



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 8th May 2018
at 4.15pm at the school**

Present

Ruth Leach (**RL**) (Headteacher)
Kevin Moyes (**KM**) (Co-opted Governor and Chair)
Mark Smith (**MS**) (LA) (LA Governor and Vice Chair)
Caroline Darling (**CD**) (Parent Governor)
Karen Green (**KG**) (Staff Governor)
Fiona Morgan (**FM**) (Foundation Governor)
Phillip Sutton (**PS**) (Co-Opted Governor)

In Attendance

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

Apologies

None

Absent

Steve Reichard (SR) (Parent Governors)

The meeting was quorate.

Item	Details	Doc Ref	Action
	<u>Governors' Challenge shown in Italics.</u>		
1.	Welcome and Opening Prayer The Chair began the meeting by welcoming Phillip Sutton, the new Co-opted Governor at St Blaise. FM led the board in a prayer referencing the challenge that the year 6 pupils face in the future and the support staff and governors can provide for them.		
2.	Apologies for absence Were received and accepted by JR.		
3.	Urgent additional items None received.		

4.	<p>Declaration of Interests</p> <p>No new interests reports, PS confirmed he has given his completed interests form to SM.</p>		
5.	<p>Approval of the minutes of the meeting on 13th March 2018</p> <p>There being no amendments or queries, the minutes were agreed by the board, signed by the Chair and filed in school and on Governor Hub</p> <p>As agreed, the minutes from the budget meeting on 26th April 2018 will be approved at the next meeting</p>	<p>1. Minutes of 13.03.18</p> <p>2. Minutes of 26.04.18</p>	
6.	<p>Matters arising not covered elsewhere on the agenda:</p> <p>Safeguarding Audit As discussed in detail at the previous FGB, the document was circulated to governors for reference after Donna Crozier's last audit. Governors noted the actions at the April meeting and FM confirmed that herself and the other Safeguarding Leads would be carrying out further monitoring of actions in June.</p> <p>Code of Conduct Having requested this be reviewed at the previous meeting, the headteacher invited governors to suggest any amendments they felt were appropriate to the document.</p> <p>Q. Why are we reissuing it now? A. It is always good to review it on a regular basis. There has also been two instances in the playground at pick-up, which has made it more prevalent. We would like to remind all families what it is acceptable and appropriate behaviour, so it is timely.</p> <p>A governor suggested that adding a section on good working relationships would be positive. LS agreed to do this and then circulate to the board for a final builds. It was agreed that the new document will go out with a governor communication</p> <p>Budget questions- The Chair confirmed that he had clarified the queries raised at the budget meeting with the school administrator and had emailed the responses to governors. The supply budget will be higher (£11K) and the TA budget cannot be split between SEN and Non-SEN because of payroll and pension implications</p>	<p>3. Safeguarding Audit</p> <p>4. Code of Conduct</p>	LS
7.	<p>Headteacher report</p> <p>Staffing</p> <p>There is a member of staff away on a period of absence at the moment. There is also a member of staff who has resigned following maternity leave. The board were informed that the maternity cover has been offered a permanent post.</p> <p>Q. How is the absence of the staff member on leave being covered? A. By other staff, HT and supply We currently have a student that is</p>	5. HT Report	



keen to take a lead and be supported by other teachers. We have been able to cover most of the absence in house so far, but if the absence continues, we will have to rethink the situation. HT will keep the board updated. Board agreed that the priority is to enable as much continuity as possible for the pupils.

The headteacher explained that with the Chair's consent, **she had sent a letter of complaint to the LA regarding their lack of support for children with complex needs.** There is a huge workload for staff (particularly the headteacher). A response was received and a meeting has been scheduled to discuss the matter. FM will attend with the headteacher and the head of social care will also be there. The headteacher noted that they seem to be taking the complaint seriously, which is pleasing. A governor noted that larger schools have more resources to deal with these issues, such as home school link workers or learning mentors, that smaller schools do not.

SVM

This item will go to the next FGB meeting.

Attendance

This is currently marginally **below** target (96.22%), but it is anticipated that this will improve as illnesses tend to reduce at this time of year. Some children will not reach the standard target, but there are reasons **for** this and they have been set an appropriate target. Holidays **requests** are down and requests received **are not authorised.**

Q. Is fining still in place?

A. Yes, but we have only fined one family to date.

The headteacher noted that the school should be getting an attendance officer at some point. Attendance has slipped across the county, so they are being reintroduced **by the LA** as they are effective.

Exclusions

None since September 2017.

Breakfast club

This is disappointing as there are currently no families paying for it. The school issued a questionnaire to gauge interest and feedback has suggested that an afterschool club would be beneficial. The headteacher explained that the cost of setting this up would be considerable. It is something to consider, but the demand would have to be higher.

Q. Have you considered sharing it with another school?

A. It is something to explore, but there are a number of



considerations, including the minibus. I think it is best to leave it for now and revisit the idea once numbers have increased.

SEN training

The headteacher attended a training session to audit other schools and could do some work with OTSA in the future. St Blaise is working with other schools, conducting peer reviews, which will potentially save a lot of money.

Red cards

The number varies from class to class, but in general the number has reduced.

Q. Are there cases where they don't work?

A. Yes, with some children, you have to look and consider other strategies in the short-term but eventually the system becomes effective for most of them as well.

A governor noted that it was pleasing the school was flexible in its approach and willing to use different strategies.

