

St Mary & St John CE Primary School

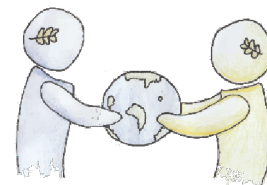
Meadow Lane

Oxford OX4 1TJ

Phone: (01865) 723841

Website: www.ssmj.oxon.sch.uk Email: office.3834@ssmj.oxon.sch.uk

Headteacher: Rebekah Stott



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

Tuesday, 13 December 2022, 6.00 pm (Term 2)

(The meeting was held remotely, via 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
Elizabeth Clarkson (LC), Staff Governor
Tim Foster (TF), Parent Governor
Sanaa Khan (SK), Foundation Governor
Ben Klooss (BK), Parent Governor
Laurence Price (LP), Foundation Governor
Philip Ritchie (PR), Foundation Governor
Charlotte Ryland (CR), Parent Governor
Richard Tarver (RT), Local Authority Governor

In attendance:

Ellie Armstrong (EA), Deputy Head Teacher
and Associate Member
Sarah Blackwell (SB), Associate Member
Jenny Dyer (JD), Local Authority Clerk
Jane Godby (JG), Associate Member

Apologies:

Julia Bell (JB), Foundation Governor
Andrew Furniss (AF), Associate Member

1. Welcome, apologies, quorum

The Chair welcomed everyone to the meeting.

Apologies were received from those listed above and accepted.

2. Declarations of any other urgent business

Staff governor farewell – see agenda item 14.

Governors **approved** the Health & Safety policy circulated via GovernorHub (annual review, OCC model policy, Health & Safety, Part III, unchanged since last year except in dates). Governors noted that the model policy had been checked for updates.

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

There were none declared.

4. Minutes of Full Governing Body meeting, 18 October 2022 (Term 1)

The minutes were approved and to be signed by the Chair.

Signed: _____ Chair of Governors Dated: _____ Page 1 of 11

Let all that you do be done in love...

1 Corinthians 16:14

5. Matters arising from the minutes

	Action (by Term 2 FGB meeting, unless stated otherwise)	Who	Outcome/Actions for FGB Term 3
Action 1	Tracking of progress to be a priority agenda item for Curriculum Committee, 2022/23.	CC	Completed Item 6.1
Action 2	LP and SK to make pupil voice visit, with support from JB, and report back to FGB. <i>Update 18th October 2022 – Report shared just prior to FGB1 meeting. Governors to review and further discussion if wished to take place at FGB2 meeting.</i>	SK, LP, JB	Completed Item 10.1
Action 3	Governors and staff to liaise on communicating School Streets survey results to parents. <i>Update 18th October 2022 – CR has taken over as governor lead on this project and will be working with EA, school lead. Update on this project to be reported at the FGB2 meeting.</i>	EA, CR	Closed Item 11.1
Action 4	Governors to complete safeguarding training. <i>Update 18th October 2022 – LP and SK to join OCC online training session in January 2023.</i>	LP, SK	In progress Item 8.4 Term 3, Action 1
Action 5	CR and BS to discuss language teaching and language awareness. <i>Update 13th December 2022 – Discussion via email. Interesting work in this area, potential of use for school.</i>	CR, BS	Completed
Action 6	Committee Chairs to peruse summer 2022 governor visit reports to ensure matters raised are addressed at their 2022/23 meetings.	Committee Chairs	Completed
Action 7	Governors to familiarise themselves with the contents of the government white paper on schools, 'Opportunity for All'.	All governors	Term 3, Action 2
Action 8	EA and CR to include parent/public use of the Meadow Lane car park as part of the Oxfordshire School Streets Scheme agenda and establish clarification as to its use.	EA, CR	In progress Item 11.1 Term 3, Action 3
Action 9	EA to carry out a survey with the children to establish how they travel to school and how they would like to come to school. <i>For application to join School Streets scheme.</i>	EA	Completed Item 11.1
Action 10	GB self-evaluation – SF to be in touch with all governors for review conversations and to gather views on developing approach to governance. <i>Update 18th October 2022 – Discussions had taken place with all governors; SF extending review to include associate members. SF to seek their views before FGB2.</i>	SF	Completed Item 13.1
Action 11	AB to work with BS on the annual safeguarding report (statutory audit); review by FGB.	AB, BS	Completed Item 8.2
Action 12	Governors to join OCC's online Level 2 safeguarding course if they are able, as a refresher.	All governors	Completed Item 8.4
Action 13	AB to complete OCC's Level 3 safeguarding course for governors.	AB	Completed Item 8.4
Action 14	SF (PP lead governor) to bring forward next PP governor monitoring visit to early in Term 2 to learn first-hand about current provision and plans to close gaps in learning, with report to governors at next FGB meeting.	SF	Completed Item 9.1

