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**Minutes of the meeting of the Full Governing Body held on Tuesday 12th June 2018
At 4.00pm 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)
Fiona Morgan (**FM**) (Foundation Governor)
Phillip Sutton (**PS**) (Co-Opted Governor)
Steve Reichard (**SR**) (Parent Governors)
Caroline Darling (**CD**) (Parent Governor)
Karen Green (**KG**) (Staff Governor)

In Attendance

Linda Shatford (**LS**) (Associate Member)

Apologies

Jane Robinson (**JR**) (Foundation Governor)

Absent

Richard Webber (**RW**) (Associate)

The meeting was quorate.

Item	Details	Doc Ref:	Action
	<i>Governors' Challenge shown in Italics.</i>		
1.	Welcome and Opening Prayer The Chair welcomed all governors to the meeting and PS opened with a prayer.		
2.	Apologies for absence Jane Robinson (JR) (Foundation Governor)		
3.	Urgent additional items Clerk – SM has resigned with immediate effect, KM in discussions with our previous clerk who retired. She has agreed to cover until we recruit a new Clerk. Advert to go live next week.		KM

4.	<p>Declaration of Interests</p> <p>No new interests reported</p>		
5.	<p>Approval of the minutes of the meeting on 26th April 2018 (budget approval) and 8th May 2018</p> <p>It was noted that there is a formatting issue with the April minutes because the table has become corrupted; this is being rectified now.</p> <p>Minutes were approved and will be filed in School, on Governor Hub and the school website.</p>	<p>1.FGB Minutes 26/04/2018 2. FGB Minutes 08/05/2018</p>	
6.	<p>Matters Arising (Not Covered elsewhere on the agenda)</p> <p><i>Presentation from Middle Leader- CK on SVM target 1B (Writing)</i></p> <p>Many actions have taken place so far this year to support our objective – these include: staff meetings to discuss and share good practice with teachers, dedicated support for Poplar class. Pupil parliament discussion of purposeful writing, pupil responses showed that pupils are responding to what we are offering and would like more of their written work displayed on walls, continue to have showcases of work for parents (such as the recent RAF visit work showcase) and share work in assembly etc. Purposeful writing is now more consistently practised across the school.</p> <p>Pupils have been using opportunities to write stories (and make them into books, which they have typed and edited), using non-fiction projects as a way to increase purposeful writing, children are now really able to vocalise more purposeful writing. This is happening across all subject areas including science, topic work etc. For instance, sending a letter to Tim Peake (Astronaut), Julian Donaldson (Author) and receiving replies, Oak class creating nests for the trees and making signs to protect them. Looking at different types of books including picture books and writing around the book – i.e. Shackleton’s Journey is being used at the moment. Previously when children were asked why they write they would say to fill book up, to please their teacher etc. but now they say because they want to, they enjoy it and it will help them to get a job etc. CK has supported planning for writing in Poplar and will work with the new teacher to focus on hooks and purposeful outcomes etc.</p> <p>Handwriting is improving but there is still work to do: by the end of year R all children are secure in letter formation; support in place for other year groups, handwriting and spelling will be a focus for next year.</p> <p>Looking at Phonics system and use of Phonics International – started to investigate it – not a system we want in entirety. RL will feedback on this.</p> <p>SPAG continues to improve with more work across the school pupils are confident voicing the different grammatical terms and when to use them</p>		RL

Pupil Numbers: One Pupil will leave the school from August so number on roll will be 85. We are taking phone calls every day for spaces and we are saying no to KS1 as until building work is confirmed we cannot risk having 31 pupils in Poplar. Overall, the numbers are healthy and we welcomed 15 new children to school for induction today – 25 parents/family members came as well. There is a good level of engagement and it is positive that people take the time to come in. KG has been on six home visits so far and all are positive, All new children are school ready especially those with siblings in the school. It was noted that a high number of parents who came to visit today also went to the school.

Current staffing challenge is having an impact –currently advertising for a year 1 and 2 Teacher – no response to the advert so far – closes on 21st June 2018 – have some contingency plans in place. Giving as much continuity as possible for the class – familiar people (consistent supply teacher plus RL and KG) for the children etc. and making the most of the new student.

Q: Will the supply costs have a detrimental impact on the budget?

A: No, as we have insurance to cover the majority of the cost and 2-days are covered by existing staff at no additional cost.

