

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 Thursday, 01 July 2021 (Term 6), 7.00 pm, Meadow Lane (Remote meeting via Zoom)

Present:

Elizabeth Burton (LB), Headteacher
Sarah Franklin (SF), Foundation Governor – *Chair*
Julia Bell (JB), Foundation Governor
Elizabeth Clarkson (LC), Staff Governor
Tim Foster (TF), Parent Governor
Emily Kerr (EK), Foundation Governor – left at 8.43pm
Ben Klooss (BK), Parent Governor
Philip Ritchie (PR), Foundation Governor
Mary-Anne Sinclair (MAS), Foundation Governor
Richard Tarver (RT), Local Authority Governor
Jenny Worroll (JW), Foundation Governor

In attendance:

Beth Gibson (BG), Associate Member
Jane Godby (JG), Associate Member
Jenny Dyer (JD), Local Authority Clerk

Apologies:

Anna Ballance (AB), Foundation Governor
Sarah Blackwell (SB), Associate Member
Chris Chamier-Williams (CCW), Associate Member
Sam Coleman (SC), Associate Member
Rob Green (RG), Parent Governor

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting.

Apologies were received as noted above and accepted.

Rob Green would be standing down as parent governor since his term of office ended on 1st July 2021. He would be thanked personally for his contribution to the Governing Body at the end of term, on 21st July.

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, 18 May 2021 (Term 5)

The minutes were agreed, 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>Update 18 May 2021 – This action remained in progress.</p> <p><i>Update 1st July 2021 – Whilst almost completed, 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>Update 18 May 2021 – This action remained in progress.</p> <p><i>Update 1st July – 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>Update 18 May 2021 – AB had passed on the list but this action remained in progress.</p> <p><i>Update 1st July 2021 – BK had received two further contributions; those received so far would be uploaded to the school website. For those outstanding, BK would send a further reminder.</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 1st July 2021 – This action deferred to Autumn Term 1/2 2021</i></p>	SF	Term 1/2 Action 4
Action 5	<p>LB/CCW and Behaviour Working Group to review Complaints Procedure guidance for parents. Update 18 May 2021 – Agenda item for BWG, with report to FGB Meeting, Term 6.</p>	LB/CCW, BWG	In progress (see item 6.4) 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 KCSiE 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>Update 18 May 2021 – Still in progress.</p> <p><i>Update 1st July 2021 – Only two confirmations outstanding. All governors have confirmed. JD to send further reminder to remaining two (associate members).</i></p> <p><i>Update August 2021. Both these associates are members of staff who have already confirmed to school. Action closed.</i></p>	JG, SB	Closed
Action 7	<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>Update 18 May 2021 – TF to meet with PE/Sports Coordinator in Term 6 and report to GB.</p>	TF	Completed (see item 8.1)

Action	Action (by Term 6 FGB meeting, unless stated otherwise)	Who	Outcome
Action 8	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). Update June 2021 – Discussed at Comper/M&J Partnership Group meeting, 17 June 2021. Comper governors agreed and will propose dates for a joint meeting before end of Term 2. <i>Update 1st July 2021 – this item will be carried forward to FGB Term 1 or 2, 2021.</i>	Curriculum Committee	Term 1 or 2 Action 6
Action 9	TF to look at gathering parent views via an online post-it exercise and/or one outside school. Update 18 May 2021 – In progress. <i>Update 1st July 2021 – This would take place in Autumn Term 1 or 2, 2021.</i>	TF	Term 1 or 2 Action 7
Action 10	BK to share the Governor Induction course PowerPoint via GovernorHub. Update 18 May 2021 – This action had yet to be completed. <i>Update 1st July 2021 – This action had yet to be completed.</i>	BK	In progress Action 8
Action 11	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). Update 18 May 2021 – In progress. <i>Update 1st July 2021 – This action remained in progress.</i>	All governors	In progress Action 9
Action 12	All governors to re-consider the position of Vice Chair and contact SF to discuss. Update 18 May 2021 – In progress. <i>Update June 2021 – Nominations have been received for AB and JW to hold this post as co-Vice-Chairs. Further nominations can be made at the meeting, or beforehand by notifying the Clerk. If the position is contested, then the election will be by secret ballot.</i>	All governors	Completed
Action 13	RG to complete e-safety training as soon as possible. Update 18 May 2021 – In progress. <i>Update 1st July 2021 – RG no longer serving as a governor. Another governor or governors to take up role of e-safety governor and complete training. Noted on training needs report (item 14.3 below). SF will follow up on this.</i>	SF	In progress Action 10
Action 14	Chairs of committees to look at training needs relating to work of their committee. Update 18 May 2021 – In progress.	AB, JW, EK, RT, SF	Completed (see item 14.3)
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.	SF	Completed (see item 8.3)
Action 16	MAS and JB to visit school for pupil voice sessions and report to the FGB in Term 6.	MAS, JB	Completed (see item 8.2)
Action 17	Safeguarding governors to review the Single Central Record system at Mary & John. <i>Update 1st July 2021 – This action would be a priority once the new headteacher was in post and therefore remained an outstanding item.</i>	AB, Comper	In progress (see item 9.2) Action 11

