

Ratified

St Andrew's C E Primary School

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**Meeting of the Full Governing Body
held on Thursday, 24th March at 7 pm at the school.**

Present:

Jude Bennett (JB)	Staff Governor, Head
Sarah Haden (SH)	Parent Governor
David Hodgkinson (DH) (arrived at 7.40pm)	Parent Governor
Elizabeth Hurran (EH) (arrived at 7.15pm)	Parent Governor
Jo Holmes (JH)	Staff Governor
Bruce Huggett (BH) (arrived at 8.05pm)	Foundation Governor
Helen Kidd (HK)	Parent Governor
Gena Leveson (GL)	Co-opted Governor
Keith Ponsford (KP)	Co-opted Governor
Roz Smith (RS)	Local Authority Governor

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

The meeting was quorate (7 Governors out of 14 were present throughout, with 3 further Governors joining during the meeting at the times recorded).

		ACTION
1.& 2.	Welcome and Apologies for absence Apologies were received and accepted from James Carter (JC : Parent Governor), Fr Darren McFarland (DM : Foundation Governor), Chris Morris (CM : Co-opted Governor) and Jennifer Strawbridge (JS : Foundation Governor). The meeting started at 7.00pm. KP congratulated JH on her appointment as Headteacher to start in September, and thanked Governors for their participation in the recruitment process.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none	
5.	Minutes of meeting held on 3rd February 2022: KP went through the minutes of the meeting dated 3 rd February which were agreed as a true and accurate record of the meeting. KP signed the minutes and passed them to JB for filing.	
6.	Matters arising not covered elsewhere on the agenda: The Sports Funding report has been published on the school website. JB to bring participation rates for the Marathon kids program to a later meeting. The Collective Worship policy and spirituality statement have been published on the school website. SH had sent her reports on her visit with Annie Arnold to discuss EYFS and the PHSE curriculum to JB – JB to send to LD to upload to Governor Hub.	JB JB,LD- done