Signed: _____ Chair of Governors Dated: _____ Page 2 of 11

Let all that you do be done in love...

	Action (by Term 2 FGB meeting, unless stated otherwise)	Who	Outcome/Actions for FGB Term 3
Action 15	BS to confirm correct number of pupils eligible for PP.	BS	Completed Item 9.1
Action 16	EA to share school's new EAL strategy with governors. <i>Note – This action has been taken over by SB (EAL staff lead).</i>	SB	Completed Item 9.3
Action 17	EA to include in next attendance report analysis of attendance data for children by ethnic group and by year group to allow monitoring.	EA	Completed Item 7.2
Action 18	Attendance data for pupils from different ethnic groups to be considered when setting equality objectives.	BS, JW	Term 3, Action 4
Action 19	BS to arrange for the site manager to alter or relocate the visitor lanyard return box.	BS	Completed Item 8.1
Action 20	Governors to add their most recent safeguarding certificates to folder on GovernorHub.	All governors	In progress Term 3, Action 5
Action 21	BS to confirm the percentage of pupils on the school Special Educational Needs (SEND) register	BS	Completed Item 7.1
Action 22	BK, CR, TF to liaise with governors and school in preparing for the autumn post-it boards parent consultation.	BK, CR, TF	Completed Item 10.2
Action 23	Liaising with BS, RT to report on draft Admissions policy at the FGB2 meeting.	RT, BS	Completed Item 12.1

6. Headline updates from committees/other groups

6.1 Curriculum Committee

Minutes circulated prior to the meeting via GovernorHub.

Action 6: Term 2 CC minutes – Governors to bring any questions to the FGB Term 3 meeting.

6.2 Finance, Premises & Staffing Committee

AB provided governors with a brief overview of the areas discussed:

- Rising energy costs and other rising costs - The Committee had discussed whether savings would need to be made in the light of rising costs.
- After-school care + clubs – Discussed how parents falling into payment arrears could be averted.
- Staff changes for January 2023 term were shared.

Q: Governors questioned whether the current Cover Supervisor in Upper Key Stage 2, and taking on the role of Hazel Class Teacher in January, was a qualified teacher.

It was confirmed that the teacher was fully qualified, completing their Postgraduate Certificate in Education (PGCE) in the summer of 2022 and was therefore an early career teacher (ECT).

6.3 Pay Committee

The Committee had almost finished its remit, except for scrutiny of the support staff model pay policy, which had yet to be released by the Local Authority (LA); the Committee had reviewed the pay policy for teachers, and teacher appraisals and the HTPA process had been completed.

Signed: _____ Chair of Governors Dated: _____ Page 3 of 11

Let all that you do be done in love...

6.4 Comper/Mary & John Partnership Group

The Committee had not met, at the request of Comper governors. The meeting would be deferred until 24th January 2023. See also item 7.3 below.

7. Headteacher's reports

7.1 Headteacher's report

The Report was circulated to governors prior to the meeting via GovernorHub, with the following overview:

- **Numbers on roll** - 385, including Reception Year children in Comper, with 35 available pupil places across KS1 and KS2. The Reception Year continued to be full with 60 pupils on roll. It was confirmed that 49 pupils (12.7%) were on the SEND register ('SEN Support' or EHCP) and 20.7% of pupils categorised with English as an additional language (EAL). Governors noted that this was a significant increase compared to the figure of 15.4% at the same time last year.
- **Staffing** – In addition to the staff changes reported, one of the Year 5 teaching assistants would also be leaving at the end of term to take up a teaching position in January, having qualified as a teacher in the Summer 2022. An advertisement for a teaching assistant would be placed.
- **Behaviour and Safeguarding**
 - **Training** - All staff had completed quizzes in Keeping Children Safe in Education (KCSiE) 2022 and Prevent training. New staff, and those where renewal was due, had also undertaken Generalist Safeguarding Training.

