021 – In progress (see item 11 below).</i>	All governors	In progress Action 11
Action 15	All governors to re-consider the position of Vice Chair and contact SF to discuss. <i>Update 18 May 2021 – This action remained in progress.</i>	All governors	In progress Action 12
Action 16	RG to complete e-safety training as soon as possible. <i>Update 18 May 2021 – In progress (see item 13.1 below).</i>	RG	In progress Action 13
Action 17	Chairs of committees to look at the training needs of governors relating to work of their committee. <i>Update 18 May 2021 – In progress (see item 13.1 below).</i>	AB, JW, EK, RT	In progress Action 14

6. Headline updates from committees/other groups

6.1. Curriculum Committee

JW, Committee Chair, summarised the main areas of discussion taking place at their meeting on 5 May 2021:

- **Operational update**
 - **Staffing**
 - Head Teacher appointment — Following interviews in April, Miss Rebekah (Bex) Stott was appointed as Headteacher at Mary & John, effective from 1 September 2021.
 - Beth Gibson, Special Educational Needs Coordinator (SENCo) would be leaving at the end of the academic year; the post had been advertised and interviews taken place, with an appointment made.
 - Sam Coleman, class teacher, would be leaving at the end of the academic year and replaced by Rosie Robins, a school-centred initial teacher training teacher (SCITT), commencing 1 September 2021.
 - English Lead – appointment to this role would be made following an internal process.

Governors thanked Beth Gibson for her 14 years of service to Mary & John. As an extremely experienced SENCo, and held in high regard, particularly when liaising with outside professionals, she would be greatly missed.

Governors also thanked Sam Coleman for his many years of excellent work as a class teacher and all his significant contributions as English Lead.

- **Update since the return to school by pupils on 8th March**
 - Attendance remained at a high level
 - Individual classes were staying in their bubbles, to increase the chance that only one class would need to close, should there be a positive COVID test.
 - Children continued to readjust to the structure of school life and emotionally; learning in smaller chunks responded to these needs.
 - Gaps in learning following lockdown was varied and being addressed through targeted teaching.
- **Pupil Progress Meetings**
 - Pupil progress meetings would continue in Term 6
 - ‘Deep dives’ would be scheduled towards the end of Term 5 in Reading for Years 3 and 5 and for History in Years 1 and 4.
 - Parent-teacher consultations might take place face-to-face in late June, subject to these being COVID-secure.
 - The annual report to parents, whilst still reporting on progress, attainment and attitudes to learning, would be in a format which reflects the new Ofsted inspection framework.
- **Behaviour Report**

Ten incidents were reported, with Mary & John working sensitively with parents to support their child.
- **School Development Plan (SDP)**

The whole child agenda, relating to emotional wellbeing, was the current key focus. ‘Deep Dives’ were also another key aspect, with other aims of the SDP due for review in Term 6.
- **Sex and Relationships Policy**

Now referred to as Relationships, Sex and Health Education (RSHE), the policy would be updated and reflect changes under the equal opportunities listing. Prior to approving the

policy, and publication on the school's website, it would be shared with staff, parents and carers.

6.2. Finance, Premises & Staffing Committee (FPS)

AB, Committee Chair, summarised the main areas of discussion taking place at their meeting on 13th May 2021.

- **Budget setting** - Whilst challenging, a balanced budget had been achieved for the next three years, 2021/22, 2022/23 and 2023/24, with due consideration given to the different aspects of income and expenditure, and resulting in a surplus for each of the three financial years.

Governors thanked Kristy Bailey, School Bursar, for all her work in preparing the budget and support to governors.

- **Premises, health and safety**
 - **Building work outstanding/completed:**
 - Improvements to the perimeter fencing completed.
 - Roofing works (co-funded by the Diocese) are scheduled for summer 2021.
 - **Capital spending and repairs and maintenance** – there were no items of expenditure.
 - **ICT** – quotations relating to Broadband and a large screen for the main hall would be discussed at the next meeting.
 - **Defibrillator** – funded by the Parent Teacher Association (PTA), this was now installed.
 - **Health and Safety** – SF attended the Local Authority (LA) Governor Services Chairs' Briefing on 13th May 2021. COVID remained high on the agenda, with vigilance still required in light of the Indian variant.
- **Staffing updates** – Changes to staffing from September were discussed; the Pay Committee would review the staffing structure and report to the next FPS Committee meeting.

