



School Lane, Milton Heights, Oxfordshire, OX14 4DR. Headteacher: Mrs R Leach
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**Minutes of the meeting of the Full Governing Body held on Tuesday 6th June
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
- Richard Webber (**RW**) (LA) (arrived 4.15pm)
- Fiona Morgan (**FM**) (Foundation)

In Attendance:

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

Apologies:

- Jane Robinson (**JR**)(Foundation)
- Liam Tremayne-Reichsburg (LTR) (Co-opted)

The meeting was quorate.

Item	Details	Doc Ref:	Action
	<i>Governors' Challenge shown in Italics.</i>		
1	Welcome and opening prayer- The Chair of Governors opened the meeting with a prayer sent by JR celebrating Whitsunday and welcomed Fiona Morgan, the board's new Foundation Governor.		
2.	Apologies for absence- Apologies were received and accepted from JR and LT-R . The Chair explained that conversations had taken place with one governor who has been absent and that personal circumstances had been a factor. The governor will make a final decision this week.		
3.	Urgent additional items- None		

4.	Declarations of interest- None		
5.	<p>Approval of minutes from the previous meeting- As the previous meeting was solely for budget approval, there were two sets of minutes to be agreed:</p> <ul style="list-style-type: none"> • FGB Minutes 04.04.17 • FGB Minutes 27.04.17 <p>CD queried a point from FGB Minutes 04.04.17 regarding the silver science award confirmation. RL clarified that the school had not yet had confirmation, but were confident that it will come through.</p> <p>CD requested that an amendment be made to FGB Minutes 27.04.17. She requested that it be made clear that thanks were being given to Caroline Bradbury for all of her hard work on the budget.</p> <p>There being no further queries, the minutes were agreed and signed as an accurate record of the meetings and filed in school.</p>	<p>1.FGB Mins 04.04.17</p> <p>2.FGB Mins 27.04.17</p>	
6.	<p>Matters arising not elsewhere on the agenda:</p> <p>SEN Funding Plan 2017- RL explained that it is still only in the draft stage, but would like feedback from the board before work continues on it. The format is similar to that of the Sports and Pupil Premium plans. LS explained that they had been looking closely at the finances as there are a number of children on the SEN register and the school needs to demonstrate the spend in this area and the impact this has. It was explained that it is very difficult to show how the use of the funding in isolation links to improved outcomes for pupils. RL noted that as SENCO she doesn't take account of her time so this is now fully costed The time taken up on Educational Healthcare Plans is also considerable and needs to be highlighted. These plans are a long process, but needs to be done properly to ensure the children get the support that they need.</p> <p>KM noted that it was a useful document. It provides a level of transparency around funds and demonstrates clear actions on the spending, giving a clear level of accountability. All governors agreed and RL and LS will continue their work on the document and bring back to the board.</p>	28.SEN Funding	RL/LS
7.	<p>Headteachers report:</p> <p>The headteacher began her report with an update on the building work (school expansion). Work has begun and the headteacher is very happy with the work so far. The company is working long hours to make rapid progress and RL is getting regular updates. One drawback at the moment is that the headteacher is called upon to answer questions from the builders. Hopefully as the work continues this will settle down. The headteacher wished to pay particular thanks to Caroline Burgess for helping out during this time.</p> <p>The board were informed that phase 2 of the build is ready to be submitted for planning, with the playground work hopefully ready to start in July next year. RW noted that St Blaise is doing very well in terms of progress compared to other local primary schools that are trying to expand. RL acknowledged this, but noted that she had been chasing up this issue continually and has worked really hard to make progress on</p>	3.Head Report	

