

St Mary & St John CE Primary School

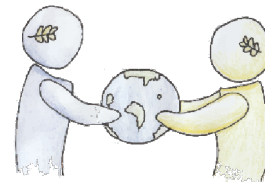
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Headteacher: Rebekah Stott



Full Governing Body Meeting Minutes – Term 4

Tuesday, 7 March 2023, 6.00 pm

Meeting held in person, in the staff room.

Present:

Bex Stott (BS), Headteacher
Julia Bell (JB), Foundation Governor
Sarah Franklin (SF), Foundation Governor – Chair
Anna Ballance (AB), Foundation Governor – Co-Vice Chair
Jenny Worroll (JW), Foundation Governor – Co-Vice Chair
Jane Godby (JG), Staff Governor
Sanaa Khan (SK), Foundation Governor
Laurence Price (LP), Foundation Governor
Charlotte Ryland (CR), Parent Governor
Richard Tarver (RT), Local Authority Governor

In attendance:

Ellie Armstrong (EA), Deputy Head Teacher
and Associate Member
Jenny Dyer (JD), Local Authority Clerk

Apologies:

Tim Foster (TF), Parent Governor
Ben Klooss (BK), Parent Governor
Philip Ritchie (PR), Foundation Governor

1. Welcome, apologies, quorum

The chair welcomed everyone to the meeting and especially to Jane Godby, moving from Associate Member to Staff Governor.

Apologies were received from those listed above and accepted.

2. Changes to membership of FGB

SF explained how in moving away from committees there was no longer an option to have associate governors. Sarah Blackwell and Andrew Furniss, associate members, had already advised that they would like to step down due to school and family commitments. However, AF would continue to share the development of maths across the school at future FGB meetings. EA, also an Associate Member, would continue in this role, associated with the Finance, Premises & Staffing Committee which remains for now, and EA may attend parts of some FGB meetings by invitation. The possibility of appointing EA as a co-opted governor could be explored at a future date; this would involve a review of the 'Instrument of Government' for Mary & John.

3. Declarations of any other urgent business

The following matters of urgent business were declared:

- Guidelines on home-school communications
- Attendance letter – a late addition to the GovernorHub folder (see item 7.2).

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

There were none declared.

5. Minutes of Full Governing Body meeting, 6 February 2023 (Term 3)

The minutes were approved and signed by the Chair.

6. Matters arising from the minutes

	Action (by Term 4 FGB meeting, unless stated otherwise)	Who	Outcome/Actions for Term 5 FGB
Action 1	Governors to familiarise themselves with the government white paper on schools, 'Opportunity for All'.	All governors	Term 5 Action 1
Action 2	EA and CR to include parent/public use of the Meadow Lane car park as part of Oxfordshire School Streets Scheme agenda and establish clarification re. its use. <i>Update 13 December – Meeting with Falcon Canoe & Rowing Club scheduled for early in 2023. Report to FGB, Term 4.</i>	EA, CR	Item 10.1 Completed
Action 3	Governors to add their most recent safeguarding certificates to folder on GovernorHub. <i>Update 7 March 2023 – All training completed but one certificate not yet available.</i>	All governors	Item 8.3 In progress Action 2
Action 4	SF to carry out follow-up visit re. provision for children eligible for Pupil Premium, to monitor progress made. <i>Update 6 February 2023 – Visit booked for 14 March 2023.</i>	SF	Term 5 Action 3
Action 5	Analysis of responses from Term 2 parent consultation (post-it boards) to be available for governors in Term 3. <i>Update 6 February 2023 – Discussion deferred to Term 4. Update 7 March 2023 – Analysis reported verbally to FGB (see below, item 9.2). Written report to follow.</i>	SF, BK, CR, TF	Item 9.2 In progress Action 4
Action 6	Plans for governor monitoring of school development plan (2022/23) to be FGB agenda item.	SF, JD	Item 9.1 Completed
Action 7	SF to ask EA for more information re. Pupil Premium vs non-Pupil Premium attendance gap.	SF, EA	Item 7.2 Completed
Action 8	School office to contact JW, RT, TF for DBS check/renewal. <i>Update 7 March 2023 – Governors have provided information.</i>	BS, JW, RT, TF	Item 8.1 In progress Action 5
Action 9	BS to ask EA to check all governor safeguarding certificates are collected and current. <i>Update 7 March 2023 – See note above, re. Action 3.</i>	BS, EA	Item 8.3 In progress Action 6
Action 10	Governors to complete Prevent training (online module), by Term 4 FGB meeting. <i>Update 7 March 2023 – Some governors had yet to complete Prevent training and need to do so as a matter of urgency.</i>	All governors	Item 8.3 In progress Action 7
Action 11	EA to update the Equality and Diversity policy and equality objectives document to reflect governor feedback (as posted on GovernorHub) and upload to the school website.	EA	Completed
Action 12	School to publish Admissions 2024/25 policy document on the school website.	BS	Completed
Action 13	Comments regarding governor roles planning document to be submitted to SF, AB or JW.	All governors	Item 12.1 Completed