Q: Governors questioned whether all staff, including teaching assistants, had completed 'Prevent'.

This was confirmed.

Q: Governors asked regarding Prevent training for governors.

It was confirmed that governors need to complete Prevent training.

Action 7: EA to post the Prevent training link on to the GovernorHub noticeboard.

- **DBS checks** – These were being renewed for staff where made three or more years ago.
- **Referrals to the Multi-agency Safeguarding Hub** – one referral had been made and one requiring school involvement. There were no children under child protection; one 'child in need' and one child under Early Help.
- **Health & Safety (H&S)**
 - **H & S Inspection** – This would take place on 11th January 2023 and a site walk carried out before the end of Term 2. LP (Health & Safety governor lead) will accompany for this.
 - **Lockdown Procedure** - A practice of the procedure had been successfully carried out by the whole school. The procedure had not taken long and the children had been calm.

Signed: _____ Chair of Governors Dated: _____ Page 4 of 11

Let all that you do be done in love...

- **School drop-off** – To keep children safe, parents bringing children to school and/or collecting by car had been encouraged to park further up Bedford Street and walk down to school. In addition, cars had been directed onto a one-way system to improve safety in the area. Traffic at pick-up and drop-off times had been calmer as a result. Whilst this had been successful and made the area safer, with parents in support, governors noted the additional leadership time this had taken. For reasons of safeguarding and site security all parents are also asked to allow their children to come in to school independently from the school gates. For those children less secure, parents are permitted to escort their children into school. Children were showing independence and arriving safely to school.

Q: governors questioned what aspect of improving road safety was taking up the leadership time.
It was confirmed as controlling and directing the traffic that was taking up the time.

7.1.1 Assessment Data Report Term 2 2022

The whole-school Term 2 data report, circulated to governors via GovernorHub, had been discussed at the Curriculum Committee Meeting held on 24th November 2022, as detailed in the minutes.

7.1.2 Ofsted Inspection Data Summary Report (IDSR)

The IDSR Report was available to governors via GovernorHub and had been discussed at the Curriculum Committee Meeting held on 24th November 2022, as detailed in the minutes.

7.2 Attendance Report

EA provided governors with an update. Overall attendance for Term 1 stood at 96.1% (Years 1–6), broadly in line with the national expectation of 96%. The school's target of 96.5% had been impacted due to significant illness during Term 2, a picture being seen nationally. Based on the number of days of school since September to date, pupils with absence of 5 days or more would see their attendance drop to 90% or below.

Q: Governors enquired whether the attendance data for pupils of different ethnic groups could be more specific, so that this could be closely tracked and comparisons made.

It was confirmed that more detailed data was not available, but this was being investigated as to whether it could be produced by 'HelloData'.

Q: Governors asked whether pupils belonging to the ethnicity groups given could be misleading.

It was explained that pupils' ethnicity was taken from information given by parents and that children were only counted once within the data.

Governors **approved** an update to the school Attendance policy, as circulated via GovernorHub.

7.3. Comper update

Whilst there were no pressing concerns, lines of contact were sometimes difficult. Governor partnership meetings were sometimes postponed, and Heads meetings had also had to be postponed on a number of occasions recently due to illness. Strategically, Comper was at a delicate

Signed: _____ Chair of Governors Dated: _____ Page 5 of 11

Let all that you do be done in love...

junction and would report back to Mary & John concerning the future of the partnership on 24th January 2023, following meetings with the local authority and others.

Q: Governors asked about attainment data for the current Reception Year pupils at Comper.

BS confirmed that this had been requested but not yet received.

