

St Mary & St John CE Primary School

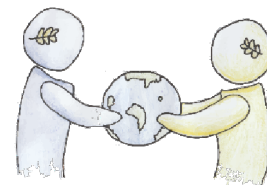
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Headteacher: Rebekah Stott



Full Governing Body Minutes – Term 6.1 meeting

Monday, 12th June 2023, 6.00 pm

Meeting held virtually using 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 [left meeting at 7pm]
Jane Godby (JG), Staff Governor
Ben Klooss (BK), Parent Governor [joined meeting 6.08pm]
Tony Pound (TP), Parent Governor
Laurence Price (LP), Foundation Governor
[left the meeting at 7.35pm]
Philip Ritchie (PR), Foundation Governor
Charlotte Ryland (CR), Parent Governor
Richard Tarver (RT), Local Authority Governor
[joined the meeting between 6.10pm and 6.20pm]

In attendance:

Helen Roberts (HR), Oxfordshire County
Council Cover Clerk
Ellie Armstrong (EA), Deputy Head Teacher
and Associate Member [joined the
meeting at 6.30pm, left at 7.35pm]
Andrew Furniss (AF), Upper School Lead
[left at 6.25pm]

Apologies:

Tim Foster (TF), Foundation Governor
Jenny Dyer (JD), Oxfordshire County
Council Clerk

1. Welcome, apologies, quorum

A few governors explained that they would need to leave the meeting before the scheduled end.

Apologies were received and accepted as above.

Whilst waiting for others to join, an item from 25 April 2023 FGB minutes was discussed and changes proposed. The changes were agreed for item *10.1 Participation in Oxfordshire School Streets scheme – update*. The sentence will be altered to:

CR was delighted to report that the school had been shortlisted for the School Streets Scheme and the application would be further scrutinised by the County Council.

At this point in the meeting, 6.07pm, BK and RT were not present. The governors agreed to formally start the meeting.

Chair SF welcomed everyone to the meeting. She noted that TP was joining for his first full governing body meeting as the newly elected parent governor and AF (Upper School and Maths lead) was delivering a short presentation.

[BK joined the meeting, 6.08pm].

2. Declarations of any other urgent business

No urgent business matters were declared.

Signed: _____ Chair of Governors

Dated: _____ Page 1 of 9

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

No declarations were made.

4. Feedback and assessment

4.1 Feedback and assessment – presentation from Andrew Furniss (Upper School Lead, Maths Lead)

AF shared his screen to display the slide presentation. Governors understood that the presentation addressed a query raised about 'live marking and hot marking'. AF explained that the information to follow would provide information about that approach to feedback and assessment.

Governors noted key points from the presentation, including:

- Research has shown that teacher feedback is more beneficial for pupils the closer it is in time to the learning. The more immediate it is the better, and this is especially true for younger children.
- As the school has adopted the approach of more dynamic and immediate feedback during lesson time, parents will see less marking in children's books.

Q: Governors asked for more information about the document camera, its use, and how the school would approach the misconceptions of pupils noted in the presentation.

A: AF explained that the document camera/visualiser was a camera that went over the teacher's desk and the image was displayed for pupils to see on the screen to demonstrate what the teacher was writing or display a really good example of work.

Q: Governors asked what the barriers were for the school in relation to this approach.

A: AF acknowledged that it was challenging for teachers not to be drawn in to support one pupil individually, however, the school was working to support teachers regarding the management of this and highlighting the importance of scaffolding within lessons.

[RT joined the meeting during this item, sometime between 6.10pm and 6.20pm].

The governors thanked AF for the presentation and for his contribution during the school's recent Ofsted inspection.

[At 6.25pm AF left the meeting].

5. Minutes of Full Governing Body meeting, 25 April 2023 (Term 5)

The minutes from 25 April 2023 had been subject to discussion at the start of the meeting where an amendment was agreed.

Subject to that change being made the governing body approved the minutes.

