

St Mary & St John CE Primary School

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

Minutes of St Mary and St John CE Primary School Full Governing Body Meeting

Thursday, 9 December 2021 (Term 2), at 6.00 pm

(Meeting held remotely via Google Meet)

Present:

Bex Stott (BS), Headteacher
Sarah Franklin (SF), Foundation Governor – *Chair*
Anna Ballance (AB), Foundation Governor – *Co-Vice Chair*
Julia Bell (JB), Foundation Governor
Elizabeth Clarkson (LC), Staff Governor
Emily Kerr (EK), Foundation Governor
Ben Klooss (BK), Parent Governor
Philip Ritchie (PR), Foundation Governor
Richard Tarver (RT), Local Authority Governor – left at 8pm

Apologies:

Sarah Blackwell (SB), Associate Member
Tim Foster (TF), Parent Governor
Jane Godby (JG), Associate Member
Mary-Anne Sinclair (MAS), Foundation Governor
Victoria Tofts (VT), Associate Member
Jenny Worroll (JW), Foundation Governor
– *Co-Vice Chair*

In attendance:

Chris Chamier-Williams (CCW), Associate Member
Laurence Price (LP), prospective Foundation Governor
Jenny Dyer (JD), Local Authority Clerk

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting and introduced Laurence Price, as prospective Foundation Governor.

Apologies were received as noted above and accepted.

The meeting was quorate.

2. Declarations of any other urgent business

Farewells to foundation and associate governors leaving at the end of term.

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

No declarations of any urgent business were made by any members of the full governing body (FGB).

4. Minutes of Full Governing Body meeting, 12 October 2021 (Term 1)

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

5. Matters arising from the minutes of the Full Governing Body meeting, 12 October 2021 (Term 1)

	Action (by Term 2 FGB meeting, unless stated otherwise)	Who	Outcome
Action 1	<p>Actions from website compliance review – school information. <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> <i>Update 9 December 2021 – BS confirmed the website was now compliant with just a few policies to be added as part of the regular review cycle of policies.</i></p>	BS, CCW	Completed
Action 2	<p>Actions from website compliance review – governor information. <i>Update – Mostly complete. Governor attendance records and declarations of interest to be updated for 2021/22 + copies of most recent FGB meetings also to be uploaded.</i> <i>Update 12 October 2021 – SF to follow up with governors yet to complete their declarations.</i> <i>Update 9 December 2021 – All governors had now completed their declarations and all recent FGB minutes and attendance records were ready to be uploaded to the website.</i></p>	SF	Completed
Action 3	<p>All governors to submit brief pen portrait for website. <i>Update 30 November 2021 – All governor entries completed.</i></p>	All governors	Completed
Action 4	<p>SF to present an updated statement of Freedom of Information Publication Scheme. <i>Update – This action carried forward to Spring Term.</i></p>	SF	Term 3/4 Action 1
Action 5	<p>Behaviour Working Group to review Complaints Procedure guidance for parents. <i>Update – This action carried forward to Spring Term.</i></p>	BWG	Term 3 Action 2
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). <i>Update – This action carried forward to Spring Term.</i></p>	Curriculum Committee	Term 3 Action 3
Action 7	<p>TF to look at gathering parent views via post-it note exercise. <i>Update September 2021 – SF to help with this.</i> <i>Update 22 November 2021 – Postponed following increased level of COVID-19 protective measures in school.</i></p>	TF, SF	Term 4 Action 4
Action 8	<p>Governors to record on GovernorHub all training completed since September 2020 + also the dates of their governor induction training and most recent safeguarding training. <i>Update Sept 2021 – Induction and safeguarding training not yet recorded by some governors.</i> <i>Update 12 October 2021 – Additional safeguarding training needs identified. Online safeguarding training not currently available, so generalist safeguarding training offered via school.</i></p>	TF, EK, PR, RT (+ others)	In progress (see item 10.2) Action 5
Action 9	<p>TF to complete e-safety training as soon as possible.</p>	TF	Completed
Action 10	<p>EK and JB to find out further information about the School Streets scheme and report to FGB.</p>	EK, JB	In progress (see item 12.2) Action 6

