



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 Thursday 26th April 2018
at 4.15pm at the school**

Present:

- Ruth Leach (**RL**) (Head teacher)
- Caroline Darling (**CD**) (Parent)
- Kevin Moyes (**KM**) (Co-opted) Chair
- Fiona Morgan (**FM**) (Foundation)
- Steven Reichard (**SR**) (Parent)
- Jane Robinson (**JR**) (Foundation)

In Attendance:

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

Apologies

- Mark Smith
- Karen Green

The meeting was quorate.

Item	Details	Doc Ref:	Action
	Governors' Challenge shown in Italics.		
1.	Welcome and Opening Prayer The Chair welcomed everyone and JR opened with a prayer referencing stewardship.		
2.	Apologies for absence Were received and accepted from MS and KG.		
3.	Urgent additional items None		
4.	Declaration of Interests No additional interest declared.		
5.	Approval of the minutes of the meeting on Tuesday 13th March 2018 To be approved at May FGB		
6.	Matters arising not elsewhere on the agenda: Share Critical Incident Plan with staff – (Complete)		

	<ul style="list-style-type: none"> • Share Critical Incident Plan with staff – (Complete) • Circulate information on collective worship to governors - The Headteacher confirmed this had been done. Feedback from staff has been positive, with all staff following the structure set out and addressing the small number of inconsistencies. Q: How did staff respond to the feedback? A: Staff were very open to the feedback and it is an area they have a strong willingness to continually improve. It was also noted that The new Vicar of St Blaise Church has not started in post and has made contact with the school to begin the formal relationship and give us additional support and guidance in this area. FM noted that she had met with RL and produced a new Collective Worship evaluation form for governors to use for their monitoring going forward. The form makes tighter links with the SIAMs inspection grade descriptors This would be shared with governors for their feedback. In addition, FM will also share a summary she has produced on the Governor Monitoring of Collective Worship • Update on minibus - There is a meeting scheduled for next week. • Contact DfE regarding Dashboard access -The Headteacher confirmed she now has access. • Circulate Abingdon Learning Trust Academy presentation- The Chair confirmed this had been done and will be discussed under the academy discussion. • Explore Carillion position and possible impact on Food and More if the schools’ contract is cancelled -.OCC were scheduled to take on Food and More from 31st March 2018. The recent liquidation of Carillion would have impacted the catering for the school, but OCC have communicated and confirmed that they will bring the service back in-house with immediate effect. Any further information will be circulated as soon as it is received. The main concern for St Blaise is that our current cook continues to be paid and the school is able to continue serving hot school dinners. • Add governor monitoring details to Ofsted actions document-This has not yet been completed, but will be for the next FGB. • Share slides from the Data Protection Training -This has been completed. A governor noted the substantial amount of information on this topic. RL, KM and Caroline Bradbury will organise a meeting for this after the SIAMS inspection and prepare a summary of all information available for the next FGB • SR to sign up to the OCC Governor Induction training and generalist Safeguarding training- This has not yet been done. RL explained that there is a Safeguarding training session booked in for some staff members, which SR will attend (20th Feb). SR will book the induction training this week. 	<p>2-2c – Collective Worship Monitoring</p> <p>3. Abingdon Learning Trust Presentati on</p>	<p>FM</p> <p>RL</p> <p>KM</p> <p>SR</p>
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<p>7.</p>	<p>Headteacher's report:</p> <p>The headteacher went through some of the key points from her report, noting that 2 new children joining the school was very positive. It puts the school in a better position to meet the target as per our budget assumptions, of 81. There has been lots of interest and numbers for reception class next year; there are currently 14 first choice places which is the highest we have ever had. The school has requested that we raise our Pupil Admission Number (PAN) to 20 to support our expansion plan. Q: In light of this, have we been proactive in getting the LA to confirm the position on the next stage of our expansion? A: Yes, we have been in close communication with them and they have confirmed that our 1 Form Entry expansion is a definite requirement even without the large housing development, which is planned.</p> <p>Pupil Premium numbers have increased, taking the school above national. A few more have also been added to the SEN register, but some others will be coming off at Easter.</p> <p>There are 4 children with EHCP's which is high and a number with TAF's. This is a huge workload for the school, as they are the lead. Q. Are some of the children from the same families because if so it would be useful to governors to flag this in the report. A. Yes, report will be amended going forward to reflect this.</p> <p>Q: Clearly, these cases require a significant amount of time for the Headteacher, how strong are the links with the other schools to</p>	<p>6-6b. Head report</p>	<p>RL</p>
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	<p>ease this? A: The links with other schools and the pre-schools are very good helps in these situations, the challenge is that the health service does not get involved, which is very frustrating.</p> <p>Safeguarding – As part of good practice, the school was due to have an LA audit tomorrow which the Headteacher requested but it may be cancelled due to staff illness. The Headteacher noted that this is frustrating and if cancelled, will push to organise another audit. It was noted the number of exclusions may be flagged up in an audit. Q: Are we confident that once we explain the specific circumstance of the cases that it will be clear why this was the only option? A: Yes, in all cases we have sought advice and support from the LA when needed and have fully documented all of the details, which will demonstrate this. It should also be noted that we have not had any exclusions since September, which shows a positive picture.</p> <p>Absences – It was noted that because of our small pupil numbers, cases such as those caused by long-term medical issues still have a big impact on our data and this issue comes up a lot in TAF meetings. However, we are still in-line with our target and county average. The Headteacher explained that County are bringing back attendance officers, which will hopefully help in this area. There are still some holidays being taken, but these are often a few days taken after a school holiday instead of a two block in the middle of a term. The school's stance on term time holidays remains the same and warnings or fines are issued if necessary.