



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 14th November
at 4pm at the school**

Present:

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

In Attendance:

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

Apologies

- Jane Robinson (JR) (Foundation)

The meeting was quorate.

Item	Details	Doc Ref:	Action
<u>Governors' Challenge shown in Italics.</u>			
1.	<p>Welcome and Opening Prayer</p> <p>KM opened the meeting by welcoming SR, St Blaise's new Parent Governor. KM confirmed that that SR has been sent his formal offer and all induction materials and KM will be SR's Mentor. SR to return all documents and information asap. FM then led the board in a prayer referencing anti-bullying week.</p>		SR
2.	<p>Apologies for absence</p> <p>Were received and accepted from JR.</p>		
3.	<p>Urgent additional items</p> <p>RL informed the board that ICT company used by the school had flagged up future changes to the Data Protection Act. It will be having a major overhaul, which will impact on many of the schools practices and procedures. These changes will come into effect on May 25th 2018 and the school will have to be compliant in all areas by this time. The headteacher emphasised the large amount of work that will need to be done in order for the school to be ready and that due to the size of the task it has come to</p>		

	<p>the FGB as an urgent item. The headteacher explained that Caroline Bradbury will start some work on this. The headteacher suggested that the board organise a working party to ensure compliance. KM explained that he had discussed the matter with RL and would be attending a training session on November 30th set up to help schools prepare for the changes needed. KM agreed to circulate a summary of this training session to the board once completed to ask for governors to join the working group.</p>		KM
4.	<p>Declaration of Interests</p> <p>KM' wife now works for the school as a TA.</p> <p>SR – did not declare any and will return the form to the Clerk before the next meeting.</p>		
5.	<p>Approval of the minutes of the meeting on 10th October 2017</p> <p>The minutes were agreed by the board and signed as an accurate record of the meeting and filed in school and on GovernorHub.</p>	1.FGB 10/10/17	
6.	<p>Matters arising not elsewhere on the agenda</p> <ul style="list-style-type: none"> New Clubs- KG explained that there had been an open morning for new parents which had been very successful and new parents had not mentioned that the availability of clubs had informed their decision to join the school. RL took this opportunity to inform the board that breakfast club had started again as of this week. <p>Q. Is breakfast club financially viable?</p> <p>A. Not yet, the school is subsidising it at the moment but is delivering benefits in terms of ensuring children settle into the first lesson quickly and have an extra opportunity to do their homework, but hopefully interest will grow.</p> <p>The headteacher explained that she will monitor the numbers and feedback to the board in future Headteacher reports.</p>		RL
7.	<p>Headteacher Report:</p> <ul style="list-style-type: none"> The headteacher informed the board that there has been interest from 2 new families. The headteacher confirmed to the board that if families visit the school from other school she always advises to try and resolve any issues they have with the current school before undertaking such a big change for their children. The school is expecting to have an intake of 15 next year, but when the build goes ahead we will work towards 20. There has been lots of interest and with all the new housing, 20 is realistic. The headteacher noted that she would not want to go over 20 as we are still unsure of the build. Having no space because the build is behind or hasn't gone ahead is not an acceptable situation. Staffing- This is working well and meeting the needs of our pupils at the moment (as per Finance and Staffing Monitoring carried out recently by the Lead Governors). Boiler- This is now fixed and working well, which is saving RL time. 	2.Headt each er Report	

