



Achieving together

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 10<sup>th</sup> July 2018  
at 4.00pm 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)  
Mark Smith (**MS**) (Local Authority)  
Karen Green (**KG**) (Staff)  
Philip Sutton (**PS**) (Co-Opted)

**In Attendance:**

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

**Apologies**

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

The meeting was quorate.

<b>Item</b>	<b>Details</b>	<b>Doc Ref:</b>	<b>Action</b>
	<b><u>Governors' Challenge shown in Italics.</u></b>		
1.	<b>Welcome and Opening Prayer</b> The Chair welcomed everyone and PS opened with a prayer reflecting on the current school year and looking ahead to the next.		
2.	<b>Apologies for absence</b> Were received and accepted from JR.		
3.	<b>Urgent additional items</b> None		
4.	<b>Declaration of Interest</b> No additional interest declared.		
5.	<b>Approval of the minutes of the meeting on Tuesday 12<sup>th</sup> June 2018</b> Minutes from 12 <sup>th</sup> June 2018 were approved, signed and filed in school and on Governorhub.		
6.	<b>Matters Arising (not covered elsewhere on the agenda)</b> It was confirmed that the advert for the Clerk will go live nearer the start of the new term. In the meantime, KM will share meeting dates with KD to confirm if she could cover in the interim.		<b>KM</b>

7.	<p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>• It was confirmed that the recruitment for the Poplar Class teacher had not been successful and so we will be re-advertising. We have however recruited a temporary (until end of the calendar year) replacement. The candidate is an experienced teacher and former Head teacher. The governors agreed that it was right that we spend more time finding the right teacher for the school and the pupils.</li> <li>• The position will close 3<sup>rd</sup> week in September. Governors discussed with the Head teacher ways in which we could make the post more attractive to candidates – including mentioning the school expansion.</li> <li>• It was confirmed that the TAs have been notified of their new classroom allocations – this is based on pupil' needs and TA working hours. Parents have been notified; they have been very patient about awaiting the news.</li> <li>• It was reported that Maria Godfrey (Head of Social Care) did not turn up for her second meeting with RL. This is being followed up.</li> <li>• KS2 SATs data was shared with the governors following its publication today. Governors delighted with the results as they reflect the hard work of pupils and staff. Attainment will be above the floor which has been set at 65% for 2 years <ul style="list-style-type: none"> <li>Reading - 89%</li> <li>Writing - 67%</li> <li>SPAG - 78%</li> <li>Maths - 78%; this represents a real improvement in maths attainment</li> <li>Science 89%</li> </ul> </li> <li>• Using the progress calculator, we anticipate that progress in reading will be slightly down, writing improved and maths improved. With wide confidence bands (small schools) coasting is not a concern.</li> <li>• Foundation – 69% reaching a GLD (54% last year).</li> <li>• <b>Q: What has contributed to this success? A: Quality of teaching made more attainable by having a foundation class.</b></li> <li>• Year 1 Phonics – 69% passed (73% last year). HT reported this was disappointing as 3 pupils narrowly missed the pass mark, despite catch-up support.</li> <li>• School attendance is on track to reach our target; with 2.5 weeks to go we should be 96.5% which will be well above the county.</li> <li>• Pupil numbers are looking good at 85.</li> <li>• Breakfast Club - has 2 more pupils and discussions have started with Red Dragon to offer joint provision.</li> <li>• RL confirmed that she is in the process of reviewing the SEND action plan and that we have a higher than average number of ASD children. An update will come to the September FGB.</li> <li>• Risk assessments are being updated and fire safety training is booked for all staff on the September INSET day.</li> <li>• The actions detailed in the Fire Safety report as a result of the building work will now be rectified by the County on 30th July 2018.</li> <li>• School dinners are going well with an increase in numbers <b>Q: what is the reason for this success? A: three meal choices a</b></li> </ul>	2. Headteacher's Report	RL
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	<p><b>day has had a positive impact.</b></p> <ul style="list-style-type: none"> <li>• Our new SIAMS Link Adviser - Robin Sharples visited the school on 3/7/18 he confirmed that our values shine through and could see why we are outstanding. RL is booking another visit to support us in maintaining where we are with our SIAMs rating and addressing the points in the SIAMS' report – <b>RL will notify Foundation Governors of the date.</b></li> <li>• KM expressed thanks and appreciation to Ruth and the staff for their continued hard work and dedication during a difficult term.</li> </ul>		RL
8.	<p><b>SVM</b> 2018-19 SVM -the following areas are proposed:</p> <ul style="list-style-type: none"> <li>• Writing for a purpose –link to vulnerable groups</li> <li>• Maths –more specific based on areas for improvement and times tables, scheme of work etc.</li> <li>• Data analysis and using specifics to fill gaps</li> <li>• Wellbeing/Mental Health linked to staff and pupil needs</li> </ul> <p>Governors discussed if a review of our School values and mission statement was needed. The conclusion was that it is still fit for purpose and reflects our school and what we aim to achieve. It was however, agreed that with the school expansion etc. we should seek endorsement from the community that they will remain valid and confirm if a review is needed.</p> <p>It was agreed governors would attend parents' meetings next term and collect feedback, asking questions such as: Are the values meaningful to you? Do they represent your experience of the school? <b>Governors also asked RL to ask our Diocesan Adviser to recommend a recently expanded small school, where they have maintained strong Christian ethos and values.</b></p>		KM  RL
9.	<p><b>Lead Governor Updates</b></p> <p><b>Learning and Teaching:</b></p> <ul style="list-style-type: none"> <li>• <b>Review Exclusions for the year:</b> –none this year. Governors were reminded external reporting is two years behind and so will be flagged on our report this year / and with Ofsted.</li> <li>• <b>Update on revamp of Red Cards</b> – KG confirmed that the update will be shared with staff tomorrow and it will be tested next term.. <b>Q: How does it vary from the current approach? A: Closely matches with Zones of Regulations and more closely aligns with the Behavior Policy. Feedback from parents says they would like to be notified about the 1<sup>st</sup> red card (at the moment they are only notified on the 3<sup>rd</sup> red card). Q: How will we ensure consistency of approach? A: There will be a staff meeting to review the rules and agree how it will be used consistently.</b></li> </ul> <p><b>Premises:</b></p>		