6. Headline updates from committees/other groups

6.1 Curriculum Committee

JW, Committee Chair, summarised the main areas of discussion which had taken place at their meeting on 14 June 2021:

- **Non-core subjects**
 - **Progress Grids** - Teachers had worked hard to produce the grids for all non-core subjects; three grids would be piloted from Term 6, then reviewed and modified as

required. This information would then provide governors with an idea of progress across the school.

- **'Deep dives'** – these had been carried out by the History and English subject leads, with positive outcomes and a professional sharing of experience and advice.
- **Ofsted next steps** – Governors discussed the need to monitor progress over time, in preparation for Ofsted. Future strategies for carrying this out would be determined with the new Head Teacher in the Autumn Term.
- **Behaviour** – Two incidents relating to prejudicial behaviour were reported. Governors were impressed by the school's approach in resolving the issues, with lessons for life learned as an outcome by the children.
- **Relationships and Sex Education Policy - approved** by governors.
- **RE policy** - discussion took place, with the policy to be reviewed further.

6.2 Finance, Premises & Staffing (FPS) Committee

BK summarised the main areas of discussion taking place at their meeting on 22nd June 2021:

- **Finance** – There was an overall improvement in the school's finances, due to staffing changes from September 2021. A further update on finance would follow the Budget Monitoring Group (BMG) meeting, scheduled for 13th July 2021.
- **Premises, Health & Safety**
 - **Roof** – Repairs would take place over the summer holiday period.
 - **Refurbishment of six classrooms** – This work would be subject to additional funding being available.
 - **CCTV installation** – Quotes were being obtained, with LB providing an update for the next BMG meeting.
 - **Broadband** – Quotes to be obtained and available for review at the next FPS meeting.
- **Staffing**
 - **Staffing changes and structure** – governors noted changes in staffing from September 2021 and the salaries agreed for teaching and learning responsibility (TLR) roles. Following the resignation of three teaching assistants at the end of term, advertisements had been placed.
 - **Exit Surveys** – these would be completed by the staff leaving, with LB's carried out by EK.

- **Well-being** – reported that staff remained under stress, but were coping.
- **Policies**
 - **Policy Schedule** - SF was currently updating the schedule.
 - **Staff Handbook** – LB confirmed that the school’s HR policies all followed local authority model policies. This is referenced in the staff handbook. Update was in progress.
 - **Charging & Remissions Policy** – **approved** by governors, subject some minor additions.

