

Ratified

St Andrew's C E Primary School

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**Meeting of the Full Governing Body
held on Thursday, 1st December 2022 at 7 pm at the school.**

Present:

Sam Callard (SC)	Staff Governor
David Hodgkinson (DH)	Parent Governor
Jo Holmes (JH)	Staff Governor, Head
Bruce Huggett (BH)	Foundation Governor
Fr Darren McFarland (DM)	Foundation Governor, Chair
Keith Ponsford (KP)	Co-opted Governor
Jennifer Strawbridge (JS)	Foundation Governor

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

The meeting was quorate (7 Governors out of 14 were present throughout).

		ACTION
1.& 2.	Welcome and Apologies for absence DM welcomed Governors to the meeting. Apologies were received and accepted from James Carter (JC), Anneka Fisher (AF), Sarah Haden (SH), Elizabeth Hurran (EH), Helen Kidd (HK) Chris Morris (CM) and Ros Smith (RS). The meeting started at 7.00pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none declared for this agenda. Governors were reminded to check that their declarations are up-to-date and confirmed on Governor Hub (along with the other confirmations – Safeguarding, Code of Conduct etc.) and also requested to print out and sign a paper copy of declarations for 2022-23 to be handed into the school office/at the next meeting for inclusion in the Governor Folder. The declaration of interests' sheet can be found here: https://app.governorhub.com/document/633ae41d621cd8e610f00b75/view	Govs
5.	Minutes of meeting held on 13th October 2022: DM went through the minutes of the meeting dated 13 th October 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: item 8 – BH had agreed to write a letter on behalf of Governors regarding the impact of the school cuts on St Andrew's. This had been done and sent to Liz Brighthouse and Anneliese Dodds – letter and responses were included with the meeting papers. <i>Q. Were other Headington Partnership schools also encouraged to write?</i> <i>A. The letter had been shared and discussed at the recent Partnership meeting. All schools are feeling the impacts, although most Primaries should be OK for this year.</i>	

