

Ratified

St Andrew's C E Primary School

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**Meeting of the Full Governing Body  
held on Thursday, 12<sup>th</sup> October 2023 at 7 pm at the school.**

**Present:**

Aarti Basnyat ( <b>AB</b> )	Parent Governor
James Carter ( <b>JC</b> )	Co-opted Governor (attended via Teams)
Michael Dent ( <b>MD</b> )	Co-opted Governor
Anneka Fisher ( <b>AF</b> )	Co-opted Governor
Sarah Haden ( <b>SH</b> )	Parent Governor
Jo Holmes ( <b>JH</b> )	Staff Governor, Head
Elizabeth Hurrant ( <b>EH</b> )	Parent Governor (joined at 7.15 pm)
Bruce Huggett ( <b>BH</b> )	Foundation Governor (attended via Teams)
Fr Darren McFarland ( <b>DM</b> )	Foundation Governor, Chair
Georgina Montgomery ( <b>GM</b> )	Parent Governor
Amanda Robertson ( <b>AR</b> )	Parent Governor

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

The meeting was quorate (11 Governors were present out of 14 in post).

		<b>ACTION</b>
<b>1.&amp; 2.</b>	<b>Welcome and Apologies for absence</b> <b>DM</b> welcomed Governors to the meeting and introduced <b>AB</b> , <b>GM</b> , and <b>AR</b> as new Parent Governors. Apologies were received and accepted from Sam Callard ( <b>SC</b> : Staff Governor) and Jennifer Strawbridge ( <b>JS</b> : Foundation Governor). Ros Smith ( <b>RS</b> : Local Authority Governor) was absent. The meeting started at 7.05pm.	
<b>3.</b>	<b>Notified Business:</b> none.	
<b>4.</b>	<b>Pecuniary interests and Declarations:</b> none declared for this agenda. Governors were reminded to update their declarations (and reconfirm for the 2023-24 academic year) and confirmations on Governor Hub – <b>LD</b> to send individual reminders.	
<b>5.</b>	<b>Minutes of meeting held on 6<sup>th</sup> July 2023:</b> <b>DM</b> went through the minutes of the meeting dated 6 <sup>th</sup> July, which were agreed as a true and accurate record of the meeting. <b>DM</b> signed and passed to <b>JH</b> for filing. <b>LD</b> to send ratified version to Jane Burd for uploading to website.	<b>LD-done</b>
<b>6.</b>	<b>Matters arising not covered elsewhere on the agenda:</b> There was a further discussion about the attendance figures, in particular how the totals would be affected if attendance and authorised absences were added (then the total would come to 98.81%), as well as how the total would be affected if the children not of statutory school age were removed (which would increase attendance to 94.62%). <b>JH</b> also reported that the ESAT (Education Safeguarding	

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	Advisory Team) follow- up meeting which had been planned for 8 June had been postponed and so didn't take place until October.	
7.	<p><b>SDP/SEF</b></p> <p>These had been circulated and discussed at both the joint Governors/Staff meeting and at TLIS committee.</p> <p>(7.15 pm <b>EH</b> joined)</p> <p>The revised format of the SDP made the new areas of focus and rationale very clear, and the front page was felt to be helpful, but it was also noted that these did not mean that everything else had been dropped. The subject leads were creating action plans. <b>JH</b> outlined some of the main items being developed:</p> <p>Behaviour policy – it was felt that the current policy did not always reflect practise – <b>JH</b> wants to gather opinions from all stakeholders (staff, parents, and pupils) and to be clear on the current situation and practice before making any changes. The aim is to have clarity on the channels being used and to ensure consistency. Staff leads do now have shared time to work on this.</p> <p><i>Q. How is the double year group going (Year 6)?</i></p> <p><i>A. It has been a smooth start – the children are receiving clear role models and support from the older pupils. Year 6 have been given more responsibility helping with small groups at lunchtime and this is working well. There are a number of different roles, and the Year 6s will swap each half-term so they all try different things and keep up enthusiasm for modelling well.</i></p> <p><i>Q. Is this a new initiative?</i></p> <p><i>A. Yes, it was not possible until the school had moved back from the staggered lunch breaks. It also means that teachers get more shared time in the staff room, and TAs only have one lunch duty per week. Children can take lanyards to go to the library, quiet area, and art club. The scheme is building on the previous successes of giving Year 6s jobs/roles to encourage them to be positive role models.</i></p> <p>Governors were encouraged to use the Sharepoint link to sign up for governor visits:  <a href="https://9313211-my.sharepoint.com/:w/g/personal/j_holmes_st-andrews-pri_oxon_sch_uk/Efm_13EtcMRKrnkNPRMbXlcBt_-5dsPmON9RHTX4PcJl7q?e=O83W2B">https://9313211-my.sharepoint.com/:w/g/personal/j_holmes_st-andrews-pri_oxon_sch_uk/Efm_13EtcMRKrnkNPRMbXlcBt_-5dsPmON9RHTX4PcJl7q?e=O83W2B</a></p>	<b>Govs</b>
8.	<p><b>Budget monitoring:</b> the current report had been circulated, and <b>BH</b> confirmed that the budget was on track for the time of year. There have been some increases in costs due to increases in the cost of living, but income has also risen, and the current situation is close to the budget.</p>	
9.	<p><b>Committee Terms of Reference:</b> the TLIS and FPP ToRs had been circulated with the meeting papers and had been discussed at committees. Some updates are required for the TLIS ones (to add <b>AF</b> as Chair), and for the FPP ones to add the committee members.</p> <p>The Ethos committee will meet next week – ToRs to be uploaded. <b>AF</b> is joining this group to replace Helen Kidd.</p>	<b>Done – in all folders</b> <b>DM</b>
10.	<p><b>Governing Body diversity statement</b></p> <p>Following Government recommendations regarding publication of information about the diversity of the Governing Body, Governors discussed the important issue of representation and agreed the following statement:</p> <p><i>The Governors of St Andrew's Church of England Primary School agree that boards should aim to reflect the diversity of the school communities they serve.</i></p>	