6.3 Comper/Mary & John Partnership Group

Minutes of the 17th June 2021 meeting were circulated via GovernorHub. The two schools continued to work closely together; SF summarised the main areas of discussion:

- **Comper outside area** – optimism was shared since £4.5k had been raised by parents and the local community; a donation from Mary & John Parent Teacher Association (PTA) promised and the LA’s contribution of £10k. Work would commence at the start of the summer holidays and be completed by September 2021.
- **Safeguarding procedures** – The Child Protection Online Management System (CPOMS) was now up and running at Comper; audit spot checks and monitoring of files would take place three times throughout the year, to ensure good practice.
- **Transition arrangements** – These would go ahead, with some adjustments made due to the pandemic. A group of Reception Year children with special educational needs and/or disabilities (SEND) had already visited Mary & John, with visits by the other children to follow.
- **Annual questionnaire for parents and carers** – Presented as an online questionnaire, this was sent out jointly by both schools, with some very positive responses received (see also minutes under agenda item 8).
- **Early Years Foundation Stage (EYFS) new curriculum** – With its introduction from September 2021, members of the Teaching and Learning Committee at Comper and the Curriculum Committee at Mary & John would work together and meet to look at EYFS assessment and the Ofsted indicators (school self-assessment). In addition, governors from Mary & John would join Comper for any training relating to EYFS assessment.

6.4 Behaviour Working Group (BWG)

The BWG Meeting took place on 27th May with minutes circulated prior to the meeting via GovernorHub. JW presented a summary of the main areas of discussion:

- **Complaints procedure** – Additions to the procedure, detailing how parents could contact the school, to try and resolve any issues at an early stage, before raising a formal complaint would be included and then the document presented at the next Full Governing Body (FGB) Meeting for approval.
- **Behavioural issues** – LB had highlighted the complex range of needs and issues within a Year 4 class which the school was addressing. Teachers were working with families and making progress using restorative practice, to achieve positive outcomes. The concern raised regarding six children rumoured to have left the school was clarified by LB – only three had in fact left last year: one of these was because the family had relocated, one moved to another school and one, with more complex needs, had left despite Mary and John working proactively with the family. The needs of the class would continue to be a priority as the children moved to Year 5 with the class teacher implementing a range of strategies to support, as required. The class would continue to be monitored in 2021/2022 by the BWG.

Governors agreed that continued monitoring would be beneficial and asked that clarification as to what constituted bullying be provided for parents, and how the school dealt with such matters.

JW confirmed that a flow chart had been prepared by CCW relating to the procedure for addressing bullying and would be reviewed and discussed by the BWG at their next meeting. Governors were invited to provide input to this meeting which would feed into the discussion.

Governors agreed that the BWG would continue to meet in 2021/2022, every long term, equating to three times per year.

Headteacher's reports

7.1 Headteacher's report – long-form report (including self-evaluation report)

- **School Context Report**
Governors thanked LB for her regular report of the school's context and were pleased to learn that all Reception Year places in September 2021 were taken up and noted that 22 pupil places were available across the school which was higher than usual.
- **Annual review of exclusions**
There had been no exclusions.
- **School self-evaluation report (SSER)**
LB presented a summary of the self-evaluation under the Ofsted Framework headings, with all areas judged as 'good':
 - **Quality of education;** embracing teaching, learning, assessment, pupil outcomes and the curriculum, the latter having increased emphasis. LB shared how remote learning provision, delivered throughout the pandemic via the Seesaw online platform, provided good quality lessons, with significant interaction and feedback by staff. In school, teaching continued to engage and inspire pupils, with effective questioning, a

purposeful environment and opportunities for high order thinking a strength. Securing teachers' subject knowledge, to sharply focus teaching with high expectations, was a key area for future development and for pupils to be able to articulate their learning. Additionally, middle leaders would continue to develop their roles as foundation subject leads.