	Action (by Term 2 FGB meeting, unless stated otherwise)	Who	Outcome
Action 11	Appointing governor responsible for Health & Safety to be agenda item for next FGB meeting.	JD, SF	Completed (item 13.3)
Action 12	AB to conduct a skills' audit within the FGB, and any gaps in skills to be shared with BK and TF.	AB, BK, TF	In progress Term 3 Action 7
Action 13	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	Term 3 Action 8
Action 14	All governors and associates to complete their annual return for the register of business/ pecuniary interests (i.e. confirm their declarations of interest are correct, under the 'Declarations' tab within personal profile on GovernorHub). <i>Update October – Some governors/associates still to complete.</i> <i>Update 12 October – SF to follow up with them.</i>	SB, LC, JG, PR, RT, VT SF	Completed
Action 15	All governors and associates to confirm (under 'Declarations' tab, GovernorHub) that they are not disqualified from serving as school governor. <i>Update October – Some governors/associates still to complete.</i> <i>Update 12 October – SF to follow up with them.</i>	SB, LC, JG, PR, RT, VT SF	Completed
Action 16	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 available to read in 'Term 0' meeting folder. <i>Update October – Some governors/associates still to complete.</i> <i>Update 12 October – SF to follow up with them.</i>	SB, LC, JG, BK, PR, RT, VT, JW SF	Completed
Action 17	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 <i>Update October – Some governors/associates still to complete.</i> <i>Update 12 October – SF to follow up with them.</i>	AB, JB, SB, LC, TF, JG, EK, PR, RT, VT, JW SF	Completed
Action 18	BS and CCW to share year group targets for Reading, Writing and Mathematics at the next Curriculum Committee or FGB meeting. <i>Update 9 December – BS presented the new system of whole school targets transitioning from test only to assessments informing teacher judgements.</i>	BS, CCW	Completed
Action 19	Governors to let SF know their preferences re. particular objectives of the school development plan they would like to work on monitoring, in pairs; otherwise, if no preference indicated (by Friday 15 October), governors to be assigned to an objective.	All governors	Completed (see item 9.2)
Action 20	BS to revisit the SDP to include, under each objective, success criteria relating particularly to the children.	BS	Completed (item 9.2)
Action 21	BS to revise the SDP to ensure that all groups of children are included in planned actions.	BS	Completed (item 9.2)

6. Headline updates from committees/other groups

6.1. Curriculum Committee

JB summarised the main areas of discussion from the meeting, held on 24 November 2021:

- **Remote learning** – The home-learning platform ‘Purple Mash’ was going well with all pupils having accessed it within or out of school (or both), and staff had completed training.
- **Assessment** – Introduction of ‘RM Integris’ was beginning to support the school well in monitoring pupil progress rather than just attainment.
- **Behaviour** - Whilst there was an increase in the number of physical incidents recorded, 10 of these related to the same child. Staff were working with this child on skills for problem-solving and regulating behaviour.
- **Behaviour Policy** – Based on the Oxfordshire model policy, information about fixed-term exclusions now featured and a separate Anti-bullying policy is being drawn up.
- **PE and Sports Premium** – A PE specialist was working alongside children at playtimes, and this was having a positive effect on behaviour.
- **School Development Plan Objective 1, To develop confident subject leaders who contribute to a broad and balanced curriculum with strong outcomes in all curriculum areas** – This action would be taken forward when the new Deputy Headteacher was in post (from the start of the Summer Term, Term 5).
- **Read Write Inc** – This was chosen as the preferred phonics programme, and it would link with the resources already held at Mary and John.
- **Religious Education, Collective Worship & Personal, Social, Health Education Policies** – These were approved by Curriculum Committee and recommended for approval by the FGB.

These policies were approved by governors.

