



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 4th April 2017
at 4.00pm at the school**

Present:

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

In Attendance:

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

Apologies

- Jane Robinson (Foundation)

The meeting was quorate.

Item	Details	Document Ref	Action
	<u>Governors' Challenge shown in Italics.</u> Numbers in details = document reference number		
1.	Welcome and Opening Prayer KM welcomed everyone and opened with a prayer sent by JR		
2.	Apologies for absence Received and accepted from JR.		
3.	Urgent additional items- The board were informed that the Foundation governor applicant had been accepted by the Diocese, which is very pleasing. The new governor can be inducted after the Easter break		
4.	Declarations of interest None		
5	Approval of minutes from the previous FGB meeting All governors agreed the minutes and they were signed as an accurate record and filed in school.	1.FGB Minutes 07.03.17	

	<p>Matters arising and not covered elsewhere on the agenda:</p> <p>Associate governor advert-KM informed the board that an advert had been drafted, agreed and sent out, but there had not been any applicants as yet. It was explained that it had been sent to businesses at Milton Park and governors agreed that canvassing a wider area may attract applicants.</p> <p>Tea with the head-The headteacher informed the governors that the next one will be on April 26th and that there will be a couple in May (8th & 19th). The governors discussed which events they were able to attend and agreed this with the headteacher. The headteacher also noted that she would like to invite people from outside of the school to these events, for variety for the children.</p> <p>3 & 7 Year development plan- It was confirmed that these documents are now on the school website.</p> <p>Letter to all parties involved in the land dispute-The governors were informed that this had been done, but by the children and not a governor. It was felt that enabling them to voice their thoughts on the dispute would give a new perspective on the issue. The board agreed this was a positive step. MS has the letters and will pass them on to the parties involved.</p> <p>Letter of thanks to parents who took part in the homework questionnaire- LS confirmed this had been done.</p>		MS
7	<p>Headteacher's report:</p> <p>Numbers- Currently at 64. There has been an issue with one child leaving, returning and leaving again, which has had an impact, but it should be fine now.</p> <p>Staffing-The school has appointed a new teacher who will start in September. The headteacher and the governor involved in the interview process explained that she was a very strong and experienced candidate. The headteacher noted that an NQT was not selected (as was discussed as being likelihood in a previous meeting), but that there were bonuses to this. The new teacher will have curriculum responsibilities, which have not been decided yet and will not need as much support from other staff as an NQT would have.</p> <p>The headteacher touched on the idea of teacher apprenticeship schemes as something to consider for the future.</p> <p>Q. What are the costs of that?</p> <p>A. Currently we don't know, but it appears to be a more cost effective way of getting a teacher. It seems to be the way things are going now and it will become a far more common way of recruiting.</p> <p>The headteacher informed the board that another member of staff will be leaving in September, therefore cover will have to be organised for this.</p> <p>SVM-The school will soon be getting confirmation of a Silver Science Mark award, which is very pleasing. There is the potential to try for a</p>		

Gold award, which requires fulfilling bigger criteria, but could be something to consider in the future. The headteacher noted that she would like to thank Claire for all of her hard work on this.

Mid- year appraisals for support staff- These have all been carried out and staff are progressing well.

Ofsted-The headteacher informed the board that she had had discussions with other school in the partnership that have recently undergone an Ofsted inspection and are now in RI. A factor in the decisions was leadership and management. A governor questioned what St Blaise can learn from this and governors agreed that looking at the key action points from those inspections would be helpful. The governors all concurred that governance was crucial.

The headteacher noted that there have been queries around the amount of inspectors involved and that having spoken to other partnership schools it appears the inspections carried out differed dramatically. The Chair explained that the Regional Schools Commissioner can carry out inspections and if concerns are raised from that, an Ofsted inspection can be triggered.

SIAMS-The headteacher thanked all governors who had taken part in the collective worship. The board agreed that they were pleasing visits, with several governors noting the children’s enthusiasm for it. Discussion moved on to how worship is being carried out in class and on an individual level. The headteacher explained that staff has spoken about it and agreed that class worship will continue where they can create an atmosphere where everyone can participate, but there will also be opportunities for key stage worship. The headteacher also noted that the children had practical suggestions themselves, such as the prayer board. Things like this ensure that the children know their comments are valued.