6. Matters arising from the minutes

	Action (by Term 6.1 FGB meeting, unless stated otherwise)	Who	Outcomes/ Actions for Term 6.2 FGB
Action 1	Governors to familiarise themselves with the government white paper on schools, 'Opportunity for All'.	All governors	Term 6.2 Action 1
Action 2	Governors to add their most recent safeguarding certificates to folder on GovernorHub. <i>Update 25 April 2023 – All training completed. Two certificates not seen on GovernorHub. Update May 2023 – All certificates confirmed and available to view on GovernorHub.</i>	All governors	Completed since last meeting

Action 3	DBS checks/renewals for governors. <i>Update 25 April 2023 – One DBS certificate outstanding. Process is in hand with the school. Update May 2023 – All certificates confirmed.</i>	BS, TF	Completed since last meeting
Action 4	BS to ask EA to check all governor safeguarding certificates are collected and current. <i>Update 25 April 2023 – See above (Action 2). Update May 2023 – All certificates confirmed and available to view on GovernorHub.</i>	BS, EA	Completed since last meeting
Action 5	All governors to complete Prevent training (online module). <i>Update 25 April 2023 – As a recommendation, all governors should carry out Prevent training. Update May 2023 – Almost all governors have completed the training and registered this on GovernorHub; certificates seen. Governors who have not yet are encouraged to do so.</i>	All governors	Closed
Action 6	Leadership team to bring short presentation to FGB to explain 'Live marking and hot marking'. <i>Update 25 April 2023 – Staff review of approach is in progress. Deferred to Term 6.1 FGB.</i>	LT (AF)	Completed (see above, Item 4)
Action 7	BS to produce a 'You said, we did' style report, based on parent comments from governor post-it boards consultation, and circulate to parents before end of Term 5. <i>Update 25 April 2023 – Some actions in response to comments are in progress. Report deferred to Term 6.</i>	BS	In progress Term 6.2 Action 2
Action 8	SF to bring to Term 5 FGB details of subject link governors and the governance review. <i>Update 25 April 2023 – Documents shared. Sign-up sheet circulated for allocation of subject links. Further discussion deferred to Term 6 due to pressure of other business.</i>	SF	In progress Term 6.2 Action 3
Action 9	CR to liaise with school regarding election to fill parent governor vacancy. <i>Update 25 April 2023 – Process underway. No further discussion at meeting due to pressure of other business. Update May 2023 – One nomination received. No election required.</i>	CR	Completed since last meeting
Action 10	JW and EA to meet to discuss attendance and ethnicity.	JW, EA	Completed (see Item 9.2)
Action 11	EA to report on attendance data for pupils eligible for Pupil Premium funding (PP), disaggregated into SEN and non-SEN groups.	EA	Completed (see Item 9.1)
Action 12	BS to provide governors with more detailed data relating to girls' achievement in Mathematics across the school.	BS	Completed (see Item 9.3)
Action 13	SF to arrange a further follow-up visit re. provision for pupils eligible for Pupil Premium, after Assessment Point 3, to monitor closing of attainment gap.	SF	In progress Term 6.2 Action 4
Action 14	CR to meet with BS to discuss the 'For discussion by governors' items in the report on the governor parent/carer post-it boards consultation.	CR, BS	In progress (see Item 11.3) Action 5
Action 15	Governors to send questions relating to the school self-evaluation summary (SEF) to SF to collate and pass to BS, prior to the Term 6.1 FGB meeting.	All governors	Completed (see Item 11.1)
Action 16	CR and TF to plan the governor questionnaire for parents/carers (Summer 2023); Comper to be asked if they would like to participate alongside Mary & John, as last year.	CR, TF	Closed (see Item 11.2)

7. Confidential item

The minutes from the Extraordinary FGB (EFGB) meeting 15th May 2023 were approved by the governing board. Governors thanked JW for taking the minutes of this meeting, for which no local authority clerk had been available because of the short notice of the meeting.

SF put forward a suggestion to deal with the matters arising from that meeting under item 8.3 of this agenda because the subject matter was no longer confidential. This was agreed.

8. Headteacher's reports

8.1 Headteacher's report

BS provided an update about key items from the report including pupil numbers and a recruitment update with reference to Teaching Assistants. She asked the governors for an opportunity to focus on staff wellbeing.

[EA joined the meeting during this item, 6.30pm].

With reference to staff wellbeing, BS shared her concerns about the extremely busy term, put forward the view that the School Development Plan had been scrutinised during the Ofsted inspection, and suggested that governor monitoring visits were scaled back for this term. EA shared information and views gathered from staff at the leadership meeting earlier that day.