6.2. Behaviour Working Group

- **Positive Handling Training** – This training was booked for all teachers and teaching assistants (TAs) to equip them with the skills to manage challenging and physical behaviour of children, including the use of de-escalation techniques.
- **Year 5 cohort** – As a cohort with complex behaviour issues, there had been a positive start to the academic year with improved class dynamics and continuity provided by the two teachers moving with them, from Year 4 to Year 5. Behaviour had improved and there were no concerns about behaviour raised by parents.
- **Behaviour management** – CCW’s successor in overseeing behaviour management in the school, would be the newly appointed deputy headteacher.

- **Behaviour Policy** – Following discussion, the policy was drafted and now needed to be agreed by staff prior to submission to the FGB for approval.

Whilst governors were concerned regarding the physical and challenging behaviour displayed by one child, they were pleased to learn how this was being managed and of the good working relationship established with parents.

6.3. Pay Committee

The Pay Committee met on 15 November 2021 to review the school’s staff appraisal process, and implementation of the school’s appraisal and pay policies, as summarised on the ‘Remit for the Pay Committee. 2021/22’ document circulated to governors prior to the meeting.

Governors noted the appraisal process followed the 2020 Oxfordshire County Council (OCC) model Appraisal Policy, as approved by the Finance, Premises & Staffing (FPS) Committee on 26 January 2021. Also, the 2021 OCC model Teachers’ Pay Policy and 2020 OCC model School Support Staff Pay Policy, as approved by the FPS Committee, 12 November 2021. A minor change to the OCC model Appraisal Policy, updated in September 2021, included a change of title for ‘newly qualified teachers’ to ‘early career teachers’.

The appraisal processes for both teachers and support staff were found to be rigorous and timely, and carried out with due regard to the equalities’ legislation. The Pay Committee Governors therefore agreed all eligible pay recommendations. Whilst two appraisals for teachers remained outstanding, due to a staff member being absent and another not previously being part of the appraisal process, these would be carried out as soon as possible. Some appraisals had yet to be completed, for support staff.

6.4 Finance, Premises & Staffing (FPS) Committee

The December FPS meeting was cancelled due to illness. AB explained that a revised budget had been set for 2021/2022 as part of a three-year budget, taking account of recent changes in income and expenditure; it would therefore be more workable and make monitoring more meaningful. Whilst figures had changed within the first year of the budget, 2021/2022, they did not affect the overall totals. However, falling pupil numbers would significantly impact the budget in 2022/2023 and 2023/2024. AB shared with governors aspects of the revised 2021-2022 budget:

- **Variations** – The budget spreadsheet explained the variations and governors had examined each line entry. Pupil Premium (PP) income and catch-up funding were more than anticipated, but as earmarked funding, they did not increase the actual budget.
- **Supply costs** - These had significantly reduced, due to the appointment of three cover supervisors; this arrangement would be reviewed at the end of the academic year.

- **Energy costs** – The school was on a fixed term energy contract until March 2022 with price rises already factored into the budget. However, when the three-year projected budget was set, Years 2 and 3 did not take account of the substantial rises in energy costs now being seen and therefore required an increased allocation.
- **IT support contract** – the school was looking at different options available.
- **Phonics scheme** – Whilst this would require additional funding, the cost would be met from PP. There was the possibility of matched funding being available to reduce the cost implication, but this had yet to be confirmed.
- **Benchmarking** – Comparisons of income and expenditure with other similar schools for 2020-2021 would be made available at the next FPS meeting.
- **In-year transfers** – Two pupils were arriving in January 2022 and two had joined since the October census. There was a possibility that one child may transfer from Mary and John to a private school.

AB concluded by stating the revised budget was reasonable and to be recommended. Governors would need to approve the revised budget for it to be uploaded to the Budget Planning Software (BPS). Should governors subsequently have any questions, they could be shared via GovernorHub.

Governors thanked the School Bursar for all her work on the budget.

Governors approved the revised budget.