7. Headteacher's report

7.1. Headteacher's report *incl. School Improvement Partner visit report (January 2023)*

Number on roll:

- 388 pupils in total, including 60 Reception pupils at Comper
- Pupil places - 32 places available across Years 1-6
- Pupil premium (PP) & free school meals (FSM) - 49 pupils were eligible across both schools, 12.8%, below national average of 22.5%.
- Special Education Needs and Disabilities (SEND) – 64 pupils in total, Reception – Year 6. Of these, 14 pupils have speech, language and communication needs; 10 pupils (2.6%), below national average of 4%, are supported by an Education, Health and Care Plan.
- One child is being home educated, as elected by parents, prior to specialist provision being available. Mary & John continue to be responsible for the child's education and support through home visits. Attendance is recorded as 'dual education' which also means attendance figures are not affected by the child's absence.

Q: Referring to the Mathematics workshop for parents and carers, governors asked whether it was well attended.

Led by Andrew Furniss, Mathematics' Lead, 15 parents attended the session, learning about fractions and how they are taught at Mary & John. BS reported that engagement was good and that a higher number of parents had already signed-up for a repeat of this session.

7.1.1 School Improvement Partner Report

Nancy Darby, local authority School Improvement Partner (SIP), visited Mary & John on 12 January 2023, focusing on leadership and the quality of education. Her positive report, circulated to governors prior to the meeting, highlighted how the areas for development were being successfully addressed eg the same phonics scheme now being taught in the Reception classes at Comper and in Year 1 at Mary & John. There was very positive feedback also about maths teaching, especially in Year 1. A summary of key areas to address as 'next steps' was also provided.

Governors noted the continuity of Phonics teaching in Year 1 at Mary & John and in Year R (Reception) at Comper.

Q: Referring to this, governors asked about planned visits for staff to share practice, between Year R and Year 1, and whether these had been useful.

BS reported that EA and SB had visited Comper and Comper staff had visited Year 1 and Year 2. Governors were delighted to learn that this had been useful to Mary & John staff and there had been positive feedback from Comper Reception teachers regarding the progression of phonics they saw being taught in Year 1 & 2.

Action 8: At the request of governors, a member of the leadership team to bring a short presentation to a future FGB to explain 'Live marking and hot marking'.

Q: Relating to the attainment gap between Pupil Premium (PP) and non-PP pupils, governors questioned how the tutoring for PP pupils in Key Stage 2 was progressing.

BS explained that extra tuition was happening for children eligible for the pupil premium grant (PPG) and others not achieving at the expected standard, including Maths Whizz sessions (10 minutes in the afternoon and some at home). The sessions were going well and impacting on pupils' outcomes.

7.2. Attendance report

EA highlighted key aspects of the report, circulated prior to the meeting via GovernorHub:

- **Term 3 attendance** – 95.6% (Years 1–6) and although below the school's target of 96.5%, it shows a significant improvement on the previous term (92.2%) and above the national figure of 93.5%. The overall Term 3 attendance, including the Reception children at Comper, was 94.6%, an improvement on the previous term of 91.9%.
- **Pupil Premium** – Attendance slightly down, from 92.6% in Term 2 to 92.1% in Term 3.
- **Pupils not eligible to pupil premium** – 95%.
- **Pupils with attendance below 90%** – An improving picture, with Mary & John continuing to support families of 46 children (previously 55 pupils), including home visits.
- **Fixed Term Penalty fines** – Six had been submitted to the Local Authority (LA) for children having three or more days of unauthorised holiday during Terms 2 & 3.
- **Authorised absence** – One day of absence for exceptional circumstances could be authorised by the Headteacher.