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<p>7.</p>	<p>HT report: the report had been circulated on Governor Hub, and JB outlined and updated some key points.</p> <p>Covid response: currently two staff cases, and cases rising both locally and nationally. Governors asked for clarity on the procedure for positive cases – JB confirmed that people can test daily from day 5, and return to school once they have had two negative tests on two consecutive days, and are feeling well with no temperature. It was noted that free LFTs are no longer available for schools, but PCRs can be booked if symptomatic. Impacts of these changes will need monitoring.</p> <p>Co-op planning proposal: although the proposal was rejected, Governors and the school remain vigilant. The report which turned down the application was very thorough and extensive changes would be required to resubmit, but it is not yet known whether this will be attempted. JB highlighted the significance given to the heritage status of the school building – RS suggested contacting the Oxford Preservation Trust for further advice on how to utilise this to protect the school.</p> <p>Numbers on roll and planning: Year 6 allocations have taken place, and staff have started looking at the transition plan for Reception. The formal announcement about the move from HQFSS will be made at the start of the summer term, with a strong positive emphasis on the benefits of the changes. JB noted that there continues to be lots of in-year movement, particularly in the bulge year (Year 4).</p> <p>(7.15 pm – EH arrived)</p> <p>Governors asked:</p> <p><i>Q. What is the process for the EHCP applications, and how likely is it that the four requests to join the school on this basis made in the Spring term will be successful?</i></p> <p><i>A. JB said it was hard to tell – parents are required to put down three possible school choices as part of the ECHP application, and it is not known which school is the first choice. It was noted that the number of pupils currently in school has risen over the past four years from 3 to 10.</i></p> <p><i>Q. How many of the current pupils with EHCPs are from outside the catchment area?</i></p> <p><i>A. JB noted that for pupils with an EHCP, parental choice can override the catchment admissions requirement. Currently five are from within catchment, and five from outside (although not that far away).</i></p> <p><i>Q. How does the overall proportion compare with other schools?</i></p> <p><i>A. According to the IDSR, St Andrew’s is within the second quartile for this percentage – so not the highest, but above national average.</i></p> <p><i>Q. Should we be trying to ensure that this number is kept manageable?</i></p> <p><i>A. This is already the approach – each application is considered individually, but with reference to space and capacity, as well as expertise. The school has to be careful about any case made for not accepting pupils and to focus on whether placement might be detrimental either to their education or that of the rest of the pupils.</i></p> <p><i>Q. Are there any obvious patterns for pupils applying to St Andrew’s?</i></p> <p><i>A. Parents are not required to give a reason, but it is thought that external agencies advising parents are likely to recommend based on SEN provision, and the size of the school (1 form entry – so more contained, but still mainstream). There are likely to be some pupils with EHCPs in the incoming Reception class, and the school remains committed to being inclusive.</i></p> <p><i>Q. What is the availability of alternative special school provision locally?</i></p>	<p>RS</p>
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	<p><i>A. Not sufficient to meet needs. It remains very difficult to successfully apply for an EHCP, and it is understood that St Andrew’s is well set up to cope with pupils with additional needs. However, to have genuinely inclusive education there needs to be sufficient capacity. This will need to be considered by Governors and SLT in the forward planning for the school. There was discussion about the possible use of the ICT suite for a self-contained specialist unit within the school (since tablets and laptops can now be used in classrooms), with pupils able to move between this setting and classes as appropriate for their education and inclusion. However, even the current ten pupils with EHCPs would fill this space, and their needs are all very different.</i></p> <p>Attendance: despite Covid, the school continues to stand up well against national figures and the number of pupils with less than 90% attendance is dropping as pupils return from having had Covid. All staff continue to receive print outs of attendance for discussion with parents where there are concerns.</p> <p><i>Q. Could JB explain how internal exclusions work?</i></p> <p><i>A. The child is separated from classmates during lessons and breaks, and moved to an isolated, supervised place within the school. This approach is only used when a threshold of unacceptable behaviour has been reached, and is a very rare occurrence. There have now been two within a couple of weeks (different children), which was highly unusual, and not a pleasant situation. However, it was noted that in both cases parents had come in to discuss the behaviour and had been supportive of the decision. Internal exclusions would be used at least three times before an external exclusion would be considered.</i></p> <p>Staffing: it was noted that one new teacher had settled in well, but the post would not continue next year – JB explained that the staff member was not leaving, but would return to being a TA rather than a teacher. This was for personal reasons and was agreed to be the correct decision in this case.</p> <p>The timings for advertisements for the Deputy Head Teacher (DHT) position and other vacancies were outlined and discussed:</p> <p>DHT: advertisement – 31/03/2022; applications close – 25/04/2022; interviews – 03/05/2022</p> <p>Other staff positions – general advert to go out with closing date of 03/05/2022. There may be a need to employ more staff once the DHT is filled. This will all fall very close to the 31 May deadline for experienced teachers to resign from their current positions. EH to send the recruitment packs to JH.</p> <p>Transition planning for new HT: JB and JH are working together to look at budgets etc. in preparation for submission at the start of May.</p>	<p>EH</p>
<p>8.</p>	<p>SEF and SDP: the school recovery plan had been updated and circulated via Governor Hub, with new highlights in yellow for term 3. Many of these had been covered in the HT report and/or at committees, and there were no further questions at this time.</p>	
<p>9.</p>	<p>Budget monitoring: the updated period 11 budget monitoring reports had been shared on Governor Hub. Governors asked:</p> <p><i>Q. Does the future spend include possible rises for utility costs?</i></p> <p><i>A. These will be included in the planner for the budget based on predictions. It was also confirmed that an update suggested that rates of £22,000 would also be required.</i></p> <p><i>Q. Has there been any indication about possible clawback?</i></p> <p><i>A. There will be a budget monitoring survey with the LA on 4 April, so this will be looked at then. It was noted that some savings will be made on salaries.</i></p>	

