



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 19th September 2017
at 4.00pm at the school**

Present:

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

In Attendance:

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

Apologies

- Kevin Moyes (Co-opted) (Chair)
- Jane Robinson (Foundation)

The meeting was quorate.

Item	Details <i>Governors' Challenge shown in Italics.</i> Numbers in details = document reference number	Document Ref	Action
1.	Welcome and Opening Prayer MS welcomed everyone and FM led the board in a prayer celebrating the start of the new school year.		
2.	Apologies for absence Were received and accepted from KM and JR.		
3.	Urgent additional items The headteacher informed the board that there are problems with the minibus again. The school has been unable to use it twice this week as there are only three staff members that are licensed to drive it, neither of whom has been in school. It has been booked in to a garage to have disabled access work carried out over the half term break, but due to the nature of the work, the garage is a considerable distance away. This is going to have financial implications as the work itself will be costly, but it will also require two staff members to drop it off. The headteacher asked the board if they would be happy for her		

	<p>husband to drive the minibus back from the garage once the work is completed. The board agreed to this as long as the appropriate steps are taken with regards to the insurance. The headteacher confirmed she would contact the insurance company.</p> <p>The headteacher informed the board that there has been a problem with the boiler this morning. The headteacher came into school and found a substantial amount of water in the boiler room. It was explained that the electric was switched off and the company who have recently done the building work came and sorted this out.</p>		RL
4.	<p>Declarations of interest</p> <p>None</p>		
5	<p>Approval of minutes from the previous FGB meeting</p> <p>LS clarified that JR also attended the Safeguarding training (p5, point 14-Governor Training). The minutes were then agreed as an accurate record of the meeting, signed and filed in school.</p>	1.FGB Minutes 04/07/17	
6.	<p>Matters arising and not covered elsewhere on the agenda:</p> <p>New build and next step timescales- The building work carried out over the summer break was completed ahead of schedule and under budget. This money will carry over to the next phase of the expansion. The headteacher praised the building firm that carried out the work, noting their hard work and professionalism. There is not a finalised date for the next phase of work to begin, but it will start again during the next summer holidays.</p> <p>SIL-The board discussed the possible change of SIL and it was agreed to maintain the schools stable position in this matter for this year. It was agreed that a change in the future would be beneficial.</p> <p>Pupil Premium Plan and Review- The board were informed that the format is the same, but there have been a few alterations. The headteacher highlighted the importance of demonstrating the impact on learning and attainment. Speech and language continues to be a focus, but across a broad range of areas. Vocabulary, social skills and fitness will all be a target in the plan.</p> <p>Reading is accessed well in school, but this needs to be taken into the home to further aid children's progress.</p> <p><i>Q.Is the gap between PP pupils and the other children big?</i></p> <p><i>A. No it's actually quite small.</i></p> <p>The headteacher explained that clubs are being used to tackle issues like homework not being done. A homework club is a means of support for those children that need it.</p> <p><i>Q.Is this information recorded?</i></p> <p><i>A. Yes.</i></p> <p>LS explained that pupil feedback was also a focus.</p>	2.Pupil Premium plan and review	

