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Minutes of the Full Local Governing Board
Thursday 22nd September 2016 at 7.00pm

Present Michelle East, David Exham (Chair), Harriet Gierlicki, Sarah Grier (HT), Allan McKay, Sarah Stafford, John Summers and Hannah Whittaker. (QUORATE)
In Attendance Ruth Lockwood (Clerk)
Apologies received and accepted from Chris Howden

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

Compliance matters

1. Approval of and Matters Arising from the Minutes of the Last Meeting (07/07/2016)

- The minutes of the last meeting were approved and signed without amendment as an accurate record.
Allan advised that there is some material on Governor Hub in respect of governor induction and also within the training provided as part of 'Excellence in Governance'. Allan will put a proposal in writing and bring it to the next FGB meeting.
All other actions had been dealt with.

2. Matters for discussion under AOB

The playground was noted as a matter for later discussion.

3. Governing Body Business

Information and announcements from the chair

- Hannah advised governors that she simply does not currently have enough hours in the day to be Chair of Governors. She plans to extend her governor maternity leave until January and then make a decision in respect of continuing as a governor.
Hannah will remain as safeguarding governor until another governor has completed training and is in a position to take this on.
David proffered his thanks, on behalf of the governors for all that Hannah has done to date, even through her maternity period.
Louisa has resigned from her role as a governor and there is therefore an increased need for new governors. Toby Wright is seeking a new foundation governor. Governors were encouraged to think of people who they could approach to fill the community governor vacancies.

Appointment of chair

The clerk chaired the meeting for this item.

- It was noted that governors had been expecting to re-appoint Hannah as Chair of governors and therefore found themselves in an unexpected position.
The clerk advised that she has received a nomination for the position of Chair and that for David.

- David advised that he was not looking to be chair and has only had a couple days' notice of Hannah's decision. He further commented that were he to take the post on he would be doing it for a limited period of time whilst another governor trains themselves up for the role.
- The clerk invited further nominations for the role from the meeting but there were none forthcoming.
- David was therefore appointed as Chair of governors, on the understanding that another governor shadows him with a view to taking on the role as soon as they feel ready to do so.

Appointment of vice-chair

The clerk chaired the meeting for this item.

- It was noted that someone taking on the role of vice chair needs to be aware that they would be preparing themselves to take on the role of chair.
- The clerk advised that she has received a nomination for the position of Vice-chair and that for Allan.
- Allan commented that it was already his intent this year to absorb as much learning as possible in preparation for the role for September 2017 and that this has now taken on increased urgency.
- The clerk invited further nominations for the role from the meeting but there were none forthcoming.
- Allan was therefore appointed as Vice-chair of governors, on the understanding that he will shadow David with a view to taking on the role of Chair as soon as he feels ready to do so.

Approval of Terms of reference for committees

- Sarah G was asked if she had been able to read through these carefully. As she has not yet had time for this it was agreed to operate subject to them until such time as she has approved them. If there are any proposed changes they will come to the next FGB meeting.

Approval of revised Standing Orders

- The revised document was approved without amendment.

Approval and signing of Code of Conduct

- Those present signed the Code of Conduct.

Confirmation of committee membership and committee chairs

- Sarah S was asked if she would be prepared to take on the role of Chair of C and P; she agreed that she would be willing to do so.
- Committee membership was then confirmed as –
C and P – Sarah S (Chair), Chris, David, Michelle, Sarah G
FPP – Allan (Chair), Harriet, Sarah G, David, John

3. Safeguarding

- The annual safeguarding report is not yet ready for approval; it will come to a subsequent meeting of the governors.
- The revised model safeguarding policy was approved without amendment.

Strategic matters

4. Headteacher's report

- Governors thanked Sarah for producing something so clear so soon after her arrival.
- Sarah advised that she wanted to give governors an overview of what has already been achieved and a sense of how the school is.
- Interviews have taken place to cover Michelle's maternity leave, a good appointment has been made.
- Suzanne Lane (ODST) has been for her first monitoring visit, Chris Price Smith (ODBE) came with her. They looked at the SIP and the data and will provide a report in due course. David commented that both Suzanne and Chris were impressed with how on-board Sarah is already; it was a very positive meeting.
- Governors noted the high proportion of both EAL pupils (19) and children with SEN (10).
- There have been no health and safety concerns, nor bullying, racial or harassment matters for this period.

5. School Improvement Plan

- This has been looked at with staff, alongside the data. It is aspirational but felt by staff to be relevant and achievable. Staff are now developing action plans for the targets.

- *Will there be measurable outcomes?* Yes, there will be SMART targets so that staff can be held to account.
- *Why is there a one-year curriculum?* Years 1 and 2 were both doing the same topics, but now each year group is doing their own. There will still be a lot of collaborative working, but separate topics for each year group was felt to be better for both staff and children.
- *Will you link the plan to the budget?* Yes, this will be part of the more detailed objectives.
- Governors discussed how it would be most effective to carry out monitoring of the SIP. It was agreed that it has been very informative when governors have carried out visits and staff governors commented that staff appreciate governors coming in and sharing what they are doing. It was agreed that committees should look at the monitoring schedule and discuss how best to carry out monitoring over the course of the year.

6. School mission statement

- Sarah G advised that she has approached a range of stakeholders to form a working party to look at moving this forward. Involved will be a parent, a teacher, a TA, a governor, a member of the church and a member of the office team.
- Sarah commented that part of the process will involve developing the website and rebranding the school in terms of logo, which would have implications for school uniform.
- Governors discussed the school website and agreed that this was an area that needs further discussion, including considering the use of Facebook and Twitter.

7. Any Other Business

Governors discussed the playground and outside space, noting the following -

- Ofsted requires the school to improve the outside space
- There are no immediate health and safety concerns/dangers in respect of the outside space.
- There have been problems with the drains and the damaged areas have been patched. If there is going to be any major resurfacing work the issue of the drains needs to be resolved.
- A big fundraising event would be a good way of making significant headway into a large project.
- It was agreed that as there are not yet any clear plans for the playground/outside space any fundraising would be at this stage simply "towards" the outside area.
- It was agreed that a steering committee would be helpful involving members of both the FGB and the PTA. In the first instance it was suggested that John and Sarah G meet, with a view to both Hannah and the Chair of the PTA, Amber Wing also being part of on-going discussions.

Governors agreed to the adoption of Oxfordshire term dates.

Governors approved the list of meeting dates but agreed to finalise timings for them via email.

The meeting closed 8.30pm

ACTIONS

Ruth Contact David Locke to ask if there are any plans in respect of the procurement of school web design

Committees Discuss how to monitor the SIP

Allan c/f Provide a written proposal in respect of governor induction

John Meet with Sarah G to discuss the playground/outdoor space