

Ratified

St Andrew's C E Primary School

London Road, Headington,

Oxford, OX3 9ED

Telephone: 01865-762396

www.st-andrews-pri.oxon.sch.uk

governors@st-andrews-pri.oxon.sch.uk



**Meeting of the Full Governing Body
held on Thursday, 27th April 2023 at 7 pm at the school.**

Present:

Anneka Fisher (AF)	Co-opted Governor
James Carter (JC)	Parent Governor (attended online)
David Hodgkinson (DH)	Parent Governor (arrived at 7.25 pm)
Jo Holmes (JH)	Staff Governor, Head
Bruce Huggett (BH)	Foundation Governor
Helen Kidd (HK)	Parent Governor
Fr Darren McFarland (DM)	Foundation Governor, Chair
Ros Smith (RS)	Local Authority Governor

In Attendance: Lucy Dickinson (**LD**) Clerk

The meeting was quorate (8 Governors were present out of 12 in post).

		ACTION
1.& 2.	Welcome and Apologies for absence DM welcomed Governors to the meeting. Apologies were received and accepted from Sam Callard (SC : Staff Governor), Sarah Haden (SH : Parent Governor), Elizabeth Hurran (EH : Parent Governor) and Jennifer Strawbridge (JS : Foundation Governor). The meeting started at 7.10pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none declared for this agenda.	
5.	Minutes of meeting held on 23rd March 2023: DM went through the minutes of the meeting dated 23 rd March, which were agreed as a true and accurate record of the meeting. DM signed and passed to JH for filing. LD to send ratified version to Jane Burd for uploading to website.	LD- done
6.	Matters arising not covered elsewhere on the agenda: none	
7.	Budget discussion and approval: the budget had been scrutinised by FPP on Monday, and the committee recommended that FGB approve it. BH gave a summary of the main features and the committee's discussion. The carry forward for 2022/23 was higher than previously expected, and the proposed budget balances for the next three years, in spite of the projected drop in numbers when the bulge class moves on (in 2024-25). The figures are based on the school continuing to be full, and the school census will take place shortly before the drop in class numbers, so the school will benefit from this. The forecast is for a deficit of \$49.5k for 2023/24, a surplus of £14.5k for 2024/25 and a deficit of £55.2k for 2025/26. There was a discussion about the reduction in staff costs – this may occur due to a natural reduction in staff numbers. Energy costs were also discussed – the	

Signed..... Dated.....

	<p>estimates included in the forecast are based on OCC guidance. The figures for spend on premises include the CERA (capital expenditure from revenue) funding which can be carried forward, as well as scheduled work for next year to which the school has already committed.</p> <p><i>Q. What are the voluntary funds mentioned in line 113?</i></p> <p><i>A. These include donations and money from other sources and are within the control of the school and not ring-fenced.</i></p> <p><i>Q. Is there any project which the local councillor could donate funds to for this year?</i></p> <p><i>A. Yes, that would be very welcome – RS to send form to JH to find a suitable project or outing (JH suggested playground related work) – the fund opens next week.</i></p> <p>It was noted that the new school bursar is very experienced, and the budget was well constructed. There is one item which has gone in two different places – this needs to be changed before submission.</p> <p>Governors thanked BH for his work on this and approved the budget for submission – DM to authorise online. It was noted that the budget submission date is slightly later than previous years (5 May 2023), and if this continues it might be possible to move back this FGB meeting in future years so that there is a longer period between the meetings in Terms 4 and 5.</p>	<p>RS, JH</p> <p>JH</p> <p>DM</p>
<p>8.</p>	<p>Reports from committees and Governors with special responsibilities:</p> <p>8.1 Teaching Learning Inclusion and Safeguarding: not yet met since last FGB meeting. The minutes from the meeting on 2 March (which were reported verbally at the last FGB meeting) need to be uploaded. Next meeting on 11 May.</p> <p>8.2 Finance Personnel Premises (including H&S and Well-being): minutes had been circulated and the budget item was discussed above. BH outlined the other main areas of discussion.</p> <p>(7.25pm DH arrived)</p> <p>Premises – the learning base area was redecorated, and the flooring was replaced. This work exposed some damp issues which were fortunately resolved relatively easily. DM said the area now looks very fresh and bright.</p> <p>Staffing – some TAs are leaving, and their positions will need to be advertised.</p> <p>Co-op redevelopment – the parent community has been kept informed about the consultation and BH sent in an objection on behalf of the Governors. Other objections were also received from OCC, Thames Valley police and more, including some raising safeguarding concerns about the style of hotel proposed (unstaffed). Thames Water stated that they could not guarantee water supply, and the OCC highways department objected (RS mentioned the local fatality and safety issues). It is not known when the next stage of the proposal will go to the planning committee. It was suggested that people write to the planning committee members and go along to speak (although time and opportunity for this is limited). The next decision can still go to appeal, so objections need to quote the National Framework figures and Local Plan.</p> <p>8.3 Safeguarding: not met since last meeting.</p> <p>8.4 Ethos: the group will meet on 28 June.</p> <p>8.5 Communication: this was discussed at the last FGB meeting when it was agreed to move the next parent survey to the autumn (since the Ofsted one had been completed recently), and Governors had agreed to attend the parents' evenings to make their role more visible (this has been done).</p>	<p>JS- done</p>
<p>9.</p>	<p>Chair's items: DM thanked Governors who had attended the parents' evenings which had taken place yesterday and today. As agreed at the last FGB meeting,</p>	

