

Ratified

St Andrew's C E Primary School

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**Meeting of the Full Governing Body
held on Thursday, 13th October at 7 pm at the school.**

Present:

Sam Callard (SC)	Staff Governor
James Carter (JC)	Parent Governor
Sarah Haden (SH)	Parent Governor
David Hodgkinson (DH)	Parent Governor
Jo Holmes (JH)	Staff Governor, Head
Bruce Huggett (BH)	Foundation Governor
Elizabeth Hurran (EH)	Parent Governor
(arrived at 7.10pm)	
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 (10 Governors out of 13 were present).

		ACTION
1.& 2.	Welcome and Apologies for absence DM welcomed SC as the new staff governor, and JH in her new role as HT. Apologies were received and accepted from Helen Kidd (HK-Parent Governor). Chris Morris (CM: Co-opted Governor) and Roz Smith (RS: Local Authority Governor) were absent. The meeting started at 7.00pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none	
5.	Minutes of meeting held on 7th July 2022: DM went through the minutes of the meeting dated 7 th July 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
6.	Matters arising not covered elsewhere on the agenda: <i>A governor asked for clarification about the 'near miss' discussed at the previous meeting, and whether RS had been able to talk further with OCC about options to improve safety at this location. It was confirmed that no further changes were possible, so the school will focus on educating pupils about safety.</i>	
7.	SDP and SEF: these had been updated and circulated to Governors on Governor Hub. JH explained some of the reasoning behind the changes. The results for the KS1 and KS2 SATs and phonics screening had been discussed and a visit from the School Improvement Partner (SIP) had taken place. SDP: <ul style="list-style-type: none">Phonics was a top priority, following the decrease in the percentage of Year 1 pupils passing the phonics screening (down to 73% from a pre-Covid	

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<p>average of 80%). Reading and Writing (where outcomes remained high) had been moved into the Individual Subject Lead action plan in order to allow capacity to focus on phonics as a whole school priority.</p> <ul style="list-style-type: none"> EYFS outcomes for Good Levels of Development (GLD) had also been impacted by the lockdowns, with only 55% reaching GLD. This has also been given a priority focus within the SDP. <p><i>Q. Could JH suggest why the phonics results were lower and how the plans in the SDP will help address this?</i></p> <p><i>A. This is still not clear, the lockdowns were probably a factor, as well as the lower levels of development of pupils joining KS1 from Nursery. It was also noted that there was an ECT in Year 1.</i></p> <p>(EH arrived at 7.10 pm)</p> <p>A Governor with responsibility for EYFS has been appointed (EH). JH reminded Governors that there were two children with significant SEN, which required a lot of training and support for staff and made this a challenging environment for pupils. The school is working with the families to try to ensure that children's needs are met. The class is also over capacity (31 pupils), and JH has some concerns about staff wellbeing. An Early Years review will be carried out on 7 November.</p> <p>Attendance will continue to be a priority, with a number of new approaches being introduced in the County (including a 'Strengths and Needs' form). JH said there had already been a lot of absence this term, much of it due to genuine illness. This will be discussed further at the next TLIS meeting.</p> <p><i>Q. With regards to communication and safeguarding, are parents reporting absence?</i></p> <p><i>A. Yes, but it still needs to be regarded as a possible safeguarding concern. It was noted that for some families, priorities have shifted as a result of the pandemic. JH is receiving a lot of requests for unauthorised absence (e.g., for visiting family who may not have met for some time) – she has now changed the requirements so that the form which is available online has to be completed and brought to her in person.</i></p> <p>Behaviour – CPOMS has now become embedded in the behaviour management approach and is working well.</p> <p><i>Q. Given the number of new staff, is everyone up to speed with the expectations at the school?</i></p> <p><i>A. Yes, but some areas for improvement have been pinpointed. JH is being very vigilant about low level disruption to ensure that all pupils have the right mindset for learning. Governors also discussed the levels of anxiety amongst children and parents – JH has sent out links with recommended advice about illness and when it is considered safe to attend school.</i></p> <p>SASA – it was reported that a new Chair is now in place and a timetable of meetings and events is underway. The importance of SASA in bringing together the school community was recognised. A stronger sense of community is also being fostered through the Friday coffee mornings.</p> <p>Personal development – zones of regulation: courses will be offered to parents to support this approach.</p> <p><i>Q. How many families/children are involved with the home-link worker?</i></p> <p><i>A. There are five families with regular involvement and another 25+ with regular support. The home-link worker also helps with filling in forms e.g. secondary transition.</i></p> <p><i>Q. Would the Swift courses (for parents of children on the autistic spectrum) also be appropriate for staff?</i></p>	
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	<p><i>A. JH did not know but would discuss further with EH. She would like to see more join courses with other settings to increase uptake and make the courses more viable.</i></p> <p><i>Q. How many days does the link worker do?</i></p> <p><i>A. Two and half days. They also work for other local schools.</i></p> <p>SEF:</p> <p>Leadership and Management – Governors suggested that it should be clarified that the recent search for a Headteacher had been a national one with applicants from a wide area.</p> <p><i>Q. Given that a new phonics program was introduced recently, could this be part of the reason for the drop in the percentage of pupils passing the screening this year?</i></p> <p><i>A. JH thought not – Read Write Inc. is a nationally recognised program with a good track record. In addition to the reasons discussed in the SDP item above, there had been two years with no national comparative data for GLD and ascertaining the starting point data for pupils entering KS1.</i></p> <p><i>Q. The Reception setting has a very strong learning through play approach – while this is recognised as beneficial, it was noted that there is still a spread of data and children who were out of school during the pandemic were still navigating the social aspects. Is it possible that this makes it harder for them to settle to more formal learning as required for phonics in Year 1?</i></p> <p><i>A. JH agreed that the early years setting was less focussed on children sitting down to learn than some other settings but noted that this had been the case for some time, and the previous phonics results had not been impacted. She cautioned that one year’s results could not be described as a trend and might be cohort specific.</i></p> <p><i>Q. Will the EYFS approach be affected when the class moves from Windmill to the St Andrew’s site?</i></p> <p><i>A. Yes, this will be a change for both pupils and parents, as the children will be at school not at a separate Nursery setting – there will be more traditional school routines and perceptions by parents may alter as a result.</i></p> <p><i>Q. Have baseline assessments been carried out this year?</i></p> <p><i>A. Yes, all of these have been done, so it will be possible to monitor progress.</i></p> <p><i>Q. Does the Tapestry online learning journal being used in Early Years lend itself to identifying areas of need and have any been raised through this?</i></p> <p><i>A. JH felt this was not really the purpose of the tool, and there was nothing which had been noted for discussion from here.</i></p>	
<p>8.</p>	<p>Budget monitoring:</p> <p>BH explained that the period 5 figures had been discussed at FPP with the picture at that stage being reasonably positive. Income had been £27k more than budgeted, costs were £8k over budget leading to a reduced deficit which was £19k better than forecast. However, the more recent period 6 figures had included the impact of the cost of living pay increase (not funded) for support staff which had raised costs to £47k more than the budget and would lead to an annual deficit of £84k.</p> <p>Governors discussed writing to the LA (Liz Brighthouse?) and local MP, recognising that all schools were in the same position, and that this is not tenable. JH to discuss with other local heads, and BH (?) to draft a letter.</p>	<p>JH, BH</p>
<p>9.</p>	<p>Safeguarding audit: to take place after half-term and be reported to the next FGB meeting.</p>	<p>FGB agenda</p>