The governors fully understood the request; they noted however that visits had been arranged before the Ofsted inspection and JG acknowledged this had been explained to staff. The governors recognised that the school had received thorough monitoring during the inspection and agreed they would take on board the suggestion. Governors whose planned visits this term have not yet taken place will review their plans and defer or reduce visits if appropriate. SF encouraged all governors that had already completed a monitoring visit to write up their notes and circulate to all to share learning and experiences.

Considering future monitoring activities, BS wanted to be clear that the governors were always welcome at the school. The governing body agreed to look carefully at the schedule with consideration given to busy periods within the school. It was noted however that some monitoring is necessary throughout the school year to consider progress against SDP objectives. Some governors had completed OCC Governing Monitoring training. Governors who had not were pointed towards this and information supplied by OCC Governor Services to support future visits.

8.2 Ofsted visit and report

The governors congratulated the school on the excellent report. BS shared her thoughts on the experience and thanked the governors for their support.

The governors were pleased to note that the two action points were as already identified by the leadership team and governors and were already in progress.

8.3 Move of YR (reception year group) to Meadow Lane - Progress report including premises, budget, training, communication

BS provided an update and reported that the premises work had started.

With reference to the budget for the works, BS shared information from a discussion with Gordon Joyner (GJ, ODBE Deputy Director) advising the governors that SCA (school condition allocations) funding had been approved to support the building work. The governing board understood that the school would pay 10% of the cost.

BS explained that funding arrangements for phase two of the project were not yet clear. She stated that the school had been clear with the Diocese about the critical importance of a second hall space – as an amenity for the children in school, especially with 60 more children on site from September, and important also to safeguard income opportunities for the school.

Q: Governors drew attention to the risk of work not being completed in the summer holidays, and how delay in completion would put pressure on the school.

A: BS reassured the governors that GJ and TF (Tom Fry, ODBE) were aware of the September deadline and had not expressed any concern.

Governors noted that part of the phase one work (relating to toilet facilities) had been deferred to take place during the summer vacation, rather than being completed before the end of term as planned which would have provided a contingency period in case of delay. BS agreed to request assurances from GJ on scheduling for the deferred element of the phase one work. **ACTION 6**

Q: Governors drew attention to the point that the Local Authority had confirmed their understanding of the school's financial outlook. They asked if KB (Kristy Bailey, School Business Manager) had built in the 20% contingency amount as requested at the EFGB. This was an action from that meeting. They asked for a revised budget to be available for the next FPS meeting (Finance, Premises & Staffing Committee) or the next FGB meeting. ACTION 7

Governors suggested that an update regarding phase two, with the input of ODBE, would be useful for the start of September 2023 to include planning, scheduling, and financing. BS to put this to ODBE. **ACTION 8**

Q: Governors asked about the shared resources currently held at Comper. They wanted to know if the school would get a share, how this conversation would be managed, and if the school should budget for replacement resources.

A: JG stated that a meeting to discuss this had been scheduled. BS shared her thoughts and acknowledged that it was important to be aware of what resources they had and would need for September 2023. The governing board agreed that cost of additional resources needed would be fed into the revised budget to be shared at the next FPS or FGB meeting (include within Action 7 above).

Q: Governors asked about the Early Years training package identified for the school and promoted by the School Improvement team.

A: JG explained that unfortunately the training course was no longer available and other options would be investigated. The governors encouraged the school to follow this up with OCC.

SF thanked governors for attending the recent meeting with Comper governors and Catherine King (Comper Head), for in-person discussion and joint planning on communication. Governors discussed the success of communications so far and were invited to attend the parent information meetings the following day. BS briefed them on the planned messages.

8.3 continued - Request for a Variation for Admissions

BS explained why it was necessary to submit this document (to the Office of the Schools Adjudicator). The governing body acknowledged the statement that the school was oversubscribed on first places, they understood that the catchment area would not change. The governors considered the impact on families outside of the catchment area.

The governors approved the document for submission. BS will sign electronically on behalf of SF and return the form to the Local Authority. **ACTION 9**

Matters arising from EFGB

SF noted that the first three actions concerned finance and premises and would be addressed at the July FGB meeting or via the FPS Committee. These actions are as follows:

- BS/KB to confirm with GJ that procurement is within SFVS procurement rules. **ACTION 10**
- BS/KB to ask Diocese to comment on value for money of the quote, eg by cross comparison. **ACTION 11**
- BS/KB to ask Diocese to confirm that Mary & John can be removed completely from the lease on the Comper building, as part of this transition (2023). **ACTION 12**

The governors discussed the final action, as follows:

- Working group to continue to meet as necessary to manage the process and 'to do list'.