SMSC-The amended version will be sent out for governors.

Easter Service-This is taking place, but will not be open to the public this year.

Development- The planning for the new housing goes to committee on April 12th and it is expected that planning permission will be granted. The headteacher noted this was pleasing. The school is supportive of the new development, as long plans for the new community room are in place.

School Build- The headteacher informed the board that the timescales have shifted, with the finish date now being August 14th. The headteacher noted that this was too late and that a request had been made to start the work earlier, as May 22nd is unacceptable. SATs and Polling day were things to consider, but the headteacher explained that the builders don’t need access to all areas at all times. The school is now awaiting a revised timetable that is more suitable.

Budget-The headteacher explained that although the budget will be dealt with at the next FGB meeting, there was an issue that needed attention. The minibus has made a loss this year, so its viability is compromised. The headteacher explained that for this year it is fine,

	<p>but will need to be looked at again in more detail next year. There is a grant in place, but the running costs keep rising and there are questions surrounding how long the school will be eligible for the grant.</p> <p>Q. Could we consider a levy for school trips?</p> <p>A. We already do. We also hire it out, but don't really make much on this. We want to cater for the families, but the costs keep increasing.</p> <p>A governor suggested that it may be worth contacting Milton Park and discuss the possibility of local sponsorship to help with the costs.</p> <p>Health and Safety – The incidents for the previous term was 30, none with any action. All incidents were minor. MS signed the document and it was filed.</p> <p>Abingdon Learning Trust-The headteacher explained that she was aware that the Chair was doing academy research but just wanted to pass on some information to all the governors. It was explained that while the trust is in its early stages, the headteacher felt that they shared the same ethos. It could be something to consider in the future.</p> <p>The Chair thanked the headteacher for her report.</p>		
8	<p>School Admin Data:</p> <p>Numbers-already covered in headteachers report.</p> <p>Attendance- Currently 96.42% which is good. Poplar is doing particularly well with 97%. There have been a few children whose absence has brought the figure down, one having an extended holiday that the school were unaware of, but there are no concerns really.</p>		
9	<p>SVM:</p> <p>Science-Jenny will be handing over to Neil after the Easter break.</p>		
10	<p>Lead Governor Updates including any monitoring:</p> <p>Learning and Teaching:</p> <p>Possible residential for years 3 & 4-The school would like to do one, but vacancies can be an issue. Schools tend to book for the following year straightaway, so availability can be tricky It also depends on the topic and the curriculum. Hill End and Woodlands are the possible choices.</p> <p>Q. Would you consider going with another school?</p> <p>A. Yes, as it's a small group we could potentially join another group at the site.</p> <p>The governors discussed the matter and many felt that it would be a good idea for them to have a 1-2 night residential, as a way of preparing them for the longer residential visit in year 6. The cost of such a visit was discussed as the headteacher explained that some</p>		

