



St Mary and St John Church of England Primary School

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

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Headteacher: Rebekah Stott

Minutes of St Mary and St John CE Primary School Full Governing Body Meeting Monday, 12 September 2022 ('Term 0'), 6.00 pm, by Teams

Present:

Bex Stott (BS), Headteacher
Sarah Franklin (SF), Foundation Governor – *Chair*
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
Philip Ritchie (PR), Foundation Governor
Richard Tarver (RT), Local Authority Governor
Elizabeth Clarkson (LC), Staff Governor
Sanaa Khan (SK), Foundation Governor
Charlotte Ryland (CR), Parent Governor

In attendance:

Jane Godby (JG), Associate Member
Sarah Blackwell (SB), Associate Member
Ellie Armstrong (EA), Associate Member
Andrew Furniss (AF), Associate Member
Georgie Clarke (GPC), Local Authority Cover Clerk

Apologies:

Laurence Price (LP), Foundation Governor
Benjamin Klooss (BK), Parent Governor
Jenny Dyer (JD), Local Authority Clerk

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting, and especially Andrew Furniss to his first meeting, and thanked GPC for standing in at short notice as Cover Clerk.

Apologies were received as noted above and accepted.

The meeting was quorate.

2. Declarations of any other urgent business

There was no urgent business

3. Declarations of business/pecuniary interests, confirmation of eligibility

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

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

3.2 Annual confirmations

Relating to the following documents, the Chair reminded all governors, including associates, of the need to complete their annual 'Governing Body Confirmations' via GovernorHub:

Signed Chair of Governors: _____ Dated: _____

- Declarations of Interest
- Keeping Children Safe in Education 2022
- Governor Code of Conduct

In addition, governors would need to confirm they are not disqualified from serving as a school governor.

Governors who had not yet completed their declarations stayed on after the FGB so that they could complete this task.

Action 1: All governors and associates to complete their annual confirmations via GovernorHub (under the 'Declarations' tab, within personal profile) before the Term 1 meeting, confirming: that their declarations of interest as listed are correct; that they are not disqualified from serving as a school governor; that they have read and understood *Keeping Children Safe in Education* (September 2022 update, Parts 1 and 2); that they agree to abide by the Mary & John GB governor code of conduct.

4. Appointment of Clerk to Governors

JD agreed to continue as Clerk to the Governing Body for 2022-2023. Governors approved the appointment.

Governors were reminded of JD's new OCC e mail address which should be used for all Governor Business.

5. Election of Chair and Vice-Chair(s) of the Governing Body

GPC conducted the election of Chair of Governors and Vice-Chairs.

As per the agenda SF confirmed that she was willing to stand again. There being no other nominations, SF was duly re-elected as Chair for 2022-23.

Both AB and JW were willing to stand for office as Co-Vice Chairs. There being no other nominations, AB and JW were duly elected as Co-Vice Chairs for 2022-2023.

All were thanked for their work last year and the work they will do this year. SF spoke of the good team of Governors the school has.

All agreed that the Chair and Vice-Chair elections for the academic year 2023/24 will be held at the first GB meeting of that year.

6. Appointment of associate members of the Governing Body

SF proposed the appointment of associate members SB, EA, JG, AF; their appointments were duly approved for 2022-23. SF thanked them for standing as Associate members.

7. Child protection and safeguarding

7.1. DBS checks for all members of the GB – report

DBS checks for all members is a rolling task to ensure they are renewed at the correct time. As previously agreed, DBS certificates for adults with a blue lanyard, including members of staff, are renewed every 3 years; certificates for adults with a yellow lanyard, including governors, are renewed every 5 years. BS confirmed that all DBS certificates for governors are in date or, in two cases, in the process of being updated.

7.2. Keeping Children Safe in Education (KCSiE) 2022 – review, confirmation read by all

All Governors were reminded to read this important document, available in FGB folder for this meeting and understand the latest updates (Sept 2022), then confirm via GovernorHub declaration.

