

St Mary & St John CE Primary School

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Let all that you do be done in love.. 1 Corinthians 16:14

Full Governing Body Meeting held remotely (Google) – Term 1

Tuesday, 12 October 2021, 6.30 pm

(Due to technical issues, the meeting commenced at 7 pm)

Present:

Bex Stott (BS), Headteacher
Sarah Franklin (SF), Foundation Governor – *Chair*
Arrived at 7.10pm
Anna Ballance (AB), Foundation Governor – *Co-Vice Chair*
Jenny Worroll (JW), Foundation Governor – *Co-Vice Chair*
Julia Bell (JB), Foundation Governor
Tim Foster (TF), Parent Governor – arrived 7.20pm
Emily Kerr (EK), Foundation Governor – arrived 7.13pm
Ben Klooss (BK), Parent Governor
Richard Tarver (RT), Local Authority Governor

In attendance:

Sarah Blackwell (SB), Associate Member
Chris Chamier-Williams (CCW), Associate Member
Jane Godby (JG), Associate Member
Jenny Dyer (JD), Local Authority Clerk

Apologies:

Elizabeth Clarkson (LC), Staff Governor
Philip Ritchie (PR), Foundation Governor
Mary-Anne Sinclair (MAS), Foundation Governor
Victoria Tofts (VT), Associate Member

1. Welcome, apologies, quorum

The Co-Vice Chair, JW, welcomed everyone to the meeting which, due to technical issues, commenced at 7 pm.

Apologies were received as noted above and accepted.

The meeting was quorate.

2. Declarations of any other urgent business

No declarations of any other urgent business were made by any members of the FGB.

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

No declarations of interest were made by any members of the FGB.

4. Minutes of Full Governing Body meeting, 1 July 2021 (Term 6)

Governors noted the clarification (August 2021) re. Action 6, that the two confirmations outstanding regarding having read and understood Keeping Children Safe in Education related to associate members who had already made this confirmation to school. This action had therefore been closed. The minutes were agreed, then to be signed by the Chair and filed.

5. Matters arising from the minutes of the Full Governing Body meeting, 1 July 2021 (Term 6)

	Action (by Term 1 FGB meeting, unless stated otherwise)	Who	Outcome
Action 1	<p>Actions from website compliance review – school information.</p> <p>Update 25 March 2021 – Due to the pandemic, completion had been delayed.</p> <p>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>Update 1st July 2021 – Whilst almost completed, this action remained in progress.</p> <p><i>Update 12 October 2021 - BS and CCW had received a website compliance check form from their website provider and were in the process of updating; progress would be reported at the Term 2 FGB Meeting.</i></p>	BS, CCW	In progress Action 1
Action 2	<p>Actions from website compliance review – governor information.</p> <p><i>Update – Mostly complete. Governor attendance records and declarations of interest to be updated for 2021/22 + copies of most recent FGB meeting minutes also to be uploaded.</i></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>Update 1st July – This action remained in progress.</p> <p><i>Update 12 October 2021 – SF will follow-up with governors who have yet to complete their declarations.</i></p>	SF	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>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.</p> <p><i>Update 12 October 2021 – BK confirmed that some pen portraits remained outstanding for governors; those of associate governors were not required.</i></p>	All governors	In progress Action 3
Action 4	<p>SF to draft an updated statement of Freedom of Information Publication Scheme.</p> <p>Update 1 July 2021 – This action deferred to Autumn Term 1/2 2021.</p>	SF	Term 2 Action 4
Action 5	<p>Behaviour Working Group to review Complaints Procedure guidance for parents.</p> <p>Update 1 July 2021 – Agenda item for BWG, with report to Term 2 FGB Meeting.</p>	BWG	Term 2 Action 5
Action 6	<p>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).</p> <p>Update 1 July 2021 – This item will be carried forward to FGB Term 1 or 2, 2021.</p>	Curriculum Committee	Term 2 Action 6
Action 7	<p>TF to look at gathering parent views via post-it note exercise (online and/or outdoors if not possible to hold indoors because of COVID restrictions).</p> <p>Update 1 July 2021 – This would take place in Autumn Term 1 or 2, 2021.</p> <p>Update Sep 2021 – SF has agreed to help with this.</p>	TF, SF	Item 10.2 Action 7