- **Behaviour and attitudes;** embracing high expectations for learners' behaviour, attendance and positive relationships. Of note was the restorative approach used, based on empathy, trust and mutual respect, which was becoming further embedded in the school's culture. Post-lockdown, staff taught the children within emotionally healthy classrooms and further development as an emotionally healthy school would be a key area of focus going forward, supported by the Family Links charity. Family Links work in parent groups could restart in the autumn. A staff refresher course on restorative practice had been attended by three governors as well as staff.
- **Personal development;** embracing the development of resilience, confidence, independence, physical and mental health. The social, moral and cultural provision, as a high priority of the school, is a strength. As well as maintaining strong links with the church, the school promotes a significant focus on respect, inclusivity and tolerance and an understanding of British Values. In preparation for a SIAMS inspection, fostering spiritual development as part of school life and pupils being able to articulate this was an area for development.
- **Leadership and management;** embracing clear and ambitious vision, staff development and staff well-being. LB highlighted the school's inclusive practice, focused on challenging any form of prejudice, as a strength, as well as the outward-looking leadership, which recognised the importance of partnerships and networks. Increasing the capacity of aspiring and middle leaders and enhancing the working relationship of staff and governors at both Mary & John and Comper schools further were all identified as areas for future development.
- **Early Years provision.** Whilst Comper Foundation School carried out its own self-evaluation, it worked collaboratively with Mary & John. Relating to phonics, teachers at Comper were working with staff at Mary & John, to ensure continuity, which enabled Reception Year children to be well-prepared for the transition to Year 1. Catherine King, Comper Head, has identified work to be done to improve overall provision at Comper, with support from LB and an Early Years adviser.

7.2 Attendance report

CCW had circulated the report prior to the meeting via GovernorHub, with attendance data for Term 5 summarised:

- Overall attendance stood at 97.4% and continued to surpass the school's target of 96.5%
- Attendance of pupils not eligible for pupil premium (PP) 97.7%

- Attendance of pupils eligible for PP 95%
- Attendance for children who do not have English as an additional language 97.8%
- Attendance for children with English as an additional language 96.0%.

Governors questioned how many of the 11 children with attendance below 90% were eligible for PP.

Whilst the figure was not to hand, it was thought to be 5 pupils.

Concerned at the number of children with attendance below 90%, governors discussed CCW's report on the effectiveness of current strategies and measures to improve the situation.

Governors were informed how the school was pro-active in cases of emerging concern, following procedures outlined in the Attendance Policy, including home visits, and liaised with the County Attendance Team, as required. The strategies used to address absenteeism were effective in achieving successful and positive outcomes, since the number of pupils with attendance below 90% was significantly lower than the 22 pupils reported for Term 4.

Governors questioned why figures for pupils eligible for PP fell below the average recorded of all year groups.

It was explained that two PP children remaining abroad, due to the pandemic, significantly affected the attendance data.

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

- **Pupil wellbeing**
LB reported the children were happy to be back at school, full of energy and curiosity, and with good attendance. However, some children were suffering with anxiety issues and the school was working with specific families to support. Due to continued COVID restrictions, whole school events, including whole school assemblies, were not currently taking place and the Year 6 residential had had to be cancelled. Instead, Year 6 had participated in outdoor activities on site and both Year 5 & 6 had enjoyed a day at Hill End Outdoor Education Centre. Long term, time would tell on pupils' well-being.
- **Closing of bubbles** – Closures continued to challenge the school and affected the children's wellbeing. It was also starting to take a toll on the school and becoming extremely tiring.
- **Staff wellbeing** – Staff had benefitted from a wellbeing training session delivered by 'Family Links', relating to 'Change'.
- **Keeping in touch with families** - Parent consultations were carried out safely, with teachers delighted to meet parents who were able to visit classrooms and see children's work, for the first time since the pandemic began.

Governors asked about the rules relating to restrictions on whole school events and commented that parents were not always clear as to how these were defined.

Whilst agreeing that the situation in schools operated more cautiously than in some contexts in the wider world, where larger gatherings were taking place, LB advised that schools were governed by the instructions given by the Department for Education (DfE) and Local Authority (LA) weekly briefings.

7.4 COVID-19 update – catch-up priorities

Some tuition and emotional health programmes continued, with pupils eligible for PP prioritised. LB reaffirmed her view that the best approach for catch-up and recovery was likely to be good teaching in the classroom with good TA support and positive relationships in the classroom.

Relating to the recent school Book Fair, governors questioned if there was provision for pupils eligible for PP who could not afford to buy books.