	<p>The headteacher noted a number PP pupils have a lack of fitness, so the school is working to link the PP and the sports funding.</p> <p>Q. Is diet a factor?</p> <p>A. In part, but it is mainly down to exercise. Many aren't keen on it and are very sedentary. Many of them do not take up any of the sports clubs on offer either. Lifestyles are a big factor so the school is looking for ways of inspiring activeness at school.</p> <p>Discussion of the children's diet continued with the headteacher noting that the school will almost certainly have to stop the hot counter in the school, due to poor numbers. Lunchboxes are an issue as many children are sent to school without a suitable lunch. Healthy living has been addressed but it is a continuing problem. The board discussed a community strategy, promoting a healthy lifestyle and getting the parents involved.</p> <p>FM noted that during her time at a school, the children took part in 'learning breaks'. A brisk walk to revitalise the children and help them focus. Implementing a goal could also be helpful, by either trying to achieve a certain distance over a period of time or mapping it out via an app. FM offered to look into a child friendly incentive to help the school in this area. The board agreed that this was worth exploring, but the school must be cautious and consider the time it would take away from learning.</p> <p>Sports Funding Plan and Review-The headteacher explained that the school would be receiving additional funding for sports this year, which is really positive. Swimming will be a focus as the school is very limited as to what they can currently offer the children. Pool space is the biggest issue, but RL is looking at other options. Family swimming sessions is an idea, to try to encourage those that may not normally go swimming. CD offered to help the headteacher with this</p> <p>Q. Will all Safeguarding and Health and Safety issues be taken into consideration?</p> <p>A. Yes, if it were to go ahead the school would book a facility where they would have sole use and all health and safety issues would be covered.</p> <p>A gym trail is also a consideration for the additional funding. This would be a considerable expense, but would have an impact over a long period of time.</p> <p>The board agreed both the Pupil Premium and Sports Funding documents discussed.</p>	<p>3.Sports Funding plan and review</p>	<p>FM</p> <p>CD</p>
7	<p>Headteacher's report:</p> <p>Numbers- A child has left this week, so there is now a space in KS1. The headteacher explained that numbers for next September need to be considered. Red Dragon numbers are low at the moment, but this tends to build up over the year. There is interest from families outside of the catchment area, but Red Dragon is crucial to maintain the intake needed.</p> <p>Q. Why do you think there is interest out of the catchment area?</p>	4.Headteacher's report	

<p>Is St Blaise there first choice?</p> <p>A. Apart from 1, yes. Feedback from families is positive and all the expansion work is a factor.</p> <p>KG mentioned to the board that visits to the local pre-schools to generate interest and create links would be a positive move. KG already visits a number of them and it is a good introduction for St Blaise for many families.</p> <p>Q. Have you considered an open day?</p> <p>A. Yes we have considered it. We could include a storytelling session or some other activity to interest the children and make it more sociable.</p> <p>RL noted that a ‘messy church’ session is already planned. KG and RL also said that they would look into an open session for pre-schoolers</p> <p>Cleaning-as the school expands, additional cleaning will be needed. A back up cleaner would be helpful to accommodate any absences. The school has a potential candidate for this and if successful the school could consider expanding the role in the future. A proper caretaker to undertake a number of maintenance jobs would be ideal.</p> <p>Staffing-there is an advert out for a TA for two days a week. A child that has additional funding will cover the cost for this. There have been five applicants so far and the school will aim to do interviews on September 28th. LS offered to help the headteacher with the interview process, JR and CD are shortlisting.</p> <p>Team Teach Training- This was excellent. Everything we try to do was celebrated. Observations are being done, so that behaviour policy matches practice. A full report will be received on this. This type of self-review, with other professional bodies coming in is helpful to highlight areas of potential improvement. The headteacher noted that the school is also trying to organise a review of safeguarding.</p> <p>Building-there has been a few snags, but the company come out when any problems arise. Both the parents and the children are very happy with the work, which is very pleasing. Inviting the community to come in and look at the new build before the start of term was successful and meant that time was not wasted when school began. Phase two will bring new work and the same will be done when that work is completed, to keep the community feel.</p> <p>Health and Safety monitoring review- The usual minor incidents, grazed knees and minor bruises. CD raised a concern that there is an area in the Rainbow Garden that is very slippery. The headteacher noted that staff are aware of this. The area is regularly jet washed, to avoid it becoming too slippery. The area in question will eventually be replaced. RL agreed to have the wood painted with anti-slip paint.</p> <p>Q.Are the mount of incidents on average similar to other</p>	<p>5. Health & Safety monitoring</p>	<p>LS</p>
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	The board agreed the SVM documents discussed.		
9	<p>Lead Governor updates, including any monitoring:</p> <ul style="list-style-type: none"> • Learning & Teaching- The board discussed the termly report and agreed that it was a useful document. LS noted that in the future it would be helpful to have year group data. The headteacher agreed this would be added next time. LS also noted that as there is a great deal of information to go through, that it may be helpful to condense it and have a summary and success criteria box at the bottom of each section. All governors agreed this would be helpful and RL agreed to add this to the document. • SEN Report-There has been a new section added to this, but it is similar to last year's. RL noted that they have been careful with the data, so that you cannot identify any of the pupils. <p>Q. Did you have any responses from last year's report?</p> <p>A. No, we did not have any responses or comments. We are confident with the format and the way the information is set out.</p> <ul style="list-style-type: none"> • Whole school data-The board discussed the school data and it was noted that there is a good level of progress in reception. <p>Q. Language skills are continuing to be a difficulty. What can we do differently?</p> <p>A. The new class structure is already making a difference. Not having year 1 in the same class has helped KG to get to know each of the children well already and assess if they need any interventions or additional support. The target for a good level of development is 11 out of 15 and this is already on track, which is positive.</p> <p>Phonics-Again the data is showing a steady rise, which is pleasing. Children in Y2 will be flagged up, but the children are progressing.</p> <p>Q. Has teaching phonics in a rigid way made a significant impact?</p> <p>A. Yes, it is not going to meet everyone's needs, but it has helped.</p> <p>The board discussed that fact that some groups have needed extra support, which is why RL had to spend so much time teaching. This data shows that that was the correct decision. Current years should deal better with the new curriculum now that it is established. The headteacher noted that SAT's club is already starting and there are a number of other clubs that will begin, so pupils will have additional support.</p> <p>Groups-Gifted and Talented is no longer used; it will be 'most able'. Progress will be tracked from reception and not used across all subject areas. Mastery of one subject may not translate to other subjects.</p> <p>LS noted that 2 groups stood out. It concerned a small number of children, but had a big impact on the data. The number of boys in certain year groups was discussed and the board</p>	<p>9. Termly report to governors, SVM progress</p> <p>10. SEN Report to parents 2017</p> <p>11. Whole school data pack 2017</p> <p>12. Groups data T3 2016/17</p>	RL