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10.	<p>Sign off Committee Terms of Reference:</p> <p>The TLIS and FPP ToRs had been discussed and agreed at committees, with some discussion about the appropriate quorum and make up of the committees (the lower limit according to regulations is three governors). It was also agreed that the list of members be removed from the ToRs as these may change during the year (and are listed on Governor Hub and the school website). The TLIS ones will be updated by EH and sent to LD. Updated versions to be signed and filed at the school and uploaded to Governor Hub. Ethos to discuss their ToRs when the committee meets.</p>	EH, LD DM
11.	<p>Reports from committees and Governors with special responsibilities:</p> <p>11.1 Teaching Learning Inclusion and Safeguarding: the minutes had been circulated and most items had been discussed earlier in the agenda. It was noted that JS has agreed to take over as Chair when KP's term of office finishes.</p> <p>11.2 Finance Personnel Premises (including H&S and Well-being): JH has reported on the new staff appointments. The boiler replacement was discussed – OCC is looking at a hybrid system with a smaller gas boiler and an air source heat pump. This process will take some time, and there is an immediate need for the issues with the control panel to be resolved.</p> <p>11.3 Safeguarding: HK had sent notes which were read by JC –</p> <ul style="list-style-type: none"> • Many thanks to all who have confirmed that they've read and approved the Safeguarding Policy – checked following the meeting, and all the confirmations are on Governor Hub • Please make sure you've read latest version of KCSiE too - the link on the confirmation page takes you straight to it. • The school had a SIP visit on 21/9/22 - satisfied with safeguarding arrangements. • An ESAT visit is booked for 8/12. <p>The termly Safeguarding meeting took place on 22/9/22:</p> <ul style="list-style-type: none"> • the HQFSS annex to the Safeguarding Policy was discussed and updated to reflect the fact that the Reception teacher now reports directly to the St Andrew's DSL on CPOMS on safeguarding issues. • the schedule of work was updated, and JH has updated all safeguarding-related policies that needed staff names and contact details updating. • work on the Safeguarding audit will begin after half term, and the audit will come to FGB for sign-off in December (and submission by 31/12/22) • the need for JC to reschedule a presentation for governors on Neglect – it was agreed at the October FGB meeting that this would take place at the December meeting • ideas for keeping parents and staff informed about online safety were also discussed <p>11.4 Ethos: not yet met this year</p> <p>11.5 Communications: not currently active – timing for the parental questionnaire was discussed, with Governors noting that when an Ofsted inspection takes place, parents will be invited to complete their questionnaire.</p>	Govs - done FGB agenda JC FGB agenda
12.	<p>HT appraisal panel:</p> <p>DM explained that this year the school had bought into the Diocesan package which included support for JH as a new HT. The first meeting will take place on 31 October with Karen Metcalfe (from the Diocese) being the external school advisor. The format would be that she would meet JH, then the panel, then both. It was noted that staff and parent governors could not be on the panel. BH, JS</p>	