	<ul style="list-style-type: none"> <li>Mini-bus - MS and PS are exploring potential charitable trusts who may be able to give us some funds as long as the use of the funds meets the needs of pupils from the Parish. Update at next meeting.</li> </ul> <p><b>Finance and Staffing:</b></p> <ul style="list-style-type: none"> <li>Budget monitoring – this will follow via email once ready.</li> <li>Audit of Special Purposes Account - will be audited at start of next term and then the account will be closed as all funds need to go into the school accounts based on LA decision.</li> </ul> <p><b>Community:</b></p> <ul style="list-style-type: none"> <li>Red Dragon visit report <b>Q: Any firm plans to open full time? A: Not at the moment, lots of discussions on this and likely once in the new building.</b></li> <li>There are 14 pupils coming to Oak in September from Red Dragon. There are currently 5 members of staff; they have enough trustees and committee members. They are thinking about doing home visits for new starters and would like to carry out joint fundraising with School. Ofsted in January was good – report referenced good joint working with Oak and the working relationship continues to work well. <b>Q: What is the current focus? A: At the moment there is a focus on maths.</b></li> <li><b>Q: Have we agreed the rental price yet for the new building? A: Too many unknowns at the moment.</b></li> </ul> <p><b>Governor Monitoring</b> Click <a href="#">here</a> for all reports</p> <ul style="list-style-type: none"> <li>11.05.2018 Collective Worship.</li> <li>19.06.2018 Safeguarding. – <b>Q: Are we using the Safeguarding monitoring checklist/schedule for monitoring? A: I will use the safeguarding monitoring checklist at the next monitoring visit. This visit's focus was with safeguarding leads and monitoring different aspects, including reviewing the CSR.</b></li> </ul>	4.Governor Monitoring Report – Red Dragon	MS  KM
10.	<p><b>Safeguarding including bully and racist incidents</b></p> <ul style="list-style-type: none"> <li>No safeguarding including bullying and racist incidents since the last meeting.</li> <li>Governors confirmed that they have read and understood Keeping Children Safe in Education, but noted there will be an amended version in September 2018 that will be shared once published and confirmed at the next meeting.</li> <li>It was confirmed that CK is now trained as a safeguarding trainer.</li> <li>CD to go to refresher Safeguarding Training during the holidays (runs out in September 2018).</li> <li>Governors invited to join staff Safeguarding and H&amp;S training in September 2018 if they wish – date to be confirmed,</li> </ul>	4b. Keeping Children Safe in Education	KM  CD  Govs.
11.	<p><b>Governor Business</b></p> <p><b>Governor Communication including Code of Conduct to Parents</b></p> <ul style="list-style-type: none"> <li>It was confirmed that this was sent out after the last meeting, <b>Q:Any feedback/comments from parents on this? A: No</b></li> </ul> <p><b>Approve Governors' Annual Report to Community</b></p>	5. Gov' Communication incl Code of Conduct to Parents	