LB confirmed that school discreetly allocated £25 per PP pupil, so that none were disadvantaged; books to this value could be chosen, with children supported by their class teacher in choosing.

7.5 Comper – report

See minutes at agenda item 6.3.

7.6 Road safety

Following a recent road traffic accident, witnessed by children and parents on their way to school, governors discussed road safety in the vicinity of school. Mary & John had previously approached the LA for a pelican crossing, but this was not supported due to other crossings in the area.

Concerned that pedestrians were often ignored at the zebra crossings on the Iffley Road, governors requested this be taken to the LA again, requesting a safer crossing and possible introduction of road traffic measures to ensure greater safety of this busy pedestrian area.

In response, it was agreed that SF and RT would take this matter forward with the LA.

Action 12: SF and RT to raise with the LA safety concerns about Iffley Road pedestrian crossings.

Governors asked what road safety instruction was taught by the school.

LB explained it was up to individual schools to provide their own training. It came under the umbrella of the Personal, Social, Health and Economic Education programme (PSHE) and Mary & John used the 'Jigsaw' materials. JG would be revisiting the Jigsaw materials with staff and staff would then be sharing with the children, and particularly Key Stage 2 children (KS2) who might be walking to school independently.

Governors enquired whether Mary & John could be involved with the 'School Streets' scheme which introduces a timed road closure to restrict access for motor vehicles at school drop-off and pick-up times.

LB advised this scheme was currently being trialled at some city schools.

Action 13: EK and JB to find out further information about the 'School Streets' scheme and report back to governors at the Term 1 FGB meeting.

8 School development

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

TF met with Jackie Pinches (JP), PE coordinator, on 21st June 2021; the report was made available via GovernorHub prior to the meeting. The areas of discussion included:

- **PE/Sports Premium budget 2021/2022** – planning and spending of this grant would be discussed early in the Autumn Term and in full consultation with the new headteacher.
- **PE Long-term teaching plans** – Planning included progression of activities for Years 1-6, providing opportunities for pupils to become physically confident and to develop self-esteem, resilience, mutual respect and fairness.
- **Swimming** – Lessons had resumed, with priority for Year 6 pupils, especially non-swimmers.
- **After School Activity Clubs for Key Stage 1** – the logistics of providing clubs had proved challenging and not always possible.
- **Football provision** – due to the current coach leaving, future provision might need to be sourced externally.
- **Sports' partnership activities** – future discussion would explore how this could be developed and particularly provision for Years 1 & 2. There were challenges engaging with sports festivals at other schools, etc. due to the time required to walk to and from venues. Offering use of the Mary & John field to other schools might be a way forward.
- **Activity levels of pupils** - TF would be investigating how to measure activity levels of pupils, in order to track impact from a baseline.
- **Pre-Olympic Talk** – TF would present a talk to Year 6 pupils.

Governors asked if swimming lessons had resumed for other year groups.

LB confirmed this was currently just for Year 6.

Referring to the potential loss of football provision, governors questioned whether there were any other activities that could bridge the gap?

LB explained that Sports Premium in 2021/2022 was £3k less than the previous year. Therefore, all provision would need to be reviewed, to ensure it was cost effective and benefitting the pupils.

8.2 Summer 2021 pupil voice visit – report

The pupil voice visits took place on 17th June 2021, with a report summarising responses, circulated via GovernorHub prior to the meeting. JB and MAS had conducted the survey, and complimented the school on the extremely welcoming children; they were delightful and showed an openness in sharing their enthusiastic responses.

Responses where the children expressed delight and appreciation included:

- Pastoral care, especially from the teaching staff
- Learning, especially Maths (Key Stage 1 children)
- PE, especially indoor games and using the apparatus
- Incentives and choosing time (Key Stage 1)
- Creative teaching (KS2)
- Being read to as a class (KS2).