6.5. Comper/Mary & John Partnership Group

This meeting was deferred until Term 3 at the request of the Comper Governors.

7. Headteacher's reports

7.1. Headteacher's report

- **Numbers on roll** – Currently there were 383 pupils with 37 available pupil places across the school.
- **Safeguarding**
 - **Multi-agency Safeguarding Hub (MASH) referrals** - In Term 2, one referral had been made by the school; a total of two referrals required school involvement.
 - **Exclusions** – Five fix-term exclusions were made, for one child, now on a reduced-timetable in the afternoons.
- **Moderation** – Further work was required to establish a robust moderation structure.

- **Staffing** – Four candidates were interviewed for the position of Deputy Headteacher with each submitting a strong application. An appointment was made to the position and they would be taking up their role after Easter. During the interim, an acting Deputy Headteacher would be appointed and selected from internal candidates. The appointments would be communicated to parents in due course.
- **Behaviour Policy** – already reported under Item 6.1 and 6.2.
- **Attainment data** – Governors noted that this section of the report was a work in progress with the data presented preliminary and incomplete, not for discussion at this meeting.

7.2. Attendance report

CCW advised governors that overall attendance for Term 1 was 95.9% (compared to in 2020-2021 96.6%). In addition to Covid-related absences, many children had been absent due to unprecedented illness. Attendance was slightly lower for children eligible for PP, 95%, and for those with English as an additional language, 94.6%. At the recent LA Briefing, average attendance for Oxfordshire primary schools for early November 2021 was reported as 93.4%, very low for this time of the year.

Governors asked about monitoring of attendance data for children from groups with protected characteristics (in line with one of the school's current equality objectives). CCW agreed to look at this before the end of term, if time allowed.

Action 9: Attendance data for children from groups with protected characteristics to be included with the Attendance Report next term and in future reports.

Being mindful of the recent child abuse cases reported in the national media, governors challenged whether lower attendance was just due to genuine sickness?

CCW explained that Mary and John was seeing a genuine amount of absences, but not persistent absence, and this was similar to the local and national picture. Any absences below 90% were closely monitored with the school office staff communicating with families on a regular basis.

Governors asked if school would be sympathetic to children absent due to parents being ill or their siblings.

CCW confirmed, in these circumstances, children would be expected to attend school, otherwise this could impact significantly on their attendance and learning; only if they were ill would they need to stay at home.

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

BS reported that whilst the numbers with Covid had risen, these had then fallen to fewer than 5 children in each year group and currently there was only one case. However, the school was continuing with a very cautious approach. It was agreed by staff that 'bubbles' would continue inside school, to be reviewed in January. A contingency plan was also in place, should higher numbers of children be absent from school due to Covid. Balance was important and the PTA Winter Fair had gone ahead, but it had been adapted to be entirely outdoors. Parents had expressed gratitude for the school's cautious approach.

7.4. COVID-19 update – home-learning provision

‘Google training’ would take place at the January 2022 INSET, so that staff could be well-prepared for home-learning, should there be a need to close a ‘bubble’.

7.5. COVID-19 update – pupil well-being and staff well-being

BS provided governors with an update:

- **Pupils** – They were coping well and visitors to the school, including the School Improvement Partner, had commented on the lovely environment and atmosphere at Mary and John. Staff governors also agreed the children had managed very well and staff were working hard to ensure there was continuity at school.
- **Staff wellbeing** – Although changes in government guidance presented challenges, staff remained positive. However, absences had continued over a long period of time and were taking their toll on staff, with daily adjustments having to be made. Furthermore, workload at the end of term including lesson observations, parent consultations and assessments had all added to staff stress - to avert this situation occurring again, teachers’ workload would be adjusted in future years. A well-being week had just taken place and governor ‘goodies’ arriving in the staffroom had been welcomed. To help alleviate the stress further, teachers’ planning, preparation and assessment (PPA) was scheduled in the last week of term and greatly appreciated.

BS highlighted the really strong team at Mary and John whereby they addressed the difficulties working together.

