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**Minutes of the meeting of the Full Governing Board held on Tuesday 4th July 2017
at 4.30pm 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
- Jane Robinson (**JR**) (Foundation)
- Fiona Morgan (**FM**) (Foundation)

In Attendance:

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

Apologies

- Richard Webber (**RW**) (LA)

The meeting was quorate.

Item	Details <i>Governors' Challenge shown in Italics.</i> Numbers in details = document reference number	Docu- ment Ref	Action
1.	Welcome and Opening Prayer JR opened the meeting by inviting all governors' to take a few moments to share what they were all thankful for. All governor's mentioned the parents, pupils and staff, noting that all contribute to the wonderful atmosphere in St Blaise. RL also thanked the governor's for their continued support. JR then led the board in a short prayer.		
2.	Apologies for absence Apologies were received and accepted from RW		
3.	Urgent additional items-None		
4.	Declarations of interest None		

5	<p>Approval of minutes from the previous FGB meeting</p> <p>There was an amendment to one point in the minutes from 6th June 2017. It was clarified that John Searle is not a SIP, but is county support. The governors then agreed the minutes and they were signed as an accurate record and filed in school.</p>	<p>1.FGB Mins 06/06/17</p>	
6.	<p>Matters arising and not covered elsewhere on the agenda:</p> <ul style="list-style-type: none"> • Local Authority letter- It was agreed that KM would fill in this questionnaire and then circulate to the other governor's. 	<p>2.0 2.1</p>	<p>KM</p>
7	<p>Headteacher's report:</p> <p>The headteacher gave the board a verbal update on the latest pupil data. There is a good level of development and many areas have shown improvement. Phonics is marginally up. The YR2 retakes were not good, but there are clear reasons for that and the school can clearly demonstrate these. KS2 is very good, with 56% expected in reading, writing and maths. The floor is 65%, but it is a considerable improvement on last year's figures. There has been steady improvement on focus areas, which shows that the strategies have been effective. The headteacher noted that science has shown improvement, but girls have not progressed as well. The headteacher noted that the cohorts are very small and this has a big impact on the data. Overall, the figures are very pleasing and the headteacher thanked all staff for their hard work.</p> <p>LS pointed out that while RL has had to spend a greater amount of time teaching in recent months (70%), which has been a great pressure for her, the data clearly shows that this was the right decision for the pupils and the school as a whole.</p> <p>Initial SVM targets for next year:</p> <ul style="list-style-type: none"> • Maths will be a priority. The Inspire Maths scheme has many positive things about it and also addresses many Ofsted points. • Writing and particularly, writing for purpose which will link into the wider curriculum. • Raising the profile of non-core subjects. We do this well already, but will continue to improve it. • Learning journey/journals-Reception and YR1 already have them, but the whole school will have them next year. They will have annotations, photos and provide an overview of all they do. • Computing-Neil will work on this. Moving to a 4 class structure, things will need to be planned carefully. • SIAMS –There will be an inspection in March/April next year, so there will be a big push in terms 1 and 2 for this. • Leadership/Management- Looking at reflective practice <p>The headteacher explained to the board that these were still just the preliminary targets and nothing was final yet. A draft of targets would be sent out to governors shortly. RL also noted that having another</p>		<p>RL</p>

	<p>member of staff has helped with this. There has been lots of input from staff, with them having shared ownership on this work.</p> <p>Exclusions-There has been 5 days in total. The percentage is quite high, but that is because of low numbers. Any exclusion has a big impact on figures. Two children that impact these figures have now left, so this will hopefully now improve.</p>		
8.	<p>Lead Governor Updates including any monitoring:</p> <ul style="list-style-type: none"> <p>Learning and Teaching- LS has looked at the Equality Plan again and explained that the objectives are clear and it's a good working document.</p> <p>Gifted and Talented-This will be 'most able' in the Autumn term and will be considered by individual subjects. Currently, the data is compromised by being too broad. It will be important to consider how the data is produced.</p> <p>Staffing –RL and CD explained that the Governor working group on this will be meeting on Monday. There is a substantial amount of work to do on this, and so it will take some time. The OCC website has some useful information to help with this. The board will be kept up to date on its progress.</p> <p>HT interim performance review- The board was informed that this had been completed and signed documents are on the HT PM file.</p> <p>Premises:</p> <p>Housing Development-The land has not been transferred yet, which could be down to an issue over money. RL has tried to organise a meeting to resolve this and MS is also working to help resolve the issue. RL noted that she had not received much information from County over this. The board will wait for an update from RL.</p> <p>School development- This is coming on well. The roof goes on next week and the joinery work will also be completed soon. Currently, the work is running two days ahead of schedule. The staff have been told not to come into school for the first two weeks of the holidays, to allow the builders space to work.</p> <p>Health and Safety- MS has circulated the documents. The meeting and the walk around will feed into the schedule and has not increased CB's workload.</p> <p>Finance-The school audit fund has been completed and a copy will be circulated to governors and filed on the governor file.</p> <p>Community-In September CD will start considering hall bookings. RL suggested that inviting the local community to come in and look at the completed work would be a good idea. It would be an opportunity to say thank you for people's patience during the work.</p> 	<p>3. Equality Plan</p> <p>7.0/7.1/7.2</p>	<p>LS</p> <p>RL</p>