Relating to FPS Committee meeting, governors asked the following questions:

Governors enquired whether the school community had been notified of the change of SENCo from September.

Now that governors were informed, LB would write to advise the school community, while BG would converse with parents, to reassure and advise of a smooth transition to the new SENCo, also very experienced.

Governors were pleased to note the defibrillator had been installed but challenged the location whereby it was accessed via two doors before reaching the lobby. Furthermore, how would it be accessed for school events?

LB clarified that access was via an outside door only which would be unlocked during the school day and for school events.

6.3. Headteacher Appointment Panel

Governors were delighted to confirm the appointment of Miss Rebekah (Bex) Stott as Headteacher from September. She had formally accepted the position and would continue LB's legacy and vision at Mary & John. As a new head, she would be signed up to a comprehensive LA mentoring package and other support would be available.

LB congratulated governors on their successful appointment and in carrying out a highly professional and efficient recruitment process, working alongside the Headteacher at Comper, the LA and Diocese.

Governors asked if the new headteacher had been involved with the SENCo appointment.

LB confirmed that Bex Stott had been involved with the appointment.

7. Headteacher's reports

7.1. Headteacher's report – short-form report

- **Pupil Places** - LB alerted governors to the downward trend in take up of pupil places in reception and fewer enquiries from abroad. Furthermore, there were 19 pupil places available across the school; as a consequence this impacted on the school budget, since it was based on the October 2020 census.
- **Statutory Assessment Tests (SATs)** – due to the disruption caused by the pandemic, Key Stage 1 and 2 SATs were cancelled for the second year.
- **COVID**
 - LB reported one bubble closure of two Year 1 classes for 5 school days following a confirmed case of coronavirus over the May Bank Holiday. Remote learning through the online learning platform Seesaw was provided from the first day of closure, with high pupil engagement throughout. On their return to school, some children found it difficult to settle initially, due to being in and out of school over the last year.
 - Minimising the spread of infection - Lateral flow tests were completed twice a week by staff at home and more staff had been vaccinated. An established system of controls within school continued.
 - Residential trips – due to further relaxation from 17 May, two residential trips were scheduled, and day trips could resume.
- **Bullying incidents** – one incident had occurred since the last meeting and Mary & John was supporting the families involved, using a restorative approach.

7.2. Attendance report

CCW reported on the attendance figures for Term 4:

- Overall attendance stood at 97.3% to 31 March which surpassed the school's target of 96.5%. This was a good outcome.
- Attendance of pupils not eligible for pupil premium (PP) was 97.8%
- Attendance of pupils eligible for PP was 94% – this figure included five children of families that had travelled abroad and were not able to return, although one family had just returned. Whilst abroad, families received weekly contact from school and a remote learning package. Due to the size of this PP group, attendance percentages are easily swayed.
- Attendance for children with English as an additional language was 96.3%.
- Attendance for children who do not have English as an additional language was 97.6%.

In consideration of the Keeping Children Safe in Education statutory guidance, governors questioned what evidence school needed to gather to support confirmation that children of families abroad were safe.

CCW confirmed that all information was recorded on the school's safeguarding software, 'Child Protection Online Management System' (CPOMS). Moreover, school had open communications with family members, including weekly updates with the family who remained abroad.

Whilst acknowledging that overall attendance of children eligible for PP had been affected by those remaining abroad, governors enquired of attendance for PP children not abroad.

It was confirmed that attendance was good, including one child who had recently doubled their attendance figures.

Governors were also advised by CCW that teachers were kept well informed of attendance data and accordingly kept in contact with parents where attendance was a concern.

7.3. COVID-19 update – pupil well-being, staff well-being, keeping in touch with families

- **Pupil well-being**
 - Children were settling in school and getting used to routines again.
 - To mirror the easing of national restrictions from 17 May, Year 5 and 6 cohorts successfully ate lunch together in the hall, whilst observing social distancing and keeping doors open to maintain good ventilation.
 - The Department for Education confirmed that school trips were permitted from 12th April and residential visits from 17 May. Already, a 'Trench Day' had taken place at Hill End Outdoor Education Centre, with very positive feedback from the children attending.

