



St Mary's CE Infant School
19, Church Green
Witney
Oxfordshire
OX28 4AZ



Acting Headteacher: Mrs. Sam King
Deputy Headteacher: Mrs Michelle East
www.st-marys-witney.oxon.sch.uk

☎ (01993) 702387

E-mail: office.3207@st-marys-witney.oxon.sch.uk

Minutes of the Full Governing Body
Wednesday 30th September 2015 at 7.30pm

Present Michelle East, David Exham, Sam King (AHT), Allan McKay, Sarah Stafford and Hannah Whittaker (Chair) (QUORATE)

In Attendance Ruth Lockwood (Clerk)

Apologies were received and accepted from Louisa Nutt and John Summers

There were no Interests Declared

Paperwork for the meeting had been available on Governor Hub for seven days prior to this meeting

1. Approval of and Matters Arising from the Minutes of the Last Meetings (and 01/07/15)

- The minutes of the meetings were signed and approved as an accurate record without amendment.
- In order to properly review the PHSE policy Michelle and Sam need to complete the PREVENT training.
- Michelle, along with Julie, has been on a full day of training in respect of Target Tracker. Michelle advised that the system is a lot easier to use than SIMS and has the capacity to provide a wide variety of reports.
- Governors were advised that all of the children have now been baselined and so their progress will be able to be tracked.
- Governors asked how targets will be set and were advised that having completed baseline it should be possible to make some fairly good predictions about the number of children who should reach age related expectations (ARE).
- Governors were advised that owing to the enormous shift in expectations of the new curriculum there is currently a significant discrepancy between the attainment under levels and current levels of attainment. The Year 2 children will have to make an enormous jump to reach age related expectations.
- Governors were invited to attend the parent workshop at 2pm on 8th October on the new curriculum and assessment.

2. Governing Body Business

Approval of Terms of Reference for committees

- These were approved without amendment.
- It was noted that there may be a need for some changes to these documents following conversion

Approval of revised Standing Orders

- These were approved without amendment.
- It was noted that there may be a need for some changes to this document following conversion

Approval and signing of Code of Conduct

- There was a minor change made to this document following which all governors present signed to indicate that they will adhere to it.

Signing of Declaration of Interest Forms

- Governors handed in signed and completed forms, remaining forms will be handed to the clerk during committee meetings.

Appointment of Chair / Vice-Chair

- Governors indicated that they wish Hannah to remain as Chair of Governors and David as Vice-Chair for a further academic year.
- Hannah confirmed that she will be taking maternity leave from 1 January until the new school year in September 2016.
- Under the terms of the office the Vice-Chair acts for the Chair in the Chair's absence and so David will act as Chair for the duration of Hannah's maternity leave. Governors indicated that they are in agreement with this process.
- Hannah advised that whilst acting as Chair David will need a Vice-Chair and proposed that Allan takes on that role. Governors indicated that they wish for Allan to act as Vice-Chair for the duration of Hannah's maternity leave.

Confirmation of committee membership and committee chairs

- David indicated that when he assumes the role of Chair he would wish to relinquish his role as Chair of the FPP committee.
- Hannah advised that Allan has indicated his willingness to take over the role of Chair of the FPP committee.
- Governors indicated that they are happy for Allan to take over as Chair of the FPP committee from January 2016.
- David commented that he sees Allan as a long term Chair for FPP, not simply to cover the period whilst he is acting Chair.
- There was no discussion regarding the role of the Chair of C and P as Louisa was absent and it is not known whether or not she wishes to continue with that role.

3. Safeguarding

Annual Safeguarding report

- Hannah has attended the OCC Safeguarding course and recommended it to governors.
- Governors were reminded that safeguarding is fundamental to the work of the school.
- Sam and Michelle initially completed the safeguarding report and then Sam met with Hannah to complete the governor response.
- The report has been updated this year and there are a number of new statements within it.
- Designated staff have not yet completed some of the required training, but are intending to do so.
- Governors will be added to the school safeguarding register and a record kept of their safeguarding training.
- Staff are very vigilant and good at sharing and recording information, low level concerns are kept on file so that the information is available should it be needed at a future date.
- Governors indicated that they approved the report that will now be sent to OCC and ODST.

Approval of safeguarding policy

Hannah has drawn up three questions to help with policy review –

- a) Does this policy accurately reflect what happens in this school? (*If not, why not? What needs to change?*)
 - b) Are all staff aware of this policy and can they act on it? (*If not, how best can we get staff up to speed with these policies?*)
 - c) Does the policy make a difference? Does it have positive impact for staff and pupils of the school? (*Does the policy fulfil expectations? Is it interpreted correctly? Is it understood? Is it useful? If not – how can we change it?*)
- Governors discussed these questions in relation to the safeguarding policy and agreed that the policy does accurately reflect what happens in school, staff are aware of the policy and do act on it and the policy does make a difference and have a positive impact.
 - The safeguarding policy refers to a lettings policy that the school does not currently have in place. It was agreed that Ruth will research this with ODST and feedback to governors.

