

Ratified

St Andrew's C E Primary School

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**Meeting of the Full Governing Body
held on Thursday, 28th April at 7 pm at the school.**

Present:

David Hodgkinson (DH)	Parent Governor
Elizabeth Hurrant (EH)	Parent Governor
Jo Holmes (JH)	Staff Governor
Bruce Huggett (BH)	Foundation Governor
Helen Kidd (HK)	Parent Governor
Gena Leveson (GL)	Co-opted Governor
Fr Darren McFarland (DM)	Foundation Governor, Chair
Keith Ponsford (KP)	Co-opted Governor
Roz Smith (RS)	Local Authority Governor
Jennifer Strawbridge (JS) (arrived at 7.25 pm)	Foundation Governor

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

The meeting was quorate (10 Governors out of 14 were present).

		ACTION
1.&	Welcome and Apologies for absence	
2.	Apologies were received and accepted from Jude Bennett (JB: Staff Governor, Head), James Carter (JC: Parent Governor), Sarah Haden (SH: Parent Governor), Chris Morris (CM: Co-opted Governor). The meeting started at 7.05pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none	
5.	Minutes of meeting held on 24th March 2022: DM went through the minutes of the meeting dated 24 th March which were agreed as a true and accurate record of the meeting. DM signed the minutes and passed them to JH for filing.	
6.	Matters arising not covered elsewhere on the agenda: none (JB had agreed to bring participation rates for the Marathon Kids program to a later meeting – carry forward?)	JB
7.	Neglect toolkit presentation/discussion: carry forward to next meeting as JC was absent.	Agenda
8.	Budget discussion and approval: the budget had been discussed at FPP and draft minutes and the figures had been circulated on Governor Hub. FPP had recommended that Governors approve the budget. It was noted that additional support had been given by Mike Naylor, the OCC financial advisor, which gave greater confidence in the proposed plans. The budget had successfully projected a positive carryforward of £34k by the end of year 3 (2024-25). Governors were reminded that the following year (2025-26) would be after the bulge year had left,	

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	<p>however they will be in Year 6 for the October 2023 census, so the income for the following year will be based on the higher pupil numbers. JB had noted that care would need to be taken to manage the loss in numbers after this.</p> <p>Governors asked:</p> <p><i>Q. Given the proposed increase in budget for rising energy bills, what is the current situation with regards to heating and ventilation now that other parts of the Covid risk assessment have changed?</i></p> <p><i>A. Staff are continuing to leave doors open, and in the lower areas of the school this is common at this time of year as pupils are moving frequently between inside and outside as part of their learning.</i></p> <p><i>Q. Is it possible to turn heating on or off in different zones, or to look at other ways to manage the situation to lower bills and reduce energy loss?</i></p> <p><i>A. Individual radiators can be switched off, and JH suggested that staff could consider having doors and windows shut during lesson time, then using the break period when children were outside to open up and ensure airflow. This approach would still be consistent with the current risk assessment.</i></p> <p>Governors supported the idea of reminding staff in a sensitive manner to be mindful of energy usage.</p> <p>BH also alerted Governors to JB's comments about the uncertainty in the budget estimates for staffing when the Deputy Head and teaching staff recruitment is still underway. JB had recommended resetting the budget in September to bring greater clarity. Governors asked if this should be brought forward to July, but JH felt that she would have sufficient handover and discussions with JB to mean that September would be appropriate.</p> <p>It was noted that the capital budget included around £6k which is available for investment projects – this is likely to be used for IT equipment.</p> <p><i>Q. Why does the SEND funding appear to go down then up in years 2 and 3?</i></p> <p><i>A. There are higher numbers of SEND pupils in the lower years, and this is likely to be an increasing trend. The reason for the dip in Year 2 (£38k to £33k to £58k) was unclear – JH/JB to check this?</i></p> <p><i>Q. Should the boiler replacement be included?</i></p> <p><i>A. Waiting for information from OCC on whether other support will be available.</i></p> <p>Governors approved the budget and thanked FPP and Theresa Turner for their work on this.</p> <p>(7.25 pm JS arrived)</p>	<p>JH/JB</p>
<p>9.</p>	<p>NGA self-evaluation and results of skills audit: the skills audit results and amalgamated/themed comments had been circulated. It was noted that in addition to the existing Co-opted vacancy, GL's term of office as Co-opted Governor finishes in July. Governors discussed the options for co-opting governors and how to use this opportunity to increase the diversity of the board (including looking at less obvious types of diversity).</p> <p>The issues of tokenism and the difficulties in recruiting less confident candidates from harder to reach parts of the community (especially for the elected parental positions) were discussed. Possible venues and occasions for explaining the Governors' role and talking to individuals were mentioned. Governors were reminded that Associate Members could also be appointed, including to committees (such as the Ethos group) to help introduce more introverted candidates to the work of Governors within a smaller group.</p> <p>Governors and staff to consider possibilities at upcoming events, and also think about any likely candidates from amongst the parent body and/or local community.</p>	