KG and RL explained that they are looking to revamp the system and have been discussing the term 'red card'. They would like to introduce a restorative approach and focus less on the negative, highlighting the behaviour that is expected **and the changes the pupil agrees to make to have a positive impact**. KG shared a document explaining the zones of regulation which is already used within school as a good visual tool and suggested this as a link to the new system. **Work will continue on this and governors will be updated.**

Q. Will Pupil Parliament be involved?

A. Yes, they will definitely have an input.

Q. Do you have options for children that struggle with the system?

A. Yes, there are strategies. We are working on a system that is accessible to all.

Website

This is up and running. There hasn't been a great deal of feedback from parents, but the feedback from staff has been positive.

Chromebooks

These are **working well and having a positive impact on pupil's learning in terms of faster more effective access to resources etc. In addition, they will help with GDPR because all information is**



	<p>centrally and securely stored on Googledrive . The Chair noted that it was pleasing to have positive feedback on these already given the investment but that it was more cost effective than replacing the school server and purchasing more iPad.</p> <p>Future plans</p> <p>The headteacher explained that she, MS and KM had met with County and the building work is being delayed for one year. It is disappointing, but there are unresolved issues with the housing application that have had an effect.</p> <p>Fire inspection actions</p> <p>Due to the delay in the expansion, the school is now challenging County on a number of minor issues highlighted in the inspection. These were due to be dealt with when the building work began, but the lengthy delay changes this. The headteacher explained that she will keep pursuing the matter and will keep the board informed.</p> <p>Letter to parents</p> <p>The headteacher explained that she, KM and MS have drafted a letter for the parents, keeping them up to date on the expansion plans and timescales of the work. The letter will go out next week.</p>		<p>RL</p> <p>RL</p>
<p>8.</p>	<p>SVM Monitoring overviews</p> <p>As agreed, this will be moved to the next FGB meeting.</p>		
<p>9.</p>	<p>Lead governor updates, including any monitoring:</p> <p>Learning and Teaching</p> <p>Data Analysis:</p> <p>The Lead Governor for Learning and Teaching explained the analysis she had carried out as per her visit report and gave an overview of the data. The Chair invited any questions or comments on the data. Governors noted that writing was the area that flagged up. There has been a dip in some areas, but nothing to cause major concern and this had already been picked up early and added to the SVM as a key focus. There has been some really good progress, which is anticipated to continue. The headteacher noted that yr2 in particular has had a great deal of support from the literacy co-ordinator to improve writing.</p> <p>Writing Monitoring Visit</p>	<p>6. Data Pack</p> <p>7. Groups Data</p> <p>7b. Governor Monitoring Report – Data 30.04.18</p> <p>7c. Governor monitoring writing 18.04.18</p>	



	<p>Q. Why was there a dip? Not doing enough writing? A. Yes, we are looking to take all opportunities for writing and it is developing across the whole school and curriculum. We are setting high standards, encouraging independent work and writing for purpose is a real focus.</p> <p>Q.What is the support like from home? A.It varies from cohort to cohort. In general, homework is strong. Projects (such as the recent RAF project) seem to really engage both parents and children. We ave introduced spellings for yr2's and yr1's have shown an interest in this.</p> <p>A governor referred to document 6 and noted that while progress is good, this does not always translate into attainment. The headteacher acknowledged this and noted that it may be down to cautious teacher judgements and that she had challenged this herself. The headteacher agreed to look at this again and report back to the board.</p> <p>The board discussed the new format of the data and agreed that the information was clear and accessible.</p> <p>LS noted that Claire (Science Lead) had been very helpful explaining aspects of the data and discussed raising attainment. The board agreed that it would be informative for Claire to attend the next FGB meeting and give a short presentation on SVM target 1B.</p> <p>Premises: Items covered in the headteacher report.</p> <p>Staffing and Finance:</p> <p>It was agreed that all items will be moved to the July meeting. RL and KM will organise a meeting to work on the items.</p>		<p>RL</p> <p>RL</p> <p>KM/ RL</p>
<p>10.</p>	<p>Safeguarding including Incidents of Bullying/Racism and Health and Safety incidents</p> <p>No Safeguarding incidents since last meeting No Health and Safety Incidents since the last meeting</p> <p>Safeguarding Checklist for governors</p> <p>The board agreed this was a useful document and the safeguarding governor will continue to use this to monitor and report to the board.</p>	<p>8. Safeguarding Monitoring Checklist</p>	
<p>11.</p>	<p>Governor Business</p> <p>Nothing additional</p>		



11.	Governor Training RL – SEN Training SR – New Governor Induction Training (Provided by the LA)		
12	GDPR The LA has not provided any new information. We are working on it ourselves and have created a checklist to evidence the steps we have taken. Caroline Bradbury and the headteacher have organised to go through paperwork in the summer holidays, as there is a considerable amount of work to be done and an audit will have to be completed. There are still questions around the DPO (Data Protection Officer) as the County will not provide one and it is unclear who would be the most suitable person for the role. Update at next FGB		RL
13.	Academy Working Group The Chair explained that the Ridgeway Trust will be presenting on 22 nd May at 4pm and all governors are welcome to attend. An update will be given at the next meeting.		KM
14.	Policies For Approval None		
15.	Meeting Actions Agreed <ul style="list-style-type: none"> • Update on Academy Presentation • Add presentation from CK to next agenda-clerk • Organise meeting to discuss finance and staffing agenda items- KM/RL • Amend Code of Conduct and circulate to governors • Revisit data, looking at attainment • Send letter to parents about building work 		KM RL KM/ RL LS RL RL
16.	Next meeting – 12 th June 4.00pm		
17.	Meeting closed at 6.00pm		