



School Lane, Milton Heights, Oxfordshire, OX14 4DR. Headteacher: Mrs R Leach
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**Minutes of the meeting of the Full Governing Board held on Tuesday 10th October 2017
at 4.00pm at the school**

Present:

- Mark Smith (**MS**) (LA) Vice Chair
- Caroline Darling (**CD**) (Parent)
- Karen Green (**KG**) Staff
- Kevin Moyes (**KM**) (Co-opted) Chair
- Fiona Morgan (**FM**) (Foundation)
- Jane Robinson (**JR**) (Foundation)

In Attendance:

- Sarah Metcalfe (Clerk)
- Linda Shatford (**LS**) (Associate Member)

Apologies

Ruth Leach (Headteacher)

The meeting was quorate.

Item	Details	Document Ref	Action
	<i>Governors' Challenge shown in Italics.</i> Numbers in details = document reference number		
1.	Welcome and Opening Prayer The Chair welcomed everyone and JR led the board in a prayer about Harvest.		
2.	Apologies for absence Received and accepted from RL		
3.	Urgent additional items- None		
4.	Declarations of interest None		
5.	Approval of minutes from the previous FGB meeting It was noted that the minutes had been amended to make it explicit that the SVM (Including Governor Section) and the Pupil Premium and Sports Funding statements were approved. All governors then	1.FGB Minutes 19.09.17	

	<p>agreed the minutes and they were signed as an accurate record and filed in school.</p>		
<p>6.</p>	<p>Matters arising and not covered elsewhere on the agenda:</p> <p>EYFS- KG gave the board a verbal presentation on the new reception class. The change in class structure means that reception is no longer mixed with year 1. KG explained that while there were advantages to the old structure, the class is new and exciting. There are 15 children, with 2 full time members of staff. There is also an additional TA for two days a week to help a child with additional needs. The school week is timetabled to maximise time and help reach the targets set for the children.</p> <p>There is one child that will be going on to the SEN register. It is young age, but there have been cases in the past where early intervention may have helped. The child can always be taken off at a later date if it is appropriate. The parents are aware and support the school in its decision. The smaller class and extra support that can now be offered is also positive.</p> <p>Speech and language is again an issue with some children. There was lots of work done last year, so those strategies can be utilized again. Working closely with Red Dragon helps and all of the 13 children that came from RD this year were school ready.</p> <p>Q. How many hours does the HLTA work? Can they be used for other children?</p> <p>A. Two full days. At times she can. We don't want an individual child becoming too reliant on one TA. It also frees time up for the class teacher so there is a greater opportunity to work with the child on a one to one basis at certain times.</p> <p>Q. How is Friday working out with the HLTA? Does she follow your pattern of working and plans?</p> <p>A. Generally yes but HRLT has some flex. We are using her to her strengths and so on Friday the children work on Physical activities and handwriting which is proving very effective.</p> <p>Governors suggested that it would be useful to be clear with the HRLT on the learning objectives and to be specific to ensure that the class teacher is getting the outcomes she wants for the class.</p> <p>Q. Do you think there was a smooth transition from the parents' perspective between Red Dragon and EYFS?</p> <p>A. There haven't been any issues. The children are settled and ready to learn when they come in. Parents do not view Red Dragon as separate from the school. The homework book is a good way of keeping the parents informed. The stay and play sessions helped. Working closely with Red Dragon throughout the year helps to build relationships with the families early on.</p> <p>In addition close working with Red Dragon (which includes planning and moderations), the school is also making links with other local nurseries and sharing good practice.</p>		