Governors understood the stresses and strains that staff at Mary and John were having to face daily and thanked them for all their dedication and hard work.

Governors then asked how BS was managing with all the current challenges.

BS responded positively, acknowledging that she was really enjoying being at Mary and John, despite the workload due to the current climate. Furthermore, she acknowledged how she was well-supported by the staff and Governing Body.

7.6. Comper – report

- **Head Teacher Meetings** – Fortnightly meetings were agreed, to strengthen working relationships between the Headteacher of Comper and Mary and John. However, this had proved difficult in the light of staff shortages and other challenges linked to the pandemic. Instead, phone calls had taken place to maintain links between the two schools.
- **Staff Absences** – There had been recent high levels of staff absences due to sickness which had significantly ‘stretched’ Comper.
- **New garden** – The children were really benefitting from this new provision and enjoying outside learning and play.
- **Staffing** – An experienced early years member of staff had recently returned part-time from maternity leave and settled quickly with the Nursery Team.

- **After School Club (ASC)** – Comper was struggling to recruit staff for the ASC; Mary and John was therefore providing support whenever possible.

8. Vulnerable groups

8.1. Pupil Premium (PP) Annual Strategy Statement

Circulated to governors via GovernorHub for review, the Statement reviewed the impact of the PP allocation for 2020/2021.

Governors challenged whether the PP allocation was being spent in the most effective way and did it impact on pupil outcomes?

BS confirmed the children were benefitting from ‘quality first teaching’ in school and a range of additional support. Group work was led by a qualified teacher and this had impacted on outcomes, as highlighted in the strategy outcomes. Furthermore, the school knew the children well and had a positive rapport with the families, resulting in parental engagement, and this was key to their child’s success and important for raising aspirations.

The Pupil Premium Annual Strategy Statement was approved by governors.

8.2. Children We Care For (Looked After Children) Annual Report to the FGB

This 2020-2021 report outlined the categories of care and number of children in care at Mary and John. Liaising with the Virtual School, provision and outcomes are agreed through a personal education plan (PEP) for each child and reviewed every six months.

Governors approved the Annual Report.

8.3. Special Educational Needs and Disabilities (SEND) Policy

This policy and the next two documents (items 8.4, 8.5) had been shared with governors prior to the meeting via GovernorHub for review, and had been previously reviewed by JB, the governor responsible for SEND, and queries had been answered by VT, the Special Educational Needs Coordinator.

The Policy was approved by governors.

8.4. Special Educational Needs and Disabilities (SEND) Annual Report to the Governing Body

As above – the report was circulated to governors prior to the meeting via GovernorHub and had been reviewed by the governor responsible for SEND.

The report was approved by governors.

8.5. Accessibility policy & plan, 2020/21

As above – circulated prior to the meeting via GovernorHub, and governors including the SEND governor had reviewed the policy and plan.

The policy and plan were approved by governors.

Governors thanked JB and VT for their work on these documents.

9. School development

9.1. PE/Sport Premium annual statement

The statement was submitted to the Curriculum Committee and recommended for FGB approval.

A highlight was in funding the provision of a sports coach at lunchtimes to lead a range of sporting activities, referee games and support children in managing their friendship groups all of which was having a positive impact on the children.

Governors approved the strategy.

9.2. School Development Plan 2021/22

Governors were provided with an update of the School Development Plan (SDP), with Actions 20 & 21 from the previous FGB meeting completed, to incorporate success criteria relating particularly to children and planned actions to include all groups of children. The four objectives and highlights of the planned actions were shared with governors:

- **Objective 1 - To develop confident subject leaders who contribute to a broad and balanced curriculum with strong outcomes in all curriculum areas.**
 - **Subject Leader job descriptions** – these will be shared and discussed at a staff meeting so that subject leaders are clear on roles and responsibilities.
 - **Intent implementation and impact of subjects** – Subject leaders would be reviewing these three areas for each subject and BS would monitor the progress alongside subject leaders.
 - **Subject Action Plans** – At staff meetings subject leaders would be given time to draw up subject action plans and then share with all staff. These would be monitored by BS.