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	and DM agreed to form the HT appraisal panel, and this was agreed by governors.	
13.	External professional support: JH outlined the various external partners supporting the school, including the SIP, Diocese and those carrying out the EYFS, ESAT and H&S reviews. Governors asked whether there was any specific training they should do in order to be able to offer appropriate support and challenge – the importance of Safeguarding training was noted, as well as the possibility of having a Governor with responsibility for monitoring the focus on attendance. The newly appointed Early Years (EH) and SEND (SH) links were also encouraged to look for appropriate training, either through Governor Services and/or The Key.	
14.	Review behaviour principles statement: The behaviour policy had been reviewed at TLIS and includes the behaviour principles statement (Appendix 3 – page 13).	
15.	Policy review schedule and any policies for review (including complaints policy and agree panel in case of complaint): This had been reviewed at both TLIS and FPP with changes made to the SoWs and some policies being moved from TLIS to FPP or Ethos. The Complaints Panel would be formed if required.	
16.	Chair's items: DM passed on thanks from the previous HT who had sent a note to Governors. New Link Governor appointments were confirmed and updated on Governor Hub. The parents' evenings will take place on Tuesday and Wednesday the 18-19 October from 3.40 – 6.30 pm. Governors will be contacted by DM to set up a timetable for attendance.	
17.	Head's items including Health & Safety updates: JH reported that staff appraisals were underway, with some delays due to staff absence and managing cover. She is working on a Governor visit schedule and will send round suggestions bearing in mind Governor roles and interests. EH to come in for the Early Years review on 7 November. <i>Q. How has staff absence been so far, and how is the school managing cover?</i> <i>A. There have only been two days so far this term with full staffing, mostly due to short term illnesses with a few longer term. There are some TAs who are qualified teachers and have been happy to 'act up' with payment, as well as the HTLA. This helps both with managing costs, but also offering more consistency to pupils. JH has done a small amount of cover. Non-contact time has been protected, but some appraisals were postponed.</i>	
18.	Academy status: nothing to discuss	
19.	Governor vacancies: currently two Co-opted Governor vacancies, with another term of office (KP) coming up in March 2023. No parent terms of office finishing until November 2023. DM reported that he had met with a potential Co-opted Governor, Anneka Fisher, who is a former HT, now lecturer in education at Oxford Brookes. He outlined her experience and reasons for taking the role. Governors agreed to appoint AF to the Governing Body – DM to send her email to LD to start induction process. Governors discussed the desired skills and profiles for the other vacancy and will look for possible candidates with financial expertise.	DM, LD
20.	Governor Training: Governors were encouraged to add any relevant training from their other roles and paid employment to their Governor Hub profiles.	

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	BH had uploaded an Ofsted preparation sheet from a course he had completed recently. Governors felt this would be a helpful training document and would consider meeting to discuss answers. JH also mentioned the Watchsted website with information about recent reports (https://www.watchsted.com/).	
21.	<p>Governor visits: SH had visited the SENDCo (Laura Sykes) earlier in the day to discuss SEND provision. She reported that the team was felt to be strong, and LS had increased her hours. The school has 11 children with EHCPs and one in progress. The overlap between pupils with SEND and families needing support was noted. There is currently a strong focus on the Reception class. There are also four families with TAFs (Teams around the Family), and there is some overlap here as well. Where there are parents who also have high needs, it is easy for everyone to become overwhelmed – the approach is to try to keep the focus on the child. They had discussed how SH as a Governor could support LS. SH reported that the ethos of the school felt very positive, with children being very supportive of those with extra needs. The issue of transition to Secondary Schools was also discussed with the strong links with Cheney being positive, but some challenges existing for those transferring to other settings. SH to write up a report.</p> <p>RS had discussed the PP report with JH – this will come to FGB in December for approval.</p>	<p>SH</p> <p>FGB agenda</p>
22.	Headington Partnership: nothing to report.	
23.	Review of items for next meeting: Neglect toolkit presentation (JC), Pupil Premium report (2021-22) and strategy (2022-23), Safeguarding audit, Pay statements (to come via FPP)	

The meeting finished at 8.50 pm

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