</p> <p>Q: Should governors be concerned that the absence figure for our PP children has increased? A: This is down to one child being unwell which due to our small numbers has huge impact on the data. We are doing all we can to support the family etc.</p> <p>Q. Can that data be excluded? A. No, but we will explain the reason for the absence and full details if it is flagged up.</p> <p>Policy list -This has been updated again. LS noted that there is one policy to add. This will be amended and circulated again. Lead governors were asked to review the document and ensure that any policies due for review are reviewed and brought to the next FGB meeting.</p> <p>Breakfast Club -This is still not financially viable, but is providing a valuable service for the pupils. The cost to the school is worthwhile as a breakfast club is attractive to new parents and is a source of extra support for those families that need it. Q: Is the breakfast club offering support to our Pupil Premium Pupils? A: Yes, for some cases. Governors also noted that as our numbers increase attendance at breakfast will increase and that offering this will be attractive to potential new parents.</p>	<p>8.Policy tracker</p>	<p>LS All Govs.</p>
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<p>Food & More - Linda is doing well. It is still early days, but hopefully the number of children having school dinners will increase.</p> <p>Abingdon Partnership- The Headteacher explained that as part of her appraisal targets, she is working with Viv Hutchins (Headteacher of Marcham), looking at middle leaders and the distribution of management. They will be conducting our peer review, but this will not take place until after the SIAMS inspection.</p> <p>Governor class links – Class Link Governors were asked to organise their visits for the rest of this term. It was clarified that these are not official monitoring visits and reports do not have to be written (but updates given and minuted at the FGB). The purpose of these visits is to form a link with a class group, increase staff and pupil awareness of governors and to keep a line of communication open between staff, pupils and governors.</p> <p>Health & Safety -As evident in the report, incidents reported have drastically reduced. Q: Is this because there have been fewer incidents? A: This follows the agreed discussions with staff about what constitutes an incident to be reported - it has been effective and the number reduced to 45 (50% reduction). All incidents have been minor.</p> <p>PE & Sports Funding Strategy - The family swims discussed have not been as popular as hoped. A lack of interest means that for now they won't be going ahead. It is something that can be tried again in the summer and hopefully interest will increase. The Headteacher assured the board that as per our strategy swimming for pupils is still a focus, to ensure that all children can swim 25metres by the appropriate age.</p> <p>A project with Aureus Secondary School has begun which looks at Mindfulness and staff activities will go ahead shortly. It will involve 2 members of staff taking part in training. They will then be prepared to run sessions that will hopefully start in September. The costs will be covered by sports funding. KG has agreed to be the lead teacher on this. The board discussed mental health being a very important area which is moving up the agenda in education and that, mindfulness and opportunities for pupils to develop this are in keeping with the school's Christian ethos - that all pupils and their families feel supported in all areas. RL noted that there were a few refinements to be made to the document and the up-dated document would be circulated to governors.</p> <p>Q: With the expansion of the school, are there opportunities to improve our sports facilities? A: Yes, a percentage of the sports funding will be going towards a new trim trail, an investment that will benefit all pupils and a very worthwhile spend in the long term.</p> <p>Pupil Premium Strategy and SEN funding Statement - LS noted the</p>	<p>6c.H & S overview</p> <p>7a.sports strategy</p> <p>7b. Pupil Premium Strategy Statement</p> <p>7c. SEN Funding</p>	<p>RL</p> <p>RL</p>
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	<p>rag rating illustrated how much has been accomplished in this area. The board discussed this and agreed that progress was being made, but further work was still to be done.</p> <p>Q. From the data it appears that SEN pupil Maths is not as improved as we would like – what are we doing to address this? A. Maths is a focus now for this group because some children are not meeting their targets, so it needs to be a focus. The maths leading is reaching suitable interventions, which is a challenge but need to be rapidly put into place.</p> <p>Q. Is it the case that there aren't many interventions available for maths or we just do not have access to them? A. The maths lead has worked with many external people on this and the issue is that it is a national problem – interventions are just not there and so we will either take what is available and adjust as needed or write one ourselves.</p> <p>Maths now needs to have a focus nationally, just as phonics has been.</p> <p>There being no further questions or comments on the information presented, the Chair thanked the Headteacher for her report.</p> <p>It was noted that the Review of Behaviour / Bullying/ Exclusion Policies has already been completed and updated on the 8. Updated Policy Tracker</p>	Statement	
8.	<p>SVM: The board discussed the SVM, looking at progress and the work being done in those areas (further details in data section below). Maths in general is moving on well. Attainment is positive but progress needs to be improved further. Governors noted that it is one great example of where a middle leader is working well and taking full ownership for their area. Q: Which assessment system do we use for maths? A: The school uses Headstart instead of PUMA, as it is more analytical and staff are trying different approaches to see what works. After discussion from the board, it was agreed that it would be useful to rag rate this document, for ease of use.</p> <p>The outdoor learning area is still a focus in the SCM, but much of it is funding dependent (grants etc. that are still pending). Q: It has been proposed to add a writing objective to the SVM, is this based on the picture from the data? A: Yes, based on the data we have added this target to ensure that writing does not dip, there will be a 2-term project for writing that will work across the whole curriculum. Lots of work will be done including learning journals and monitoring will increase. Governors agreed to the addition of the proposed writing objective.</p> <p>Staff Development and Progression -The board discussed the importance of investing in and developing current staff especially as we expand further. The board noted that this can be more constraint in a</p>	9-9b. SVM Update & report for govvs.	RL