It was agreed that it would be appropriate to consider whether the working group was still needed, but to bring this conversation forward to the next meeting when TF would be present. **ACTION 13**

All other actions arising from the EFGB have been completed or are covered above.

The governors thanked all the staff for the extra work this move had required, and BS, EA and JG especially for work on transition arrangements and for preparing information for parents.

8.4 Attendance report, 9.1 Attendance – analysis of attendance of pupils eligible for Pupil Premium (PP), 9.2 Attendance – discussion of attendance data and recording of ethnicity
[Two sections from agenda item 9 were included in this discussion].

Governors noted that JW had looked closely at the Attendance report during a recent monitoring visit. EA provided more information noting that she looked carefully at every individual child, Persistently Absent pupils, and considered the impact on the data when looking at groups, and therefore during that monitoring visit she was able to use examples to further explain the attendance picture.

Q: Governors considered the PP data and asked for the school's thoughts.

A: EA explained that when looking at the percentages for SEN and PP, it isn't a uniform group. As PP pupils is a small group, one pupil with SEN and poor attendance has a disproportionate impact on the data. One child in this category is now on an attendance contract. Governors noted from JW's visit report that some PP children have excellent attendance. It is important to monitor individuals, and EA reassured the governors that the school monitored the registers very carefully.

Q: Governors considered the data for 'persistent absence' (under 90% attendance) disaggregated by categories relating to ethnicity.

A: EA commented that the disproportionate presence of children from Pakistani families being present in the persistent absence category was largely due to children attending pilgrimage. This is a sensitive issue, as discussed during JW's visit. It was noted that the children who were absent due to pilgrimage this year are not the same as those absent for this reason last year. Again, it is important to consider individual circumstances, and EA monitors every child.

Q: Governors asked if the disaggregation of data was useful. They imagined this was a lot of work, and if so wanted to be sure it was having an impact.

A: EA acknowledged that if it was as simple as finding a solution to help one group it would have an impact, but because the data did not translate to set groups it presented a challenge and therefore knowledge of individuals was key. She commented that it was useful to see that the school is not missing anything. BS agreed that it was a useful annual exercise and had been extremely valuable during the Ofsted inspection to have the data available.

8.5 Behaviour report

EA summarised the key items and the investigation work carried out by the school.

Q: Governors asked about the racial incidents noted in the Behaviour report. They asked whether they were related and/or targeted a particular racial group?

A: EA emphasised that pupils were often using words without understanding their meaning and BS gave more detailed information. The incidents do not appear to indicate any particular trend nor target a particular group. Both EA and BS commented on the positive remarks about behaviour from the Ofsted inspectors.

[EA and LP left the meeting at this point, 7.35pm].

8.6 Comper update

JG provided an update on the transition work in progress.

9. Pupil groups – attendance, attainment and progress

[items 9.1 and 9.2 covered earlier in the meeting]

9.3 Attainment and progress in maths – data relating to girls’ achievement

Governors understood that this agenda item was raised because historically some data has appeared to show girls at the school making less progress than boys in maths.

BS explained that it had been a useful exercise for the school to look at the gender data and took the opportunity to highlight the barriers to learning for some pupils. She confirmed that she had discussed the data with AF and they had considered whether maths should be a focus item for the following year’s School Development Plan. In conclusion the school recommended waiting for further data available in September.

Q: Governors proposed that mastering girls’ achievement in maths might be what was needed to rise above national level. They pointed out that nationally the gap between girls and boys in Year 6 is only around 1% and we should be aiming for no/very small gap too.

A: BS reminded governors that the Year 6 data against national was a 6% difference, which is two children, and that there are more girls than boys in the current SEN cohort. Taking into account the barriers to learning that she had described earlier, at AP3 the gap may still be there.

Q: Governors pointed out that there was an 8% difference between boys and girls when looking at the ‘on track in maths’ whole-school figures, both when SEN, PP & EAL groups were included and when they were not.

A: BS stated she was confident that AF was addressing this.