AB informed Governors that the changes have been clearly outlined. It is a good document and makes it very clear what the Governors' roles are. A lot of the tasks are being carried out by AB as Safeguarding Governor. However, it is important all governors continue to ask questions to ensure safeguarding is a high priority in school. Safeguarding training is available via Governor Services – there will be a level 2 course available soon tailored specifically to the role of governors, which can be booked via GovernorHub.

AB emphasised the importance of online safety which is covered in detail within the document. Governors thanked TF (E-safety Governor) and LP (Health & Safety Governor) for their recent work reviewing the school Online Safety policy – an update to which will be approved at the next FGB.

Regarding low level concerns as per the document – BS and EA confirmed that the staff code of conduct has procedures in place for staff response to low level concerns.

Challenge:

A governor asked, how do we know that all staff at all times remember the importance of reporting and questioning everything?

BS – safeguarding is on each staff meeting agenda and a reminder is given to staff that they need to log all concerns onto CPOMS (Child Protection Online Management System). EA confirmed this was also covered in meetings with the school's teaching assistants, regarding logging all concerns on CPOMS, and safeguarding is a standing agenda item at TA staff meetings as well.

Child on child abuse is covered in the update which includes a lot of aspects of bullying.

A lot of the changes will appear in the updated county model Child Protection and Safeguarding policy, which the school will follow. BS confirmed that the updated policy will be ready to agree at the next FGB (Term 1).

Safer recruitment – as part of the process, an online search will be completed on candidates. BS confirmed that staff have undergone safer recruitment training and all of the updates are included in the process.

AB and BS confirmed that the next safeguarding audit will take place as it did last year, with AB and BS meeting to question and work through the criteria. A date will be agreed.

Action 2: AB to work with BS on the Annual Safeguarding Report, for review by FGB in Term 2.

Part II is to be read by Governors before they tick the box on their declaration tab on GovernorHub.

BS confirmed that a KCSiE quiz for staff will take place on 21.9.22 in school.

SF spoke again of the Level 2 safeguarding course specific for governors which is scheduled for 4.10.22. Governors can access this training via the training tab on their profile on GovernorHub. As E-safety Governor, TF confirmed he will do this Level 2 training. As Safeguarding Governor AB confirmed she will do the Level 3 training, also offered via OCC. As good practice, all governors were asked to link into this course if they are able – it will be good to attend as a refresher.

Action 3: All governors to join OCC's online Level 2 safeguarding course for governors if they are able (4 October 2022), as a refresher.

Action 4: AB to complete OCC's Level 3 safeguarding course for governors.

8. Governor code of conduct – review, declaration of agreement

8.1. Annual confirmation of commitment to abide by the code of conduct

Governors present confirmed they agree to abide by the Code of Conduct. (See also Action 1 above, annual confirmation under GovernorHub 'Declarations' tab, before Term 1 meeting.)

9. Governing Body roles and responsibilities

9.1 Governing Body and committees (structure, terms of reference) – review, approval

SF made reference to the work taking place to look at the way the Governing Body currently works and whether any changes could/should be made in the new year following full discussion.

Governors agreed the document and noted the main change — going forward, JW and JB will continue their monitoring interest in behaviour and anti-bullying but as link governors for this area, rather than being designated as 'Behaviour Working Group'.

Governors agreed to adopt the ToRs and Structure as the current schedule of responsibilities to direct the work of the FGB.

The Pay Committee is constituted with the Chair of Governors and the Chairs of the Curriculum and FPS Committees. JB and JW will be swapping their roles on Curriculum Committee this year (as agreed by them), JB to be Chair and JW to be Clerk. However, JW will continue to sit on Pay Committee for the time being.

9.2 Appointment of governors/associate members to committees and other groups

Governors had considered the information on GovernorHub – Committees and Other Designated Roles document, following conversations between SF and individual governors, and agreed to appoint governors to these committees and roles as detailed within the document. SF thanked all for agreeing to fulfil those roles and responsibilities.