	<p>small school and clearly feeds into the Academy discussions but we should do all we can to ensure that staff have opportunities for development and progression. In addition, the school has taken on a student teacher, whom KG is mentoring and we should explore the possibility of taking on an NQT in the future.</p> <p>The Chair noted that the reports were very useful as they covered so many areas and asked Subject Link governors to organise further SVM monitoring visits with the Headteacher.</p>		
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<p>9.</p>	<p><u>Lead Governor updates, including any monitoring</u></p> <p>Learning and Teaching: LS explained that she had met with RL to review all school data. LS summarised the data.</p> <p>Governors noted that it was positive to see that reading is strong across all age groups.</p> <p>It was noted that in many cases data for PP, SEN and boys which is not as strong as we would like concerned the same pupils across more than more group.</p> <p>The boy/girl difference in yrs. 1 & 2 was noted and governors agreed that this area needs further consideration.</p> <p>The improvement in the maths attainment data was noted as positive, but <i>governors stressed that the school needed to continue to positively impact on progress and this must continue to improve.</i> The board also discussed the level of difficulty regarding the yr. 6 maths measure. It is a challenge due to the content, but both the staff and children work hard.</p> <p><i>Q. Is there a risk that maths is becoming less fun?</i> <i>A. No, monitoring and pupil voice has shown that the children really enjoy maths.</i></p> <p>Governors noted that girls are behind boys in yr. 6 maths and that the Headteacher and her team were working to address this. Governors discussed the role of mindfulness and confidence in this area. LS added that she and Clare Kirkham had also been looking at gender mixes in groups (particularly in science) and while they were not suggesting separating boys and girls for learning, it was very interesting to note that in some cases girls are reluctant to tackle a problem/answer a question because the boys maybe more forthcoming. Any changes will be reflected in the SVM.</p> <p>Early years - Governors were pleased to see this is going well. KG explained that having reception in a separate class has made a big difference. Staff are confident that all children have been assessed correctly and working at the level, they should be because they work</p>	<p>10-10b. Data pack & Groups data</p>	
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<p>very closely with the pre-school. Governors noted that the data looked stronger for this age group than it did last year.</p> <p>Governors discussed the positive impact that the focus on reading has had across the entire curriculum.</p> <p>QCA illustrated a slight dip. It covers a broad range of things such as learning style and behaviour for learning. .Governors noted that it can be very useful in preparing children for learning and can also be used to intervene and put in actions for certain areas. It can also trigger additional support and funding in some cases.</p> <p>Looking at the data in detail, the importance of writing was discussed. RL explained that in science particularly, the assessing of work often pins on their writing skills. There is a big leap when the children move to secondary and children whose writing skills aren't strong enough will struggle. Governor suggested that it would be worth talking to other schools, to share ideas and good practice. The board agreed it was important, but St Blaise should remain mindful that the curriculum does not become too narrow because of too much focus on certain areas – we must ensure that we are offering a broad curriculum which includes creativity, studying a broad range of subjects which is in keeping with the our Christian values and ethos</p> <p>Staffing and Finance: KM explained to the board that there is a Finance and Staffing Monitoring visit scheduled for next week regarding the budget, reviewing staffing structures and reviewing the net capacity of the school. A full report will come to the next FGB from the Lead governors.</p> <p>Premises: MS informed the board that the Fire Safety Plan had been completed, as well as the Health and Safety pre inspection monitoring. Some issues had been flagged up which have arisen because of the build. RL has contacted the Maccle who carried out the expansion work as the cost is significant but is still to hear back from them. Governors offered to support with this noting that is an urgent issue to follow-up.</p> <p>Community: CD explained that she had met with the Chair of the Red Dragon (Pre-school) Committee and it had been a very positive meeting. Links are good and they are being proactive. Opening full time was discussed and it was made clear that this needs to happen by September 2019. Numbers for next year are quite low at the moment, but this is quite common at this time of year. They are aware of this and trying to advertise the preschool as much as they can.</p> <p>Website -The Headteacher confirmed that the majority of previous actions have been addressed. LS will carry out another website audit and confirm the outcome to the FGB.</p> <p>Pupil Parliament -The school closure after the bad weather last term</p>	<p>11.Fire Safety 12-13. H & S</p>	<p>KM</p> <p>RL</p> <p>LS</p>
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	<p>meant that a planned pupil parliament was unable to take place to discuss the curriculum, which was unfortunate. There is one for outdoor learning scheduled for this week and the next one will be on the subject of food. Another will be schedule to discuss the curriculum. Feedback on these will come back FGB.</p> <p>SIAMS Tool-Kit - LS suggested that the Equality mark should be highlighted as one of the school's achievements, especially as it ties in with our Christian values. Governors discussed the content of the toolkit and reflected on their experiences including from monitoring. Small amendments were agreed.</p> <p>Governors discussed the areas we wanted to note for future focus, this was based on staff feedback (provided by the Headteacher) and governor knowledge of the school. The following were agreed:</p> <ul style="list-style-type: none"> • Christian faith being global • Continue to build a relationship with St Blaise Church (now a Vicar has been appointed) as we had before with Father Colin. • Further expansion of the our community link in keeping with our family and Christian Ethos. <p><u>The SIAMS toolkit was approved with the above amendments by the board.</u></p> <p>The following visits were discussed: 2017.12.07 Governor Monitoring Observing Worship –LS 2018.01.09 Governor Monitoring Inclusion -LS</p> <p>SEN monitoring visit -FM, RL and LS to schedule a meeting</p>	<p>14. Siams toolkit</p> <p>Gov visits: 7.12.17 09.01.18</p>	<p>RL</p> <p>FM/ LS/ RL</p>
<p>10.</p>	<p>Safeguarding including bully and racist incidents</p> <ul style="list-style-type: none"> • No incidents since last meeting. • Safeguarding Audit and action plan discussed earlier, the safeguarding audit may be cancelled. RL will keep the governors up to date. • Possible change of SEF grade for Behaviour from 2 to 1 – Given we have not had the Safeguarding Audit and because of other factors the board agreed to leave the grade as is. • Anti -bullying analysis – It was agreed that KM will provide a summary for the next meeting so that actions can be agreed to add to the Equality plan. • Feedback from Lock-down practice - It was explained that this has not yet been done. 	<p>15-16 Safeguarding Audit and Action Plan</p> <p>17. Anti-bullying questionaire analysis school Vs. County</p>	<p>KM</p>
<p>11.</p>	<p>Governor Training update:</p> <ul style="list-style-type: none"> • RL has completed Protective Behaviours part one, which links in with SEN and Inclusion. • It was confirmed that all governor details and training information 		

