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**Minutes of the meeting of the Full Governing Board held on Tuesday 7th February 2017
at 4.00pm at the school**

Present:

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

In Attendance:

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

Apologies

- Liam Tremayne-Reichsburg (**LTR**) (Co-opted)
- Jane Robinson (Foundation)
- Richard Webber (LA)
- Karen Green (Staff)

The meeting was quorate.

Item	Details	Document Ref	Action
1.	Welcome and Opening Prayer The Chair welcomed everyone and opened with a prayer sent by JR		
2.	Apologies for absence Received and accepted from LTR, JR, RW & KG.		
3.	Urgent additional items: <ul style="list-style-type: none"> Variations to joint use agreement for the community room-The board were informed that an email had been received regarding changes to the joint use agreement for the community room. It was noted that the Foundation governor had previously signed the document to agree to changing the agreement and now we needed to sign the new agreement The document will be signed at the of the meeting. 		KM/RL

	<ul style="list-style-type: none"> • LS visit report-a governor informed the board that a monitoring report had recently been completed that would be discussed further at the next FGB meeting, but wanted the governors to be aware as it was a potentially sensitive issue. • School heating-The governors were informed that the school had been experiencing problems with the heating system. The headteacher explained that she was reluctant to close the school and that parents were made aware of the problem, giving them the option to keep their children at home or send them in with an extra layer of clothing. The headteacher noted that the parents were very supportive and that both the staff and children were fine, with only two children not attending. Q. Is the problem now fixed? A. Yes, the problem was caused because of the pressure in the tanks. Q. Do we need to consider this further, as it may happen again in the future? A. Yes, currently two companies deal with different aspects of the system and this is very time consuming and expensive when there is a problem. Long-term, it would be better for one company to maintain the whole system and this will be explored. 	8. Gov Mon report Safeguarding	RL/CB
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 10.01.17	
6.	Matters arising and not covered elsewhere on the agenda: <ul style="list-style-type: none"> • Prospective Foundation Governor Visit-The Chair informed the board that the visit had been booked in for after half term. • Maths monitoring visit-This has been booked in for February 21st. • Hardship fund for school meals-MS informed the board that he had looked into the possibility of a hardship fund for families that are struggling to pay for school meals. The contact is Margaret Patching (TA at school) and more information would be given to the board once received. • Pupil Premium feedback-All governors were happy with the document. • Equality Plan-The clerk informed the board that the Equality Plan was now on the school's website. • Improving Governance Publication-KM gave a summary of the recent publication and noted that it was reassuring and confirmed that the board are performing well in all areas. It was explained that there was no new information in the document in terms of skills and experiences needed but reinforced the need for balance across the board, in terms of governor experience and background. The governors then discussed 		MS

	<p>what type of governors the board was most in need of and it was suggested that it would be useful to bring in more associate governors as part of succession planning. All governors agreed that it would be worthwhile to trial this and KM agreed to put an advert out.</p> <ul style="list-style-type: none"> • Sports funding strategy-The headteacher explained this had been put into a similar format as Pupil Premium to make it look more professional and simple to understand. The existing document has also been put into the same format. It was noted that the new format would be helpful in an Ofsted inspection, with clear and concise information. <p>Q. Could we use the same format for SEN A. Yes, it would be a good idea. It would be helpful to justify spending, which is often tricky and a lot of schools struggle with this. LS agreed to work on this.</p>	<p>2.Sports funding</p>	<p>KM</p> <p>LS</p>
<p>7</p>	<p>Headteacher's report:</p> <ul style="list-style-type: none"> • Numbers are currently stable and there have been visits from a few families. One family is very keen, but it is tricky with spaces only available in certain year groups. • A TA has been appointed for the reception class and will be starting the Monday after half term. A 6 month development plan will be put in place and she seems keen to undertake training. The headteacher noted that this was pleasing, but would be cautious about committing to a big spend on training early on. The governors agreed with RL that a settling in period for the new TA would be the best course of action before committing to further training. • The headteacher informed the board that Jenny will no longer be regularly teaching maths after half term. This will impact on RL's time as she will have to cover this. Jenny is still going to run SATS club and will make sure that there is a good handover to the new maths co-ordinator. <p>Q. How can we support you with this? A. I don't know to be honest. Other staff are doing a lot more and I will need to use supply resources when I have to do data and other time consuming jobs.</p> <p>The headteacher noted that different methods of time management had actually proved to have some very positive results in certain areas. The staff are meeting more to monitor planning, books and environments without the headteacher always being present. The staff are happy with this.</p> <ul style="list-style-type: none"> • Expansion –There is a delay with the expansion as there is a problem with the ground. It needs underpinning and the wet conditions have not been helpful. It is hoped that the work will start in mid-March, which in some ways is better as more work will be completed in the holidays. The school is still waiting for an exact start date. One governor raised the point that a continued delay in the work starting could have an impact on the work being completed on schedule in August. 		