Responses for future consideration included:

- More opportunities to access the library (older children)
- Replacement of the 'Nest' or something similar
- Lunch requests – for there to be:
 - A greater menu choice
 - A higher number of vegetarian options
 - Larger portions for older pupils
 - More time in which to select food and eat.
- Rotating designated play areas during Covid restrictions, enabling different year groups to benefit e.g. the shady vs the sunny areas of the field.

LB confirmed that replacement of the 'Nest' was being looked at by the PTA. Since other items were operational and not strategic, LB and the staff would address these separately.

8.3 Summer 2021 parent consultation: annual governors' questionnaire – interim report

Based on the new Ofsted Parent View survey (updated September 2019), this online questionnaire (with the option of paper copies) was sent to the parents/carers of all children on roll in Years 1–6 at Mary & John and in Reception at Comper. Responses related to probably 149 children, which equated to approximately 37% - this compared well with previous years. SF had circulated an interim report via GovernorHub - 'Quick Analysis of responses' - a more detailed analysis would be carried out by SF and JW, then circulated to governors of both Mary & John and Comper as soon as possible. The analysis would be discussed at the next meeting of the Comper/Mary & John Partnership Group and feedback would be given to both Mary & John and Comper parents.

SF provided governors with a brief summary of responses to the questionnaire:

- Comments were included in approximately two thirds of all responses, thus providing helpful and qualitative feedback.
- Parents celebrated many aspects of the school and were grateful for the support given to families and particularly during the pandemic.
- Parents of pupils with SEND were grateful for the support given to them by the school.
- A few clusters of concern were received relating to communication, particularly about children's learning and progress; some also about behavioural incidents and levels of PE and physical activity in school. These had already been passed to LB for discussion with staff.

8.4 Summer 2021 parent consultation: post-it boards – update

Governors discussed the value of post-it board consultations to gain parent feedback and regretted the loss of these this year owing to covid restrictions. It was agreed that they would feature at parent consultations next year, in the Autumn Term 2021 if possible.

8.5a School Development Plan, 2020/21 – review, proposal for 2021/22

Governors agreed that the current School Development Plan (SDP) would extend until December 2021, to provide a continuing framework for school improvement, as part of a smooth transition for the new headteacher, Bex Stott (BS), and to allow more time for the aims of the plan to be achieved, as some activities had been interrupted by covid restrictions. An evaluation of progress to the end of the year would be carried out by LB, ready for BS and governors to review at the first FGB Meeting in the Autumn.

8.5b LA School Improvement Support Visit 2020-2021

A planned LA school improvement support visit took place virtually on 21st April 2021, carried out by Nancy Darby, LA School Improvement Partner. The report was encouraging, endorsing the strengths and areas for development, already identified by LB within the school's self-evaluation and being actioned through the school's SDP.

9. Child Protection & Safeguarding

9.1 Safeguarding – general update

LB confirmed the strong practice in place at Mary & John, with safeguarding always given the highest of priorities. LB thanked AB, lead governor on safeguarding, for her involvement and support.

9.2 Safeguarding – Single Central Record (SCR) review visit

AB had previously visited Comper to view the SCR with good learning outcomes achieved. These had yet to be shared and discussed at Mary & John and would be a priority once the new headteacher was in post - it therefore remained an outstanding item (Action 11 below).

9.3 E-Safety governor role

In his absence, Rob Green was thanked for all his support to the school as Parent Governor and particularly his involvement with Premises work and Health & Safety – he would be greatly missed. A governor would be required to take on this role from September; this would also include e-safety.

Action 14: Appointment of a governor responsible for Health & Safety to be an agenda item for the 2021/22 'Term 0' FGB Meeting.

10. Vulnerable groups

10.1 SEND Information Report for Parents

Governors thanked BG for her comprehensive information report to parents, made available to governors prior to the meeting via GovernorHub. Reviewed annually, this report was **approved by governors** (with one amendment, change of name) and would be made available via the school's website.

10.2 Supporting Pupils with Medical Needs Policy

Governors **approved** this statutory policy which had been circulated to governors via GovernorHub prior to the meeting.