4. Policies for Review

Behaviour

- All staff were involved in discussion about the new reward system and the policy now reflects that system. Following discussion it was agreed that a questionnaire should be circulated to parents in respect of the new reward system at the end of term 2.
- The policy reflects practice in the school, staff are aware of it and it impacts positively on staff and pupils.

- Governors approved the policy without amendment.

Anti-bullying

- Governors asked whether this policy has been shared with lunchtime supervisors and were advised that this has not yet taken place.
- Governors expressed their view that the policy is very clear. Michelle commented that for anti-bullying week she will produce a version of the key information from the policy for children and parents.
- Governors discussed the anti-bullying report. Sam advised that there are a number of statements that the school cannot tick because they are not age appropriate.
- Governors felt that the report was comprehensive and very useful.

Teaching and Learning

- It was agreed that it would be good for governors to carry out a monitoring visit on the policy; Sarah and David indicated that they would come in and carry out visits.
- Governors recognised that a lot of work has gone in to the policy.
- Governors asked whether the policy is too detailed following which there was a discussion regarding the current need for the detail. It was agreed that at a subsequent review some of the detail could be placed elsewhere and only the over-arching principles remain in the policy document.

5. Headteacher's report

- Governors thanked Sam for her excellent and clearly set out report.
- In response to a governor question Sam reported that there were a number of issues with 123 ICT. Sam has met with them and they are now putting together a three year plan for the school as part of on-going discussions.
- Sam advised that the list of volunteer helpers is there because governors live in the community and know different groups of people; it is another layer of safeguarding.
- A TA has handed in her resignation and is moving to The Batt. The possibility of backfilling the hours using other TAs was discussed, but has not been possible. Having taken advice the TA post has been advertised locally, nine applications were received and three have been short-listed. Interviewing will take place tomorrow. The TA hours currently within the school will be deployed to best effect following the appointment.
- The Year 2 children had quite a disruptive year last year and staff are working hard to get those children on track. There are nine children in the Year 2 class with additional needs and both Sam and Michelle feel that they would benefit from some additional TA support. Governors agreed that this support should be put in place, subject to the budget.

SEN report

- Governors thanked Sam for the very helpful report.
- The progress overall was noted as being very impressive.
- Michelle commented that the precision teaching is having an impact and is an excellent use of funding.

6. Academies

- Allan and Sam have met to look at the schedule of tasks that need to be done.
- There are parent drop-ins arranged for anyone who wants to ask questions of Hannah and Sam.
- All parents and stakeholders have been invited to the consultation on 7th October; Liz and Mark will come from ODST.
- Hannah and Liz are meeting with Liz prior to the meeting on 7th to ensure that ODST has all the documents that it needs.
- It was agreed that Ruth will email Liz with the queries relating to the Scheme of Delegation and circulate her response. Having received the written responses from Liz governors will decide whether or not there is a need to meet at 9am on 13th October.
- Following discussion it was agreed that Academy conversion may be an opportunity for some re-branding.

7. Headteacher Recruitment

- The recruitment panel decided not to short-list either of the candidates that applied for the headteacher vacancy.
- There is a need to agree a schedule on what happens next.
- Governors agreed that the current period of quiet and stability is good for the whole school community. The school is being very well led and managed and everything is running smoothly.
- Governors discussed the fact that parents would wish to know more regarding plans for the future, but it was agreed that there is nothing more that can be communicated to them at this stage.
- Following discussion it was agreed that the next recruitment process should run early in 2016 with enough time to run two rounds should that be needed.
- The position in respect of a headteacher for the school for the period January to July 2016 cannot be clarified at this point, but discussions will take place with ODST in due course.

8. Raising Achievement Plan

- Michelle advised that the RAP priorities have not been changed from those that were shared at the July FGB meeting.
- The RAP will be discussed further at the November FGB meeting, but it was agreed that the committees should look in detail at the areas of the RAP that pertain to their work.
- A summary document of the RAP will be produced that can be shared with the PTA and parents.

9. Creation of a three year plan

- Following discussion it was proposed that a member of the ODST team could be asked to come and lead a session focussing on enabling the governing body to think and act strategically, particularly in relation to the creation of a three year plan.
- Allan spoke briefly to advise governors that strategy should encompass the whole school team; it needs to be simple, tactical, measurable and should be stuck to rigorously.

10. Any Other Business

- Governors have all been issued with a St Mary's email address and were advised that these should be used for all governor matters from this point, rather than using personal email addresses.
- Sam invited governors to the annual service for HTs and Chairs at Christchurch Cathedral on Thursday 15th October, followed by lunch with ODST directors.
- There was a discussion regarding laptops for the school following which it was agreed that a variety of options should be explored including chromebooks. It was agreed that Allan should be copied in to emails discussing options in order that he remains in the loop.
- The governors agreed that they will adopt the Witney partnership term dates for 16/17.

The meeting closed at 9.45pm

ACTIONS

David	Forward to Ruth grammatical amendments to the Safeguarding Policy
Ruth	Make contact with ODST regarding a Lettings Policy Forward comments in respect of the Scheme of Delegation to Liz Manson and feedback her response to governors.
Sam	Ask ODST if there is anyone available to lead a strategic session for governor. With Michelle complete PREVENT training and review the PHSE policy