	<p>The headteacher noted that it has been a costly exercise, but it has been a worthwhile one.</p> <ul style="list-style-type: none"> • Minibus- It was explained that after discussions with Philip Earnshaw we have missed the deadline for one of the potential grants, but there is the possibility of receiving it via a community application. The costs can be covered for the year and a half which is positive. The bus doesn't run on a Monday, but the parents are aware of the reasons for this and are accepting of the situation. The board agreed it is vital to keep the minibus going and RL explained that she will continue to explore the grants option with Mark Smith • Housing-The planning permission has gone through and the school has received a notification of plans to build more. RL informed the governors that County had been contacted regarding the next phase of the schools expansion and it is progressing as it should be. RL noted that she had requested that when work starts, that the office is completed first, to reduce disruption for parents and pupils. • Safeguarding-There are 3 child with a TAF and 3 children with an EHA, we have one child on the child in need register but this will also be turned into a TAF Both are very time consuming for the Headteacher as it involves a substantial amount of work and the school has to take the lead. The headteacher noted that although time consuming, they are effective to ensure families receive the help and support needed. • SVM-This is on track and not changes are needed at this point, with a big push on outdoor learning. The school had an environmental day, with the children producing their own grant applications. RE is also improving, which is positive. The worship feedback was very positive. • Parents' meeting-These were very successful. The parents engaged with staff and governors really well. <i>Q. What do you think has contributed to the increase in quality conversations between teachers and parents/carers?</i> <i>A. Working with them and making them feel involved. Having an 'open door' policy is often talked about, we have really put it into practice and the parents seemed to feel genuinely included and listened to.</i> RL noted that feedback from staff was also very positive. Staff were challenged by parents, but in a good way. KM praised the work that had gone into this, the parent group feeling part of the school community is very important to the staff and the governing board and it is wonderful to have such positive feedback. Current Parent View results also reflect this as there were no negative responses. • Bullying Questionnaire feedback from parents -The feedback was positive, all parents had either not heard of issues of bullying or were clear that if there was an issue it would be dealt with swiftly and knew who to approach and how to deal with it. The children are genuinely interested in this, which is positive and enjoy Anti-Bullying week. The parent and the pupil leaflets are also being written by pupils and pupils are reviewing the Behaviour Policy. LS informed the board that she had spent time with the children discussing what constitutes bullying, so that they can understand 		<p>RL MS</p> <p>2d. Bullying Questionnaire</p>
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	<p>what would be acceptable behaviour. KM confirmed that this was also evident from recent monitoring in Oak where even the youngest pupils were clear on what was acceptable behaviour and how they would deal with issues. Governors were clear that if good examples and principles are put in place in Oak, it will then continue and build as the children move up through the years.</p> <p>Radio Oxford had also visited the school, talking to children, staff and parents about bullying. Discussions will be aired on the radio on 15th November 2017. The children thoroughly enjoyed the visit. KM will also be interviewed on air on 15th November 2017.</p> <p>The headteacher informed the board that they had been looking at the criteria for the Equality Silver Mark and were going to apply for it. They would need to provide evidence, but the school had been working very hard on this area and were hopeful.</p> <ul style="list-style-type: none"> <p>Behaviour-Red card incidents have significantly reduced. The school had an external behaviour audit carried out. The audit confirmed that behaviour matches our Behaviour Policy and there is enough excellent behaviour in the school. There has been some additional staff training and RL will look at the recommendations in more detail and update the FGB with progress. RL noted that having an external expert come in to look at behaviour helps, as it gives a fresh perspective, validates our approach and provides useful builds.</p> <p>Q. Is there anything we can attribute the dramatic reduction to?</p> <p>A. Setting and maintaining clear and high expectations and adjusting approach to different child's needs.</p> <p>Q. There were significantly more red cards in one class than others, is that down to teaching styles or behaviour?</p> <p>A. There are more children in that class. Looking at the incidents individually, there are no patterns/areas for concern problem.</p> <p>Health and Safety-There have been 106 incidents, which governor's noted is a noticeable increase compared to last year.</p> <p>Q: What is the reason for this increase?</p> <p>The headteacher explained that there is no clear pattern. Some staff members may be quick to report things as 'incidents' unnecessarily. The headteacher explained that she will discuss what constitutes and incident with staff and make things clearer and confirm this has been done at the next FGB. It was noted that in the case of head injuries, they are separate and are always dealt with in the same way, with parents being informed by telephone.</p> <p>Q. Are most incidents at lunchtime?</p> <p>A. A large number, yes. The younger children account for 72% of incidents which is also to be expected.</p> <p>Attendance-This is good in general. There are still some holidays</p> 	<p>2b.Red Card</p> <p>2e. Parents Evening</p> <p>4.Behaviour Audit Feedback</p> <p>3.H/S monitoring</p>	<p>RL</p> <p>RL</p>
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	<p>being taken, but there is little else the school can do.</p> <ul style="list-style-type: none"> • Q: How is the approached and are we issuing fines? • A: Conversations are had, warning letters are issued and a fine has also been issued this week. The headteacher explained that the County no longer issue the fine, it is the schools responsibility (which is more work for CB in the office). The school will continue to set clear expectations about holidays being taken during term time. • Report on looked after children-This has been completed by the headteacher and <u>was approved by governors.</u> • Data Predictions-The headteacher invited the governors to ask any questions regarding the attainment predictions. <p>Q. Maths is lower for KS2 next year, why is that? A. Due to the departure of the previous maths coordinator, the new curriculum and implementation of a new scheme of work. The new maths coordinator has identified the children who need additional support and has put a clear scheme of work and monitoring schedule in place and is supporting teachers to tailor the scheme. KM also confirmed that he had seen evidence on this from his recent SVM monitoring visit with the Maths Coordinator.</p> <ul style="list-style-type: none"> • Worship feedback - As mentioned earlier, the worship feedback was very positive. There were many positive comments from parents and showed strong connections with our Christian ethos. Pupils openly discussing worship at home illustrates that it's not the school imposing ideas on them, but they are freely engaging and putting across their own ideas. One pupil commented that she believes in God, not because she has been told to or other do but because she has made up her own mind. The feedback will go into the SIAMS toolkit. 	<p>5. Report on looked after children</p> <p>2c. Worship</p>	<p>RL</p>
<p>8.</p>	<p>SEF- The board discussed the SEF and agreed it gave an accurate picture of the school. It was noted that it is a living document, changes will occur as the year progresses.</p> <p>Q. Based on all the information we have received and discussed on behaviour, applying for the Equality Mark etc. are the attendance figures holding us back from changing the grade for Personal Development, Behaviour and Welfare from a 2 to a 1?</p> <p>A. Possibly, previous attendance figures have been slightly lower than we would have liked, but this term's figures are much better based on the work we have done. The national average is 96% and our current figure is 97%.</p> <p>Governors were clear that the recent behaviour audit is evidence of the schools hard work in this area. Governors discussed the possibility of changing the grade from 2 to 1 but it was agreed that it</p>	<p>6.SEF 18th October</p>	<p>RL</p>

