



Acting Headteacher: Mrs. Sam King
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Minutes of the Full Local Governing Body
Thursday 4th February 2016 at 6.30pm

Present Michelle East, David Exham (Chair), Sam King (AHT), Allan McKay, Louisa Nutt, Sarah Stafford and John Summers.
In Attendance Harriet Ebanja (Observer), Chris Howden (Observer) and Ruth Lockwood (Clerk)

There were no Pecuniary Interests Declared
Papers had been on Governor Hub for seven days prior to the meeting.
The meeting opened in prayer.

David welcomed Chris and Harriet, who are both members of St Mary's the Virgin, Witney and potential Foundation Governors. All those present introduced themselves.

1. Approval of and Matters Arising from the Minutes of the Last Meeting (11/11/2015)

- The minutes of the last meeting were approved and signed without amendment as an accurate record.
The meeting to discuss the school's mission statement has been arranged for 3.30pm on 4th May. It was agreed to invite the new headteacher, Sarah Grier, to that meeting.
The hub has limited capacity as their funding has been significantly reduced. There is a real concern about who will support families, should the hubs close. Sam advised that if schools are provided with any further information she will pass this on to governors in order that they can take appropriate action.

2. Notification for items to be discussed under Any Other Business

The clerk had not been notified of any items for discussion under this item.

3. Governing Body Business

Matters Arising from Committee Minutes (Circulated)

- Louisa and Allan, as committee chairs, gave a brief verbal summary of the recent meetings.
As a result of the FPP meeting an additional meeting has been arranged with David Locke (24th February at 3.30pm) to discuss ODST's role and expectations in respect of budget monitoring and premises support.
There were no questions raised from either set of committee minutes.

Appointment of Foundation Governors

- David noted that it will be an enormous bonus to the governing body to have two additional governors, if both Harriet and Chris decide to become Foundation Governors.
Allan advised that he thinks some thought needs to be given as to how new governors are assimilated and inducted in to the role. Following discussion governors agreed that Allan should pull together an induction pack, to include details of available/relevant training.

Appendix to the Scheme of Delegation (Circulated)

- Governors agreed that this is a good reference document that will be useful to refer to when re-shaping the committees.

- Governors suggested that a summary document may be useful as the appendix is quite long and contains some high level detail.
- It was noted that the Scheme of Delegation requires the LGB to have a finance committee that shall be known as the "Resources" committee.

#### 4. Headteacher report (Circulated)

- Governors asked that the report be amended to make it clear that the focus of the PP spending is the individual child who is eligible for the funding.
- Governors asked who Julie Hawkins (referred to in the report) is and were advised that she is the LA literacy adviser.
- Governors thanked Sam for her very comprehensive report, which governors found very useful.
- Sam circulated paper copies of David Cousins' ODST due diligence report.

#### The school lunch company

- The School's expenses are going to increase because of a salary increase for the two ladies working to serve the meals. The cost of meals is not going up.
- Ducklington School has requested that St Mary's contribute to the running cost of the equipment that cooks the meals for St Mary's children. Sam asked that governors look into this with her in order to ensure that any payment made is reasonable.
- Governors suggested that there may be financial assistance available to schools to cover these costs and that should be investigated.

#### 5. Headteacher recruitment

- David thanked Allan for chairing the recruitment panel and all those involved in the recruitment day.
- A draft letter to parents from David informing them of the appointment was circulated and approved. It will go out on Friday with the newsletter, in which Sam will write a short message to reinforce the contents of the letter.
- Governors discussed how much Sarah may want to be involved with the school over the remainder of the year, noting that she is still employed at her current school and must not be placed in a difficult position. It was agreed that after half term an informal discussion should take place with Sarah regarding handover.
- Governors asked that their thanks be passed on to all of the staff and the children who made the recruitment day such a positive day. Allan advised that he will write to staff to pass on governor thanks.

#### 6. Governor RAP monitoring (Circulated)

##### Pupil Premium

- Michelle and Sarah met to discuss the spending of the Pupil Premium.
- The PP action plan is underway.
- A significant number of children in receipt of the PP also have Special Educational Needs (SEN).
- A lot of the PP interventions are benefitting all children because they focus on providing quality first teaching.

##### Teaching and Learning

- Sarah thanked Michelle and Julie for their time and noted that she really enjoyed going in to both classes.
- Michelle and Sarah agreed that the Teaching and Learning policy contains a lot of detail that is not necessary for a policy.
- Sarah advised that she plans to visit the classes again during Term 6.

David reminded governors that when visiting the school they are not to deal with operational matters, as this is not part of the governor role.

#### 7. Policies for review (Circulated)

- Lettings – governors were advised that for the time being the FPP committee agreed that it would not be appropriate to hire or let the school premises. The policy was signed without amendment.
- SEN – Sam advised that the policy has been significantly updated in the light of changes to legislation. The policy was signed without amendment and will be placed on the public facing website.

**8. Any Other Business**

There were no items for discussion under this item.

The meeting closed at 7.35pm

**ACTIONS**

Ruth            Invite Sarah to attend the meeting on 4<sup>th</sup> May

Allan            Write thank-you letter to all staff  
As Chair of FPP support Sam in investigations regarding payment to Ducklington School.  
Provide an induction pack/checklist for new governors