<p>parents may be put off by it. It was agreed that the headteacher would canvass the opinion of the parents before moving forward with any further plans.</p> <p>Premises:</p> <p>Joint use agreement-MS informed the board that the joint use agreement had been signed off and submitted to the district council.</p> <p>Update on Land- There has been nothing in writing received about the land as yet, still waiting for confirmation.</p> <p>Budget:</p> <p>The finance lead governor explained that a meeting between himself, RL and CB had taken place regarding the budget. A summarised report of this will be completed and circulated to governors in preparation for the FGB Budget meeting on April 27th. He explained that in terms of current and future pupil numbers, they were being cautious. The numbers link in with house numbers etc., and so there is likely to be a flux.</p> <p>Q. Will it be reliant on the new houses?</p> <p>A. No, we haven't relied on it, but the new houses would be a bonus.</p> <p>Visit reports: All reports are on Governorhub</p> <p>Insurance report-A governor raised a point that it would be better to do this at a different time of the year, as there was no point checking it when it was about to expire. Governors agreed that this would be looked at in the review of the governance schedule at the June FGB meeting.</p> <p>Sports questionnaire- Governors felt that the children were generally enthusiastic, but solo sport could be improved on. The headteacher welcomed suggestions, noting that lots of taster sessions are run, but the uptake is low. As all clubs are funded, this can be tricky. The clubs need 10-15 children to make it viable and many don't get amount of children.</p> <p>Q. With regards to the PE plan of 100% children taking part in competitions, is this realistic?</p> <p>A. Yes, all children do Quad Kids and this is successful.</p> <p>Q. For help with strategy, would you like any more monitoring?</p> <p>A. We don't necessarily need it, but any suggestions are welcome.</p> <p>The governors agreed that a key part of this issue was creating sustainable practices. Buying in services was fine to a point, but it also takes away from funding.</p> <p>SIAMS- LS thanked the governors for their input, noting that it was useful and gave a broad view. The governors noted the positive interaction from the children and a high level of maturity. The board agreed that this demonstrated the schools high expectations and</p>	<p>3.GVisit</p> <p>4.GVisit</p> <p>5/6 GVisit</p>	<p>RL</p> <p>KM</p>
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	<p>ethos.</p> <p>In terms of future monitoring, this can be looked at further after the holidays when the new foundation governor starts.</p> <p>The headteacher noted that school would be thanking the parents for all of their support in the next newsletter.</p>		RL
11	<p>Safeguarding:</p> <p>There was one incident reported to governors, but the headteacher assured the board that the issue had now been resolved.</p> <p>The headteacher also explained that the school now has three Designated Safeguarding Leads (DSL's) as one has to be on site at all times. Having only two was proving to be difficult and so Claire has undergone the necessary training.</p>		
12	<p>Governor Communication:</p> <p>The Chair informed the board that a governor communication had been sent out and another one would go out in the next newsletter.</p>	7.Newsletter	KM
13	<p>Governor future visits and monitoring:</p> <p>The headteacher explained that this will be organised after the Easter break. Convenient times will be organised for the SEN and other areas.</p>		
14	<p>Governor training update:</p> <p>There has been no governor training since the last meeting. It was noted that MS & LS will soon have to complete some Safeguarding training.</p> <p>The Chair took this opportunity to discuss the governor training package that the school buys into every year. All governors agreed that it must be utilized more and a pro-active approach was needed for CDP. The costings were discussed and governors agreed that it would be worthwhile to have the Safer Recruitment training done in house, so all governors and some staff members could attend.</p>		
15	<p>Academy Working Group:</p> <p>The Chair informed the board that responses had been received from all schools and that April 25th was the likely date for the meeting. This would be to approve Terms of Reference, elect a Chair, draft an action plan, map out useful documents and agree future meetings.</p> <p>Q. Does this include the wider partnership?</p> <p>A. No, it currently involves only the Southern cluster schools. That may change in the future though.</p> <p>The Chair will continue to update the board on the progress of this.</p>		KM

16	Policy Review/approval: Emergency and Special Leave policy- reviewed and agreed.		
17	Review of new Governance Structure: <ul style="list-style-type: none"> • A governor voiced general concern over the lack of governors • The role of deputy was discussed as some governors felt they are working without a deputy at all. The absence of some governors is partly reason for this. • The Chair agreed that he would speak to some governors regarding their commitment to the board and the role they hold within it, potentially becoming an associate member instead. • There was a general feeling that more associate governors would be welcome, but the board are in need of people that are more hands on. • All governors agreed again that a committee structure would not work with current governor numbers. • A governor raised a point over the number of meeting there are and the timings of them. It was agreed that the schedule review at the June FGB would deal with this issue. • Governors agreed that the meetings are continuing to be more efficient. 		KM
18	Review of agreed actions: <ul style="list-style-type: none"> • Amended SMSC to be sent out • Canvass parents opinion for residential trip • Budget meeting summary to be sent out • Governor communication to go in newsletter • Thanks to parents in newsletter • Update governance review • Chair to contact governors over their role on the board 		RL RL KM KM RL Clerk KM
19	Items for next meeting Budget meeting, no additional items.		

The meeting closed at 6.10pm