	<p>agreed that this should be something to consider for the next FGB (the impacts this has on learning etc.)</p> <p>DfE Results table2017-The board discussed the figures, noting that reading displayed positive progress, while writing is less so. RL raised a point that the school have challenged some figures with the county as there was an issue over a moderator making a mistake. RL has had the work itself looked at several times and all agree this was the moderator's mistake. This error has impacted on the data. The governors discussed other key points from the table, noting that exclusions had been flagged up. The headteacher clarified that all exclusions were sessional. The small numbers of the school means that any exclusions have a big impact on the data. The headteacher also explained that while the school always works to avoid excluding a pupil, sometimes it is the only option.</p> <p>Premises-Update on build covered earlier in the meeting.</p> <p>Community – CD explained to the board that she would like to revisit car sharing and make it a focus. The school expansion is only going to increase the number of cars at drop off/pick up times and parking is already an issue. Having maps of the local area and plotting where families live was discussed. The board agreed that being proactive and really highlighting the benefits to families was the best course of action.</p> <p>Community hire agreement-It was agreed by the board that this item be discussed at the next FGB. The Clerk will add it to the next agenda.</p> <p>RL informed the board that she will have feedback from her meeting with Mr Earnshaw at the next FGB meeting, regarding transport.</p> <p>Parents' evening- The board discussed the most effective way to run the next parents evening, ensuring that all parents have enough time to spend with the teacher, but also ensuring there is a good governor presence. The board agreed that using the hall, providing refreshments and having a social atmosphere would lead to good parent interaction.</p> <p>Finance-The board agreed that any questions regarding the documents included would be put to the Finance Lead Governor at the next FGB meeting as he was unable to attend.</p> <p>Governor Visits: All visit reports are on Governorhub</p> <p>-03.07.17 SVM 2 Pupil Voice LS</p> <p>-20.07.17 Inclusion Safeguarding LS</p>	<p>13.DfE Results 2017</p> <p>15.Special Purposes account audit</p> <p>16.Governin g Board Financial skills</p> <p>17/18- G VISIT's</p>	<p>CD</p> <p>Clerk RL</p>
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10	<p>Ofsted- The headteacher explained to the governors that the document on the agenda had also been circulated to staff to provide information and prepare them for an inspection. The board agreed that the Last Ofsted reports actions and what St Blaise has done about them will be discussed in detail at the next FGB meeting.</p>	19. Summary of Ofsted	
11	<p>Safeguarding/ Child Protection/ Health and Safety-</p> <p>There have been no Safeguarding or Child Protection issues since the last meeting.</p> <p>The trouble with the boiler today is a potential Health and Safety issue, but the issue is being dealt with.</p>	20. Safeguarding notes for staff.	
12	<p>Governor Communication:</p> <p>The governors briefly discussed all recent governor communications and were happy with all documents.</p>	21. Community report 22. Resignation letter 23. Completed LA questionnaire	
13	<p>Governor future visits and monitoring:</p> <p>The headteacher explained that the Harvest Festival needs to be added to the schedule and invited all governors to attend. The headteacher agreed to email all governors to set up monitoring visits that would be beneficial to the school.</p> <p>Class link governors were also discussed. They have not been confirmed as yet, but will be confirmed at the next meeting.</p>	24. SMSC School calendar	ALL
14	<p>Governor Training-</p> <p>No training completed since the last meeting.</p>		
15	<p>Academy Working Group:</p> <p>No update available at this time.</p>		
16	<p>Policy Review/approval:</p> <p>Behaviour-A typing error was noted and corrected.</p> <p>Presentation –The date on the footer has changed</p> <p>Driving at work-The review date was changed to 3 years.</p> <p>All policies were then agreed by the board.</p> <p>Governor policies-A governor questioned if these documents had been changed in any way, or if they were generic. There was confusion over the mission statement on the expenses policy and if it</p>	26. Behaviour 27. Presentation 28. Driving at work 29. Governor visits 30. Governor	