	Action (by Term 1 FGB meeting, unless stated otherwise)	Who	Outcome
Action 8	BK to share the Governor Induction Course PowerPoint via GovernorHub.	BK	Completed
Action 9	Governors to record on GovernorHub all training completed since September 2020 + also the dates of their governor induction training and most recent safeguarding training (even if these were prior to September 2020). Update Sept 2021 – Induction and safeguarding training not yet recorded by some governors <i>Update 12 October 2021 – Additional safeguarding training needs identified. Online safeguarding training not currently available, so generalist safeguarding training offered via school.</i>	TF, EK, PR, RT	In progress (item 11.4) Action 8
Action 10	RG to complete e-safety training as soon as possible. Update 1 July 2021 – RG no longer serving as a governor. SF to follow up. Update 13 Sept 2021 – TF agreed to take over this role + complete training as soon as possible. <i>Update 12 October 2021 – this item remained outstanding.</i>	TF	Action 9
Action 11	Safeguarding governors to review the Single Central Record system at Mary & John. Update 1 July 2021 – This action would be a priority once the new headteacher was in post and therefore remained an outstanding item.	AB, Comper	Completed (see item 11.3)
Action 12	SF and RT to raise with local authority safety concerns about Iffley Road pedestrian crossings.	RT, SF	Completed (see item 12.2)
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.	EK, JB	In progress (item 12.1) Action 10
Action 14	Appointing governor responsible for Health & Safety to be agenda item for next FGB meeting.	JD, SF	In progress (item 14.3) Action 11
Action 15	SF to conduct a skills' audit within the FGB, and any gaps in skills to be shared with BK and TF. Update Aug 2021 – AB agreed to conduct this skills audit.	AB, BK, TF	In progress (item 14.1) Action 12
Action 16	BK and TF to organise election of new parent governor, including letter to all parents inviting nominations for the position, and including information about the desirable skills required.	BK, TF	In progress (item 14.2) Action 13
Action 17	Governors to notify SF of any meeting dates they cannot manage.	All governors	Completed

6. Minutes of Full Governing Body meeting, 13 September 2021 ('Term 0')

Subject to the following changes being made, the minutes were agreed, then to be signed by the Chair and filed:

- Agenda item 5 Addition of this confirmation – 'Chair and Vice-Chair elections for the academic year 2022/23 will be held at the first GB meeting of that year.'
- Agenda item 12.4 'Purple Mash' clarification – remove '*prior to approval being granted*'.
- Agenda item 7.1 DBS checks for all members of the FGB – remove '*and recorded on GovernorHub*'.