<p>the build.</p> <p>Staffing- The four teachers for September are in place and the new teacher for Poplar is very enthusiastic and has been in constant contact with the headteacher.</p> <p>The cleaning contract will have to be extended due to the new build. An extra two hours are available. Red Dragon has asked for an additional three hours cleaning (they will cover the cost of this), so there are five hours available. There has been one applicant for the role, so hopefully this will be organised soon.</p> <p>The headteacher mentioned a LA report on NQT's commissioned, showing that very few teachers are coming to work in the Oxfordshire area. The cost of housing is a big problem for NQT's especially. It is a county wide problem, with no solutions as yet, but the school should be mindful of it in the future.</p> <p>Partnership - John Searle, the school's SIP (School Improvement Partner) will be coming to visit on June 15th. Recently Oxfordshire schools have been struggling with Ofsted inspections and the SIP is a form of support and advice for this. He will review our SEF and confirm if it is an accurate picture of the school</p> <p><i>Q. Do you need any help/governor inputs with this?</i></p> <p><i>A. No, I don't think so. The visit should only be a few hours and he has not asked to see governors.</i></p> <p>The governors questioned the level of experience and expertise of the SIP and if it would be valuable to the school. The headteacher explained he was an Ofsted inspector and a very experienced headteacher and provides this support to a number of schools in Oxford.</p> <p>Abingdon-This is going very well. There is a good level of organisation and the potential for lots of affordable CPD. There have been changes to the Southern Cluster, but the heads want to work together as a group. RL noted that it is important to develop that link with other schools.</p> <p>Collective worship - The headteacher attended a Deanery Day and from this has reflected on our current collective worship practice and will hold a conference with the children to discuss worship and get their thoughts on the subject including on class worship. The governors agreed that this would be a positive way of getting the children involved an enable them to voice their ideas. FM will support RL with this.</p> <p>SATs -The headteacher informed the board that the children worked very hard on these. One paper in particular was very hard and the general response was pleasing. LS observed in her monitoring that one child found the process very stressful, but the teaching staff did their best to help the child as best they could.</p> <p>On this subject, the headteacher mentioned the current consultation about assessment. It is long and detailed process, but it would be worth</p>		<p>RL FM</p>
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<p>doing as it voices the schools views on the assessment process. Q: It mentioned in the report that we are considering replacing our assessment system why this is?</p> <p>A: The system has not been demanding enough and the new system more closely reflects the end of KS tests.</p> <p>Maths Mastery-The school has a good case to apply for the programme again. The school would have to prove that it will make an impact, but it is an area for development and it would be useful for the new teachers to go on it. Governors asked that this is explored more fully with the new Maths Coordinator first and other teachers, given the cost involved, we need to ensure it would be value for money; especially given we have recruited a very experienced maths Coordinator.</p> <p>Numbers-The headteacher explained that numbers are good, with classes filling up. There are only spaces in KS2, but the school is being careful with the numbers as they wouldn't want to deprive new families in the local area.</p> <p>Data- LS explained that a governor report had been written on this, but invited questions or comments from other members of the board. Q: there is a dip in the SEN data – what is the reason for this? A: This is because 2 children who were on the register and we diminished the difference for have now been taken off of the register. The headteacher explained that while the children had been taken off, they still remained under review and monitored closely.</p> <p>The data indicated that the more able pupils had plateaued. Q: What is the reason for this and what does this mean for those pupils? A; The pupils are now gaining a greater depth of learning at their current levels. Discussion around the criteria for 'gifted and talented' pupils took place, with the headteacher and many governors questioning the presentation of the data for this group. It was noted that a gifted/talented child may not be gifted/talented in all areas and full data for them would be included in the full pupil data so perhaps on the groups data we should be looking at the data for the areas they are gifted/talented in. The board agreed that a review of the area would be carried out, with LS agreeing to work on this.</p> <p>EYFS-the data demonstrated that this is a strong group, but writing was showing less progress. KG explained that within the early learning goals, the criterion for writing is higher, with more evidence needed. The children are not quite there yet, but there are no concerns, it just takes a little longer.</p> <p>Q. Is it easier to reach the other goals?</p> <p>A. In some areas, yes. We are being careful not to jump ahead too</p>	<p>4. Data</p>	<p>LS</p>
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	<p>quickly. We would like to avoid too higher expectations and are being careful to ensure that we've got it right.</p> <p>Q. Is it a stronger group than in previous years?</p> <p>A. Very difficult to compare one year to another given changes etc. but pupils, especially from Red Dragon are more school ready. There are also no SEN or PP issues which will impact on data.</p> <p>A governor noted that yr2 are making good progress. The headteacher agreed, but thinks this has now plateaued Q: What are we doing about this A: A number of measures in place as previously reported – action plan targets and intervention changes are starting to have a bigger impact. There are also 2 high level SEN pupils that will impact on future data. These pupils will hopefully get educational healthcare plans to see if they are in the right setting. The headteacher went onto explain that the new class structure is also likely to have a positive impact on pupil outcomes because there will be less year groups in class and smaller class sizes. The current structure, combined with the new curriculum is very challenging.</p> <p>Home school agreement-This is no longer a statutory requirement and the board discussed whether it has any value within the school. The headteacher felt that it does not have any impact and does not promote a good relationship with the families. LS explained that the families she had spoken to about it were generally happy with it, but some were unaware of it. Governors felt that it would be valuable in a secondary school, but did not contribute anything to St Blaise. All governors agreed that the home school agreement in the current form was no longer needed and the wording would be added to the parent handbook instead.</p> <p>Equality Plan-This is a draft copy at the moment. CD noted that with regards to RD it is useful. It helps to assess the whole family's needs, there is more structure and reviewing children is quicker. Amy from RD is aware and happy.</p> <p>It was suggested that the equality objectives could be clearer – one part of the document for instance states that the objectives are the plan. A plan on how to achieve objectives would be useful. It was agreed that it was good practice to constantly review these, with LS agreeing to work on this.</p> <p>There being no further questions, the Chair thanked the headteacher for her report.</p>	<p>5.0 5.1 Equality Plans</p>	<p>RL</p> <p>LS</p>
<p>8.</p>	<p>SVM-Some of this was touched on during the headteacher's report. The headteacher took this opportunity to inform the board that with the middle leaders, a review of SVM has started and discussions around the objectives we may set for next year. Objective areas which are currently being considered are:</p> <ul style="list-style-type: none"> • Maths - calculation from R- Y6 through inspire and additional 		

