



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 26<sup>th</sup> April 2016 at 4.15 pm at the school**

**Present:**

- Ruth Leach (**RL**) (Head teacher)
- Jane Robinson (**JR**) (Foundation) (Vice Chair) left at 5.45p.m
- Mark Smith (**MS**) (Parent)
- Caroline Darling (**CD**) (Parent)
- Karen Green (**KG**) Staff
- Kevin Moyes (**KM**) (Co-opted) Chair

**In Attendance:**

- Kathy Dunmore (Clerk)
- Linda Shatford (**LS**) (Associate Member)

The meeting was quorate.

Item	Details <i><b>Governors' Challenge shown in Italics.</b></i>	Action
1.	<b>Welcome and Opening Prayer</b> <b>KM</b> welcomed everyone and <b>JR</b> opened the meeting with a prayer on love and respect.	
2.	<b>Apologies for absence</b> - were received and accepted from Richard Webber and Carol Curtis.	
3.	<b>Urgent additional items</b> – none.	
4.	<b>Declaration of Interests</b> – there were no updates to the register and no declarations for this meeting.	
5.	<b>Approval of the minutes of the meeting on 2<sup>nd</sup> February 2016</b> – the minutes were agreed and signed as an accurate record of the meeting and filed in school.	
6.	<b>Matters arising not elsewhere on the agenda.</b> <b>a. Flowers for Helen</b> – <b>RL</b> will check if they were sent and if not <b>KM</b> will arrange. <b>b. Ofsted Safeguarding Checklist</b> – Completed as per 24/02/2016 visit report. <b>c. Letterhead</b> - Completed	<b>RL/KM</b>

7.	<p><b>Governor Vacancies</b> – Potential governors have been contacted and other names suggested but at the moment nobody has agreed to become a governor. Members of the Church have taken the matter seriously and are considering people who might be prepared to take on the role. The Co-opted vacancy is now live on the Milton Park website and will also go in the School Newsletter this week. The specific skills advertised were as per previous Finance and Staffing Committee discussions: Finance, Project Management and Audit.</p> <p><b>Succession Planning</b> – Committees have discussed this matter but with the vacancies it is difficult to plan. It was agreed to have a further discussion at the next FGB.</p> <p>There were concerns that the last L &amp; T meeting was not quorate so <b>MS</b> agreed to serve on that committee.</p>	<p><b>KM</b></p> <p><b>KD</b></p> <p><b>MS</b></p>
8.	<p><b>Committee reports – Finance &amp; Staffing – 21.4.16-</b> The minutes are on GovernorHub.</p> <p><b>SFVS (Schools Financial Value Statement)</b>– this has been completed and submitted. There was one follow-up action:</p> <p><i>Q. Does the school have a Disaster Recovery Plan?</i> <i>A. This should be covered by insurance.</i></p> <p><b>Action: RL to check out the details of the insurance cover and the item will be on the next Finance agenda.</b></p> <ul style="list-style-type: none"> <li>• Benchmarking has been completed.</li> <li>• Included in the budget is funding for UPS1 if staff apply. This gives an opportunity for staff.</li> <li>• Additional lunch time supervisor is required.</li> </ul> <p>The budget for 2016/17 had been discussed in detail at the committee and the documents were on GovernorHub.</p> <p><i>Q. Staffing in YR3 is shown as 4.6?</i> <i>A. This is because we do not yet know numbers with the new build. We will rely on a grant from OCC to bridge the numbers during the new build. We have taken a worst case scenario regarding numbers for the budget.</i></p> <p><i>Q. The teaching and support staff are shown as reducing over 3 years?</i> <i>A. This is because of children who are applying for an Educational Health Care Plan so we do not know what the situation will be in three years' time.</i></p> <p>Governors were happy that the budget had been thoroughly reviewed by the Finance and Staffing Committee and could see that our non-fixed cost items had been budgeted to ensure the maximum impact on pupils. Governors approved the budget and thanked Caroline for all her work. <b>KM</b> would arrange a gift on behalf of the governors.</p>	<p><b>RL/JR</b></p> <p><b>KM</b></p>

**L & T Committee – 19.4.16** – the minutes are on GovernorHub.

- The data is as expected and there are no concerns.
- Work is ongoing on the SVM and a 3-year plan will be done.
- Pupil Premium will be looked at in depth at the next meeting.