Action 8: Attainment data for the current Reception Year pupils at Comper – BS to share with governors prior to the FGB Term 3 Meeting.

8. Child protection & safeguarding

8.1. General update

The following items were highlighted, and further information had been provided within the Headteacher's Report:

- **Supported families** – One family had been supported during Terms 1 & 2 and the school was seeking advice from the Local Community Support Service (LCSS) and Education Safeguarding Advisory Team (ESAT) relating to three children – following advice, a record was being kept of all the support provided and associated communications.
- **Lanyard return box (Action 19)** – The Site Manager had now changed how visitor lanyards were returned and deactivated, which meant having left the school building, a visitor could not re-gain access, nor could any other user if they obtained a returned lanyard.

8.2. Annual Safeguarding Report to Governing Body

The Report was due for submission on 16th December 2022. Having worked through the report with BS, AB was impressed with the school's evidence to back up the responses. The main area for development was noted as the staff becoming familiar with the Local Authority's 'Neglect Toolbox', and BS confirmed this would be addressed at a staff meeting in Week 2 of the Spring Term 2023.

Governors thanked BS for all her hard work in completing the Report and AB for her support.

The Report was **approved** by governors to be submitted to the LA.

8.3. SCR checks (Mary & John, Comper)

Governors were advised that a review of the SCR at Comper was planned for Term 3; AB was waiting to hear from Comper as to when would be a convenient date. Furthermore, it was confirmed that the SCR had been reviewed at Mary & John.

8.4. Safeguarding training – update

SK confirmed she had completed safeguarding training; LP and PR are booked onto training in January. Once completed, governors were reminded that certificates needed to be uploaded to the folder within GovernorHub. AB (Safeguarding governor lead) confirmed she had recently completed Level 3 training.

Signed: _____ Chair of Governors Dated: _____ Page **6** of **11**

Let all that you do be done in love...

9. Vulnerable groups

9.1. Provision for children eligible for Pupil Premium – governor visit report

The Governor Visit Report, dated 15th November 2022, was available to governors via GovernorHub. SF (Pupil Premium governor lead) reinforced the main focus of the visit:

- **Challenge** – Whilst governors understood that pupils may have barriers to learning, they were concerned how gaps in learning had widened.
- **Challenge** – Another challenge for the school was in communicating to parents the need to come forward to establish whether they qualified for the Pupil Premium Grant (PPG) which in turn would release additional funding to support their child in school.
- **Pupil Premium Pupils with additional needs** – these included children with special educational needs (SEN) and those with English as an additional language (EAL).
- **Achievement** – It was noted that some children did not have these additional needs and yet were still underachieving. Extra support had been put in place for these children, with close monitoring to measure the impact. Some of the PPG would be diverted towards school-led tutoring support for some Pupil Premium pupils in Years 4, 5 & 6, to close gaps in their learning, and this linked to the school’s aspirational targets as given in the School Development Plan (SDP) under Item 10.5.

Governors confirmed the school aspiration for all PP eligible pupils: “that every child eligible for PP will leave our school with at least the ‘Expected Standard’ in reading, writing and maths, and with an enjoyment of reading for pleasure.” Governors noted that in some cases, where there are significant special educational needs alongside other disadvantage, this may not be an achievable ambition, but that governors are going to want to be satisfied for every PP child that everything that can be done is being done to help them overcome their disadvantage.

Governors were pleased to learn how the school team was devising ways to change and boost the provision, so that gaps in learning could close. Governors looked forward to learning more about the impact of these interventions.

Q: Governors challenged the statement ‘reading for pleasure’ as possibly putting pressure on the children which may have a negative impact; they asked how Reading was presented to the children so they could be enthusiastic.

A: BS confirmed that the school aims always to promote positive messages about reading. Each child eligible for Pupil Premium is also given £50 (two opportunities across the academic year, £25 on each occasion) to buy quality books to reinforce this.

Action 9: SF to carry out a follow-up visit re. provision for children eligible for Pupil Premium to monitor progress made, during Term 3 or 4.

Signed: _____ Chair of Governors Dated: _____ Page 7 of 11

Let all that you do be done in love...