7. Matters arising from the minutes of the Full Governing Body meeting, 13 September 2021 ('Term 0')

	Action (by Term 1 FGB meeting, unless stated otherwise)	Who	Outcome
Action 1	All governors and associates to complete their annual return for the register of business/ pecuniary interests (i.e. confirm that your declarations of interest are correct, under the 'Declarations' tab within your personal profile on GovernorHub). Please check if you are noted here as not yet having done this. => <i>Update 12 October 2021: All governors listed – SB, LC, JG, PR, RT, VT – still to complete (including staff governors and associates).</i>	All governors, associates SB, LC, JG, PR, RT, VT	Action 14
Action 2	All governors and associates to confirm (under 'Declarations' tab, GovernorHub) that they are not disqualified from serving as a school governor. Please check if you are noted here as not yet having done this. => <i>Update 12 October 2021: All governors listed – SB, LC, JG, PR, RT, VT – still to complete (including staff governors and associates).</i>	All governors, associates SB, LC, JG, PR, RT, VT	Action 15
Action 3	All governors and associates to confirm (under 'Declarations' tab, GovernorHub) that they have read and understood Keeping Children Safe in Education, 2021. Note – KCSIE document itself and summary of changes from last year are available to read in 'Term 0' meeting folder. Please check if you are noted here as not yet having done this. => <i>Update 12 October 2021: All governors listed – SB, LC, JG, BK, PR, RT, VT, JW – still to complete (including staff governors and associates).</i>	All governors, associates SB, LC, JG, BK, PR, RT, VT, JW	Action 16
Action 4	All governors and associates to confirm (under 'Declarations' tab, GovernorHub) that they agree to abide by the governor Code of Conduct since it was updated, 13 September 2021. Please check if you are noted here as not yet having done this. => <i>Update 12 October 2021: All governors listed – AB, JB, SB, LC, TF, JG, EK, PR, RT, VT, JW – still to complete (including staff governors and associates).</i>	All governors, associates AB, JB, SB, LC, TF, JG, EK, PR, RT, VT, JW	Action 17
Action 5	BS to share outcomes of discussion with staff revisiting school vision and values.	BS	Completed (item 9.1)
Action 6	Curriculum Committee to discuss the home-learning platform 'Purple Mash'.	Curriculum Committee	Completed (see item 8.1)
Action 7	BS to send letter to parents clarifying arrangements for Collective Worship at Mary & John.	BS	Completed

8. Headline updates from committees/other groups

8.1. Curriculum Committee

The Committee Chair, JW, summarised the main areas of discussion from the meeting, held on 27 September 2021:

- **Performance data** - A new cloud-based school information management system, RM Integris, would be introduced to track attainment and progress and analyse data, initially in English and Mathematics across year groups, from Year 1-6, with other subjects included for the next academic year.
- **Remote Learning Platform** - this would be introduced for homework and home-learning and when children are required to isolate at home.

- **School Development Plan** - in continuing to drive school improvement towards 'outstanding', this featured four objectives:
 - To develop confident subject leaders who contribute to a broad and balanced curriculum with strong outcomes in all curriculum areas.
 - To develop rigorous assessment procedures to track progress.
 - To develop a school culture of inclusion and aspiration, with well-being at its core.
 - To develop a fluid working relationship with Comper School, providing quality learning experiences for all children from FS to Y6.

8.2. Finance, Premises & Staffing Committee

The Committee Chair, AB, summarised the main areas of discussion from the meeting, held on 5 October 2021:

- **Number of pupils on roll** – BS had reported, that across Oxfordshire, primary school pupil intakes would be 'flat' until 2024/2025. At Mary and John, pupil numbers across Years 1-6 had fallen, with a total of 36 pupil places currently available. This would have significant budget implications in future years and, therefore, sustainable ways of making savings were discussed. Since supply teaching cover costs had been high during the previous academic year, and particularly due to the impact of COVID, an advertisement had been placed for two cover supervisors, who would cover short-term absences of teaching staff; when not covering, they would support learning in classes.
- **Curriculum** – To support the Computing Curriculum and across the curriculum, new chrome books were needed; it was hoped the cost could be met from the Diocese capital funding.
- **Pay policies** – These would be reviewed at the next Finance, Premises & Staffing Committee since template policies were awaited from the Local Authority (LA).

9. Headteacher's reports

9.1 Headteacher's report

This new-style report was circulated prior to the meeting and BS updated governors with a summary of key points:

- **Pupil Numbers** – As already reported, a total of 36 pupil places were available across Years 1-6; this was a downward trend and one being seen across the City and County which would impact on school budgets.
- **Exclusions** – There were two fixed term exclusions. Mary and John continued to work with external professionals to support the family, including the LA Exclusion and Reintegration Team, due to the risk of permanent exclusion (PEX).