	<p><i>would remain as it is for now. RL agreed to contact the school improvement lead (John Searle) and ask for advice regarding this matter.</i></p> <p><u>The SEF was approved</u> based on the current point in time (living document)</p>		
9.	<p><u>SVM- (Discussed in the headteacher's report) and was approved</u> based on the current point in time (living document)</p>		
10.	<p>Lead Governor updates, including any monitoring:</p> <p>Learning and Teaching: Governor Behaviour Principles- Governors discussed the principles which included some minor changes to the current ones (as these were felt to reflect governor expectations and to meet our needs) The <u>Governor Behaviour Principles were approved</u> and will be uploaded to the website.</p> <p>Staffing and Finance: Update from pay panel-KM explained that the Pay Committee had met with RL before the end of October to discuss RL's report on teacher appraisals. Based on this and the Teacher's Pay Policy, the committee made the appropriate decisions regarding all teacher's annual pay increases. The Pay Policy worked well and delivered the right outcomes for the school -Update from headteacher appraisal committee- The committee will be meeting on Friday 17th November with Mary Watts (External Adviser) to review the Headteacher's performance for 2016-2017 and to set the headteacher's 2017-18 objectives. KM will report back on the process at the next FGB meeting. Budget -KM confirmed that the budgets continue to be managed carefully and that at the half-way point 50% of income had been spent. KM explained that there had been an increase in casual claims and staffing costs since the start of the academic year due to staff cover. The situation needs to be careful. A positive point is that the £33,000 that has been ring-fenced for the future expansion has not been used. Sports funding has also doubled, but as with Pupil Premium it must be accounted for and evidence on learning outcomes must demonstrated. RL noted that there was a big push on swimming, but there had been little interest shown. Putting the sports funding towards a big project in the playground which supports fitness would be beneficial. National Funding Formula Implementation Consultation-KM explained that this document is actually more about when and how to implement the new funding formula. KM has been in contact with the schools forum and is waiting for a response on the matter. As it stands, it is likely the school will have a 1-2% increase in income. If response is received from schools forum in time, KM will send a draft response to governors before 20th November (deadline for responses)</p> <p>KM informed the board that after discussions with the School Bursar it has been agreed that KM will organise four monitoring meetings a year, attended by JR as Lead Governor For Staffing, RL, KM as Lead Governor</p>	<p>7. Govern or Behavior Principles</p> <p>8. Budget profile ledger</p> <p>9. Budget profile summary</p> <p>9b. Funding Formula</p>	<p>RL/SM</p> <p>KM</p> <p>KM</p>