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	<p><i>Having a range of voices around the table should promote inclusive school environments and provide diverse role models for staff and young people.</i></p> <p><i>Governors are selected in a variety of ways, with Parent and Staff Governors being elected by the parent and staff communities respectively. We will continue to promote any such vacancies as widely as possible, to encourage applications from across these communities and to support all those who put themselves forwards for these positions.</i></p> <p><i>Co-opted Governors are approached and appointed by the Governing Body, which regularly undertakes skills audits and looks at many aspects of the ethos and composition of the board, including considerations of religion, ethnicity etc. These discussions are used to inform our recruitment and training needs and to ensure there is always a diverse range of perspectives around the table to support robust decision making.</i></p> <p><i>Due to our relatively small governing body we do not publish diversity data online as individual governors could be identified, and we have a legal obligation to protect their personal data.</i></p>	
<p><b>11.</b></p>	<p><b>Reports from committees and Governors with special responsibilities:</b></p> <p><b>11.1 Teaching Learning Inclusion and Safeguarding:</b> draft minutes had been circulated and <b>AF</b> was thanked for agreeing to chair.</p> <p>The arrangements for the parent questionnaire were discussed – <b>SH</b> said that the questions for this year are ready. <b>JC</b> confirmed that these can be sent out as a link to a Microsoft Teams form with hard copies also being available via the school office. A closing date will be included. <b>JH</b> to arrange for Chromebooks to be available at the Parents’ Evenings to encourage parents to complete the questionnaires there. The questionnaire will include specific questions relating to the work on the Behaviour Policy.</p> <p><i>Q. How does the after-school care work for the children in the EYFS stage – does having younger children have an impact on staffing etc for this setting?</i></p> <p><i>A. <b>JH</b> agreed that this needs to be looked at, as the staffing ratios are different and there are some increased Safeguarding requirements.</i></p> <p><b>11.2 Finance Personnel Premises (including H&amp;S and Well-being):</b> draft minutes had been circulated, and <b>BH</b> noted that the financial position was around £40k better than expected due to higher income for SEND and lower expenditure. <b>AB</b> has agreed to take on the role of H&amp;S Governor (updated on Governor Hub) and <b>AR</b> agreed to lead on GDPR as required in one of the recent policies agreed at FPP.</p> <p><b>BH</b> explained that the promised funding from OCC who agreed to take responsibility for lighting in the alleyway by the school was insufficient to meet the costs, so this work has been postponed.</p> <p>The boiler will be funded – this work went to tender, and a contractor has been selected. However, it will be a 16-week project and the contractors cannot start until March or April 2024. They are sending someone to look at the control panel of the current boiler to help ensure it keeps working over the winter. Governors asked about contingency plans and were reassured that the school would do everything possible to stay open. <b>BH</b> thought the proposed start date was now reasonably secure, and that disruption would be predominantly at the front of the school (near the breakout session learning bay and the school office).</p> <p>Co-op update: Further plans have been submitted by Cantay, OCC didn’t reach a decision in time, so Cantay are going to appeal. <b>BH</b> and <b>MD</b> attended a meeting and made representations on behalf of the school.</p> <p><b>11.3 Safeguarding:</b> the group had met, and minutes were circulated. The Safeguarding policy has been updated. <b>DM</b> agreed to take the role of</p>	