The governing body agreed to revisit this when the AP3 data was available, as this would provide a much clearer picture of the progress/achievement of each year group than the AP2 snapshot. This is noted below as a future agenda item (for Term 1).

Q: Governors asked when the AP3 (attainment progress) data would be available.

A: BS explained that it would be challenging to have the data ready for the final FGB meeting and proposed September.

The governors commented and understood that they had been looking closely at maths because it had been a priority for a long time. It was agreed that it had been helpful to share the significant changes in the curriculum with parents/carers via presentations to parents/carers and more of these events would be planned in the future.

10. Child protection & safeguarding

10.1 General update - *including notice of updates to Keeping Children Safe in Education (for September 2023)*

Governors were informed that the updated information regarding Keeping Children Safe in Education was available on GovernorHub. A full document with updates will be presented at the July meeting.

10.2 Single Central Record checks (Mary & John, Comper) – update

The governing body agreed to look at this again in September 2023 when the reception class children had joined the school site.

10.3 Safeguarding training – update

SF agreed to brief TP regarding the training requirements for governors. BS confirmed that TP’s DBS check was in progress.

11. School development

11.1 School self-evaluation summary – review, governor questions

Governors had reviewed the updated school self-evaluation summary. The governing body agreed that there would not be further review during this meeting because the document had been considered during the Ofsted inspection and all parties were satisfied.

11.2 Governor parent consultation (questionnaire, Summer 2023) – discussion

Governors discussed the proposal to circulate a questionnaire. They considered the short time frame to look at responses and act on feedback. They agreed that parents had been widely consulted during the inspection and therefore no parent survey will take place before the end of the academic year. Governors took on board BS's proposal to arrange a survey for November 2023 or January 2024, and noted that parents will in the interim have an opportunity to feed back after they receive pupil reports, in July.

11.3 Governor parent consultation (post-it boards, Autumn 2022) – follow-up

Q: Governors asked if the school, with the support of CR, had followed up on the points for discussion out of the parent consultation from earlier in the year.

A: BS noted that this activity was pending.

It was noted also however that it overlapped with that above relating to the 'You said, we did' report (Action 2 for Term 6.2): report to parents about their suggestions and how the school answered those suggestions. It was agreed that given current constraints on BS's time a meeting between CR and BS was not necessary. On completion of Action 2 this action could be considered also to have been completed. Post-it comments relating to parent communications, that may not be covered in the 'You said, we did' report, will be revisited next year.

11.4 Governor pupil voice consultation (Summer 2023) – planning

The governing body understood the school's comment that pupil voice had been gathered throughout the Ofsted inspection and therefore this proposal had been satisfied.

12. Road safety and traffic around school

12.1 Participation in Oxfordshire School Streets scheme – update

CR informed the governors that more information would be available at the next meeting, and a visit from a County Council representative was scheduled for the following week.

13. Policies, procedures

13.1 Data protection policy – approve

Questions from the governors regarding the policy had been compiled into a document and shared on GovernorHub in advance of the meeting.

The governors agreed that most questions were about the monitoring requirements as laid out in the policy. Other points were minor amendments.

For clarity BS confirmed that the school subscribed to a DPO service.

The governing body suggested that BS shared answers to the questions in the document, however, they did not believe these answers would mean material changes to the policy. **ACTION 14**

The policy was approved.

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

No items for the minutes.

Note of meetings of committees/groups since last meeting

- HTPA Committee – 19 May 2023 (mid-year review)
- M&J Working Group: YR/Comper – Various meetings, including with representatives of Diocese and LA
- Comper/M&J governors – 5 June 2023

The meeting closed at 8.03pm.

Date of the next meeting:

Monday, 3 July 2023, 6.00 pm *in person*.

Future agenda items

- School development plan (2022/23) – governor monitoring, reports (Term 6.2)
- School development plan (2023/24) – planning (Term 6.2)
- SEND Information Report (for parents) – annual review, approve (Term 6.2)
- Supporting Pupils with Medical Needs policy – annual review, approve (Term 6.2)
- Attainment and progress in maths – data relating to girls’ achievement (Term 6.2 / Term 1)
- Governor meeting dates (2023/24) – agree (Term 6.2 / Term 1)
- Governor training needs – review (Term 1 / Term 2)
- School policy review cycle – summary document
- Year plan of key Mary & John Governing Body tasks and dates – review