	<ul style="list-style-type: none"> <li>• <b>Approved</b> following 2 minor changes. Will be sent out to community next week.</li> </ul> <p><b>Review/summary of monitoring visits for the year</b></p> <ul style="list-style-type: none"> <li>• The Review showed that governors have carried out a good range of monitoring this year and governors have a strong knowledge of the school. In total there were 48 monitoring visits - 28 were SVM related , 12 SMSC/community , 8 premises and staffing plus governor link class roles <b>Q: Is this too many, too few? Is it impactful? A. RL felt that this year has been very good in terms of monitoring SVM; also SMSC visits and class links have worked well raising governors' profile and giving a rounded picture of the school.</b></li> </ul> <p><b>Evaluation of 2017-18 Governor Targets - SVM 5</b> The evaluation showed that the governing board have been very strong again this year on all statutory and NGA best practice elements of governance. There is, however, more to do on succession planning, maximising the use of training offered, and possibly increasing governor visibility and understanding what the community would like from governors – these areas to be added to the 2018-19 Governor targets.</p> <p><b>Self-Evaluation of governing board effectiveness using Governor Hub Assessment.</b></p> <ul style="list-style-type: none"> <li>• Governors worked through the self-evaluation tool and identified one area where further focus in 2018-19 was needed: more oversight of assessment, mark collation and sharing across the school. Governors agreed this would be added to SVM monitoring with the relevant Coordinators.</li> </ul> <p><b>Governor DBS Checks</b></p> <ul style="list-style-type: none"> <li>• All governors have completed this; SD to resubmit information as previous copy was wiped from the system.</li> </ul> <p><b>Edu base Checks</b></p> <ul style="list-style-type: none"> <li>• PS (new governor) needs to be added – KM has asked CB to do this.</li> </ul> <p><b>Governor Training Record/Tracker</b></p> <ul style="list-style-type: none"> <li>• Governors to complete before September meeting.</li> </ul> <p><b>Skills Audit Pro-forma –all governors to complete</b></p> <ul style="list-style-type: none"> <li>• MS, CD, SR LS, KM have sent completed questionnaires so far – other governors to complete and send to KM</li> </ul> <p><b>Succession planning discussions</b> – KM to circulate document for governors to complete for next meeting.</p> <p><b>Confirm Whistle-blowing procedures are in place</b></p> <ul style="list-style-type: none"> <li>• Allegations against staff and whistleblowing policy in place and up-to-date and staff know who whistleblowing governor is.</li> </ul> <p><b>Planning for Next Year:</b></p> <ul style="list-style-type: none"> <li>• <b>Check on Terms of Office</b> expiring in 2018: JR's term of office ends on 16/10/2018 – KM to discuss with JR. (Proposed JR move to co-opted; PS becoming the Ex-Officio Foundation Governor);</li> </ul>	<p>7. Review/summary of monitoring visits for the year</p> <p>9. Review SVM 5-Governance target</p> <p>10. Governor or Hub Assessment.</p> <p>11. Training Tracker</p> <p>12. Skills Audit Pro-forma – all governors to complete by 1st July 2018</p> <p>21. Governance Policy</p> <p>13. Governor or Role nomination form</p> <p>14. Standing Orders</p> <p>15. Delegation</p>	<p>RL</p> <p>KM</p> <p>LS</p> <p>All Govs.</p> <p>KM</p>
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Signed 

LS's term of office ends – Sept 2018 – to be proposed for reappointment at September FGB. KM to contact RW and check if he wants to continue as an Associate.