*Q. There is information in the minutes about the advisor.*

*A. This was from the Behaviour Support budget but it is very expensive. It is important that the support is effective and value for money. We will budget for 12 x ½ days. The Abingdon Partnership is looking at buying in the SNAST service.*

*Q. The reception attendance has improved but how do you see this moving into YR1?*

*A. It should improve in YR1 as it is really an age thing with young children just starting school. Attendance is tracked carefully and parents are aware that good attendance is important.*

*Q: In the minutes it mentioned our previous SIL's recent visit and discussions about behaviour for learning – is this a significant issue?*

*A: This was a very specific issue which has now been addressed.*

**Premises and Community – 14.4.16** – the minutes are on GovernorHub.

Repairs and maintenance are up to date. The hours' audit is completed every half term the next one will be in May and will be reviewed by the Premises Committee.

- Vodafone are coming into school again to do general maintenance work.
- **CD** has been working with Red Dragon so that they are fully informed about the extension plans. It is important that they also have a plan for increased numbers and aware of staffing needs. They need a strategic long term plan as they will also have to have children over lunch time.

**Expansion of the School**

There is currently a Joint User Agreement in place between the Parish Council, the District Council, OCC, Foundation Governors and the School for the outside use of the Community Room and the Hall. All parties have to agree to the removal of the Community Room from this agreement. There were concerns that the Community will lose the use of the room but there are no community groups wanting to use it at the moment and it is hoped that it will be replaced with a combined Sports Pavilion and an extra room.

Governors were uncertain as to who the 'Foundation Governors' were, whether they were current or those in place when the agreement was drawn up.

Governors stressed that the Hall can still be hired by Community groups. At the moment the impact of the loss of the use of the room would only be felt by the school but the benefit of agreeing would be that the 1<sup>st</sup> phase of the expansion could go ahead.

**Governors agreed to the varying of the Joint User Agreement.**

**MS**

9.	<p><b>Head teacher's Report</b> – the report is on GovernorHub.</p> <ul style="list-style-type: none"> <li>• Staffing details had been updated and there was positive feedback on the new member of staff.</li> <li>• Science guidance had been received and the standard is extremely high.</li> <li>• There had been positive sports' competition results and an increase in fitness levels.</li> <li>• Numbers of lunches has dropped again and this is being looked at.</li> <li>• Chris Price (Diocese) has cancelled her visit again. <b>KM</b> will write to the Diocese regarding her lack of support.</li> <li>• It was confirmed that RL and LS will be meeting shortly to start work on the updates to the SVM.</li> </ul> <p>SMSC events - Governors were pleased that there are so many opportunities for the children and felt the document was useful for governors.</p> <p>The Governors thanked <b>RL</b> for her additional teaching commitment and the whole team for the additional work they did covering when a member of staff resigned. It was much appreciated and was the best situation for the children. Governors asked that their thanks are expressed to all staff.</p>	<b>KM</b>
10.	<p><b>Academy update</b> – nothing further has happened. The Partnership is now stable and the audit of the Partnership Schools is taking place to see what the schools' plans are and how to progress.</p> <p><b>KM</b> confirmed he had attended the River Learning Trust Presentation (see 23/02/2016 report) on their model. This seemed positive in terms of all schools being part of the direction and shaping of the trust and each Headteacher and Chair of Governors having an equal place on the relevant committees.</p>	
11.	<p><b>Safeguarding – DBS checks</b> – these are compulsory for governors as from 1<sup>st</sup> September. Will all governors complete the application when the link is sent from the school office?</p> <p><b>Prevent</b> – the Prevent Audit has been completed. There are action points to be completed and <b>RL</b> will complete an Action Plan for discussion at the next FGB meeting. Prevent must also be added to Safeguarding documents.</p> <p><b>Action: Prevent Action Plan on next agenda.</b></p>	<b>All Gov's</b>  <b>KD/KM</b>
12.	<p><b>Governor monitoring of the Governance Section of the SVM</b> Work on evaluating the latest position is ongoing and will be on the next agenda. <b>Action: Governance section of the SVM on next agenda.</b> <b>JR</b> left the meeting at 5.45p.m</p>	<b>KD/KM</b>
13.	<p><b>Website Audit</b> <b>LS</b> has completed the audit and is working with Jude to ensure the website is up to date and easy to read. There have been some technical issues but it is improving and work is ongoing. The Governor section is up-to-date.</p>	