	The chair thanked KG for her report, noting that it was very informative and helpful for governors to have an in-depth discussion about one aspect of the school		
7	<p>Headteacher's report:</p> <p>As RL was unable to attend the meeting, the Chair invited governors to make any comments regarding the report. It was noted that numbers were good and that it was not unusual to have a slight fluctuation in numbers.</p> <p>The possibility of wrap-around care was raised and discussed by the board. Many clubs have been trialled in the past with varying degrees of success, but most have not been financially viable. KG explained that there is an open afternoon on October 31st for new parents, which could be used as an opportunity to gauge interest in wrap-around care. The Board agreed to revisit this in January.</p> <p>The possibility of joining up with another primary school was discussed as a means of cost sharing. MS noted that the school expansion and increased numbers may also boost interest in wrap-around care.</p> <p>Staff – The Chair explained that budget for supply staff was being increased. RL has again had to spend a great deal of time covering staff absences and this cannot continue because it negatively impacts on her Headteacher time and is not good for her own wellbeing. The board agreed this was best course of action.</p> <p><i>Q. Is it possible for one of the TA's to step up to HLTA status?</i></p> <p><i>A. Only one and her hours have already been increased.</i></p>	2. Headteacher Report	KG
8	SEF: As agreed with the Headteacher, this will go to the next FGB meeting.		
9	<p>SVM:</p> <p>The board noted the monitoring document, which was confirmed as incredibly useful in seeing the whole school monitoring on a termly basis and where the governor monitoring fits in with this.</p>	5. SVM Monitoring term 1a	
10.	<p>Lead Governor Updates including any monitoring:</p> <ul style="list-style-type: none"> • Finance <p>As per the Period 3 budget report submitted, the supply budget was increased in P3 but may increase again (as per the above). The budget was based on no staff absence for September.</p> <p>The school has received 97% of expected income and spent 24% in the 1st quarter which shows spending is on track.</p> <p>It was noted that combined support staff costs (E03 and E07) are slightly overspent at the end of P3 (June) this was due to maternity, additional NI costs and overtime but will not impact on the end of year budget position.</p> <p>The predicted carry forward at the end of P3 was healthy with a</p>	6. Budget Statement and report	

	<p>variance to original budget of only £932.</p> <p>From the Governor monitoring on budgets and the report from the LA Finance Officer (which confirmed the LA are happy with the budget) it was clear that the school finances continue to be managed extremely well by the school Bursar.</p> <ul style="list-style-type: none"> • Premises. Following a governor monitoring visits the H&S check-list was completed with only a few areas changing from the last check-list. Conflict resolution and language to members of staff were now included. <p>Minibus-The board were informed that this item had come up at the recent Parish Council meeting. There is a possibility that they may fund it, as part of having a community minibus, but there is a lot to be considered.</p> <p>Q. How does a community minibus work in practice?</p> <p>A. It is likely that they would own it, but the school would have primary use of it. A legal agreement that covers maintenance, checks, insurance and other aspects of its running would have to be agreed.</p> <p>It was reiterated that it is still very early days and there are numerous issues to be considered, but it is an area worth exploring.</p> <p>Q. When will we know if this is a viable option?</p> <p>A. We will have to wait for the current grant on the minibus to come to an end. There is also the possibility of the school being eligible for additional grants.</p> <p>As per the Mini-Bus report the board were asked to make a decision on converting the minibus, so that more staff can drive it. The conversion work will cost £2,500 compared to the cost for training a person to drive it in its current state which costs £500 and additional grants could mean that the school can replace it without the help of the Parish Council. The board discussed the matter and <u>agreed that the conversion work would not be commissioned on the minibus at this stage</u> given alternative provisions may be in place in the next 1-2 years. The school will actively seek another driver for the minibus in the meantime. MS agreed to look into possible grants.</p> <ul style="list-style-type: none"> • Community: Review hall bookings/usage-CD explained that she had had a meeting with both RL and CB to discuss the number of bookings, cost of the hall and the types of activities taking place. It was noted that C Burgess is willing to work around the bookings, so there is flexibility there. It is hard to gauge the exact costs of hiring the hall out, but after discussions and based on other local halls, which can be hired, it is felt that £12 p/h is appropriate. New photos will be taken and put on the website. 	<p>7. Systems & Procedures for monitoring Health & Safety</p> <p>8. Mini Bus report</p> <p>9. Review Hire Agreement</p>	<p>MS</p>
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	<p>Q. Were there any other changes made to the agreement? A. The number of seating and new fire regulations. The board discussed the new layout after the expansion and agreed that a map of the fire exits would be beneficial to add to the booking agreement. <u>The board approved the document with the amendments above.</u></p> <p>Governor visits:</p> <p>Donnington Castle- It was confirmed that the teacher's notes from the visit had been requested to give additional insight to governors. Governors agreed it was valuable to see the learning experience from the Teacher's perspective and what was gained from these visits including learning for next time.</p> <p>-It was noted that a new pro-forma document for monitoring visits was now on Governor hub for future visits and all governors must use this.</p> <p>-KM explained that he will be meeting with Neil next week to discuss the maths SVM and will feedback to the board using a monitoring visit report.</p> <p>-16th-20th October-The governors discussed the Learning Walks that had been scheduled for this week, but it was unclear when governors would be attending. LS agreed to contact the headteacher regarding this matter and agree times that would be beneficial.</p>	<p>14.09.17 SVM review</p> <p>19.09.17 SIAMS</p> <p>27.09.17 Harvest</p> <p>29.09.17 Donnington</p> <p>29.09.17 Donnington Teacher</p>	<p>CD</p> <p>KM</p> <p>LS</p>
12.	<p>Looked after children- as agreed with the Headteacher, this Item will come to the next FGB.</p>		RL
13.	<p>Governor training update:</p> <p>LS has completed the online Prevent Training course. Governors were encouraged to review the LA and online course offerings and to undertake training which would help to develop them in their roles.</p>		
14.	<p>Governor Business:</p> <ul style="list-style-type: none"> • Link Governors –The board discussed their SVM and new Class link roles and all agreed they were happy. A governor queried point 3 of the document, noting that it did not seem appropriate. It was agreed that it was ambiguous and could potentially mislead parents in the role of class link governor. <u>It was agreed that this point would be removed</u> The document was then agreed and the Chair will share this information in the next 'Governor Message' in the school newsletter. • Parent Governor Vacancy-The Chair informed the board that there had been one applicant for this role and so was elected, unopposed. The Chair will share his details with the board and invite him to the next FGB meeting. • Staff Governor Vacancy- The board were informed that KG's term of office ended on 15th September. Follow due process she has now been re-elected unopposed. 	<p>12. Class Link Govs</p>	<p>KM</p> <p>KM</p>