- **Staff well-being**
 - Rowan Smith, Head of Training at Family Links, had led a session for teachers, reflecting on wellbeing and emotional health; another session and one for teaching assistants (TAs) would take place in June.
- **Keeping in touch with families**
 - Daily point of contact for parents - staff were available at the gates each morning to welcome the children and talk to parents. Where separation was difficult, parents were permitted to walk to the class door with their child to reassure them.
 - **Home learning** - almost all families had engaged with home learning and school followed-up any who did not participate.
 - **Communication channels** – whilst these were strong, they were not the same as face-to-face dialogue.
 - **Parent Consultations** – Subject to further easing of lockdown and government guidelines, face-to face parent consultations would be considered for June or July.

7.4. COVID-19 update – catch-up premium priorities

LB advised governors how the ringfenced money was being spent to benefit the children:

- Individual small group teaching of Mathematics by experienced teachers.
- Reading support, through the national tutoring programme to help children catch-up, is being delivered by the school’s own staff who know the children best.
- Emotional support intervention is provided through outdoor learning and play therapy and zones of regulation groups, first introduced to the school by BG, are being used to support children with self-regulation and emotional control.

Governors asked which children were receiving the support from the catchup funding.

LB confirmed children eligible for PP and those in need of additional support.

Governors challenged whether the mixing of year groups for trips/residentials and at the After School Club would mean that two year groups, for example, would then have to self-isolate should any cases of COVID emerge?

CCW explained that it would just be for those children in immediate contact, so not whole year groups. For after school clubs the school is being more cautious than government guidance. LB confirmed the Year 1 trip included separate coaches for each class; on arrival the children were outdoors in groups. Furthermore, it was impossible to eliminate risk, but Mary & John was taking the necessary steps to reduce risk.

7.5. Comper Report *(including update on outside area work in progress)*

By way of catchup, SF had met with the Chair of Governors at Comper, with the following discussed:

- **Outside Area** – Comper had received £10k of emergency funding from the LA, to include the cost of renewing a boundary fence.
- **LA audit of nursery providers** – this was currently taking place across Oxfordshire and due to be completed by the end of July, with potential for outcomes to inform the allocation of nursery funding in the future. This audit would provide opportunity for Comper to receive more clarity as to future development of the outside area.

8. School development

8.1. PE and Sports Premium spending, PE provision and physical activity in school

TF would be meeting with Jacquie Pinches, PE Coordinator, to discuss ways of incorporating more physical activity into the school day, thus contributing to pupils' wellbeing. Directing the remaining funds, that could not be spent due to the pandemic, would also be considered.

8.2. Governor monitoring visits to school

Governors were advised that monitoring visits could now be permitted, prior to the end of the Summer Term. These could be carried out face-to-face, if circumstances allow, and ideally outside of the school day. The visits would need to be in accordance with the school's COVID risk assessment and all expectations relating to social distancing and wearing masks.

Governors agreed to contact SF prior to arranging visits for further information.

8.3. Summer 2021 parent consultation: annual governors' questionnaire – discussion, approval

Following discussion and due consideration, governors agreed the questionnaire for parents and carers would use the updated Ofsted Parent View questions plus a free text box to provide opportunity for responses to include other aspects of school life.

Action 15: SF to set up the annual governors' questionnaire in an online format and liaise with LB and the school on its circulation to parents and carers.

8.4. Summer 2021 parent consultation: post-it boards

Governors discussed the suggested post-it boards and agreed that overseeing these would be difficult due to parent-teacher consultations taking place staggered over several days. Outdoor and online alternatives were therefore considered, during the same period as the questionnaire, so that responses could be combined and then analysed.

TF agreed to further discuss post-it exercise content/online alternative with SF and other governors (see Action 9 below).

8.5. Summer 2021 pupil voice visit(s)

Following discussion, governors agreed that MAS and JB would proceed to gather the views from three groups of six children, one from Key Stage 1 and two from Key Stage 2; those selected would be a representative sample of children in school. Formulated open-ended questions, to enable

discussions to flow, would be asked of each group and include those relating to pupils' wellbeing and the curriculum. Responses would be collated, reported to governors and the new headteacher and then taken into account when formulating the SDP.

MAS and JB agreed to liaise with CCW to determine when the visits could take place in Term 6, so that a safe space could be organised, either in a well-ventilated room or outside.