- **Pupil Premium** – Relating to looked after children, and those eligible for free school meals over the last 6 years, there were currently 41 pupils eligible for PP funding in Year R – Year 6 (11%), based on the October 2020 census.
- **Special Educational Needs and Disabilities (SEND)** – currently there were 38 pupils with SEND, with the highest needs' category relating to speech, language and communication (14 pupils).
- **Educational Health and Care Plans (EHCPs)** – 10 pupils were supported under EHCPs.
- **Pupils with English as an additional language (EAL)** – Based on the October 2020 census, this accounted for 17% of all pupils.
- **School vision** – had been discussed at staff meetings, led by CCW and BS, to ensure staff ownership of core vision and values (outlined in school development plan, see item 10.1).
- **Staffing** – CCW advised governors that he would be resigning from his position as Deputy Headteacher at the end of Term 2, 31st December 2021. He had gained tremendous experience, working in the special and diverse community of Mary and John and was proud of all that had been achieved over the last five years. BS advised that CCW would be thanked for all his contributions to the school, and by governors, at the end of Term 2. In the meantime, an advertisement for the position of Deputy Headteacher would be placed.

Relating to the summary of pupils' data for Reading, Writing and Mathematics, governors questioned the whole school combined outcome of 74% achieving at the expected level or above, when comparing to the target of 90%.

The pandemic had impacted greatly on pupil outcomes and CCW explained that 90% had been an aspirational target set pre-COVID. It had been set as a target for each of the individual subject areas, Maths, Reading, Writing, rather than for Maths, Reading and Writing whole-school combined. Outcomes for these areas had been 84%, 87% and 80% achieving at the expected level or above.

Governors challenged the combined percentages portrayed, as they were not an average of the percentages of those achieving at the expected level or above in Reading, Writing and Mathematics.

It was explained how the combined percentage related to the total number of children achieving at the expected level or above in all three areas, Reading, Writing and Mathematics. Furthermore, the combined percentage for Year 6 pupils was submitted to the LA and Department for Education (DfE); in this way, the school was held to account. Currently, the Year 6 combined percentage for Reading, Writing and Mathematics was set at 68%, with an aspirational target for the year end of 75-80%, meaning that some children would make accelerated progress from their individual starting points.

In consideration of individual pupils in each year group, and so that targets set could be more realistic, governors questioned whether these should be reviewed.

It was confirmed that targets would be set for each year group and these would be presented at the next CC meeting and the next FGB.

Action 18: BS and CCW to share year group targets for Reading, Writing and Mathematics at the next CC/FGB Meetings.

Governors asked BS to confirm that all staff training necessary to support pupils in school this year with medical needs is in place. BS confirmed that all training had been completed.

9.2. Attendance

9.2a Attendance report

CCW provided governors with an update of attendance data for year ending 2020/2021:

- Overall attendance stood at 96.8%, slightly above the Governments' national expectation of 96%, and the school's own overall attendance target of 96.5%.
- Attendance for children eligible for Pupil Premium (PP) was at 93%, and below the Government's national expectation.
- Attendance for children who have English as an additional language was 94.5% and below the Government's national expectation.

Governors noted that 18 children had attendance lower than 90% and challenged how this was being addressed.

CCW explained how some children were abroad last year due to the pandemic but were now in school, and with good attendance. For the remainder, attendance was being closely monitored and school was liaising with families, so that attendance could improve.

Governors asked how many of these 18 children were Pupil Premium eligible children.

CCW reported that four of them had been PP children. One of these children had been in Year 6 so was now no longer in school; the three other children were now on 100% attendance.

9.2b Attendance policy

This policy was circulated prior to the meeting with the following key changes made:

- Reference to parent contracts had been removed.
- The school gates were opened at 8.40am, with children to be in class by 8.55am.
- Attendance would be monitored by the Full Governing Body, rather than specifically by the Curriculum Committee, through regular attendance reports and the Head Teacher reports.

Governors noted some repetition in the policy relating to lateness and BS confirmed this would be addressed at the next review.