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

<p>7.</p>	<p>Head teacher’s report: the report had been circulated and used a new format. Governors appreciated the clarity of the layout and asked:</p> <p><i>Q. Was the number of pupils on roll correct?</i></p> <p><i>A. Yes, the school had been completely full for the census day in October.</i></p> <p><i>Q. The percentage of pupils with English as an Additional Language (EAL) continues to be high (31.95%) – do we know how this compares with similar local schools, and do we need to consider addressing this in planning?</i></p> <p><i>A. We do not have comparative figures for other schools, but the figure for primary schools in the Southeast is 14.6% (see statista website). EAL is an area which the language focus in our SDP is targeting, with a view to developing this focus on EAL next year. This year, our vulnerable group remains our focus post-Covid, through our PP strategy and SEND approach.</i></p> <p><i>Q. Can you say more about the Early Years review?</i></p> <p><i>A. This took place on 7 November and was carried out by Sarah Pugh (OCC Early Years consultant). The visit had been very supportive and helpful with suggestions on how to carry out improvements. Strengths noted were the consistent approach to behaviour by staff, strong development of fine and gross motor skills and good inclusive practise for pupils with EHCPs. The main areas for development were early reading and phonics, and thinking about curriculum in EYFS so that this feeds into the well-developed curriculum higher up the school. The visit has led to a list of actions which have been incorporated into an action plan, this is already underway and being monitored. The EYFS Link Governor had also attended the discussion meeting. It was noted that while the advisor had talked a lot to pupils, unlike the earlier SIP meeting there had not been a large focus on the learning environment, but this will still be developed. JH also noted that monitoring of phonics will also be easier when the EYFS pupils move from their split site and are at St Andrew’s.</i></p> <p><i>Q. When will the next phonics assessment take place to measure progress?</i></p> <p><i>A. This is underway, and results will come to the next TLIS meeting.</i></p> <p><i>Q. Could JH say more about the case of severe absenteeism and how this pupil and family are being supported?</i></p> <p><i>A. Various external agencies are involved in supporting the family, alongside our SENDCo, as we continue to pursue the agreed place at a special school becoming available.</i></p> <p><i>Q. The percentage of PP children is well below the national average – any comments on this?</i></p> <p><i>A. Yes, receipt of PP is not related to other needs (SEND etc.), this is largely to do with the comparatively wealthy catchment area.</i></p> <p><i>Q. Are the colours on the staffing information report correct (p7)?</i></p> <p><i>A. It was agreed that the key was incorrect: yellow is teaching staff, blue are TAs and green is support staff.</i></p> <p><i>Q. Is the City Choir letting a new one?</i></p> <p><i>A. No, they have been using the hall for some time – JH to check on arrangements.</i></p> <p><i>Q. Are attendance numbers for After School club back up following Covid?</i></p> <p><i>A. Yes, the After School club is busy, particularly from Tuesday to Thursday and has taken on more casual staff. The school-run activity clubs have been less successful, although hockey and judo are popular. Parents may be reluctant to pay for both.</i></p> <p><i>Q. The staff absence section is not complete (page 7) – how are staff this term?</i></p>	<p>TLIS</p> <p>JH</p>
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	<p><i>A. There has been less sickness this term, but a need to find cover to allow a half day off for staff wellbeing before Christmas. Governors thanked JH for working to make this possible.</i></p> <p><i>JH also informed Governors of two very recent fulltime TA appointments to replace one full time TA who is leaving, one part time TA who is leaving and one TA who is reducing their hours.</i></p> <p><i>Q. What are the criteria for receiving PP – is this still connected to Free School Meals (FSM)?</i></p> <p><i>A. Yes, although JH did note that some other benefits such as free music lessons were not longer covered and had additional criteria, so the school is paying for some of these from the PP grant.</i></p> <p><i>Q. The attendance figures seem to have gone up slightly since they were discussed at TLIS – do you have any comments on the revised policy?</i></p> <p><i>A. Yes, the policy was revised to fit in with the new national expectations and to include the second level of more severe absenteeism (50%). It also clarifies the roles of everyone, including governors, in monitoring and addressing attendance issues. A new page has been created on the school website to explain the various steps and escalation, but also to stress that this is not just a punitive process but also looks to celebrate high attendance:</i></p> <p><i>https://www.st-andrews-pri.oxon.sch.uk/attendance/</i></p> <p><i>We would expect the percentages to rise a bit over the year, as individual illnesses will have less impact on the overall figures. Punctuality also seems to be reasonably good.</i></p> <p><i>Q. Are you getting many requests for families to leave early at the end of term?</i></p> <p><i>A. Only one so far.</i></p> <p><i>Q. Are Safeguarding concerns relating to absence being adequately picked up at the bi-weekly meetings?</i></p> <p><i>A. Yes, and this also allows the team to decide on the best route for addressing these, e.g. through the home-school link worker, SENDCo, HT.</i></p> <p><i>Q. How are the new staff fitting in and how is preparation going for taking on the subject leader roles?</i></p> <p><i>A. Seems to be going well with a good consistency of approach. All staff have had some form of handover for the subject leads, and there is now a plan for focussing on different subjects to be developed over the year depending on priorities and the capacity for non-teaching time (e.g. while children are at swimming etc.)</i></p> <p><i>Q. Is any further training required and how confident would they be in the case of Ofsted deep dives?</i></p> <p><i>A. Most subject leads have had some training already, including Maths, English and Geography, and the History and Computing leads already had some experience in their areas. It is expected that deep dives would take place in reading and phonics and Maths, and the other areas which are already well developed were discussed. JH is confident that the curriculum is good in all areas, with demonstrable progression of skills and knowledge, but acknowledged that some areas need time to become embedded.</i></p>	
<p>8.</p>	<p>Pupil Premium report: the report had been circulated via Governor Hub and discussed at TLIS, and now needed to be agreed for publication on the website. Governors asked:</p> <p><i>Q. Are the dates on page 2 correct if this is a rolling plan which seems to include the figures for 2021-22?</i></p>	