- **Objective 2 - To develop rigorous assessment procedures to track progress,**
 - **RM Integris** – assessment data would be recorded then used to track progress
 - **Reading, Writing and Mathematics** - Assessment data for these subjects would be transferred to Integris, with data for other subjects transferred by the Summer Term 2022.

- **Objective 3 - To develop a school culture of inclusion and aspiration, with well-being at its core.**
 - **Emotional literacy** – An Emotional Literacy Support Assistant (ELSA) would be working with the children to provide them with coping strategies when struggling to understand their emotions and feelings, and to help build positive relationships.

- **Objective 4 – To develop a fluid working relationship with Comper School, providing quality learning experiences for all children from FS to Y6.**
 - **Comper Meetings** – Both Headteachers would attend fortnightly meetings.
 - **Phonics scheme** - The Read Write Inc scheme was agreed for both schools and would be shared at staff training in January 2022. Furthermore, the scheme would be used across the school at Mary and John to provide catch-up and reinforce learning, as required.
 - **Book Monitoring** – The Upper School Lead and Year 1 teacher had joined Comper staff to monitor books to gain an understanding of the progress children were making.

Governor Monitoring arrangements

Based on discussions with governors over the summer and their interests and questions, SF had assigned governors to work in pairs with subject leaders, to motivate and encourage, and create

strong working relationships. It would provide opportunity to have discussions and ask more in-depth questions in monitoring the SDP, then feed back to the Curriculum Committee/FGB. Linking to the SDP, BS would be implementing a 6-week plan of objectives. Visits could commence from Term 3 and in Term 4 governors would provide feedback to the Curriculum Committee/FGB.

Action 10: Governors to familiarise themselves with the protocols for governor visits/monitoring, available via GovernorHub.

Governors thanked BS for her work on the SDP.

9.3. School self-evaluation, 2021/22

As noted on the agenda, it had been agreed before this meeting that discussion of an updated school self-evaluation document would be scheduled for the Term 3 FGB meeting.

10. Child protection & safeguarding

10.1. Annual Safeguarding Report to Governing Body

The Report was circulated to Governors prior to the meeting via GovernorHub for review.

Governors thanked BS for her work on the report and asked the following questions:

Governors questioned the day-to-day management of safeguarding, how it was monitored within school and what plans were in place to cover the role of the Deputy Headteacher when he leaves at the end of this term.

Governors were advised the Acting Deputy Headteacher would take on that safeguarding role. All members of the Senior Leadership Team (SLT) were 'designated safeguarding leads' and held monthly meetings to discuss any concerns. Safeguarding would feature as an agenda item for all school meetings.

Concerned about the recent national cases of child abuse that were missed by social care, governors asked how they could ensure it would not happen at Mary and John.

Governors were informed that attendance was closely monitored, although the impact of Covid had made this more challenging. BS confirmed the Local Authority Designated Officer (LADO) was impressed with the robust procedures in place, actions taken and how they were followed-up at Mary and John, with best practice demonstrated. Safeguarding training was also a regular feature in school and the school's Emotional Literacy Support Assistant (ELSA) played an important role in providing support to staff where there were concerns about children. In addition, the Child Protection Online Management System (CPOMS) enabled all matters of safeguarding and child protection to be recorded, helping to build a picture of a child and monitoring any changes in behaviours.

Governors enquired whether staff were confident to follow through a safeguarding referral.

BS confirmed that staff were confident, but equally there was a good structure of support in place within the school should staff require assistance or need to discuss a concern

Of the number of behavioural incidents reported, governors asked how many related to bullying.

BS reported there had been two incidents of bullying.

The Annual Safeguarding Report was approved by governors.

10.2. Safeguarding training – update

SF had recently carried out generalist safeguarding training along with school staff. It was noted that some governors had yet to complete/renew their safeguarding training.

