



School Lane, Milton Heights, Oxfordshire, OX14 4DR. Headteacher: Mrs R Leach
Telephone 01235 831368 email: office.3260@st-blaise.oxon.sch.uk

Minutes of the meeting of the Full Governing Body held on Tuesday 12th December at 3.30pm at the school

Present:

- Ruth Leach (**RL**) (Head teacher)
- Mark Smith (**MS**) (LA) (Vice Chair)
- Caroline Darling (**CD**) (Parent)
- Karen Green (**KG**) Staff
- Kevin Moyes (**KM**) (Co-opted) Chair
- Fiona Morgan (**FM**) (Foundation)

In Attendance:

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

Apologies:

- Jane Robinson (Foundation)
- Steven Reichard (Parent)

The meeting was quorate.

Item	Details	Doc Ref:	Action
	<i>Governors' Challenge shown in Italics.</i>		
1.	Welcome and Opening Prayer The Chair welcomed everyone and FM recited a prayer, referencing the current bad weather, giving thanks that all pupils, parents and staff were safe and well at this time.		
2.	Apologies for absence - were received and accepted from Jane Robinson and Steven Reichard.		
3.	Urgent additional items – The headteacher confirmed that the LA had been informed of the school closure on Monday 11 th December, noting that most schools in the county were in the same position and the decision was made for the safety of the pupils, their families and all staff.		
4.	Declaration of Interests – The Chair explained that Steven Reichard had submitted all of the new governor forms and had declared that his wife is Chair of Red Dragon Preschool. The Chair noted that he discussed the importance of		