14.	<p><b>Governor Visits and monitoring visits</b> All the visit reports are on GovernorHub:</p> <p>19/02/2016 – School Expansion (MS) 11/02/2016 – SIAMS (JR) 11/02/2016 – SVM3 Review (JR) 23/02/2016 – River Learning Trust (KM) 24/02/2016 Safeguarding (JR) 27/02/2016 OGA Meeting (KM) 01/03/2016 – School Expansion (MS) 21/03/2016 – SVM1 Review (LS) 21/03/2016 – HT 1:1 (KM) 15/03/2016 Abingdon Partnership Meeting (KM)</p> <p><b>KM</b> will monitor Maths once the new Maths Coordinator has settled in.</p>	<b>KM</b>
15.	<p><b>Governor Training – no updates.</b> The Abingdon Partnership has asked for a skills audit of governors; <b>KM</b> will check which document they want to use as it is important all schools use the same form. When completed it will highlight joint training needs so the partnership can assess if we can hold joint events and if financially viable, for all schools in the partnership to not buy into the LA training package but to jointly purchase a package through other providers.</p>	<b>KM</b>
16.	<p><b>Policy Review</b></p> <p>The updated schedule was on GovernorHub and it was agreed that this is a very useful document. <b>LS</b> was thanked for supporting <b>RL</b> in creating and maintaining this.</p> <p>Data Protection and Charging and Remissions need to be updated and will go to Finance and Staffing Committee. The Staff Handbook is continually reviewed.</p> <p>The following policies had been circulated and were approved.</p> <ul style="list-style-type: none"> <li>• Freedom of Information</li> <li>• Gifted and Talented</li> <li>• Appraisal</li> <li>• Pupil Premium.</li> </ul>	<b>JR</b>
17.	<p><b>Items for next meeting</b></p> <p><b>It was agreed that the next meeting would be for an extended time and would include a supper.</b></p> <ul style="list-style-type: none"> <li>• <b>Governors annual report to parents</b></li> <li>• <b>Governors new term welcome letter or section on the newsletter</b></li> <li>• <b>2016-17 SVM</b> (including longer term plan for the school)</li> </ul>	<b>KM</b>  <b>KM</b>  <b>RL/LS</b>

	<ul style="list-style-type: none"> <li>• <b>Review of 2015-16 Governor Section of SVM</b></li> <li>• <b>Prevent Action Plan</b></li> <li>• <b>Pupil Premium</b></li> <li>• <b>Election of chair, vice chair, committee membership, standing orders etc.</b></li> <li>• <b>Succession Planning</b></li> </ul> <p>The meeting closed at 6.10p.m</p> <p><b>Date of next meeting – 5<sup>th</sup> July 2016</b></p>	<p><b>KM</b></p> <p><b>RL</b></p> <p><b>RL/LS</b></p> <p><b>KM</b></p> <p><b>KM</b></p>
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