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	<p>Whistleblowing Governor. Governors were asked to read the updated policy – <b>JH</b> to send to <b>LD</b>, and statement and link to be updated on Governor Hub and confirmed by all Governors.</p> <p>Online Safety policy – this was felt to be a bit out of date. <b>JH</b> said that Years 5 and 6 (who are permitted to bring mobiles) are still asked to hand them in on arrival but said that it was now accepted that smart phones would be allowed rather than expecting parents to buy basic phones. A notification has gone out to parents. <b>JH</b> said that this concession has resulted in more phones being handed in.</p> <p>The Safeguarding audit was recommended for approval by the sub-committee and Governors <b>agreed</b> to this. Audit to be circulated following this meeting for information.</p> <p><b>SH</b> spoke about Safeguarding and the overlap with SEND considerations (there are often greater concerns around Safeguarding in the context of children on the SEND register). This will be discussed in more detail at a later meeting. The poor outcome of the Oxfordshire SEND Ofsted was discussed – a draft document has been circulated which is a priority action plan to address the failings. The inspectors had received over 2000 items of feedback with the majority of families feeling that their concerns were not being acknowledged.</p> <p><i>Q. Is there a question about SEND in the Parent Survey?</i></p> <p><i>A. Yes – the question was read out and discussed, and a second follow-up was agreed (<b>JC</b> to amend this).</i></p> <p><i>Governors also discussed some concerns around the use of the word ‘succeed’, while noting that if the ‘standard’ questions are altered too much, this makes them not comparable with the results from previous years. The importance of inclusivity and a sense of belonging was also agreed.</i></p> <p><i>Q. What was the response rate last time?</i></p> <p><i>A. Around 88 families – it was noted that this accounted for more than 88 children, as parents tend not to complete separate surveys for siblings. It was also remarked that this is not the only way in which the school engages with parents, although it is the more measurable approach.</i></p> <p><b>SH</b> also explained that these is a push to reduce the number of children on Child Protection plans, which is alright if those taken off the plans are actually being supported. However, there are concerns that the thresholds might be raised which would be risky. Staff training may be needed to ensure that escalation is kept at a similar level of concern.</p> <p><b>11.4 HQFSS move to St Andrew’s:</b> <b>JH</b> mentioned a number of decisions which need to be made around the integration of the Reception class onto the school site, including uniform, the name of the class (Rainbows or Reception) etc. The Governors discussed whose decision these were, and <b>EH</b> agreed to attend the meeting with the EYSF teacher (Annie Arnold) on 17 November.</p> <p>Governors discussed the advantages of requiring the class to wear uniform, noting that the school has a large supply of second-hand items, and the jumpers are actually very affordable. It was also felt that the uniform policy is broad enough to accommodate children with sensory issues. On balance, Governors felt that the sense of belonging, and ease of deciding on clothing in the morning was preferable, and supported <b>JH</b> in the decision to require uniform for the Reception class. They also agreed that the move offered an opportunity for a fresh start and integration into the rest of the school, and also felt that Reception might be less confusing than Rainbows (and would not matter to the children, since those who started in Rainbows will be moving up). This decision rests with the HT.</p>	<p><b>JH/LD/Govs</b></p> <p><b>JH</b></p> <p><b>Agenda</b></p> <p><b>JC</b></p> <p><b>EH</b></p> <p><b>JH</b></p>
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	Finally, the issues around the arrangements for the moving day were discussed, particularly the desire to add an additional Inset day. Governors had been supportive of this, recalling that the school has never shut for snow days or strikes. Discussions with OCC are ongoing.	<b>DM</b>
<b>12.</b>	<b>Head Teacher appraisal panel:</b> the panel ( <b>MD, DM, and JS</b> ) was appointed by Governors and the external advisor (Karen Metcalfe from the Diocese) was agreed. Meeting dates to be arranged.	<b>DM, JH</b>
<b>13.</b>	<b>Behaviour Principles statement:</b> a suggested version had been circulated and was <b>agreed</b> by Governors. To be published on the school website.	<b>JH</b>
<b>14.</b>	<b>Chair's items:</b> Governor presence at the upcoming Parents' Evenings had been agreed - <b>DM</b> thanked all those who could attend and explained what was required. All Governors have lanyards (which are in the school office).	
<b>15.</b>	<p><b>Head's items including Health &amp; Safety updates:</b> <b>JH</b> reported that some additional risk assessments have been carried out to ensure the safety of some children with high level needs – new locks have been added in some locations within the buildings to restrict access. The pupils in question are receiving specialist support. Governors asked about the impact on other pupils – <b>JH</b> said the children are being very resilient and inclusive.</p> <p>It was noted that two children had opted out of attending church (which they are permitted to do in accordance with the Collective Worship policy).</p> <p>The issue of requests to authorise absence for long holidays during term-time was discussed with the possibility of referring a case to OCC to impose a fine. The school has always been sympathetic to requests for visits to families' home countries for cultural and religious reasons or for special family occasions but agreed that a clearer position should be taken on this issue in order to ensure that no negative precedents are set. The limitations and acceptable circumstances will be spelled out more clearly and the policy reviewed to look at including time periods and the level of fine.</p> <p>It was agreed that a letter from Governors and a penalty warning notice to discourage further holidays within a specified time period might be helpful. It was also noted that families could lose their place at the school if absent for more than 28 days. The impact on outcomes and attendance figures was also discussed.</p> <p>Governors agreed that a letter should go out from them, but that it should be more general, so that it was not seen as a response to the actions of one family, and also that it should include reference to the diversity and needs of the school community. Policy to be sharpened up and brought to TLIS.</p> <p>A visit from the School Improvement Partner (SIP) had taken place the day before and had looked at Safeguarding, Leadership and the Quality of Teaching and Learning. The report will be shared with Governors. <b>JH</b> highlighted that the SIP had stated that there was significant potential for the school to be graded Outstanding at the next Ofsted inspection, and that the actions identified in the previous Ofsted report were being robustly addressed.</p>	<p><b>TLIS committee</b></p> <p><b>JH, TLIS</b></p> <p><b>JH</b></p>
<b>16.</b>	<b>Academy status:</b> <b>DM</b> proposed that the Governors should begin to gather information on the options available for joining a Trust, recognising that a thorough process of due diligence will take time. Governors agreed that representatives should feel free to have open conversations with other parties.	
<b>17.</b>	<b>Governor vacancies:</b> there is now one co-opted governor vacancy. The LA Governor's term of office ( <b>RS</b> ) ends before the next FGB meeting – <b>DM</b> to discuss options with the LA.	<b>DM</b>