Q: Governors had asked for more information about the PP versus non-PP children attendance gap (Action 7 above).

EA reported that she and other staff were working with families to identify barriers to attendance and try to help mitigate them. A small number of children are having a big impact on the overall PP attendance data. Some of the PP children with lower attendance are on the SEN register. For most PP children with lower attendance the picture is improving.

Q: Governors questioned whether a pre-planned day e.g. a pilgrimage would be classed as authorised absence.

Although acknowledging that this could be a positive experience for the child, BS confirmed this type of absence would be classed as unauthorised. The local authority Attendance team had confirmed that it could not be approved as authorised.

Governors noted the letter to parents/carers making them aware of their children's recent attendance, with information also about the impact on learning of extra days absent from school.

7.3. Behaviour report

EA provided governors with a summary of the behaviour report available to governors prior to the meeting via governorHub:

- 37 behavioural incidents reported, mainly during break or lunch times.
- Four children have behaviour support plans in place; judged by staff to be 'really effective'.
- One incident of bullying occurred, with pupils involved and parents all supported and no following reports of bullying.
- One-to-one support is provided to pupils with challenging behaviour, at break and lunchtimes.
- Verbal incidents had increased when compared with the previous report.
- Leadership Team – Now moved from being present in hall at lunch time to being more present on the playground which has had a positive impact; should any incidents occur, these can be quickly de-escalated.
- Consistency of response – All staff have scripts to follow when dealing with children exhibiting challenging behaviour; consistency of approach helpful for staff and children.

BS had recently carried out an unannounced learning walk, focusing on behaviour. Governors were pleased to learn of the positive learning environment seen in classrooms, including those taught by visiting teachers, and the exemplary behaviour displayed by the children.

7.4. Comper update *including Reception (YR) assessment report (February 2023)*

BS provided governors with an update:

- **Safeguarding** - Catherine King (CK), Headteacher at Comper was currently unwell and 'signed off'. In her absence, BS is designated safeguarding lead (DSL) at Comper for part of the week.

Q: Governors challenged the rationale for BS being Comper DSL.

Governors expressed concern that BS is not familiar with Comper children, families, staff, procedures in school. BS explained this was due to other DSL staff at Comper being part-time and not available at the end of the school day.

Governors asked for BS to convey 'get well' best wishes to CK.

- **Assessment** - The YR assessment report was made available to governors prior to the meeting via GovernorHub. Key aspects for discussion between BS and CK included:
 - a. How often assessments take place
 - b. Moderation procedures
 - c. Tracking of data

Relating to the moderation procedures at Comper for reception children (Year R), BS advised that Mary & John would like to learn more about this process, particularly with the analysis of assessment data which, in turn, would aid transition to Year 1.

Q: Governors asked if assessments were carried out differently for Year R compared to Year 1.

It was confirmed this was the case. Moderation and external verification is important.

8. Child protection & safeguarding

8.1. General update *including DBS checks/renewals for governors*

- One child was being home tutored - Mary & John continue to be responsible for the child's education and support through home visits.
- DBS checks for governors were being processed. Governors have provided necessary information.

8.2. Parent concern – report

There had recently been an incident whereby a child had left the school site and was hit by a bicycle at the start of a school day. The school promptly responded, and BS and AB had subsequently met with one of the child's parents. The school's security protocols for children arriving to school and leaving at the end of the school day had been reviewed, and the risk assessment, with all staff being fully informed.

AB advised governors of the very professional response BS had given when they met with one of the child's parents concerning the incident.

8.3. Safeguarding training update *including Prevent training*

Some Prevent training remained outstanding; also one safeguarding training certificate (the training completed but the certificate not yet supplied); SF reminded governors of the urgent need to complete the Prevent training and to add training certificates to the GovernorHub folder. These actions would therefore remain in progress (Actions 2, 6 and 7 for Term 5 FGB, as above).

9. School development

9.1. School development plan (2022/23) – plans for governor monitoring

The 2022-2023 School Development Plan (SDP) monitoring arrangements were circulated by JW prior to the meeting via GovernorHub. In delegating responsibility, governors were assigned to each of the SDP objectives, with a 'governor lead' for each, and staff contacts provided.

Governors were asked to consider how they might carry out their monitoring roles in gathering evidence for each of the objectives eg a telephone call to school, a visit or in other ways. A clear understanding of the purpose for any monitoring was essential and then to discuss the focus with the staff contact.