11. Other policies, procedures

11.1. Headteacher's Performance Appraisal (HTPA) Committee – appointment of external adviser

It was proposed that Jane Ratcliffe, an experienced member of the LA School Improvement Team, would take on the role of HTPA external adviser from September 2021; she had also served on the recent headteacher appointment interview panel at Mary & John.

Governors **agreed** for Jane Ratcliffe to take on the role of HTPA Committee external adviser.

RT would be taking over from EK as chair of the HTPA Committee. He would attend training, alongside other governors, in preparation for taking on this role.

11.2. Policy schedule review – interim report

Part 1 of the Review Cycle for School Policies/required documents 2021/22 was circulated to governors prior to the meeting with Part 2 to be available at the Term 1 FGB meeting. Governors were reminded that a governor was required to carry out the annual review of information available on the school website, to ensure compliance.

12. Training undertaken by governors (since Term 5 meeting, 18 May 2021)

- Almost all governors had recorded the dates of their induction training and most recent safeguarding training.

SF reminded governors who had not done so already to record training undertaken within their profile on GovernorHub (see Action 9, below).

13. Visits to school by governors (since Term 5 meeting, 18 May 2021)

Governors had carried out a number of visits, with reports as noted above.

14. Governing Body development

14.1. Election of Vice-Chair

Nominations were received prior to the meeting for the position of Co-Vice-Chair:

- Anna Ballance
- Jenny Worroll

There being no other nominations, governors **approved** that both would serve jointly, as Co-Vice Chairs. SF thanked Anna and Jenny for agreeing to the appointment and looked forward to working together in partnership.

14.2 Parent governor election – planning

Nominations for the position of parent governor would be sought in Autumn Term 1 2021 and an election would take place in Autumn Term 1 2021.

An audit of skills within the governing body (GB) would be completed, to identify any gaps in skills, and feeding this requirement into the letter for parent governor nominations. For example, a governor responsible for e-safety was required, so a parent might be able to offer their expertise in this field or in another area.

Action 15: SF to conduct a skills audit within the GB, and any gaps in skills to be shared with BK and TF.

Action 16: BK and TF to organise election of new parent governor, including preparing a letter to all parents, inviting nominations for the position, and including information about the desirable skills required.

14.3 Governor training plans

Committee chairs had shared recommendations on training needs related to the work of their committees. Governors noted SF's report summarising these and agreed to complete training as recommended.

As RG is no longer serving as a governor another governor or governors will be sought to take up the role of e-safety governor and complete training. SF will follow up on this (Action 10 below).

14.4 GB self-evaluation

It was agreed to follow the same process as last year, but with the addition of a skills audit (see also minutes at 14.2).

14.5 Dates of meetings, 2021/22

Proposed dates for the FGB, Committees and Comper/Mary & John Partnership Group meetings were circulated prior to the meeting.

Action 17: Governors to notify SF of any meeting dates they cannot manage.

15. Meetings of committees/other groups

- Behaviour Working Group – *meeting 27 May 2021*
- Curriculum Committee – *meeting 14 June 2021*
- Comper/M&J Partnership Group – *meeting 17 June 2021*
- Finance, Premises & Staffing Committee – *meeting 22 June 2021*
- PTA – *meeting 16 June 2021*

16. Any other urgent business

- **SF reminded governors that all are invited to the school assembly and tea party, on the school field on the afternoon of 21 July, to say goodbye to Liz Burton** and thank her for all she has done during her time at the school.

- **Governors thanked** Beth Gibson, Sam Coleman and Rob Green profoundly for all their contributions, serving on the Governing Body at Mary & John, and hoped there would be an opportunity to thank them personally at the school tea party on 21st July.

- **Next Full Governing Body meeting ('Term 0')**
Provisionally scheduled for Monday, 13 September 2021 at 7pm.

- **Future agenda items**
 - Participation in Oxfordshire School Streets scheme – update (Term 1)
 - Statement of Freedom of Information Publication Scheme – review, approval (Term 1/2)
 - Public Sector Equality Duty statement (Term 1/2).

The Meeting closed at 9.00 pm.