Governors asked if it was possible to link with another school to carry out safeguarding training.

Action 11: BS to enquire of other partnership schools regarding availability of training.

Action 12: AB to enquire of a safeguarding training-the-trainer course so that safeguarding training could be carried out in-house for governors in the future.

11. Admissions

11.1. Admissions for 2023/24 draft policy

This draft policy was circulated to governors prior to the meeting via GovernorHub. RT advised that it needed to go out to consultation for a six-week period to stakeholders, so that any comments, questions, or concerns could be voiced in that time. In accordance with the Department for Education's 'New School Admissions Code', the consultation should be concluded no later than 31 January 2022. The policy would then return to the FGB for approval and afterwards published on the school's website.

12. Road safety, parking near school, access for emergency vehicles

12.1. Pedestrian safety measures on Iffley Road – update

RT advised governors of the Local Authority's (LA) plans to raise the zebra crossing by Percy Steet, to improve visibility to road users. There was also a possibility of funding for a zebra crossing in Iffley Road, near to Magdalen Road.

The LA would also be deciding on the future of Low Traffic Neighbourhoods (LTN) which, if approved, would end the 'rat-run' between Cowley and Iffley Road via Magdalen Road and Howard Street, in turn, this would likely reduce traffic in vicinity of school, leading to improved safety for pedestrians.

12.2. Participation in Oxfordshire School Streets scheme – update

EK had circulated via GovernorHub a helpful summary of the current situation and issues.

It was explained that LA funding was not currently available to expand the School Streets Scheme to solve the parking issues. However, the school had registered its interest in the Scheme.

Whilst many families were helping by not driving their children to school or by parking away from the entrance and nearby streets, BS advised governors of the dangerous situation in November whereby an emergency vehicle could not access the school due to the dangerous parking of a car. As far as possible BS and CCW were policing traffic outside the school gates.

Governors acknowledged that some parents needed to transport children to and from school by car, and parking further away had proved challenging e.g. use of the Donnington Bridge Carpark could add a further 15 minutes to a journey.

RT further reported how the LA was proposing 'Quickways' to enhance cycle safety which would limit parking along Iffley Road, implement a 20-mph speed limit and include marked cycle lanes.

13. Governing Body development

13.1. GB self-evaluation – including report of skills audit, September/October 2021

It was agreed that this item would be deferred to the Term 3 FGB meeting.

13.2. Parent governor election – update

The parent governor election would be deferred until the Spring Term.

13.3. Appointment of governor with responsibility for Health & Safety

A governor was required to take up this role. In the interim, AB would be the named governor and train another governor as to what the responsibility entailed.

13.4. Dates of meetings for governors 2021/22

Dates for 2021/22 governor meetings were agreed and a 6pm start time would be trialled.

14. Any other urgent business (See Agenda Item 2)

- **Farewells to Foundation and Associate Governors**

- **Mary-Anne Sinclair, Foundation Governor** - Governors thanked MAS for serving on the governing body since 2018 and would send a card extending their thanks and good wishes.
- **Chris Chamier-Williams, Associate Member and Deputy Head Teacher** – Governors had been privileged to work with CCW and he was thanked for all his contributions to the FGB meetings. As a highly valued colleague and friend to the governors, staff, families and children, he would be sorely missed. CCW thanked governors for all their kind words – he had started as a newly qualified teacher at the school in 2008 and had enjoyed his time at Mary and John immensely and learnt a great deal over the years.

Future agenda items

- School self-evaluation, 2021/22 (Term 3)
- GB self-evaluation – including report of skills audit (Term 3)
- Governor training plans, governor visit plans – review/update
- School policy review cycle – update
- Public Sector Equality Duty statement
- Statement of Freedom of Information Publication Scheme – review, approval
- Children’s progress tracking procedures – full GB training + discussion
(in place of Term 5 FGB meeting? – to confirm)

The Meeting closed at 8.00pm

Next Full Governing Body meeting (Term 3) – Thursday, 3 February 2022, at 6.00 pm