	<p>the headteacher of the documents that are still outstanding.</p> <p>Report on effectiveness of process of HT Appraisal and Policy-KM confirmed this had been shared with governors.</p> <p>Share funding consultation response (if SF response received in time)-KM explained the response was not received in time. KM will inform the board of any future updates.</p> <p>Set up 4 Finance and Staffing Monitoring visits for the year-KM confirmed these meetings had been organised (all dates on governor hub and the school website).</p> <p>Send out Governor Communication-KM confirmed this had been completed.</p> <p>Share Governor Health Check and assess if enough for Ofsted document-KM explained that after reading through the document in detail, it became apparent that it was not suitable for this purpose.</p> <p>Re-assess Diocese issues/SIAMS knowledge of FGB after Diocese training-The Chair requested all governors to reflect on the recent training session and assess if the board needs to do more work in this area. All governors agreed that it was a very useful session and confidence has increased. LS noted that once the SIAMS toolkit has been shared with governors, the board may feel more confident in their knowledge of this area.</p> <p>Share dates of MAT presentations- The Chair explained that one presentation had already taken place (to be discussed later in the meeting) and the River Learning Trust will be delivering another one on January 9th 2018. The Chair noted that there had been no response from ODST, which is known to be growing quickly and unlikely to be taking on any new schools in the near future.</p> <p>Return all new governor documents (including photo and biography)- As mentioned earlier in the meeting, the Chair confirmed that all documents had been received. The Clerk confirmed that the necessary details will be added to the website.</p>		<p style="text-align: center;">Clerk</p>
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7.	<p>Headteacher Report:</p> <p>The headteacher began by submitting an application for emergency leave. The Chair explained that this would be discussed between the appropriate governors at the end of the meeting and the headteacher would be informed in due course.</p> <ul style="list-style-type: none"> Equality Champion Mark- The headteacher explained that this is a fantastic achievement for the school. There was a great deal of praise for the children and it was noted that the school is like a family. The board congratulated the headteacher on this , with governors noting that it is a reflection of all the hard work all staff put in. Anti-bullying pupil survey-The outcomes from this was very positive. Pupils are aware of what constitutes bullying and the appropriate steps to take if it does happen. KM informed the other governors that he had had discussions with a number of pupils on this and the responses were consistent and children were comfortable in discussing the matter. <p>Q. Did all pupils take part in the survey? A. No, only years 4, 5 and 6.</p> <p>The headteacher informed the board she had also received comparative documents from county. KM agreed to look at this and provide comparison for the next FGB meeting. It was also noted that any actions from this could go into the equality plan.</p> <ul style="list-style-type: none"> The boiler is working ok at the moment any changes in the situation and the headteacher make the governors aware. Minibus- This is ongoing and there is a meeting scheduled in the new year, with County Hall to discuss funding. Safeguarding-There is a number of Children or families with TAF's (as detailed in the headteacher report) and these are very time consuming. The school is the lead for all of this work and Ruth has to spend a substantial amount of time on this <p>Q. Is there anything the governing body can do about this? A. Not really, but they should be able to. There is no support from County and a lack of social care in general. The school is the consistent body and so it often falls to them.</p> <p>FM noted that MAT's had an advantage in this area as they have home school link workers that can take on a lot of this work.</p> <ul style="list-style-type: none"> Attendance-Is back up to 96.5%. There have been 2 holidays taken that have impacted on the figures. The time of year often brings a higher level of sickness amongst the children. The headteacher continues to monitor the figures on a regular basis. Breakfast club-This is still not financially viable, but the school are keen to keep it open. <p>Q.Is it helping any pupils with issues such as getting to school on time and being ready to learn? A. Not really, as those children that tend to have those issues aren't using the club.</p> <p>The headteacher explained that it is very useful for Pupil Premium children. It is also a positive point for new parents. The headteacher noted that it was important for it to be consistent and not closed</p>	2.Headt each er report.	7.Anti- bullyin gg occ	KM
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	<p>because of a small uptake in the early days. The TA's and volunteer who are currently running it are doing a fantastic job and hopefully interest will increase.</p> <p>Stress at work surveys -The board discussed these, noting that there were not many negative comments. LS questioned if they involved all staff, with the headteacher confirming that they did.</p> <p>Q. Would it be useful to look at them separately?</p> <p>A. Possibly, but working through them I would have noticed anything re-occurring with regards to teaching staff/support staff.</p> <p>For teachers, it's the workload that flags up the most (which is evident in the working hours audit)</p> <p>Working hours audit-The headteacher informed the board that the average for a teacher is 51hrs per week.</p> <p>Q. Is the matter discussed regularly with staff?</p> <p>A. Yes, PPA time at home is mentioned most often, but that can make it hard and is not always manageable.</p> <p>KG noted that the structure of the staff meetings has been really helpful in this area. The speed of communication has increased and a lot of monitoring work can be carried out. Sharing effective practices with staff helps.</p> <p>Q. Do the staff get the results of this work?</p> <p>A. No but there is no reason why they couldn't.</p> <p>FM noted that it may be good to share the results with staff, and ensure they know that the headteacher and governors are keen to improve in this area.</p> <p>Governor discussed the issue and agreed it was an area that needs continuing attention, and was also a challenge faced by all schools.</p> <p>Critical Incident Plan-This has been changed slightly. Lock down would be in the school hall and the school will be conducting a practice this week.</p> <p>Q. Do staff have a copy of this?</p> <p>A. No, but there is a hard copy in my office and it is also on the shared drive.</p> <p>Governors discussed the matter and agreed that it would be useful for the headteacher to email all staff a copy of the document to ensure ease of access.</p> <p>Monitoring Learning and Teaching-The headteacher gave a brief summary of all the ways in which monitoring learning and teaching (as detailed in the headteacher report) is carried out at St Blaise. The headteacher noted that middle leaders are taking lead of the learning walks which is positive. The governors help in monitoring the website was also noted.</p> <p>Abingdon Partnership-The school is continuing to work with them on key focus areas. It's beneficial in a number of ways and helps St Blaise to improve.</p> <p>Update on actions taken from the last Ofsted report targets-It was</p>	<p>3. Teaching Hours Audit</p> <p>4. Stress & wellbeing surveys</p> <p>5. Critical incident plan</p>	<p>RL</p>
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	<p>explained that on the whole, the targets have been achieved. The headteacher agreed to send the document out to staff. KM also suggested that it be added to governor monitoring, to show that as a board they are taking the actions points seriously.</p> <p>The headteacher took this opportunity to inform governors of future changes to Ofsted and the way they carry out inspections. These changes will be as of January 4th 2018. Governors agreed that based on first impressions, the changes will be positive.</p> <p>The Chair thanked the headteacher for her report.</p>	6.ofsted	
8.	<p>SVM Monitoring overviews-The headteacher explained that this had been included for governors to look at and propose their monitoring. It is the same for the SMSC schedule.</p> <p>RL,FM and LS agreed to organise a convenient time to discuss SEN.</p>	8.svm monitoring overviews	All gov's
9.	<p>Lead Governor updates, including any monitoring:</p> <p>All Governor Monitoring Visits are on Governorhub. The Chair invited governors to share any comments they may have on the reports. There being none, the board moved on to the lead areas.</p> <p>Learning and Teaching-The board discussed the visit report LS had completed regarding the Data pack. LS noted it was important to keep in mind the small cohorts the school deals with.</p> <p>KM questioned if there had been any progress with Dashoboard, with the headteacher explaining that the school can still not log in. RL explained that it is a complicated process and she will be contacting the D f E to chase it up. KM requested that the information be passed on to governors as soon as possible.</p> <p>Staffing and Finance-KM confirmed that the headteacher appraisal was conducted with the external advisor and decisions were made. The Pay Committee has also met and made the appropriate decisions regarding teachers' pay.</p> <p>Premises-MS confirmed that the walk around had been completed and there were a few issues that need addressing in preparation for the health and safety inspection. A no smoking sign to go on the front gate of the school will be needed, to ensure all visitors know that the entire site is non-smoking. One of the shed also needs the bolt to be realigned. MS and RL will continue to work on these issues.</p> <p>Community-CD explained to the board that she had attended one session, which was very good. It was linked to creation, had a clear start and a clear finish. CD noted that they came up with some very interesting points and was very impressed by the organisation and the different perspectives provided.</p> <p>Q. Do they discuss the curriculum?</p> <p>A. No, but there is no reason why they couldn't.</p> <p>The governors discussed the benefits of the pupils having an input into these matters and agreed that being able to offer their ideas allows them to really engage with staff and feel listened to.</p>	10.H&S Readiness	