	<p>Promoting car sharing will also be a focus for next term. Increased numbers will impact the level of traffic in the area and we need to look at possible options. The football club has allowed the school to use their car park during the building work, so that is a possibility. A member of staff could man the gate and ensure it is locked after drop off/pickups.</p> <p>Governor visits:</p> <p>-12/06/17 GVisit EYFS –CD – very positive meeting.</p> <p>KM's recent visit to the Oak Stay and Play and Bugsy Malone performance will be circulated to governors.</p> <p>KM is booking in a meeting with the Maths coordinator before the end of term.</p> <p>CD is meeting with the science coordinator before the end of term – RL confirmed that we have been awarded the Silver Science award – KM agreed to write to CK to thank her for all her work with this.</p>		KM
9.	<p>Safeguarding:</p> <p>No incidents since the last meeting. JR has completed FGM training.</p>		
10.	<p>Governor Business- The governor's annual report to parents has been drafted by KM. It will be circulated for all governors to give their feedback.</p>		KM
11.	<p>End of year review of Governing Board Effectiveness:</p> <p>Ongoing governance review-KM gave a summary of the key points of the ongoing review of the current structure. It was noted that many of the constructive points had been addressed as the year had progressed and invited any final comments on the structure. MS noted some issues with deputies, but agreed that overall the new structure had worked well. LS felt that the regular FGB meetings had ensured the board were well informed, allowed them to have thorough discussions and make decisions that have a quicker impact. LS also noted that she felt at this point, it would not be possible to go back to the old structure. RL again stated that the current structure works well for her. KM asked all governors to vote on the subject and all were in agreement that the current structure be maintained going forward.</p> <p>It was agreed that governor numbers are an issue and that will be pointed out in the annual report. KG informed the board that there has been interest from a parent over joining the governing board.</p> <p>Review of progress against Governor Section of SVM-There has been success in most areas, increasing governor communications, increasing the profile of governance and surveying parents. There is still work to do, with governors needing to make the most of the training opportunities available and succession planning (once governor numbers increase)</p> <p>Review of Chair evaluation-Feedback has been received and has been very positive. There are a few areas for improvement and these will be taken into account in the governor section of the 2017-18 SVM.</p>	<p>9. Ongoing review</p> <p>10. SVM governance objectives</p> <p>11. Chairs Performance Feedback</p>	

	<ul style="list-style-type: none"> • April (Budget only-to be decided) • May 8th • June 12th • July 10th 		
14.	<p>Governor Training Update-As mentioned earlier in the meeting, JR has completed FGM training. MS and LS have completed Safeguarding training. CD has also completed Safer Recruitment training. KM reinforced the need for all governors to ensure their training is up to date and that we are fully benefiting from the cost of the training packages by actively taking part in training and applying this in our roles.</p>		
15.	<p>Policy Review/approval:</p> <p>SEN-Approved</p> <p>Inclusion Policy-RL requested that governors read through the policy and send any feedback they may have. RL explained that the policy reflects the changing demographic of the schools pupils.</p> <p>Behaviour-This will be looked at next term.</p>	<p>16. SEN</p> <p>17. Inclusion</p>	<p>All gov's</p> <p>RL</p>
16	<p>Code of Conduct- All governor's agreed the application of the Code of Conduct to the Governing Board.</p>	<p>19. Gov Code</p>	
17.	<p>Standing Orders-KM explained that the details of the Standing orders had been altered to incorporate the new structure. All governors were happy with this and the standing orders were approved.</p>	<p>20. Standing Orders</p>	
18.	<p>Delegation Planner- CD noted that the Delegation Planner still referred to a Committee structure and that there was a point regarding the headteacher being dismissed at Committee level that needs to be taken out. KM agreed to alter the document and circulate to governors.</p>	<p>21. Delegation Planner</p>	<p>KM</p>
19.	<p>Agreement of Governor roles:</p> <p><u>Chair</u></p> <p>KM left the room for the election. Having had no other nominations, the Clerk asked the board to vote on the role of Chair and KM was unanimously re-elected as Chair of Governors. KM then re-entered the meeting.</p> <p><u>Vice Chair</u></p> <p>JR having previously informed the board of her decision to step down as Vice Chair. MS nominated himself for the position and left the room while the board voted. It was agreed unanimously and MS re-joined the meeting.</p> <p><u>Associate Members</u></p> <p>It was agreed that LS continue in her role as Associate Member with a term of one year.</p>		

