



Acting Headteacher: Mrs. Sam King
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Minutes of the Full Local Governing Body
Thursday 7th July 2016 at 7.30pm

Present David Exham (Chair), Sam King (AHT), Allan McKay, Sarah Stafford and Hannah Whittaker*.
*Attended via remote link (QUORATE)
In Attendance Sarah Grier (Headteacher from 1st September 2016) and Ruth Lockwood (Clerk)
Apologies received and accepted from Michelle East, Harriet Gierlicki, Louisa Nutt and John Summers

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

1. Approval of and Matters Arising from the Minutes of the Last Meeting (20/04/2016)

- The minutes of the last meeting were approved and signed without amendment as an accurate record.
Chris has indicated that she is willing to take on the role of SEN governor
Allan advised that he has started working on the induction paperwork and will bring it to the September FGB meeting.

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

- David advised that the FPP committee is now in receipt of budget monitoring, which will make the committee's task much easier moving forward.
There were no questions raised on the circulated committee minutes

Meeting dates for 2016/17

- It was agreed that the clerk should propose and circulate some draft meeting dates for the forthcoming year.
It was agreed that in order to help with childcare arrangements meetings should start at 7pm.
It was suggested that Louisa be asked whether it would be possible to hold any C and P meetings during the day.

Induction for new governors

- Governors discussed the need to tailor governor induction so that it meets the needs of the individuals concerned.
It was suggested that ODST training should be considered mandatory for all new governors.
Allan will bring a proposal on a framework and the available resources to the next meeting of this body.

4. Admissions and Appeals

- David thanked Sarah, on behalf of the governors, for her role in the appeals and the preparation of the paperwork that is needed.

- Sarah advised that two out of the three appeals have already been heard; she attended the appeals as a presenting governor.
- The two appeals were both turned down under the infant class size legislation, the panel members were satisfied that the school admissions policy had been adhered to and that the school had no capacity to accept another child.
- The third appeal is being held at the end of the summer holiday – Sarah will again attend as the presenting governor.

5. Safeguarding

- David and Sam went through the Single Central Record together and signed it off as up to date and accurate.
- Sarah advised that there is a need to update governors on the revised Keeping Children Safe In Education document. Sam noted that ODST has produced a guide to the revised document and it was agreed that this should be circulated to governors.
- It was suggested that safeguarding training could be provided to governors as part of one of their FGB meetings
- Two governors have not yet completed the online PREVENT training; they will do so prior to the end of term.

6. Any questions for the headteacher

- Sam advised that there have been no incidents of harassment, bullying or of a racial nature.
- It was agreed that governors will need to discuss with Sarah what they feel the headteacher report should look like and the information that governors wish to see contained within it.

7. Feedback from ODST monitoring visits

- It was agreed that in future ODST reports should be directed to the relevant committee for consideration.
- Sam advised that now that Suzanne Lane knows the school it is hoped that her termly visits will be more tailored to the needs of the school and directed more by them.

Data

- The data for ODBE and ODST was in different formats. Sam advised that the deadline for the data was 30th June and therefore there has not been time to look at it in detail yet.
- Governors asked whether the school has met the targets that were set with Suzanne Lane at the start of the year. Looking at the data it was agreed that the data shows that the targets have broadly been met, which given the challenging nature of the targets is very encouraging.
- The phonics data is really positive. Governors noted that the Good Level of Development (GLD) for that cohort at the end of last year was relatively low and the phonics result therefore represents significant value added.
- Owing to the numbers of children involved, one child can have a significant impact on the data.
- Sam advised that the EYFS has been moderated both last year and this year and so governors can be certain that the data is reliable.

IMPACT: Governors are aware of the end of year data and recognised that there has been a good level of both progress and attainment.

8. Any Other Business

- David, reflecting on the past year, thanked Sam for providing very quiet, sensible, but inspirational leadership. He also thanked Michelle who has had, for different reasons, two challenging years.
- David advised that he plans to write to the governors of St Peter's to thank them for releasing Sam to serve at St Mary's.
- Sarah thanked Sam for all her help in smoothing the path of her transition into the role and hoped to be able to continue to benefit from her support at the end of the phone.

- Sam summed up the meeting saying that she will miss the school and the people, but looks forward to catching up at. She expressed her view that it has been a privilege to be headteacher of the school for the year and feels that it has been very valuable for staff of the two schools to share opportunities this year.

The meeting closed at 8.15pm

ACTIONS

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| David | Write to the governors of St Peter's |
| Allan | Provide a proposal regarding governor induction |
| Hannah/Chris | Complete the online PREVENT training |
| Ruth | Provide a list of draft meeting dates |