	<p>The Chair explained that there are two Co-Opted vacancies, so a new advert will be put on the website this week, advertised with SGOSS and locally. There was an application for the Parent governor vacancy that was received after the deadline, so the applicant has been informed and the Chair will share her details at the next meeting. All applicants will be appointed based on the relevant skills and experiences they have (compared to those advertised in the advert).</p>		Clerk
15.	<p>Academy Working Group:</p> <p>The Chair informed the board that a shortlist of providers had been selected and they have been invited to come in and make a presentation to the working group (which includes schools from the partnership). The Chair will share the dates of these meetings when they are agreed.</p> <p>JR queried if the Vale Academy Trust were on the short list, as she had been informed a number of Church Schools had made a successful transition to an Academy through them. The chair agreed to look into this and share with the Working Group.</p>		KM
16	<p>Policy Review/approval:</p> <p>None</p>		
17.	<p>Review of agreed actions:</p> <p>Explore possible grants for the school minibus</p> <p>Discuss Learning walks with headteacher and share information with governors</p> <p>Send out 'Governor Message' in newsletter</p> <p>Share dates of MAT providers meetings once finalised.</p> <p>Explore clubs with new parents</p> <p>Finalise Hall Hire document (add fire exit map)</p> <p>Meet with NL to complete SVM Maths Monitoring visit</p> <p>Complete Governor Report on Looked After Children for next FGB</p> <p>Invite new Parent Governor to the next meeting</p> <p>Advertise 2 co-opted Governor vacancies</p>		MS LS KM KM KG CD KM RL KM Clerk
18.	<p>Items for next meeting</p> <p>Head Teacher-Report on Staff Appraisals</p> <p>Learning & Teaching/Inclusion-Review the Governors' Behaviour Principles; and agree programme of review for any other statutory policies.</p> <p>Staffing/Finance-Review and determine head teacher's salary (backdated to 1st September) ensure that pay panel has made/confirmed pay decisions on all teachers and issue salary</p>		

	<p>letters.</p> <p>Premises -Complete asset management plan Review of School Accessibility plan & Transport Plan -Conduct walk around the grounds.</p> <p>Other:</p> <ul style="list-style-type: none"> -Website review, either at the meeting or before -Boys and girls attainment (Clare Kirkham) -Governor visit forms (discuss what governors want and don't want) 		
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The meeting closed at 5.15pm