	was now in one file, for ease of use.		
12.	<p>Academy Working Group</p> <p>The Chair invited the board to make any comments on the recent presentation from the River Learning Trust and the previous presentation from the Abingdon Learning Trust which will be summarised along with feedback from the other schools in attendance.</p> <p>Next steps were discussed by the board:</p> <ul style="list-style-type: none"> • KM will email the schools in the working group and ask them to <ul style="list-style-type: none"> ○ Share their feedback on the two presentations. ○ Confirm if they would like us to contact other MATs such as Didcot girls ○ If no to contacting another MAT confirming if they are interested in pursuing with RLT or ALT. • KM will consolidate the feedback, share and organise a follow-up meeting with the group to take forward. 		KM
13.	<p>Policies for approval (as per policy schedule):</p> <ul style="list-style-type: none"> • Assessment Policy - <u>approved</u> • Learning and Teaching Policy - <u>approved</u> • Whistleblowing Policy - <u>approved</u> • Child Protection Policy – previously approved and minuted that all governors had read it, governors asked to sign a sheet to confirm they have read it. 	18-21 Policies	
14.	<p>Items for next meeting (including actions agreed)</p> <p>Monitoring:</p> <ul style="list-style-type: none"> • Class Link Governors to book visits • Subject Link Governors to book visits. • Amend HT report pro-forma to highlight where SEN, PP EHCP etc. pupils are the same pupil in different groups <p>Learning & Teaching/Inclusion</p> <ul style="list-style-type: none"> • Report - Mid-year review of Equality Plan actions • Check Dashboard access for governor information • Circulate RAG rated Sports funding document-RL • Rag rate maths information on SVM documents-RL • Feedback on Peer review with Marcham school • Organise SEN Monitoring visit. <p>Staffing/Finance</p> <p>Meeting Report:</p> <ul style="list-style-type: none"> • Review Staff Pay Policy • Agree purchase of external services • External Financial Benchmarking 		All Gov s All Gov s RL LS RL RL RL RL LS/ RL/ FM KM