	<p>SIAMS-FM explained that she had attended a number of assemblies and had written some visit reports, one of which will go to the next FGB. Worship in assemblies is a clear focus for the school and the headteacher is keen for that to carry over to the classroom as well. The governors discussed inconsistencies regarding collective worship and agreed that it needs to link up across all areas. RL agreed to send out the documents around assemblies and collective worship, with FM offering to look through these reports.</p>		
10.	<p>Safeguarding The headteacher informed the board that one family had been flagged up as a 'cause for concern'. This was not from the school itself, but through housing. The headteacher explained that the school will provide every support they can to the family.</p> <p>Q. Have there been any bullying, racist or homophobic incidents? A. No.</p>		
11.	<p>Governor Training Update: Data Protection Training-KM explained that due to work commitments, he was unable to attend the training session. KM noted that he is dealing with the changes to the Act in his full-time role and so will be able to offer the school any knowledge and help that he can in this area.</p> <p>SIAMS-As discussed earlier in the meeting, governors attended a training session, which all agreed was very useful.</p> <p>Protective behaviours-RL informed the board that she will be going on a Protective Behaviours course in the near future.</p> <p>All training certificates to be filed in school</p>		Clerk
12	<p>Governor Business:</p> <p>SMSC Schedule-As discussed earlier, governors are to contact the headteacher and organise appropriate times to carry out monitoring tasks.</p> <p>Newsletter-A governor message was sent out in the school newsletter.</p>	<p>11.SMS C</p> <p>12.New sletter</p>	
13.	<p>Academy Working Group The Chair informed the board that the Presentation on November 29th by Abingdon Learning Trust was a successful session. The ethos and values of the trust were similar to that of St Blaise and it was made clear that they do not want to standardise schools that join the trust. The Chair explained that the negative points taken from the session were not necessarily the MAT's procedures, but legal points that have to be followed. LS questioned what other schools were in the trust and the board discussed a possible connection with Aureus school. The Chair explained that there will be a presentation by River Learning Trust on January 9th and the board can consider this at the next FGB. He also noted that notes</p>		KM

	<p>taken from The Abingdon Learning trust presentation will be circulated to all governors them to consider.</p> <p>The Chair informed the board that there was no longer the possibility of the LA becoming a MAT.</p> <p>The headteacher asked KM if his role with the AGA would be able to provide any information on the future of Carillion. There has been questions surrounding it's position and a closure would impact Food and More, the school's hot meal provider. KM agreed to look into the matter and report back to the board.</p>		KM
14.	<p>Policies:</p> <ul style="list-style-type: none"> • Educational Visits • Anti-bullying • Calculation • Corporate Health & Safety • County Health & Safety • Health & Safety part 3 • Stress at work • Managing allegations against other pupils <p>All policies were approved.</p> <p>The Chair explained that 3 other policies had been brought to the meeting for approval. It was explained that all were County policies, had been through union consultations and would not need any amendments. They are:</p> <ul style="list-style-type: none"> • Pay Policy for Support Staff • Pay Policy for Teachers • Allegations against Staff <p>All three policies were approved by the board.</p> <p>The board briefly discussed some policies that will be coming up for review at the next FGB.</p>	<p>13-20 Policies</p> <p>22/24</p> <p>21. Policies list</p>	
15.	<p>Review of actions and items for next meeting</p> <ul style="list-style-type: none"> -Anti-bullying comparison -Share Critical Incident Plan -SVM Monitoring, governors to organise with RL -Circulate information on assemblies and collective worship -Circulate notes from Academy Presentation -Explore Carillion position and possible impacts -Upload outstanding documents to website <p>Head Teacher-School Admin data; attendance; incident reports; review Behaviour / Bullying/ Exclusion Policies SVM update and progress report</p> <p>Learning & Teaching/Inclusion DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. Effectiveness of Pupil Premium Funding and SEN funding;</p>		<p>KM</p> <p>RL</p> <p>RL</p> <p>KM</p> <p>KM</p> <p>Clerk</p>

	<p>Staffing/Finance Review net capacity of the school, Review staff structure; Budget Statement</p> <p>Community-Report on links with Red Dragon</p> <p>SIAMS-Outcomes of monitoring aspects of SIAMS SVM target, SIAMS Toolkit</p> <p>Other: *Agree SVM monitoring actions for the coming term.</p>		
16.	Close– 5.10pm		