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	<p><i>A. JH agreed that the document incorporates the intended outcomes and a review of last year, along with planning for the next two years. Dates to be changed to 2022-23 – current 3-year plan to 2024. Some plans have already changed from last year, such as the use of NELI for the EYFS as this was not felt to have the desired impact.</i></p> <p><i>Q. Is oracy still a focus?</i></p> <p><i>A. The staff member who was trained to deliver training in this has left, but did work with MW, who will continue the work in this area.</i></p> <p><i>Q. The number of students on roll on page 2 is different to that in the HT report – does this need correcting?</i></p> <p><i>A. Yes, JH will update this.</i></p> <p><i>Q. The funding listed on page 2 does not quite add up (£63 out)</i></p> <p><i>A. Yes. JH checked this after the meeting and discovered it was an error in transposing figures from the budget (change £30,407 to £30,470).</i></p> <p>Governors approved the report subject to these small amendments – JH to update and publish on the school website.</p>	<p>JH</p>
<p>9.</p>	<p>SDP/SEF: the updated document was circulated on Governor Hub, and it was noted that an additional column has been added to reflect associated costs where possible – Governors discussed how realistic it will be to populate this but felt that it was important to connect the budget and the SDP in order to demonstrate due consideration to finances in planning school development. This was also felt to help in considering subscriptions and resources for particular subjects and initiatives and to help staff to develop ownership of their areas.</p> <p><i>Q. Behaviour and attendance had been discussed at TLIS- did JH have any further comments?</i></p> <p><i>A. As noted in item 7, the aim is to celebrate good attendance rather than approaching the issue in a purely punitive manner. CPOMS is used to inform the bi-weekly meetings and helps to spot patterns. This is still challenging, as not all staff see everything so collaborative work is essential to support good behaviour. The deputy head has done some training on managing challenging behaviour and the Zones of Regulation approach will be rolled out further in the New Year. SC feels this scheme is very helpful, particularly for pupils who missed out on life experiences due to the Covid lockdowns and added that the vocabulary fits in well with the existing PHSE program.</i></p> <p><i>Q. Does this also help children to support and cope with others' behaviour?</i></p> <p><i>A. Yes, the language and approach used is consistent and progresses through different zones, helping children understand their own then others' behaviour. The possibility of linking this to the school ethos through teaching compassion was also noted. It was felt that by the summer term the language and techniques should be familiar, although it will take longer to embed.</i></p>	
<p>10.</p>	<p>Budget monitoring: BH had circulated figure and commentary for period 6 on Governor Hub. These included the recent pay rises which were higher than budgeted and have impacted the figures, with a projected deficit of £83,370 (£19,375 worse than the original budget).</p> <p><i>Q. Should we be looking at other potential income streams to get this under control?</i></p> <p><i>A. Possibly, although the additional running costs for lettings, and the issues with using rooms other than the hall were noted. Governors will consider this further, including the possibility of a brainstorming session to come up with ideas. However, it was noted that most schools are in the same position, and many Governors felt that the Government would be forced to intervene.</i></p>	