	<p>It was also noted that this delay meant that the local elections could now take place in the community room, which is good as the school will no longer have to close on this day.</p> <ul style="list-style-type: none"> • Safeguarding-There are no children currently on the child protection register. The school did have 5, so this is positive. The children are still in the social care system, but being off the protection register takes some of the pressure off, in terms of meetings. The headteacher explained that a few of the children will soon be leaving the school and that she will ensure the handover is done correctly. • Partnership changes-The headteacher informed the board that this is changing as more heads of schools are leaving. St Blaise is one of the schools trying to keep the partnership together, but a lot of opportunities aren't taken up, which is disappointing. There are four schools interested, academy wise and the headteacher explained that she would check on partnership schools commitment at the next Southern cluster meeting. KM confirmed he is also attending and will be presenting on the academy working group and governance without committees. • Peer review-The headteacher noted that this was very positive and suggested that involving other schools in the future would be a good idea. Some are keen, Goring in particular, who are rated as outstanding by Ofsted. A governor raised the point that while it is always good to look at ways of improving practice, it is also worthwhile to reflect on what the school is already doing very well. The headteacher agreed and noted that it was helpful for her to go out to other schools to see how they do things. LS also noted that these evaluations would be useful for the SEF. <p>The Chair thanked the headteacher for the report and her continued hard work.</p>	<p>16. Peer review</p>	<p>RL</p>
<p>8</p>	<p>Expansion working party-The Chair informed the board that the working party had met and discussed the need for a four class structure for the school. The new structure was discussed by the board, taking into account the placement of a new teacher and what specific skills would be needed for each class. The headteacher and governors agreed that having experienced teachers to mentor any new staff would help in this new structure. The financial viability of an extra class was discussed and while governors acknowledged it was a calculated risk, the need for expansion was great and putting it off any longer would only be detrimental to the school. The Chair asked the governors to vote on the subject and all agreed the new four class structure.</p>	<p>3.a & 3.b Expansion working party</p>	

9	<p>Provisional SIAMS report placeholder-The Chair informed the board that LS would temporarily take over the role from JR. LS suggested that it would be beneficial for all governors to observe school worship. A timetable was presented and the governors were given the opportunity to sign up for different days. LS requested that any monitoring reports done be sent to her, so that the information could be collated. It was agreed that the timetable and pro-forma report be uploaded to Governorhub. Governors all signed up and monitoring visits will take place before the next meeting.</p>		
10	<p>Lead Governor Updates including any monitoring: All reports on Governorhub.</p> <ul style="list-style-type: none"> • Finance-The Chair informed the board that a meeting would be set with Caroline (office) to discuss the draft budget and that he would report-back to the board at the next meeting. • Premises-The recent Health and Safety inspection was discussed and the board were very pleased with the outcome. <p>Insurance arrangements review-MS explained that this had not yet happened, but a meeting with Caroline would be arranged. KM confirmed that he would send MS 2 proformas obtained from the LA to be completed – site H&S Walk and Disaster Recovery Plan</p> <ul style="list-style-type: none"> • Community-The Community lead and other governors discussed the charging and lettings policy, acknowledging that due to the expansion there would be no lettings until at least June. The board agreed that there should be a big push to let the room in the future. A higher profile on the school’s website may attract people. <p>Red Dragon- It was explained that Red Dragon would soon be opening on a Tuesday afternoon which is a positive step. The need for full time opening had been expressed to Red D and they are aware that it needs to happen in the future. The lead governor explained that the Chair of Red D will soon be stepping down and this could potentially have an impact on the issue. It was agreed that when necessary the board review the legal agreement with Red D in light of all the school’s changes and expansion and that the new agreement would have to be robust.</p> <p>The lead governor and headteacher both highlighted the good link between Oak class and Red Dragon.</p>	<p>Docs: 4,5,6,7,8,9</p>	<p>KM</p> <p>MS</p> <p>KM</p> <p>RD/RL</p>
11	<p>Safeguarding- The headteacher explained that a child had been removed from the school by a parent. It was not a safeguarding incident, but it had the potential to be one and the headteacher wanted to make the governors aware of it.</p>		

	and filed in school.		
17	Review of new Governance Structure: <ul style="list-style-type: none"> The headteacher noted that the new structure is saving her time. A governor noted that the meetings seem to be more efficient. It was suggested that the committee structure would not be viable at the moment anyway, due to our governor numbers. The opportunity to discuss topics in real time is a positive and governors feel that they are even more in touch with the school. The Governor Review document will be updated to reflect the latest feedback. It was also agreed that before the end of the year we review all agendas and minutes to inform amendments to the governor's annual meeting schedule (including agenda items) 	15. Governance review	Clerk Clerk
18	Review and confirmation of agreed actions: <ul style="list-style-type: none"> Sign amended Joint Use Agreement and send off. Start process to move to one heating company for all needs. Share further information on hardship with Governors and Parents. Advertise for Co-opted Governors Change format of the SEN to match PP and Sports funding document. Update Governors on Budget Timing and Sign-off and if need be, book an additional sign-off meeting (as built into our schedule) Use new Proforma for Site Walk and work with school to complete Disaster Recovery Plan including Insurance arrangements. Update the Red Dragon agreement with school, including obtaining legal advice to ensure both parties are protected. Review SMSC schedule and dates to RL Update Governor Review document Add to last agenda of the year to review governor meeting schedule based on agendas and minutes from this year. Check on partnership schools commitment at the partnership meeting on 28th February. Complete SIAMs Monitoring Visits 		KM/RL RL/CB MS KM LS KM MS RL/CD ALL Clerk Clerk RL ALL

The meeting closed at 5.45pm