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10.	<p>Reports from committees and Governors with special responsibilities:</p> <p>10.1 Teaching Learning Inclusion and Safeguarding: meeting has not yet taken place due to early FGB data for budget approval.</p> <p>10.2 Finance Personnel Premises (including H&S and Well-being): minutes had been circulated and BH highlighted the main areas of discussion outside the budget.</p> <p>The HQFSS proposal re. contributions has been formally agreed by both their Governors and FPP.</p> <p>The Co-op development site hotel proposal which was rejected has not yet gone to appeal, although it was noted that increasing the number of hotels in the city is a current Government policy, so an appeal is still possible. The possibility of non-designated heritage site status for the school is being pursued, although it is recognised that may not have any significant practical impact.</p> <p>The Deputy Head recruitment process is underway – 13 applications were received with four candidates shortlisted for interviews on 3 May. An advert is also out for an experienced class teacher.</p> <p>The recent near miss incident with a pupil crossing St Leonard’s Road was discussed, with OCC having been approached about installing a pedestrian barrier.</p> <p>10.3 Safeguarding: no meeting has taken place, but HK updated Governors on two items-</p> <ul style="list-style-type: none"> • Clickable statements have been added to Governor Hub (in the individual Governor profile areas) for confirmation regarding Prevent and Safeguarding training. Many Governors have already uploaded certificates, but were asked to also use these confirmation boxes to make it easier to run reports for the Safeguarding files. • HK had been into school and carried out short informal quizzes (based on a list of questions from the Educational Safeguarding Advisory Team) with many staff members including offices staff, TAs, and the librarian. She reported that everyone knew where to find the contact numbers for the LADO and MASH teams, and that there was lots of good knowledge around signs of neglect and E-safety. Where there were some misconceptions or uncertainties, e.g., about when to contact different external agencies, the Head teacher, or the Chair of Governors, these are being addressed. 	Governors
11.	<p>Head’s items including Health & Safety updates: JH alerted Governors to the issue of school hours raised in the recent Government White Paper. St Andrew’s will require a very small change to meet the required length for the school week. This is a mandatory requirement, so does not need parental consultation, but it is felt that some communication and discussion would be helpful, once it is known how HQFSS are going to proceed (some families go on to drop offs at other settings). Information may be circulated to Governors before the FGB in July – JH to discuss with JB and DM.</p>	JH, JB, DM
12.	Chair’s items: none	
13.	<p>Academy status: the new White Paper includes a definite line of travel with all schools to join Trusts by 2030. DM alerted Governors to the fact that the Diocesan Trust may not have capacity, and it was agreed that this should be discussed and taken forward sooner rather than later, to ensure a positive outcome.</p>	
14.	Governor vacancies: discussed in item 9	

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15.	Governor Training: JS, HK and SH did Safer Recruitment training, EH did writing effective minutes.	
16.	Governor visits: HK gave a verbal report on her Safeguarding visit in item 10.3. GL has sent her report which was uploaded to Governor Hub.	
17.	Headington Partnership: nothing to report	
18.	Review of items for next meeting: Neglect toolkit (JC), Head teacher's report, changes to timing of school day, review looked after Children report, Delegation Planner, agree work for committees, agree committee membership, Standing Orders (FGB and committee procedures), review Gov's Code of Conduct, agree Dates for following year, elect Chair & Vice-Chair, SDP / SEF	

The meeting finished at 8.10 pm

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