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11.	<p>Pay statement for Head and teachers at 1 Sept (after national pay review): these had all been through FPP and were completed – letters have gone out and staff pay increases have been actioned where agreed. BH also noted the FPP had looked at support staff and reviewed this area with a new focus information was included in the pay review report in the November FPP meeting folder.</p>	
12.	<p>Reports from committees and Governors with special responsibilities:</p> <p>12.1 Teaching Learning Inclusion and Safeguarding: AF had attended as newly appointed Co-opted Governor. The committee had discussed the requirements around quorum, and also agreed that a staff member should always be present at TLIS meetings. The SoW had also been revised. Data and the IDSR had been a main focus, with Governors noting that there had been a change in the pupil profile, with fewer pupils being in the middle in terms of attainment, and more SEND and more able pupils. The challenges for teaching such groups were noted. SC had explained the teaching of phonics. Other areas had been discussed previously in this agenda.</p> <p>12.2 Finance Personnel Premises (including H&S and Well-being): the committee had started looking at the internal financial controls and procedures which included procedures around the reporting to FPP about the school voluntary fund, to ensure that we are complying to all the guidance.</p> <p>OCC are finalising the new boiler proposal with a view to carrying out work next spring/summer (the current boiler has been confirmed as being adequate for this year). JH said the heating is currently on from about 8-11am and 1-4 pm. The school bursar is leaving - the school is on a contract so a new bursar will be assigned.</p> <p>12.3 Safeguarding: the audit response had been circulated and required approval for submission. Governors questioned the figure at item 7.17 (number of Children We Care For on roll) – JH noted that the audit is retrospective but would check this is correct before submission. The response to question 10.8 was also questioned, with Governors noting that the Neglect toolkit presentation to Governors would take place at the next LGB meeting.</p> <p>Governors approved the audit response for submission, subject to checking by JH.</p> <p>12.4 Ethos: the group met on 2 November and minutes were circulated. It was noted that the SIAMs inspection would probably not take place for some time, so the group is using this time to focus on more cohesive planning for assemblies as well as looking at the courageous advocacy element and increasing Governor involvement. It was also agreed that the FGB meeting should conclude with a question to look at what decisions have been made which further the aims and vision of the school, and that this should be supported by including part of the mission statement on each agenda: “Our inclusive values and ethos shape everything we do. Our school policies give structure to the community we are building, where diversity is celebrated and where children of all faiths, and none, benefit from the very best start in education”.</p>	<p>JH</p> <p>LD- agendas</p>
13.	<p>Chair’s items: None</p>	
14.	<p>Head’s items including Health & Safety updates: JH reminded Governors to tick off their Safeguarding and other confirmations within their personal profiles on Governor Hub. The H&S audit will take place next Wednesday. The idea of introducing an informal uniform (blue tops) to Reception was discussed, with Governors recognising that when the Reception pupils join the main site, this could help with a sense of belonging and encourage participation, attendance etc. The question of cost was raised, with JH noting that there is plenty of stock available in lost property.</p>	

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15.	Academy status: nothing to report at this time – the national/political uncertainty was noted.	
16.	Governor vacancies: currently one Co-opted vacancy, with KP's term of office also finishing in March 2023. DH has some potential candidates.	
17.	Governor Training: DH has done Safer Recruitment and Ofsted preparation and RS did Safeguarding level 3. Training records are being kept up to date on Governor Hub.	Govs
18.	Governor visits: DH did a health and safety visit, DM did an asset inventory visit and JC did a site security visit. HK looked at the SCR and EH attended the EYFS review. Governors were reminded to email JH to arrange visits, and JH will send round the governor visits' plan.	Govs JH
19.	Headington Partnership: the partnership met and discussed transition days (Cheney is trying to co-ordinate these with other schools) and how to smooth transition, including an upcoming Year 5 project on the environment with interaction with Cheney – the aim is to make the secondary school and its staff more familiar. There was also discussion about using shared experience, for example linking subject leads and staff from Cheney. The effective use of the partnership was discussed, and it was agreed to continue to pay Lesley Williams for 1 hour a week to do administrative support. Events/projects such as the sports days and the Expert Explainers sessions for PP children have been well received. Wood Farm had shared the experiences from their recent Ofsted. Concerns about travel and parking costs and the possible impact on staff recruitment were also discussed.	
20.	Discussion: what decisions have been made which further the aims and vision of the school? Discussion around ensuring that the PP funding is effectively spent were felt to demonstrate the principles of justice and equality. The conversation about the Zones of Regulation had reflected the Christian ethos of the school in considering self-awareness and thinking of others. The focus on attendance had encompassed the needs of the child and the spirit of inclusiveness. Staff and Governors are rigorous in supporting all pupils to get into school. Finally, Governors agreed that the level of care demonstrated by JH and the staff was shown in the reports circulated and the level of detail. By checking these, Governors are not making decisions for the school, but are affirming that decisions are supportive of pupils and staff (such as the half day for staff before Christmas).	
21.	Review of items for next meeting: Neglect toolkit presentation, Sports funding report, benchmarking, Governor self-evaluation. Add the Mission Statement to the next agenda to inform discussion around the closing question regarding governor decisions and their furthering of the aims and vision of the school.	

The meeting finished at 8.50 pm

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