Regarding the target attendance for pupils of between 96.5-100%, governors challenged whether this should be 100%, unless children are ill.

It was explained that whilst 100% attendance was desirable, the school was still setting a challenging target, and above national expectation. It was important also to be clear that if children are unwell they should not attend school. The wording of the policy was changed as follows:

“Expectations of parents/carers:

- To make sure their children attend school, aiming for an attendance rate of 100% unless they are not well enough to attend school.”

Governors questioned how persistent absences and taking holidays during term time were followed up by the school.

There were no cases of persistent absence at Mary and John. For those families taking holidays during term time, and therefore unauthorised absence, a penalty of £60 per child might be issued by the LA.

Governors approved the policy and to be reviewed in 2024 or sooner, as required.

9.2c Attendance Letter to Parents and Carers

Circulated prior to the meeting, BS advised how the letter acted as a first letter of warning regarding holidays taken during term time, classed as unauthorised absence (unless there were exceptional circumstances), and how the local authority might enforce a financial penalty. Governors approved the letter.

9.3. COVID-19 update – precautions in place, contingency planning

Advice from the LA was to continue as normal, but with caution and for there to be a contingency plan in place should the situation change. Up-to-date risk assessments are available on the school website.

9.4. COVID-19 update – pupil well-being, staff well-being

- **Pupils** – they were happy to be back in school and settling well, although some unsettled behaviours were occurring, most likely due to changes in routine.
- **Staff** – they were pleased to be ‘back to normal’, although still being cautious. Extra sanitising protocols remained in place with adjustments at lunchtimes and for assemblies, which were not now held for the whole school gathered in one place.

9.5. COVID-19 update – lost learning, catch-up provision

This item is covered in the 2021/2022 School Development Plan (SDP), under Item 10, and was approved.

9.6. Comper – report

- Both Mary and John and Comper continue to prioritise the strengthening of partnerships between the two schools, with the head teachers meeting regularly.
- Pupil places – Comper is fully subscribed, with all 60 places taken up in September and a waiting list, should places become available.
- Phonics Scheme – Becca Edwards, Phonics Lead at Mary and John, would be working with staff at Comper on the new scheme, replacing ‘Letters and Sounds’, to enable continuity for pupils when they moved from reception to Year 1. Furthermore, she would offer in-house training as to how the scheme should be taught. To support the scheme, funding would be required to purchase additional decodable reading books for the children.

10.1. School Development Plan (SDP), 2021/22

The SDP was circulated to governors prior to the meeting and would follow a new format, as recommended by the LA. BS explained how there was continuity with last year, but with four objectives rather than two:

- Objective 1 - To develop confident subject leaders who contribute to a broad and balanced curriculum with strong outcomes in all curriculum areas.
- Objective 2 - To develop rigorous assessment procedures to track progress.
- Objective 3 - To develop a school culture of inclusion and aspiration, with well-being at its core.
- Objective 4 - To develop a fluid working relationship with Comper School, providing quality learning experiences for all children from FS to Y6.

Behind each objective was a clear action plan, including success criteria, timescales, and a monitoring schedule.

Governors noted that monitoring was listed to take place in November, March and July but agreed this would be better listed as being carried out during Terms 2, 4, 6. Governors also agreed that monitoring of each of the four objectives would be carried out by named governors working in pairs, who would then report back to the Curriculum Committee or FGB.

Action 19: Governors to let SF know their preferences regarding particular objectives of the school development plan they would like to work on monitoring, in pairs; otherwise, if no preferences indicated (by Friday, 15 October), governors to be assigned to an objective.

Governors thanked BS for sharing the SDP but questioned whether it revolved more around the adults in school than the children.

In re-visiting the SDP, BS would include success criteria that related to the children.

Action 20: BS to re-visit the SDP to include, under each objective, success criteria relating particularly to the children.