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	JB also confirmed that some refurbishment, such as sanding the Hall floor, will take place over the summer, so will come out of next year's budget.	
10.	HT mid-year appraisal: this had been carried out and reported back to FPP. Three objectives had been agreed to tie in with transition and handover to JH as the new Headteacher.	
11.	Governor self-evaluation: carry forward to a future meeting.	Agenda
12.	<p>Reports from committees and Governors with special responsibilities:</p> <p>12.1 Teaching Learning Inclusion and Safeguarding: minutes had been circulated, and most areas covered in item 7. KP outlined the policies reviewed. The parental questionnaire would be deferred until next academic year (when the new Head will be in position and it is anticipated that Ofsted will have carried out their inspection, which will also include a parental survey). The positive outcomes under the equality objectives discussion were also noted, with reports on inclusivity, attendance on trips and at extra-curricular activities etc.</p> <p>12.2 Finance Personnel Premises (including H&S and Well-being): minutes had been circulated and there had been some additional progress since the meeting. The likelihood of additional funding to help cover rising energy costs was discussed, although it was noted that any support is unlikely to cover all increases. The school continues to be alert for any opportunities to help make savings in this area.</p> <p>12.3 Safeguarding: the group had met three weeks ago and reviewed the points which were raised in the audit in September 2020 to check for progress on action points. HK asked whether it would be possible to have bespoke declarations on Governor Hub to confirm training on Safeguarding and Prevent – LD to set this up and check with HK to ensure it meets the reporting need.</p> <p>It was also reported that HQFSS have just had a Safeguarding review and reported quite a few changes to the report since the St Andrew's one was carried out (for example including thresholds for CPOMS referrals and the templates for personnel records). JB said they would need to look again at the St Andrew's setting and criteria and consider revisions to ensure that the school is fully compliant.</p> <p>The importance of Governor awareness of the 'neglect toolkit' was also discussed – JC to be asked to present this at the next FGB meeting as he was involved in writing it for OCC.</p>	<p>LD, HK, Governors</p> <p>JB</p> <p>JC, agenda</p>
13.	<p>Head's items including Health & Safety updates: JB alerted Governors to the upcoming Government education White Paper due out shortly. (8.05 pm: BH arrived)</p> <p>It is anticipated that this will involve some changes, including a new focus on the joining an Academy, with schools likely to be required to become part of an Academy chain by 2030, but the possibilities that Local Authorities could set themselves up as Academies. There is also likely to be increased emphasis on equality, diversity, and inclusion policies.</p> <p>JB also updated Governors about the fundraising day taking place to support Ukraine, as well as her contact with the LA to confirm that St Andrew's would be willing to offer places to refugees, subject to the usual legal admissions policy and procedures.</p>	
14.	Chair's items: none	
15.	Academy status: see item 13.	
16.	Governor vacancies: one Co-opted vacancy, and GL 's term of office ends in July. The process around Staff Governor elections was clarified since JH will take	

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	over the ex-officio HT position in September. JB noted that ideally the Staff Governor position should not be taken by the Deputy Head, but could be considered part of a development for a staff member interested in gaining the experience as part of their personal development. If there are multiple interested candidates, an election takes place.	Agenda
17.	Governor Training: Governors were reminded to keep their personal records up to date on Governor Hub – HK and SH have booked Safer Recruitment training, and RS is doing level 3 Safeguarding training.	
18.	Governor visits: SH had done two visits recently, reports not yet written up, EH had visited HQFSS. Reports to be sent to JB then uploaded to Governor Hub.	
19.	Headington Partnership: JB updated Governors on changes to the structure and running of the Partnership, noting difficulties for small Academy schools who were not budget holders in paying the running costs. It had been decided to move away from having a paid administrator, but to continue meetings with a focus on schools offering activities and events for schools in the partnership (sports events, shared CPD etc.) Cheney School have put £2,000 in to help keep the group together and in recognition of the benefits of the partnership with regards to transition to Secondary School. The budget pot has moved to Windmill.	
20.	Review of items for next meeting: approve school budget, neglect toolkit (JC), SEF/SDP.	

The meeting finished at 8.20pm

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