	<p>for Staffing and the School Bursar to focus on budget and staffing. The new governance structure means that there is not opportunity to have robust discussions about Finance and Staffing prior to the FGB meetings. Any information that needs to be taken to the FGB will be presented by KM or JR.</p> <p>Premises: Mini-bus-as discussed earlier in the meeting, RL will email Shirley to arrange a meeting regarding grants. November items, asset management plan and walk around- MS invited the new Parent Governor to help him with these tasks. It was felt that it would not only be a good introduction to the school, but a fresh pair of eyes would be beneficial to the work. SR agreed to help with these tasks. MS will organise the monitoring visit. RL explained that the school needs a fire safety plan. These can be quite costly (£600), but it is important to have one in place. RL confirmed that the LA has not responded on this and so agreed to explore this with the Oxfordshire Fire Service and report back to the board.</p> <p>Community: Website audit-There have been some challenges with the website in terms of saved changed. The audit carried out by KM showed there were a few changes needed: The curriculum page needs a contact person added, phonics scheme of work name added, maths scheme of work added and previously agreed equality objectives added. RL agreed to look at these and inform the clerk of changes that need to be made. Governor Communication-KM confirmed that the governor message had been sent out in the recent newsletter and another one would be issued after this meeting. Finalise Hall Hire Document- The board were informed that the agreement still needs a map of the site. The matter was discussed and it was agreed that as all other key information was included, <u>The Hall Hire Document was agreed and it will be published now on the website</u> and then updated once a map was available. <u>Monitoring</u> All monitoring reports are on governorhub and governors discussed and summarised the main learning points in them, A discussion was tabled about the detail needed in Governor Monitoring Report. It was noted that all governors have their own style and approach and KM explained that some monitoring reports may be considerably more detailed if the governor in question learnt a great deal and each governor's learning will be different. This was the case in his maths monitoring visit and KM wished to capture and reflect on all which was learnt. The board concurred and agreed that the level of detail did not matter, as long as the reports were purposeful, concise, meaningful and driven by the needs of the pupils.</p>	<p>KM</p> <p>MS/SR</p> <p>RL</p> <p>10.Website audit</p> <p>RL</p> <p>KM</p> <p>11.Governor communication</p> <p>RL</p> <p>Gov visits: 02/10/17 04/10/17 12/10/17 13/10/17 19/10/17 02/11/17</p>	<p>KM</p> <p>MS/SR</p> <p>RL</p> <p>RL</p> <p>KM</p> <p>RL</p> <p>RL</p>
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	<p>Discussion moved on to the interview process and the need for clear and consistent reports in this area. The headteacher explained that it is beneficial to have the governors included in the interview process. KM confirmed that on these occasions governors are a part of the process and monitoring that all relevant policies and processes are complied with. Governors should not detail discussions or reasons for an appointment decision in their monitoring reports because all information, questions and decisions should be recorded in the recruitment paperwork. RL and Governors agreed that it would be useful to improve the process by having a one page summary document for each recruitment which summarises the decision. KM agreed to send RL an example to amend and use for future appointments.</p>	<p>29/03/17 28/09/17</p>	<p>KM</p>
11.	<p>.Safeguarding, Bullying and Racist Incidents: No incidents since last meeting. RL confirmed that the Annual Safeguarding Report and Anti-bullying Appendices has been submitted to the LA via email and by post, has chased for confirmation but not received. RL will confirm once confirmation is received.</p>		<p>RL</p>
12.	<p>Governor Training: No training since last meeting General Data Protection Regulations briefing-the board were informed that there is a governor session available and that it would be beneficial for someone to attend. KM will attend the session and share details. KM confirmed that there is a session coming up with Bill James (Diocesan Headteacher of an outstanding teaching school in our Diocese) talking about what makes an outstanding C.E school. It is on Monday November 27th 6-7.30pm at a cost of-£30. FM agreed to attend and feedback to the FGB.</p>		<p>KM FM</p>
13.	<p>Governor Business: The board discussed the skills audit analysis and it was concluded that there is a good range of skills, with lead governors in roles which play to their strengths. Understanding of Diocesan issues/SIAMs were highlighted as a weaker area and the board agreed this needs to be addressed. Chris Price Smith (From the Diocese) will attend the December FGB meeting to help increase governor knowledge in this area. After the training governors will answer the question again and assess if the knowledge gap has been closed.</p> <p>Co-opted Governor vacancies- We still have 2 Co-Opted positions vacant – advertised on website, with Milton Park and with SGOSS. Previous applicant withdraw, for personal reasons. All governors to share the advert with any suitable candidates they know of.</p> <p>The board discussed the role of governors in an Ofsted inspection and agreed that it would be useful to have a document to provide them with alongside the SEF which summarises the structure of the GB and the work undertaken. LS noted that the governor health check completed at the July FGB was ideal for this. KM agreed to circulate this to the board to assess if this is sufficient for discussion at the next meeting</p> <p>Q. Was the school given any actions around governance in the last</p>	<p>13. Governor or Skills Audit</p>	<p>KM ALL KM</p>