9.2. Pupil Premium annual statement

The Pupil Premium Strategy Statement 2022-2023 was available for review by governors via GovernorHub prior to the meeting.

Governors **approved** the Pupil Premium Strategy Statement for 2022-2023 and review of the previous academic year 2021-2022.

9.3. School strategy for pupils with EAL (English as an Additional Language) – update

SB explained how integrating and supporting pupils during curriculum time, and in all other aspects of school life, was already a strength of Mary & John. The new Strategy therefore formalised the arrangements in place, with some additions to include an EAL Register and 'Classification Codes'. In addition, the 'PAWS' EAL Programme, provided in the Appendix, outlined the structure of support for new arrivals. This is in response to the recent significant increase in EAL children. Newly arriving children with EAL are integrated as quickly as possible into the curriculum and with their peers.

It was noted that some typos on Page 2 of the strategy needed to be addressed and the reference made to 'bus transport' on the last page to be omitted.

Q: Governors asked for confirmation as to whether the EAL Register, Classification Codes and PAWS programme were additions to the school's strategies.

This was confirmed but emphasised that the PAWS Programme formalised what was already in place. However, the Strategy was a working document which meant the support and strategies used by teachers, in meeting the needs of children with EAL, would be an area of ongoing development and for discussion at staff meetings.

Q: Relating to the statement 'Bilingualism is viewed as a positive and life-enriching asset', governors asked if there could be a move to make this more evident across the Strategy and through the school.

This was confirmed.

Governors thanked SB for all her work in producing the document.

Action 10: SB to adapt the school's EAL Strategy document to include emphasis on bilingualism as an asset.

10. School development

10.1. Summer 2022 governor pupil voice visit – report

All governors had now had the opportunity to peruse this pupil voice report which had been discussed at the FGB1. In response to 'wishes' in Key Stage 1 & 2, it was confirmed that should a bullying incident arise, there would be adult intervention to support children in resolving any issues.

Signed: _____ Chair of Governors Dated: _____ Page 8 of 11

Let all that you do be done in love...

10.2. Governor parent consultation (post-it boards, Autumn 2022) – interim report

SF thanked governors for all their work in setting up the post-it boards and especially to BK and CR for their organisation of the exercise which was considered very beneficial. Parents had expressed that they were grateful for the opportunity to interact with governors. Complimentary feedback would be collated and posted on the staffroom noticeboard. Overall, there had been a balance of positive comments, recognising what the school was doing well and development points for consideration; an analysis of the responses would be available to governors for the FGB3 Meeting.

Governors thanked BS and the staff team for support, including separate arrangements for some parents who had not been able to contribute in the main consultation.

Action 11: SF to prepare poster for staff room sharing positive feedback.

Action 12: Analysis of responses from the post-it boards to be available to governors for the FGB Term 3 meeting via GovernorHub.

10.3. School Development Plan, 2021/2022 – final review

An evaluation of the plan, available to governors via GovernoHub, was RAG-rated, with green indicating completion, yellow as partially met and in progress, and red as an action that had yet to be completed.

10.4. School self-evaluation summary (SEF) – review

The summary identified Mary & John as 'Good' in all areas within the Ofsted Framework and 'Good' overall. The document would be reviewed periodically throughout the academic year to reflect progress and report to governors accordingly.

Agenda item for FGB: School self-evaluation summary (SEF) – review, governor questions (Term 3/4).

10.5. School development plan (SDP) 2022/2023 – discuss, approve; plans for monitoring

The SDP was presented under three main objectives:

- **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 the Maths curriculum to maximise engagement, outcomes and progress.
- **Objective 3:** To further develop a school culture of inclusion and aspiration, with well-being at its core.

Equality objectives had yet to be cross-referenced with those of the SDP; JW would arrange to meet with EA following feedback from JB's discussions with BS.

Action 13: JW to meet with EA to cross-reference the school's equality objectives with those of the SDP.

Governors **approved** the SDP in its current form and to be made available on the school's website

Action 14: BS to post on the school's website this most recent update of the SDP.