Student Placement

Q: Sounds like a real success this year, what was the key to it being successful?

A: The student was from Oxford Brookes and the closeness was helpful. Also not having a double placement is better for us. Additionally, Summer term is a good time as the class has settled into a routine etc.

Meeting with Head of Social Care

Q: Meeting with Head of Social Care – what was the outcome/next steps?

A: She apologised about how we have been treated and how cases have been dealt with in terms of the practice etc. There is still no manager for the unit and the temporary cover moves back in September 2018. We were heard and the challenges of small schools understood! Follow-up meeting booked in. We are awaiting the minutes from here.

Attendance: We are fractionally below target – one child has been unwell (hospital) and this makes a 0.5% difference, EAL children doing well SEN and PP less well and this has been quickly picked up and is being explored. We are still within the County target.

Q: Report says we have 17 pupils below 95%, are there any patterns or particular reasons?

A: It has mainly been health issues and there are challenges in how we work with GPs etc. We have been working with all families as needed and the LA are now looking at Team around the Community

Q: Are holidays in term time affecting at all?

A: This is really low now and not impacting the figures etc.

	<p>A: Have investigated this and even though majority are in the same area - grass with the bound on it – there are no trip hazards, drop-offs etc.</p> <p>4c. Risk Management Action Plan – Governors noted that this new and extremely useful document. The plan was approved with some amendments, including the need to include parent liaison/links (RL to do) instead of the Home-School Agreement and mention Assert Register as a mitigation tool.</p> <p>SEN Review Meeting: Information will contribute to governors September SEN report along with the data. The review process with governors is working – gives overview and feeds into strategy, funding and actions and ensures accountability. Governors noted that SEN needs are complex and challenging but the school is working hard to meet the needs of our SEND learners with changes to provision made quickly once evaluations have taken place.</p> <p>Minibus: Options are still being explored – because the LA cancelled the service contract – looking at leasing options and service options. – looking at cost comparisons of different garages etc. Update to next FGB</p>	<p>4c. Risk Management Action Plan</p> <p>12. 2018.06.06 SEND Effectiveness Monitoring Report</p>	<p>MS</p>
<p>8.</p>	<p>SVM Monitoring overviews including SIAMs</p> <p>RL and relevant governors are in the process of drafting the 2018-19 SVM - current thinking based on data and monitoring is that the new plan will include:</p> <ol style="list-style-type: none"> 1. Writing: including handwriting, spelling and linking to vulnerable groups; possibly raising attainment for boys; more writing opportunities using IT. 2. Maths: more specific than this year’s objective, possibly focussing on areas such as times-tables 3. Data analysis 4. Mental health and wellbeing of pupils and staff <p>Q: Have there been mindfulness courses for staff? A: Have worked with Aureus School and have funding through Charlie Waller Foundation – looking at work with older children and parents as well. Also a question about supervision being in place for HT and staff. Governors suggested that the Staff Governor could also lead on Wellbeing – to be discussed at the next meeting.</p>		<p>KM</p>
<p>9.</p>	<p>Lead governor updates including any monitoring</p> <p>Learning and Teaching: Review and discuss residential visits and approve planned residential visits for the year after next – It was confirmed that as governors we need to know what is planned, how worthwhile it is etc. Q: What is the plan for the year after next? A: The current successful model is an annual residential visit for yrs5&6, – one which is river based – Woodlands and one which is sea/beach based – Isle of Wight. Q: What is the benefit of these trips to the children?</p>		