	<p>materials - revamped calculation policy</p> <ul style="list-style-type: none"> • Maths assessment - What can we learn from the SATS this year. • Language of maths • Maths interventions • Non-core subjects - good practice seen linked through cross curricular approach - evidencing linked to assessment - linking to good early years practice - development of learning journeys/journals • Development of the Reception class - aiming for outstanding • Subject leads knowing their data/evidencing progress across the school - linked to one above • Assessment leading to close the gap planning and teaching • Voice of the child in worship/learning/behaviour/safeguarding <p>LS and KM will support RL in drafting the 2017-18 SVM for the lead areas which will then will come to the Governing Board to build on and finalise.</p> <p>It was agreed that all lead governors would book in monitoring visits with the relevant subject leads before the end of term</p>		Lead gov's
9.	<p>Lead governor updates including any monitoring:</p> <p>Staffing-MS/JR and KM will carry out the headteacher's interim Performance Management Review on Thursday 8th June.</p> <p>Premises-MS asked the board for feedback on the Health and Safety Checklist and the Workplace Checklist. Governors agreed that most of it was relevant, but dates would be helpful. A governor questioned if this needs to be done every year, with MS clarifying that certain items do (asbestos being an example).</p> <p>Notes from the building meeting-As discussed earlier, this has started and is going well. A point not covered earlier was that the date for finishing the work was now August 1st.</p> <p>Finance- The response is now back from the LA Finance Officer and Caroline Bradbury has answered all questions asked –KM reviewed all answers and the budget figures again. The headteacher noted that this took CB a great deal of time. KM noted that the whole process highlighted how well CB manages the school's finances and budget – last year there was a budget to spent variance of £360 overall!</p> <p>Community- CD has had a meeting with the Chair of Red Dragon and is pleased with how things are going. The Chair is stepping down, but a replacement has already been organised. They are now opening on a Tuesday afternoon, which is good. It has been made clear that once they make the move to the new building, they will have to open full time. That</p>	<p>6.H/S 7.Work</p> <p>8.Notes</p> <p>9. 9.1 9.2</p>	KM/JR/MS

	<p>is still a challenging topic, but they are aware that it needs to happen.</p> <p>The preschool will not be taking up the 30hrs childcare scheme, as there is not enough call for it.</p> <p>Amy has suggested that meeting with the EYFS teacher more often would be useful.</p> <p>Visit Reports-All reports are on Governorhub</p> <p>It was noted that there have been a good number of visits across a number of areas. The headteacher noted that it was lovely to read so many positive reports and many of them really showed the strong ethos and values of our school.</p>	10/20 GVisit	
10.	<p>Safeguarding-The headteacher explained to the board that as part of best practice that it would be useful for a governor working group to review recruitment, job descriptions and the induction policy. . KM and CD offered to help. The headteacher went on to explain that there was a training session booked for the 18th June and that she would organise a working party meeting after that.</p>		RL
11.	<p>Governor Business:</p> <p>Governor Positions-The Chair informed the board that there had not been any interest generated from the Associate Member advert. He will continue to share it with Milton Park businesses and hopefully they will have interest soon. .</p> <p>RW informed the board that he will be stepping down as a governor due to other commitments but would like to become an Associate member which all governors agreed to. RW confirmed that he is trying to recruit another LA governor who can offer more time to St Blaise. Some more time would be needed to finalise this (one month), but he hoped to find an appropriate candidate.</p> <p>It was suggested if RW has not found us a candidate in one month that parents could be approached to join as Associate Members to give them some experience of being a governor and what the role entails in preparation for a full governor role.</p> <p>Proposal of moving meetings to a Thursday next term- It was proposed that Thursday would be a better day to have meetings for some members of the board. KG explained that Thursday's is her day off and would not be able to attend. After discussion, it was agreed that Tuesday's are acceptable for the majority of the board and they would continue to be on a Tuesday.</p> <p>Update on statutory and best practice actions- The clerk explained that a report would be sent to all governors via Governorhub.</p>		Clerk
12.	<p>Governor future monitoring visits-All governor's agreed to organise monitoring visits with the headteacher.</p>	21. SMSC	All gov's