Governors asked about inclusion and SEND within the SDP and aspirations for all children to reach their full potential, as this did not seem to be in evidence.

It was explained how the SDP did not cover all aspects of school life that encompassed all children but focused on a few key areas for improvement.

Action 21: BS to revise the SDP to ensure that all groups of children are included in planned actions.

Governors were concerned that mention of raising standards in subjects had been overlooked.

BS confirmed that monitoring children's progress continued and following assessments in Reading, Writing and Mathematics, with progress measured from each child's starting point.

On this basis governors approved the SDP, as a working document subject to revisions and review.

10.2. Parent consultation (post-it boards) – planning

This item would be deferred to the FGB2 meeting.

11. Child protection & safeguarding

11.1. Child Protection & Safeguarding policy

This document is based on the standard Oxfordshire County Council model policy. It includes the usual paragraph (added also each year by Comper to their equivalent policy) confirming:

“NOTE — The staff and Governing Body of Comper Foundation Stage School are responsible for the safeguarding of all children in their Reception year at Comper, even though those children are on the roll of St Mary & St John CE Primary School.”

Governors approved the policy.

11.2. DBS checks

To coincide with a governors' term of office, DBS checks for governors would be carried out every four years. Checks for staff would be carried out on joining the school, and thereafter every three years.

11.3. Single Central Record (SCR) checks (Mary & John, Comper)

AB had spent time in school looking at the SCR for any gaps and forwarded related questions to BS to address, although none were significant. For new staff, the barred list checks are carried out to ensure staff are not banned from working with children and a new enhanced Disclosure and Barring Service Certificate is issued.

11.4. Safeguarding training

Some governors were due to update their training. Online safeguarding training was not currently available for governors. Therefore, BS, as the appointed person, would carry out training for governors and it was already scheduled.

11.5. Destinations of 2020/21 Year 6 children

It was confirmed that all 57 Year 6 pupils transitioned to their secondary school destinations and therefore were not 'missing in education'.

12. Road safety

12.1. Participation in Oxfordshire School Streets scheme

It was agreed this item would be moved to the FGB2 agenda.

12.2. Pedestrian crossings on Iffley Road – update

RT reported (via chat function, Google Meet) on positive responses received from colleagues at the local authority. Updates will be reported to the FGB when available.

13. Admissions

13.1. Admissions for 2023/24 draft policy

RT was reviewing this policy with support from the Diocese and would present at the FGB2 meeting prior to public consultation.

14. Governing Body development

14.1. FGB self-evaluation

It was agreed this item would be moved to the FGB2 agenda.

14.2. Parent governor election

This item would be deferred to the FGB2 agenda.

14.3. Appointment of governor with responsibility for Health & Safety

This item would be deferred to the FGB2 agenda.

14.4. Dates of meetings for governors, 2021/22

To trial, it was agreed for the time of the next FGB meeting to be from 6-8pm

15. Reports from committees/other groups

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

- Curriculum Committee – *meeting 27 September 2021*
- Finance, Premises & Staffing Committee – *meeting 5 October 2021*
- Parent Teacher Association (PTA) – *meeting 29 September 2021*

16. Any other urgent business

There were no declarations of any other urgent business.

Future agenda items

- Annual Safeguarding report to Governing Body (Term 2)
- Pupil Premium annual statement – update (Term 2)
- Looked After Children annual report to Governing Body – approval (Term 2)
- SEND (special educational needs/disabilities) annual report to Governing Body (Term 2)
- Accessibility policy & plan, 2020/21 – approval (Term 2)
- PE/Sport Premium annual statement – update (Term 2)
- School policy review cycle – update
- Public Sector Equality Duty statement
- Governor training plans, governor visit plans – review/update, plans for 2021/22
- Statement of Freedom of Information Publication Scheme – review, approval

The Meeting closed at 8.37 pm.

Next Full Governing Body meeting (Term 2)

FGB2 Thursday, 9th December, 6pm – 8pm.