	<p>was correct. The importance of the documents was discussed and the governors agreed to clarify what details had been changed with the Chair before they were agreed and signed.</p> <p>Child Protection 2017-It was explained to the board that the County had issued one, with few changes to the previous one. The board agreed the new policy</p>	<p>Induction</p> <p>31.Governor expenses</p> <p>32. Child Protection</p>	
17	<p>Review and confirmation of agreed actions:</p> <ul style="list-style-type: none"> -Contact insurance company regarding minibus -Explore options for learning breaks (Child friendly app etc.) -Explore options for family swimming sessions -Support headteacher in TA interviews -Explore possible links with secondary schools to improve SIAM's -Add summary and success criteria to SVM report -Community-push car sharing -Feedback from meeting with Mr Earnshaw -Organise monitoring visits with headteacher -Put all agreed policies on school website 	<p>RL</p> <p>FM</p> <p>CD</p> <p>LS</p> <p>RL</p> <p>RL</p> <p>CD</p> <p>RL</p> <p>All</p> <p>Clerk</p>	
18	<p>Items for next meeting:</p> <ul style="list-style-type: none"> -Agree class link governors -Parent Governor update -Safeguarding Audit -Premises-update on minibus <p>As per the schedule:</p> <p>Head Teacher-Tour the school; Up-dated SEF; Reception, Monitoring behaviour.</p> <p>Staffing/Finance-Budget statement</p> <p>Premises -Review systems and procedures for monitoring health & Safety including risk assessments.</p> <p>Community-Review Hall bookings/usage and discuss promotion of hall and community engagement. Review hire agreement.</p>		

The meeting closed at 6.50pm