Signed..... Dated.....

	<p>the Governors' information leaflet for parents had been revised, and there had been some interest expressed in the upcoming parent governor elections.</p> <p>JH also mentioned a pupil-made video which talks about the governors, and which will be included in a future school newsletter, noting that since Governing Bodies should ideally reflect the diversity of the school community which they serve, some of that diversity should come from the parent body representation.</p> <p>https://sway.office.com/5Akjy9dBKESbh5C2?ref=Link</p>	JH – done
10.	<p>Head's items including Health & Safety updates: JH updated Governors on the admissions numbers for Reception for September 2023:</p> <p>First choice – 55 Second choice – 99 Third choice – 42 Fourth choice – 24</p> <p>Most of the 30 places which have been offered have already been accepted, and some children who already have siblings at the school did not get places. There are two sets of twins. There have been some issues with people getting places from outside of catchment</p> <p>Governors asked about pupil numbers in other years – JH said that they are now back up to 30 in Year 4 and have only one space (in Year 3). Other years have waiting lists.</p> <p>Health and Safety: it was noted that during a recent SASA meeting, concerns had again been raised about security and road safety near the back gate. JH reiterated that the gate is always monitored, and there is a bell on both the gate and the door. A risk assessment has been carried out. Lighting is still an issue – this is being followed up by the SBM and the City and County Councils. DH explained that he was passing on the concern about increased traffic. Governors noted that there was an increase compared to during Covid, which may be affecting the perception of risk, and JH agreed that parents expect the smaller roads to be quieter. She added that all pupils learn about road safety. The increased sense of congestion due to vehicles parking across the alleyway was also mentioned – JH to include a reminder in an upcoming newsletter.</p>	JH
11.	Academy status: none	
12.	<p>Governor vacancies: there are currently 3 co-opted governor vacancies, and HK is stepping down as parent governor at the end of the summer term. DM proposed a Co-opted candidate, Michael Dent, who has a business background (http://www.michaeldent.com/) and would address this skills shortage within the Governing Body now that Chris Morris has stepped down. Governors agreed to co-opt Michael – school and LD to make arrangements. This leaves two Co-opted vacancies, and Governors discussed other options, including some with more practical/building related skills. Governors to follow up.</p>	DM, LD - done
13.	<p>Governor Training: Governors were reminded to send updates to LD or add them to Governor Hub. RS had done a Safeguarding refresher course (this was through OCC so is automatically updated on Governor Hub).</p>	Govs
14.	<p>Governor visits: BH had attended the school's Easter service at Church and has written a visit report. He will also be coming in to meet the pupil Green Team. JC is coming in to look at attendance and parental engagement. DH to look at the critical incident plan. RS has done a PP visit but asked if anything was assigned to her this term. AF to contact JH about coming in to discuss the curriculum.</p>	

Signed..... Dated.....

<p>15.</p>	<p>Headington Partnership: the partnership is meeting on 5 May. There was to be a TeachMeet before then, but this has not been finalised. JH expressed some thoughts about the level of support between the partnership schools now that some of them have joined the RLT. St Andrew's may need to explore other/additional options, and Governors agreed that it may be time to reconsider the Academy question.</p>	
<p>16.</p>	<p>Discussion: what decisions have been made which further the aims and vision of the school?</p> <p>The budget setting provides financial security which allows the school to support the needs of the diverse community which it serves. The role of the Governing Body in promoting and supporting environmental/climate concerns was also mentioned. Looking at safeguarding within the local area was also ensuring the safety of pupils.</p>	
<p>17.</p>	<p>Review of items for next meeting (6 July): HT report, HQFSS move (make sure this is added as a standing item for future agendas until complete). JH noted that the SATs results are not out until 5 July so while these will come to the meeting, there will have been limited time for analysis.</p>	

The meeting finished at 8.20 pm

Signed..... Dated.....