Action 15: Plans for governor monitoring of the SDP to be an FGB Term 3 agenda item.

11. Road safety and traffic around school

11.1 Participation in Oxfordshire School Streets Scheme – update

In responding to questionnaires, children's views had been gathered as to how they travelled to school and how they would like to travel to school – the pupil voice gathered would contribute to the school's application to join the Oxfordshire School Streets Scheme.

Q: Governors questioned whether the outcome of parent and pupil questionnaires had been communicated to parents.

It was confirmed that parents had received a considerable amount of information about the School Streets Scheme to date and there was a risk they could become 'overloaded'; it was therefore agreed that Action 3 tabled for Term 2 above, under item 5, would be closed.

Regarding the Falcon Club Carpark, CR had been put in touch with the President and would be meeting with him early in the New Year to discuss whether a compromise position could be achieved so that Mary & John parents could make use of the carpark. News on the future use of the Carpark will be communicated to parents following the meeting between CR and the Falcon Club President (see item 5 above, Action 3 for Term 3).

12. Admissions

12.1. Admissions for 2024/25 draft policy – review, approve for consultation

RT informed governors that there were no changes to the statutory guidance for 2024/2025. The draft policy was therefore **approved** by governors to go out to consultation. It would be sent to the Diocese and made available on the school's website for a six-week consultation period, until the end of January 2023.

13. Governing Body development

13.1. Governing Body (GB) self-evaluation – report

SF had received responses from associate members as well as governors and thanked everyone for their contributions. There was not time in this meeting to summarise responses but these had been

Signed: _____ Chair of Governors Dated: _____ Page **10** of **11**

Let all that you do be done in love...

broadly positive, including about the proposed reorganisation of governing body working, and all views were being taken into account (see next item).

13.2. GB and governance review

- **Curriculum Committee** - To reduce the number of meetings overall, the work of this committee would be moved to FGB Meetings for a trial period. This would also enable greater transparency and all governors to be well informed of curriculum-related matters.
- **Finance, Premises & Staffing Committee** – The work of this committee would continue for now, to complete outstanding matters, with a meeting scheduled for 31st January 2023.
- **FGB meetings** – To avoid longer meetings, the FGB would meet more frequently, with provisional next dates of 6th February 2023 and 7th March 2023.
- **Lead governor responsibility and role descriptions**
In future, governors to have individual responsibility for leading on elements of GB work, one lead governor and one deputy for each area. This would pave the way for good succession planning. Lead governors would need to liaise with school staff to carry out their monitoring visits and then report back to the FGB meetings. SF would be circulating role descriptions and contacting governors regarding these arrangements and roles.

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

14.1 Staff governor farewell – Governors bid farewell to LC and thanked her for all her contributions to the GB as Staff Governor, wishing her well for the future. Whilst governors were not able to present their gift and card in person, SF would deliver them to school.

The meeting closed at 8pm.

	<p>Note of meetings of committees/other groups this term <i>Notice only. Not for further discussion at this meeting.</i></p> <ul style="list-style-type: none"> • Comper / Mary & John Partnership Group – <i>meeting 10 November 2022: rescheduled for 24 January 2023</i> • Curriculum Committee – <i>meeting 24 November 2022</i> • Finance, Premises & Staffing Committee – <i>meeting 29 November 2022</i> • PTA – <i>meeting 14 November 2022</i>
	<p>Future agenda items</p> <ul style="list-style-type: none"> • Schools Financial Value Statement – review, approve (Term 3) • Equal Opportunities policy – update, approve (Term 3) • Public Sector Equality Duty statement, equality objectives – review, agree objectives (Term 3) • Data Protection policy – update, approve (Term 3) • School self-evaluation summary – review, governor questions (Term 3/4) • Schools white paper (2022), 'Opportunity for All' – discuss • Governor training needs – review, plans for 2023 • Policy review cycle • Year plan of key Mary & John Governing Body tasks and dates, 2023
	<p>Next Full Governing Body meeting (Term 3): 6th February 2022, commencing 6.00 pm</p>

Signed: _____ Chair of Governors Dated: _____ Page 11 of 11

Let all that you do be done in love...