- **Chair of Governors** – nominations were received, KM left the room, election took place and **KM appointed** for 12 months (as per Standing Orders).
- **Vice Chair of Governors** - nominations were received, MS left the room, election took place and **MS appointed** for 12 months (as per Standing Orders).
- **Whistleblowing Governor**- LS
- **HT Performance Panel** –governors appointed: KM and PS, JR, with MS as a reserve if needed. **PS to book HT Appraisal Training.**
- **Pay Panel:** KM and PS, JR with MS as a reserve if needed
- Lead Governor Appointments as follows:

	<b>Lead</b>	<b>Deputy</b>
<b>Finance</b>	KM	JR
<b>Staffing</b>	JR	KM
<b>Learning &amp; Teaching</b>	LS	KG
<b>Premises (&amp; H&amp;S)</b>	MS	SR
<b>Community Engage'</b>	CD	PS
<b>Inclusion SEND/PP/EO</b>	FM	LS
<b>SIAMS</b>	PS	JR
<b>Safeguarding &amp; CP</b>	FM	PS

- Appointment of Class Link Governors:

<b>Class</b>	<b>Governor</b>
<b>Oak</b>	CD
<b>Poplar</b>	FS
<b>Willow</b>	SR
<b>Maple</b>	MS

- Standing Orders – **Approved**
- Delegation Planner - **Approved** with change to remove reference to home school agreement.
- Governance Schedule – **Approved** Lead Governors to start planning their monitoring for next year once SVM is approved.
- Governor SVM 2018-19 target – **to be approved in September.**
- Agree dates for next meetings 4.00pm:
  - 18<sup>th</sup> September 2018
  - 9<sup>th</sup> October 2018: problem with this date – to be confirmed
  - 13<sup>th</sup> November 2018
  - 11<sup>th</sup> December 2018
  - 15<sup>th</sup> January 2019
  - 12<sup>th</sup> February 2019
  - 12<sup>th</sup> March 2019
  - April – TBC – Budget
  - 14<sup>th</sup> May 2018
  - 11<sup>th</sup> June 2018
  - 9<sup>th</sup> July 2018

Planner  
16.  
Governance  
Schedule

PS

17.  
Governor  
or SVM  
2018-19  
target

12.	<b>Governor Training Update</b> <ul style="list-style-type: none"> <li>No training undertaken since the last meeting.</li> </ul>		
13.	<b>GDPR</b> <ul style="list-style-type: none"> <li>Ongoing work</li> <li>KM as DPO – to book on Training and separate volunteer agreement to be issued as not part of governor role</li> </ul>		<b>KM</b>
14.	<b>Academy Working Group</b> KM confirmed: <ul style="list-style-type: none"> <li>He emailed the CEO of Ridgeway Trust to confirm we would not progress.</li> <li>He has chased GLF Trust (who run Aureus School) for a reply</li> <li>Emailed ALT CEO to confirm that we are still very interested</li> <li>That the next steps are to write to Dorchester and confirm if they want to meet again with ALT for further/deeper discussions</li> </ul>		<b>KM</b>
15.	<b>Policies Review/ for approval (as per policy schedule):</b> <ul style="list-style-type: none"> <li>Data Breach Policy – <b>Approved</b> with addition of KM as DPO</li> <li>Pupil Privacy notice – <b>Ratified as approved via email</b></li> <li>Governors Policy (Includes all Lead Governor ToR) - <b>Approved</b></li> <li>Governors Visits Policy - – <b>Approved</b></li> <li>Governor Induction Policy - – <b>Approved</b></li> <li>Governor Expenses Policy – <b>Approved</b> with one change to mission statement.</li> <li>Personal Safety Lone Working Policy - <b>Approved</b></li> <li>Lone Working Protocol - <b>Approved</b></li> <li>Admission Map - <b>Approved</b></li> <li>Admissions Rules and Arrangements - <b>Approved</b></li> <li>Admissions Policy - <b>Approved</b></li> <li>County Admissions Document - <b>Approved</b></li> <li>Confirm actions from Website Audit completed. Nearly complete – issues with quality and diversity tab to be fixed – complete by next meeting.</li> </ul>	<b>18. Policy Schedule</b> <b>19-26d Policies</b>	<b>RL</b>
14.	<b>Items for Next Agenda</b> <b>From Schedule:</b> <ul style="list-style-type: none"> <li>Review of 2017-18 SVM – Evaluation - <b>RL</b></li> <li>Approve SVM 2018-19 including Governor Section – <b>RL and KM</b></li> <li>Appoint governor lead SVM subject governors - <b>KM</b></li> <li>School &amp; County admin data (numbers on roll /SEN /staffing etc.); attendance &amp; critical incidence reports from previous term/year. - <b>RL</b></li> <li>DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. - <b>LS</b></li> <li>Approve the SEN Report to Parents – <b>FM</b>.</li> <li>Consider and discuss community link actions/ targets for the year if not in SVM; also Parent / Staff Surveys – <b>CD</b>.</li> <li>Pupil Premium and Sports Funding 2017-18 review of spending and 2018-19 strategies – <b>RL</b></li> </ul> <b>Actions:</b> <ul style="list-style-type: none"> <li>Send out Governors' Community Report - <b>RL</b></li> </ul>		