13.	<p>Governor training update:</p> <ul style="list-style-type: none"> • LS online training course on FGM • KM completed Prevent, Channel and Safeguarding • CD to complete Safer Recruitment training next week <p>All certificates were filed in school.</p> <p>The headteacher informed the board she will be booking Safeguarding training. There are a number of staff members and governors that need to update it, so will book training package (10 people). The headteacher will email possible dates when they become available.</p>		RL
14.	<p>Academy working Group-The Chair explained that the meeting on May 23rd was very productive. Other schools want to be involved, which is positive. The 2nd meeting will finalise the assessment questions for the providers before they are sent out to the providers to incorporate in their presentations. There are three potential Academy Trust's that will be contacted and the group will meet with them as a collective to explore and challenge them. FM noted that this was good to engage with other schools to challenge and ask questions of potential academy trusts. The Chair will keep the board informed of any further developments.</p>		
15.	<p>Policy Review:</p> <ul style="list-style-type: none"> • Attendance • Resolving Grievances • Schools Dignity at work • Driving at work <p>All policies were agreed. CD noted that on reviewing the policies list, there are quite a few which we now need to review. The headteacher agreed and explained that another updated list would be sent out. All lead governors would have to review the list and address any that are in their area.</p>	22/26 Policies	RL Lead gov's
16.	<p>Review of new governance structure- MS expressed concerns that some areas are not given enough time and it is sometimes a struggle to have discussions about certain items. It was suggested that working parties could be organised when needed.</p> <p>It was noted that all lead governors are working without their deputies at the moment due to governor absences, which makes things very difficult.</p> <p>It was suggested that the being more careful when meetings were scheduled would be beneficial. Choosing the first Tuesday of every month is not always appropriate for school.</p> <p>Clerk will add the above the evaluation document</p>		Clerk
18.	<p>Items for next meeting-The Chair suggested that it may be appropriate to have two meetings next month. One for scheduled business and another for self-evaluation and 2017-18 planning. After discussion between the governors' it was agreed that the Chair and the Clerk would draft the agenda for the next meeting within the following week. It will be sent out and after feedback from governor's decide if it is appropriate to have an extra meeting.</p>		Chair/ clerk

Review and Planning Meeting:

- Review the SVM; agree targets for next year.
- Chair Approve Governors' Annual Report to Parents.
- Review the evaluation of new governance structure document.
- Agree a programme of meeting dates for the next academic year
- Agree the overview monitoring scheduling for the year – each governor to come to the meeting with a proposal on what they will monitor and in which months so we can consolidate into one plan for HT to approve.
- Review report, which compares 2016-17 FGB agenda to our annual schedule, and propose adjustments as needed.
- Self-review of governance – using Dfe tool or governor hub tool.

Business as Usual Meeting:

- Learning & Teaching/Inclusion-(If available: Review pupil progress and attainment including reporting on vulnerable groups)
- Staffing/Finance-Budget monitoring
- Clerk/Chair-Appoint Lead Governors and review guidance
- Confirm Whistle-blowing procedures are in place and consider appointing a Whistle blowing Governor
- Appoint governors to conduct head's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser
- Publish the governors' attendance for previous year on the website, including that of those who have left in the last 12 months
- Update and publish register of pecuniary interests
- Recruitment /Induction Working Group Update
- Review job descriptions.
- Gifted and Talented Tracking – review.
- SEN Policy July 2017 for approval

There being no further business, the meeting closed at 6.30pm