SF reminded governors that monitoring activities needed to be completed prior to the end of the academic year. To assist with preparation, governors could access the local authority Governor Monitoring course and/or the PowerPoint slides from that course available via GovernorHub.

Action 9: BS to share via GovernorHub the most recent SDP evaluation, showing where progress made, to enable governors to follow up.

EA left the meeting at the start of this item.

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

CR provided a verbal update – the final report would be available soon, before Term 5:

- Many positive comments were received with parents stating how happy their children were at Mary & John.

- Parents were delighted with the improvement in wider opportunities for their child (eg PE and Art) and would like to see more.
- The school's response to parent feedback was seen in a positive light.
- In relation to some negative comments (eg communication issues around dropping children off to school), the school was addressing these issues.
- Although there were questions about mathematics, parents acknowledged improvement in provision.
- A relatively high number of negative comments were received regarding school lunches.

Following analysis of the comments, next steps would be considered by BS and staff and then communicated to parents as a 'you said, we did' style report.

Regarding parent communications and payments, the school currently uses 'ParentPay' but would be looking to move away from this system in the future, to one more suited to the school's needs.

Action 10: CR to share via GovernorHub the final governor parent consultation report (post-it boards, Autumn 2022), before Term 5.

Action 11: BS to produce a 'You said, we did' document, based on the report outcomes, and circulate to parents before the end of Term 5.

10. Road safety and traffic around school

10.1. Participation in Oxfordshire School Streets scheme

CR provided governors with the following update:

- CR & EA had submitted all of the paperwork to the LA, to join the School Streets Scheme – it was anticipated this would achieve at least the bronze award.
- Falcon Club Carpark – CR had met with the President, Nick Barnett, who was interested in discussing with Mary & John how to ensure that parents could park for a short time during school drop-off and pick-up times, and would keep the school informed as to future developments. The proposal for the area to become a pay and display carpark was being considered but it is likely to take up to four months before a final decision is made; in the interim, the area would remain locked.

Governors thanked EA & CR for all the support and time given in preparing the application.

11. Confidential item (minuted separately)

12. Governing Body development

12.1. Governing body and governance review – update

Some governors had notified SF of subject areas for which they would like to be considered as link governor.

Action 12: SF to bring to Term 5 FGB details of subject link governors and more information about the governance review.

12.2. Governor vacancies – update

There would be a vacancy for a parent governor when TF's term of office ended in April; CR agreed to liaise with the school regarding an election to fill the vacancy. There was also a vacancy for a foundation governor.

Action 13: CR to liaise with the school regarding an election to fill the parent governor vacancy.

13. Any other urgent business (*ref. item 2*)

13.1 Home-school communication guidelines

Whilst this document did not require approval by the FGB, it was important that governors supported the guidelines.

Action 14: Governors were asked to read the guidelines and feed back to BS and EA with any questions before the next FGB meeting.

The meeting closed at 8.05pm

	<p>Note of meetings of committees/other groups this term</p> <p><i>Notice only. Not for further discussion at this meeting.</i></p> <ul style="list-style-type: none">• Comper / M&J Partnership Group – <i>Term 2 meeting dropped; Term 4 meeting due, 13 March 2023</i>• M&J Working Group: YR/Comper – <i>Various meetings, including with representatives of Diocese and LA</i>• PTA – <i>Term 4 meeting 6 March 2023</i>
	<p>Future agenda items</p> <ul style="list-style-type: none">• Provision for children eligible for Pupil Premium: follow-up governor visit – report (Term 5)• Pupil outcomes data analysis (Assessment Point 2) – review (Term 5)• Budget setting, three-year budget projection – review, approve (Term 5)• School self-evaluation summary – review, governor questions (Term 5)• School development plan (2022/23) – progress review (Term 5)• School development plan (2022/23) – governor monitoring, reports (Term 6)• SCR checks (Mary & John, Comper) – update (Term 5)• Governor parent consultation (questionnaire, Summer 2023) – planning (Term 5)• Pupil voice consultation (Summer 2023) – planning (Term 5)• Data Protection policy – update, approve (Term 5)• Schools white paper (2022), 'Opportunity for All' – discuss• Governor training needs – review• Policy review cycle – review• Year plan of key Mary & John Governing Body tasks and dates – review
	<p>Next Full Governing Body meeting (Term 5): Tuesday, 25 April 2023, 6.00 pm</p>