	<p><i>inspection?</i> A. No, but governance is a key issue now and Ofsted look very closely at it.</p>		
14.	<p>Academy working group</p> <p>KM informed the board that there had only been one reply from the four Multi-Academy trusts that the Abingdon Partnership Southern Cluster working group had agreed to contact. This was the Abingdon Learning Trust and they were keen to come and talk to the group. KM explained that he would check dates with RL and then organise a meeting. KM also noted that the group had drafted a specific set of questions and has asked MATs to prepare a presentation which answered these – making it clear that a standard pitch would not suffice. KM is preparing an assessment sheet for the group to use during the presentation. KM will share assessment sheet and dates once confirmed.</p>		KM
15.	<p>Review of agreed actions and items for next meeting:</p> <p><u>SR</u></p> <ul style="list-style-type: none"> • Return all new governor documents, photo and biography <p><u>KM</u></p> <ul style="list-style-type: none"> • Circulate summary of Data Protection training and form Working Group • Report on effectiveness of process of HT Appraisal and Policy. • Share funding consultation response (if SF response received in time) • Set up 4 Finance and Staffing Monitoring visits for the year • Send out Governor Communication • Share Governor Health Check and assess if enough for Ofsted document • Re-assess Diocese issues/SIAMs knowledge of FGB after Diocese training. • Share dates of MAT presentations and assessment sheet. <p><u>RL</u></p> <ul style="list-style-type: none"> • Add Breakfast club update to HT Report • Contact fire Service about a Fire Safety Plan • Update FGB on actions put into place following Behaviour Audit • Talk to staff regarding threshold to trigger an incident report • Add Parent Feedback on Worship to SIAMs toolkit. • Contact Shirley regarding potential grants for the mini-bus • Contact John Searle for advice on changing SEF section: Personal Development, Behaviour and Welfare from grade 1 to grade 2 • Confirm received confirmation from LA about Safeguarding Report • Send SM relevant information to update Website: <ul style="list-style-type: none"> ○ Details on who to contact for more Curriculum information ○ Add name of Phonics Scheme of Work or comment = N/A ○ Upload Maths Scheme of Work ○ Upload Equality Objectives previously agreed by governors 		

	<ul style="list-style-type: none"> ○ Upload Hall Hire Agreement ○ Upload Governor Behaviour Principles <p><u>MS</u></p> <ul style="list-style-type: none"> • Carry out H&S Walk and Update Asset Management Plan – MS and SR <p><u>FM</u></p> <ul style="list-style-type: none"> • Feedback on C.E Outstanding school training session <p><u>ALL</u></p> <ul style="list-style-type: none"> • Share Co-opted Advert with contacts <p>Head Teacher-SVM Review (staff member);Quality First Teaching report; teaching hours audit; stress and well-being surveys</p> <p>Learning & Teaching/Inclusion-Raise-on-Line Report/ discussion (Pupil Progress and Attainment against National) – any significant additional data/ information.</p> <p>Staffing/Finance-Budget Monitoring; HT appraisal report confirming staff appraisals complete and HT PM Committee confirm HT appraisal complete, confirm pay panel has agreed teacher increases and HT pay has been considered.</p> <p>Premises -Health & Safety Walk & Inspection readiness -complete asset management plan -conduct walk around of the site</p> <p>Community-Report on links with Pupil Parliament</p> <p>SIAMS-Monitoring outcomes of Assemblies and Collective Worship</p>		
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The meeting closed at 5.55pm