<p>A: It makes them more independent, for instance at Woodlands they have to self-manage (helping serve food etc.). Both centres give experiences pupils would not always get, for example a lot of outdoor activities, overcome fears etc. This then comes through in their work such as confidence at school, PE and into areas such as purposeful writing, etc.</p> <p>Q: Given that a week away from home is a long time as a first trip and this may put some parents off have we considered a shorter 1-2 night trip for the younger years to get them ready for a longer trip?</p> <p>A: We are looking at year 3 and 4 (Willow class) going to for Hill End for a one or two night trip.</p> <p>Q: Are there are any children who do not go on the residential trips?</p> <p>A: This year there are 2 children not going.</p> <p>Governors noted that there is a need to ensure that any children who do not go on the trips are included as far as possible in the work when the children come back.</p> <p>Q: Do we subsidise the trips where needed?</p> <p>A: We do for PP (we pay £200 out of £330). Governors also noted that there are charities in the village who would contribute to the costs as needed and could be used for non-PP children and this should be access as needed.</p> <p>Governors approved the following residential trips for the year after next:</p> <ul style="list-style-type: none"> • One week residential visits – Woodlands / Isle of Wight for years 5 & 6 (Maple class) • 1- or 2 night residential for years 3 & 4 (Willow Class) <p>Premises:</p> <ul style="list-style-type: none"> • Feedback on repairs as per Fire Inspection actions - these will be fixed during the summer holidays and reports to Governors in September • 5a. Governor Monitoring Report on annual inspection of premises and grounds, including reporting on security and monitoring of energy and utility bills to support sustainability. 5b. H&S Checklist – It was noted from that report that some minor issues were identified - the Fence has now repaired and the rest of the work will complete in the summer holidays etc. Confirmation to September FGB <p>Finance and Staffing:</p> <p>Update on meeting to discuss: CD, KM and RL had a meeting as planned:</p> <ul style="list-style-type: none"> ○ Review Appraisal and Performance Management policy – The Policy was reviewed but it was agreed that as it is a model policy and has been approved by the unions and LA that the policy should not change. However, we will change some of our practices to ensure the process is a joint endeavour between staff 	<p>5a. Governor Monitoring Report on annual inspection of premises and 5. H&S Checklist</p>	<p>RL</p> <p>RL</p>
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	<p>members and HT or other lead staff; self-reviews to take place therefore coming to a meeting prepared to share their reflections - with HT or lead staff acting more as a coach. This will be trailed with the TAs and reported back to Governors once complete</p> <ul style="list-style-type: none"> ○ Review staff job descriptions – this is ongoing and should be complete by September, ○ Review staff attendance – Staff attendance is historically good, excluding the current issue. HT reviews this in April - up to April this year we had 3 staff members with 100% attendance ● It was confirmed that the Appraisal Committee completed the HT Interim performance review on 15th May 2018 <p>Budget Validation from LA:</p> <ul style="list-style-type: none"> ● Response received was rather generic and included advice on areas to look out for which were all pretty basic and based on good budget management, which CBr has in hand – there were no concerns noted and the LA were happy with our submission. <p>Community: Report on links with Red Dragon will come to the September FGB meeting</p> <p>Governor Monitoring 5a and 5b. 2018.06.05 H&S Walk (as above) and Monitoring Report – as above. 8. 2018.05.14 SATS Monitoring Report 9. 2018.05.17 SATS Monitoring Report – It was noted that the SATS were a real success in terms of calmness, confidence and happiness of the pupils 10. 2018.05.20 Governor Website Audit - as above. 11. 2018.05.22 Educational Trip Monitoring Report 12. 2018.06.06 SEND Effectiveness Monitoring Report – as above 13c. Report GDPR Staff Meeting – see below.</p>	<p>6. Budget Validation Letter from LA</p> <p>Monitoring Reports 5a-13c.</p>	<p>RL</p> <p>RL</p> <p>CD</p>
<p>10.</p>	<p>Safeguarding including Incidents of Bullying/Racism and Health and Safety incidents</p> <p>None</p>		
<p>11.</p>	<p>Governor Business</p> <p>None</p>		
<p>12.</p>	<p>Governor Training</p> <ul style="list-style-type: none"> ● KM has shared the training tracker for all governors to check and amend as needed (based on training they have undertaken in the last 3 years). Governors were asked to review the tracker and update as needed. Sending any updates and certificates for courses currently not logged to KM. KM will also include the April Data Training on the Tracker 		<p>All Govs. KM</p>