<p><u>Lead Governor Roles</u></p> <p>The board assigned all governor roles based on skills and experience and they are as follows:</p> <ul style="list-style-type: none"> • Staffing Lead Governor-FM • Deputy Staffing Lead Governor-KM • Finance Lead Governor-KM • Deputy Finance Lead Governor-JR • SIAMS Lead Governor-JR • Deputy Lead SIAMS Governor-FM • Premises Lead Governor-MS • Deputy Premises Lead Governor-CD • Lead Community Engagement Governor-CD • Deputy Lead Community Governor-MS • Lead Learning and Teaching Governor-LS • Deputy Lead Learning and Teaching Governor-KG • Safeguarding and Child Protection Governor-LS • Whistleblowing Governor-JR • SEN Inclusion Lead Governor-LS • Deputy SEN Inclusion Lead Governor-FM • Health and Safety Governor-MS <p>It was agreed that the SVM leads would be discussed and assigned when the targets had been finalised.</p> <p>MS informed the board that he would have a discussion with RW about his position and the possibility of him staying on the board as an associate member with MS then becoming the LA governor. This would then enable the appointment of another governor with the skills we are looking for.</p> <p>RL mentioned her role as SENCO and explained that she is keen to keep it, but reduce her teaching commitments.</p> <p>The Governor Policy, which includes the Terms of Reference for all of the governor roles were discussed, and the board were happy for them to stay as they are. The Health and Safety documents will be added as an appendix for these.</p> <p>Headteacher Appraisal Committee- KM explained that the governors from the previous year were happy to continue with this, but other governors were welcome to volunteer once they had completed the training. Governors agreed that the panel would remain as KM, JR and MS.</p> <p>It was agreed that the Headteacher Pay panel and Teacher Pay Panel would be KM, JR and MS.</p> <p>School Improvement Lead (SIL) - KM asked the board for feedback on this, noting that the current SIL has added a lot of value in the past. The headteacher and Chair of Governors explained that she would like time to explore other recommendations for this.</p>	<p>22. TOR's</p>	<p>RL</p>
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	After all governor business was finalised, the board thanked RL for all of her hard work throughout the year.		
20.	<p>Recap of actions for next meeting:</p> <ul style="list-style-type: none"> • Meeting with Maths lead • Meeting with Science lead • Share School Fund Audit with governors • Local Authority questionnaire • Send email of thanks to CK • Circulate SVM targets for next year including governor section • Update on housing development • Governors Annual Report for Parents to be circulated for feedback • Review SMSC Schedule and confirm attendance • Review Inclusion policy and send feedback to Headteacher • Amend Delegation Planner • Add the Health and Safety documents to the TOR's as an appendix. • Explore possible SIL options 		KM CD KM KM KM RL MS KM ALL LS KM Clerk RL/KM
21.	<p>Items for next meeting:</p> <ul style="list-style-type: none"> • Confirmation Whistleblowing procedures are in place • Minibus Policy • Behaviour Policy • Head Teacher School & County admin data (numbers on roll /SEN /staffing etc.); attendance & critical incidence reports from previous term/year. • SVM approval • Learning & Teaching/Inclusion DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. • Approve the SEN Report to Parents • Community Consider and discuss community link actions/targets for the year if not in SVM; also Parent / Staff Surveys • SIAMS-Agree SIAMS monitoring for term • Other: all Leads Governor Skills audit analysis • SMSC -School calendar of events and proposed governor support / involvement • Agree SVM monitoring actions for the coming term • Chair/Clerk Publish list of governing body members, associate members and responsibilities on the school website for 2016-2017 • Agree Statutory Policy Schedule for the Year • Update and publish register of pecuniary interests • Publish the governors' attendance for previous year on the website, including that of those who have left in the last 12 months 		

The meeting closed at 6.35pm