	<ul style="list-style-type: none"> <li>• Share Budget monitoring report - <b>KM</b></li> <li>• Update on Mini-bus funding – <b>MS/PS</b></li> <li>• Complete Safeguarding Training – <b>CD</b></li> <li>• Review Sept 2018 Keeping Children Safe in Education Guidance – <b>All Govs.</b></li> <li>• Attend staff Safeguarding and fire training if available – <b>all govts.</b></li> <li>• Share Diocese Adviser meeting date with JR, PS and JM - <b>RL</b></li> <li>• Update of SEND Action Plan review with SEND Lead Governor – <b>RL/FM/LS</b></li> <li>• Arrange Another Meeting with Maria Godfrey - <b>RL</b></li> <li>• Explore Apprentice Levy for TA NVQs - <b>KM</b></li> <li>• Update on changes to appraisal process - <b>RL</b></li> <li>• Update Job Descriptions – <b>KM/CD/RL</b></li> <li>• Fire Assessment Actions - <b>RL</b></li> <li>• H&amp;S Actions - - <b>RL</b></li> <li>• Update on new Phonics System - - <b>RL</b></li> <li>• Update TA SPAG Training -- <b>RL</b></li> <li>• Handwriting Scheme of Work Update- - <b>RL</b></li> </ul> <p><b>Governor Business/Administration:</b></p> <ul style="list-style-type: none"> <li>• Update Whistleblowing Policy – LS as governor and communicate change to staff - <b>RL</b></li> <li>• Confirm website audit actions complete - <b>KM</b></li> <li>• Write to Dorchester school to arrange academy meeting - <b>KM</b></li> <li>• Complete DBS Check – <b>SD</b></li> <li>• Book DPO Training – <b>KM</b></li> <li>• KM sign DPO Volunteer agreement - <b>RL</b></li> <li>• Ensure PS added to Edu base – <b>KM</b></li> <li>• Complete HT Appraisal Training - <b>PS</b></li> <li>• Complete New Governor Induction Training -- <b>PS</b></li> <li>• Update Training Tracker – <b>all govts.</b></li> <li>• Complete Skills Audit – <b>all govts.</b></li> <li>• Complete Succession Planning document – <b>all govts.</b></li> <li>• Contact Jane to confirm roles and responsibility - <b>KM</b></li> <li>• Contact RW about position - <b>KM</b></li> <li>• Proposal of LS for Reelection - <b>KM</b></li> <li>• Add more oversight of assessment mark collation and sharing across the school to SVM Monitoring form for meetings with Coordinators. - <b>LS</b></li> <li>• Advertise Clerk position and arrange temporary Clerk. - <b>KM</b></li> <li>• Publish list of governing body members, associate members and responsibilities on the school website for 2018-2019 - - <b>KM</b></li> <li>• Update and publish register of pecuniary interests - - <b>KM</b></li> <li>• Publish the governors’ attendance for previous year on the website, including that of those who have left in the last 12 months - - <b>KM</b></li> <li>• Review Policy Schedule including statutory policies</li> <li>• Note Code of Conduct</li> <li>• Governor Skills Audit Analysis</li> </ul> <p><b>October Meeting:</b></p> <ul style="list-style-type: none"> <li>• Add planned governor monitoring to SVM monitoring schedule – <b>All Lead Govs.</b></li> <li>• Agree SIAMS monitoring for term including collective Worship and Assemblies - <b>PS</b></li> </ul>		
15.	<b>Date of next meeting:</b> Proposed: 4.00pm 18 <sup>th</sup> September 2018		

*The meeting closed at 6.15pm*