It is good that there is a steady team for the next two terms.

9.3 Appointment of governors with special responsibilities

Governors also agreed to the following:

SIAMS – AB, LP

Behaviour – JW, JB

Health & Safety – LP

SEND/Inclusion – JB

Pupil Premium provision – SF

Safeguarding – AB

E-safety – TF

9.4 Election of Chair of Pay Committee – SF willing to stand again

SF was elected by Governors.

9.5 Election of Chair of HTPA Committee – RT is willing to stand again

RT was elected by Governors.

10. General update, new school year

10.1. School news

BS updated governors as to the start of the new academic year:

Numbers on roll The school had some children leave over the summer and others join – the school has 383 on roll at present. Full in Reception Year, full in Year 1, KS2 is where the numbers dip.

Staffing Have recruited 2 new TAs for children with high needs. Contrary to expectations, both children have since been offered a space at specialist provision. This will affect the budget as their

Signed Chair of Governors: _____ Dated: _____

funding will go with them but the school will keep these TAs as recruitment of TAs is a growing challenge. One other TA has recently resigned. In light of that resignation, BS will write to the local MP to raise the issue of a TA having to leave the school as she can earn more money working in a totally different role/workplace and the school is not able to pay more. She will be a loss to the school, but it is positive that the school has two new TAs.

Wellbeing lead Has been appointed and the school will be working towards a wellbeing award.

Staff training/CPD In light of feedback from parents via the recent governor questionnaire – could the school do more for high attainers and challenge them more? – the staff had an INSET focused on having high expectations for all children, including high attainers, actions from which have been rolled out across the school. ‘Austin’s butterfly’ has been shown to different year groups of children who seem to have responded well to it. The basis is not to settle with the first draft of anything but to try and get even better. Staff present commented it went down well in Year 6 and Year 2. JG said it was useful to refer back to it and use the whole idea when using feedback to peers.

In another INSET session EA looked at the behaviour policy with all staff to ensure that all staff follow the steps in the policy when dealing with behavioural issues in school. Work had also taken place to improve SEND provision to ensure the school meets the needs of all learners.

Year 1 development BS is keen to show governors the newly resourced Year 1 area. The Year 1 team have worked hard to set the area up to deliver continuous provision, with a wide range of different stations for independent learning.

SIAMS Staff have attended a SIAMS briefing. Some additional policy work is in progress; the policies will be added to the website once they have been sent to Governors.

Meet the teacher Sessions taking place this week – open to parents (and governors if available).

Arts Mark Will be on the SDP (school development plan). SB and others will be working on improving the arts provision in school. Ali Morton has done work on completing the form. Once started, the school has a year to develop work in the arts. Part of the focus will be on performing arts, dance, drama, in line with feedback from parents via last year’s governor parent consultations. CR has prior knowledge of Arts Mark if SB would like some help.

The School Games Bronze Award Recently obtained for work led by the sports co-ordinator. The award badge will be placed in the footers of letters from school as an acknowledgement of what is done well at school.

The aspiration is that awards for wellbeing, the arts and maths will be next.

A governor asked about SATs data from the summer term assessments.

SATS data and planning – BS confirmed that maths will be a focus area on the SDP for next year.

Regarding the data – the school is in line with national for combined. Above national for reading, SPAG (spelling, punctuation and grammar) and writing but below in maths. AF and BS will be visiting another school to see how they do maths to bring back some ideas.

The LA has released a maths programme which the school will be signing up for. AF (new Maths lead) is excited to get going on this and develop something to fit in with the school to make improvements in the area of maths. AF will have time allocated to look at maths across all classes and implement the programme across the whole school, with emphasis on continuity.

10.2. Statement of school vision – update

The wording has been updated (as shown in the 'Our Vision' document circulated on GovernorHub): '... joy of learning, and to be the best that we can be', which links in with the work currently taking place in classes on being aspirational for all learners, and on helping children to think for themselves about how they can be the best that they can be (Austin's butterfly, etc. as discussed above).