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18.	<b>Governor training:</b> Governors were encouraged to keep an eye out for the Governor Services emails with upcoming courses and to sign up for anything relevant. <b>AB</b> and <b>MD</b> need to do the Governor Induction B course, and <b>AF</b> , <b>GM</b> , and <b>AR</b> have not taken or booked any induction courses. At least 3 governors have Safer Recruitment training. There are some gaps in generalist Safeguarding and Prevent training – I will send round a reminder about these.	<b>Govs</b>  <b>LD</b>
19.	<b>Governor visits:</b> <b>SH</b> did a visit and is going to do some staff training on autism support. She will write up a report. <b>DM</b> came in for the SIP visit. Governors were reminded to include a statement about the Safeguarding practices observed and it was suggested that the visit form also be updated to include the Ethos question addressed at the end of each FGB meeting (see item 21).	<b>Govs</b>
20.	<b>Headington Partnership:</b> <b>JH</b> said a meeting had taken place and the schools will be working together on some ideas for SEND support. <b>JH</b> has been paired with Woodfarm for Head Teacher support/mentoring and is also going to be visiting Cheney School. Access to the Barton school minibus has also been discussed– schools in the partnership can put in £400 per annum and pay petrol costs.	
21.	<b>Discussion: what decisions have been made which further the aims and vision of the school?</b> The robust discussion about school attendance would benefit pupils whilst also being inclusive in considering the diversity of the school community. The parent questionnaire discussion had focused on thinking about questions which would be important to families and increase support and wellbeing for all pupils. The discussion regarding the diversity statement had also clarified the best ways in which to further recruitment to the Governing Body to ensure that there are a representative range of voices around the table. Other discussions had focused (in an anonymised way) on the needs of individual children. Staff wellbeing was also considered, with the changed lunchtime arrangements noted as being positive in bringing staff together. The rollout of additional responsibilities for the Year 6 children was important both for their personal development and for supporting the transition of younger children joining the school.	
17.	<b>Review of items for next meeting (7 December 2023):</b> Presentation from <b>JC</b> and <b>SH</b> on Safeguarding and SEND, Head teacher's report, Pupil Premium report (2023-24) and strategy, Pay statement for Head and teachers at 1 Sept (after national pay review).	

The meeting finished at 9.25 pm

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