Action 16: MAS and JB to visit school for pupil voice sessions and report to GB in Term 6.

Governors questioned whether school carried out its own pupil voice survey.

It was confirmed that pupil voice was gathered in conjunction with the annual teacher reports to parents, with children encouraged to reflect on different aspects of school life.

Governors asked how school responded to this feedback.

LB advised that it was shared informally with staff and discussed but no data was derived from the feedback.

Governors asked about other ways of gathering the views of children.

In response, CCW advised that pupil voice would normally be gathered through the School Council members, but due to the pandemic, this had not occurred. In addition, views had been gathered in previous years through the post-it note exercise.

Governors asked if teachers could gather the views of the children through a short questionnaire or post-it exercise?

Aware of this adding to teacher's workload, governors concluded this would be considered for the future. Gathering views of parents and children would therefore proceed with the online questionnaire and small-group pupil interviews as previously discussed; possibly also post-it notes.

9. Child Protection & Safeguarding

9.1. Keeping Children Safe in Education – all governors and associates sign KCSiE register

Although already carried out by some members of the FGB, in a different role, this had yet to be confirmed by LC, JG, SB and BG. JD to chase those that remained outstanding (see Action 6 below).

9.2. Safeguarding – general update

Relating to the Single Central Record (SCR), AB visited Comper to view procedures in place. A SCR audit at Comper recommended some changes. As a result, safeguarding governors would review the procedures in place at Mary & John, to ensure the same systems were used at both sites.

Action 17: Safeguarding governors to review the SCR systems at Mary & John.

10. Policies, procedures

10.1. Complaints procedure guidance for parents

Relating to this guidance, JW would liaise with CCW; it would be an item for discussion at the Behaviour Working Group, reporting in Term 6 (see Action 5 below).

10.2. Charging policy – annual review

This policy would be deferred to the Finance, Premises & Staffing Committee meeting in Term 6.

11. Training undertaken by governors (since Term 4 meeting, 25 March 2021)

All governor training to be recorded on GovernorHub (see Action 11 below).

12. Visits to school by governors (since Term 4 meeting, 25 March 2021)

Apart from HAP governors and weekly visits by the Chair with LB, visits to school had been curtailed due to the pandemic. Next term monitoring might take place face-to-face, but would be subject to government guidance on further easing of lockdown restrictions.

SF reminded all governors to record their visits in the black governor visits folder kept in school.

13. Governing Body development

13.1. Governor training – discussion, planning

SF provided the following update:

- Governor training – from 7th June bookings could be via GovernorHub rather than through the Oxfordshire Partners in Learning (OPL).
- Safeguarding Course – taking place on 26th May through OPL for those governors needing to update their training.
- e-Safety - RG had enlisted for this online training and would report back to governors at the FGB (Term 6) meeting.
- Restorative approach – JW, JB and SF would be attending this staff training, open to all governors.

Chairs of Committees agreed to email SF with thoughts of future training and to put in diary for committee members (see Action 14 below).

14. Meetings of committees/other groups

- Curriculum Committee – *meeting 5 May 2021*
- Budget Monitoring Group – *meeting (budget setting) 6 May 2021*
- Finance, Premises & Staffing Committee – *meeting 13 May 2021*
- Headteacher Appointment Panel – *various meetings*
- PTA – *meeting 10 May 2021*

15. Any other urgent business (ref. item 2)

Following the recent election of Councillor Damian Haywood, contact would be made regarding the Oxfordshire School Streets strategy. Governors would obtain further information relating to the strategy from JB.

A governor drew attention to the headteacher appointment process and the different aspects that were discussed, requesting these were discussed further in order not to lose sight of them. SF advised that points for development would normally be tackled through the SDP process, and could feed into discussion for SDP 2021/22 priorities.

Next Full Governing Body meeting (Term 6) Tuesday, 29 June 2021, at 7.00 pm.

Future agenda items

- School development plan, 2020/21 – second review (Term 6)
- Statement of Freedom of Information Publication Scheme – review, approval (Term 6)
- Participation in Oxfordshire School Streets scheme – discussion (Term 6)
- Policy schedule – review (Term 6).

Meeting finished at 8.50 pm.

Actions agreed at the meeting:

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