BS confirmed that the updated vision statement will be placed on the website.

10.3. Summer premises and refurbishment work

Grahame Godby has done a lot of work during the summer. Classes moved between rooms. Moved bike racks, moved cupboards, including providing PTA with a bigger cupboard, removed old not fit for purpose platforms from KS2 playground. Repainted the kitchen – a big job. Developing the Year 1 area for continuous provision has been a huge job. Outside tap has been installed so classes have access to water outside. Skip filled with old furniture. Wooden door plaques moved.

All present thanked Grahame for all he has done over the summer and agreed that this should be minuted. JG confirmed she would pass on those thanks. Thanks also to the Year 1 teachers for their work on the continuous provision area over the summer. BS reiterated that it is amazing what they and Grahame have managed to achieve.

Action 5: Governors to meet in the Year 1 area for the next FGB to see the work and hear how the developments in continuous provision are working out in practice.

10.4. Comper update

BS reported that Catherine King, Comper Head, has confirmed both Reception classes are full and settling in well. The children are coming in confidently. It is a positive start for the younger children. Staff wellbeing and development of the curriculum sessions took place during INSET.

BS reported that she will be meeting CK to ensure objectives of the new Mary & John SDP (to run from Christmas) relating to Reception dovetail into the work Comper will be doing this year with an Early Years specialist. One of the aims of the Mary & John SDP will be for subject leaders to understand their curriculum areas all the way through from Reception to Year 6.

The Comper/Mary & John Partnership Group with governors from Mary & John and Comper will continue to look at joined-up provision and direction of the partnership. At the June meeting of the group it was agreed that this is the right forum for that work.

School is not open on Monday 19 September as it will be bank holiday for the State Funeral.

Governors thanked BS for her helpful update.

11. Policies, procedures

11.1. Homework letter to parents – outlining homework approach/policy – approve

Homework letter to parents for Governors to approve before circulation to parents. It was confirmed that staff have already looked at the letter.

Following discussion and except one typo (as outlined by SF) it was approved by Governors.

The letter will be sent out to parents this week.

11.2 Whistleblowing policy – confirm it is in line with guidance and available to all in school

It was confirmed the school is using the OCC model, in line with guidance. This has been updated with the new logo. It is on the staff room board and outlined by EA with all staff regarding the procedure for them to follow.

12. Dates of meetings for governors, 2022/23

Governors noted dates as circulated in document. SF spoke of the scheduled dates going to Christmas as there may be changes to the way governors do things (as referred to earlier in the meeting).

Work will take place to look to reduce the number of meetings held, maybe look at having fewer committee meetings and a few more FGB meetings to develop transparency and collective responsibility and spread work more evenly. The proposed changes will be discussed by Governors in due course.

13. Any other urgent business

There was none.

SF thanked all for attending and signing up to the work this year.

Looking forward to the in person FGB in Term 1 (with tea and cake before the meeting and to look at the Year 1 provision).

Meeting ended at 7pm

Future agenda items

- Child Protection & Safeguarding policy – approve (Term 1)
- Pupil Premium annual statement – approve (Term 1)
- PE and Sport Premium annual statement – approve (Term 1)
- SEND annual report to Governing Body – receive (Term 1)
- Accessibility policy and plan – approve (Term 1)
- Behaviour policy, Anti-Bullying policy – approve (Term 1)
- School development plan, 2021/22 – final review (Terms 1, 2)
- School development plan, 2022/23 – discuss, approve (Terms 1, 2)
- School self-evaluation summary – review (Terms 1, 2)
- Participation in Oxfordshire School Streets scheme – update (Terms 1, 2)
- Annual Safeguarding report to Governing Body (Term 2)
- Equal Opportunities policy, Public Sector Equality Duty statement, equality objectives – review (Term 2)
- Governing Body self-evaluation – report (Term 1)
- Governor training needs – review, plans for 2022/23 (Term 2)

Next Full Governing Body meeting (Term 1): Tuesday, 11 October 2022, 6.00 pm