	<ul style="list-style-type: none"> Review Staffing Structure Review Net Capacity of the School Review budget and start work on budget round. <p>Premises and Health and Safety</p> <ul style="list-style-type: none"> Health & Safety Inspection feedback Review insurance arrangements Review premises costs. Update on housing/school expansion Updated on work needed following fire inspection H&S Audit Result and actions Feedback lock down procedure <p>Community</p> <ul style="list-style-type: none"> Approve Charging and Letting Policy <p>SIAMS</p> <ul style="list-style-type: none"> Share amended Governor Worship Monitoring Pro-forma Share summary of Governor worship monitoring Re-assessment of Governor Diocese/SIAMS knowledge (now SIAMs Toolkit has been reviewed and approved by governors) and confirm if further development is needed SIAMs Inspection outcome and actions <p>Safeguarding</p> <ul style="list-style-type: none"> Share Governor Visit Report – 04/01/2018 Safeguarding Audit results and actions Circulate summary of anti-bullying questionnaire results Contact LA regarding Safeguarding Report to obtain confirmation that they received it. <p>Academy</p> <ul style="list-style-type: none"> Collect feedback and agree next steps with Academy working group <p>Training Attend Safeguarding Training</p> <p>Other:</p> <ul style="list-style-type: none"> Mini-bus School expansion Add governor monitoring to Ofsted actions document Set up working party meeting for Data Protection Act changes Send out up dated policy tracker list Upload final policies to Governorhub 		<p>RL MS MS RL RL RL RL</p> <p>CD</p> <p>FM FM KM</p> <p>RL</p> <p>FM RL KM RL</p> <p>KM</p> <p>SR</p> <p>RL RL KM KM LS SM</p>
15.	Next Meeting 8 th May 2018		
16.	Meeting Closes 6.00pm		