	<ul style="list-style-type: none"> Noted that the partnership are running Data Training on 19th June 2018 at Fitzharrys School with Jamie Pembroke if any governors would like to attend. 		
13	<p>GDPR Privacy Notice for pupils: This was approved by Governors and will now be issued. It was noted that there had been a delay with this because of a lack of clarity from the LA including on who could be the DPO.</p> <p>Who will be our DPO? – Governors reviewed the guidance and concluded that neither RL or CBr could be the DPO as they both handle sensitive data and could themselves potentially create a breach creating a conflict of interest. Based on this and because the DPO needs knowledge of the legislation it was agreed that KM would be appointed as DPO. RL will update relevant documents and the website.</p> <p>2018.06.06 Governor Monitoring Report GDPR Staff Meeting – Governors noted that it was positive that staff have now had this important training to ensure they have full awareness and we are on the way to being compliant and meeting our duties under the regulation.</p> <p>RL confirmed that a Data Breach Policy and Subject Access Request Policy have now been drafted based on model policies. RL will send to KM for review, amendments and sharing with governors for approval via email.</p>	<p>13a. Privacy Notice</p> <p>3b. Who will be your DPO</p> <p>13c. GDPR Monitoring Report</p>	<p>RL</p> <p>RL</p> <p>RL and KM</p>
14.	<p>Academy Working Group</p> <ul style="list-style-type: none"> Update on Academy Presentation from Ridgeway Trust – Governors agreed that the fit would not be right between our school and Ridgeway Trust and that KM would write to the CEO to confirm this. KM confirmed that he has contacted the GLF Trust, which runs Aureus School to ask to meet with them but no reply yet, KM will chase. KM will email ALT and confirm that we are still very interested. 		<p>KM</p> <p>KM</p> <p>KM</p>
15.	<p>Policies For Approval</p> <p>Governors noted that many of the policies that come to FGB do not technically need Governor Approval, however given efficiencies created with the new governance structure governors felt that it is beneficial to the HT and the school for governors to fully support all policies to ensure robustness and challenge, as well as ensuring governors have a good understanding of this area and a thorough knowledge of the working of the school.</p> <p>14. P.E Policy <u>approved.</u> 15. TA Policy - <u>approved.</u> 16. Pupil Premium Policy - <u>approved.</u></p>	<p>14. PE Policy</p> <p>15. TA Policy</p> <p>16. Pupil Premium Policy</p>	<p>RL</p>

	17. Code of Conduct – approved with minor amendments from CD – RL to send final version to KM to send out with governor FGB communication	17. Code of Conduct	
16.	<p>Items For Next Agenda:</p> <p>RL:</p> <ul style="list-style-type: none"> • Update documents and website - KM as DPO • Data Breach Policy and Subject Access Request Policy • Issue Pupil Privacy notice • Website Audit Actions • Overview of SVM targets and outline of SVM targets for 2018-19 <p>KM:</p> <ul style="list-style-type: none"> • Code of Conduct to Parents • Explore Apprentice Levy for TA NVQs • Write to the Ridgeway Trust CEO to confirm not taking forward • Chase GLF Trust for reply • Email ALT and confirm that we are still very interested • School values and mission statement – confirm if a review is needed • Review monitoring visits • Conduct self-review of governing body effectiveness including succession planning and training needs • Review SVM Governance target and agree 2018-19 target • Budget monitoring, Audit School Fund, Review • Approve Governors’ Annual Report to Parents • Appoint Lead Governors and review guidance /TOR consider staff wellbeing as a responsibility • Confirm Whistle-blowing procedures are in place • Appoint a Whistle blowing Governor • Appoint governors to conduct head’s appraisal in the autumn • Appoint Governors to the Pay Committee - ensure they are or will be trained • Appoint External Adviser for HT Appraisal • Agree Standing Orders for next year • Agree Delegation Planner for next year. • Agree a programme of meeting dates for the next academic year <p>LS:</p> <ul style="list-style-type: none"> • Review all governance policies. • If available: Review pupil progress and attainment including reporting on vulnerable groups) • Review Exclusions for the year. <p>MS:</p> <ul style="list-style-type: none"> • Mini-bus Update <p>CD:</p> <ul style="list-style-type: none"> • Report on links with Red Dragon 		

	<p>KG:</p> <ul style="list-style-type: none"> • Update on revamp of Red Cards <p>FM:</p> <ul style="list-style-type: none"> • Report on outcomes of monitoring visits for Assemblies and Collective Worship. • Ensure all governors have completed a DBS check • <p>All Governors:</p> <ul style="list-style-type: none"> • Update training Tracker <p>September Meeting</p> <ul style="list-style-type: none"> • Update on changes to appraisal process • Update Job Descriptions • Fire Assessment Actions • H&S Actions • Update on new Phonics System • Update TA SPAG Training • Handwriting Scheme of Work Update 		
17.	<p>Next Meeting</p> <p>Tuesday 10th July 2018 at 4.00pm</p>		
18.	<p>Meeting Close</p> <p><i>Meeting closed at 6.00pm</i></p>		