

Ratified

St Andrew's C E Primary School

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**Meeting of the Full Governing Body
held on Thursday, 2nd February 2023 at 7 pm at the school.**

Present:

Anneka Fisher (AF)	Co-opted Governor
David Hodgkinson (DH)	Parent Governor
Jo Holmes (JH)	Staff Governor, Head
Bruce Huggett (BH)	Foundation Governor
Elizabeth Hurran (EH)	Parent Governor
Helen Kidd (HK)	Parent Governor
Fr Darren McFarland (DM)	Foundation Governor, Chair
Keith Ponsford (KP)	Co-opted Governor
Jennifer Strawbridge (JS)	Foundation Governor

In Attendance: Lucy Dickinson (**LD**) Clerk

The meeting was quorate (9 Governors out of 13 were present throughout).

		ACTION
1.& 2.	Welcome and Apologies for absence DM welcomed Governors to the meeting. Apologies were received and accepted from Sam Callard (SC : Staff Governor) and Sarah Haden (SH : Parent Governor). James Carter (JC : Parent Governor) and Ros Smith (RS : Local Authority Governor) were absent. Chris Morris has stepped down from the Governing Body. The meeting started at 7.00pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none declared for this agenda. Governors were reminded to check that their declarations are up-to-date and confirmed on Governor Hub and also requested to print out and sign a paper copy of declarations for 2022-23 to be handed into the school office/at the next meeting for inclusion in the Governor Folder. The declaration of interests' sheet can be found here: https://app.governorhub.com/document/633ae41d621cd8e610f00b75/view	AF, HK
5.	Minutes of meeting held on 1st December 2022: DM went through the minutes of the meeting dated 1 st December which were agreed as a true and accurate record of the meeting. DM signed and passed to JH for filing. LD to send ratified version to Jane Burd for uploading to website.	LD
6.	Matters arising not covered elsewhere on the agenda: none	
7.	Neglect toolkit: carry forward (JC absent).	
8.	Sports funding report and strategy: the report had been circulated via Governor Hub, and JH explained how it had been developed – the previous PE co-ordinator had suggested areas for development before leaving the school,	

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	<p>with the new PE lead using these to make an action plan and suggest appropriate resource allocation to promote physical activity to all pupils. The school continues to employ a PE assistant who sets out equipment both for lessons and breaktimes, in order to allow pupils to spend as much time as possible on activities. The school is planning to introduce pupil sports leaders from across all year groups to help decide on engaging and inclusive activities during the split breaktimes.</p> <p>Governors discussed how to encourage less enthusiastic or active children, with JH confirming that all areas of play are promoted and supported, and that the idea of having reps from every class was to help children who don't usually get involved or become engaged in activities. It was suggested and agreed that the term playtime leaders might be more inclusive than sports leaders.</p> <p>JH reminded governors that there are currently a number of relatively new staff, so that it might be necessary to have the Real PE and dance trainers come in to run training, and to look at staff working with the coaches for support. She will continue to look at other ways to bring in expertise. The new PE Lead is also new to the school, but her class are currently doing swimming lessons, which is freeing up some time for her to work on monitoring provision across the school.</p> <p>The aim of increasing participation in competitive sports was discussed, including the issue of some local competitions requiring payment to enter. Some work is underway with the Headington Partnership (see item 20). A governor mentioned the Oxfordshire Schools Football Association – JH will look into this.</p> <p>Q. What is meant by the “percentage of total allocation” in the budget table, and is this column correct?</p> <p>A. It just refers to the percentage of the overall spend/PE grant (£14,920).</p> <p>A governor noted that money can be carried forward for one year, providing there are plans for how to use it.</p> <p>Q. Have the school ever approached other schools for use of their minibuses if transport is an issue?</p> <p>A. Yes, this does happen sometimes.</p> <p>Q. What is the vision for ‘non-sporty’ children to help them become engaged in physical activity and fitness longer-term?</p> <p>A. This is the strength of the Real PE framework – it prioritises progression of skills and personal development, rather than just focussing on the competitive elements.</p> <p>Q. Is Pupil Voice carried out in this area to check how the children feel about it?</p> <p>A. This hasn't been done recently, but JH feels that pupils are engaged.</p> <p>Q. Is there an issue with catch up for swimming for the pupils affected by the Covid school closures?</p> <p>A. Yes, the school figures are still well above national for the percentage of Year 6 able to swim 25 meters (82.75 compared to around 75% - and the national figure was from before Covid) but catch up has been a challenge and there has been a budgetary impact as travel costs were lost from some people who did not pay. The upcoming cohorts have been impacted by the lack of swimming during Covid and therefore catch up has been in Year 5 and 4 rather than the swimming taking place in Year 3, which is the usual practice.</p>	
<p>9.</p>	<p>SDP/SEF: the updated documents had been circulated on Governor Hub and discussed at TLIS. The current school roll remains at 242, with classes in Year 6 and Reception being above 30.</p> <p>Q. Governors and JH had discussed a challenging situation with regards to one pupil at TLIS, could JH give an update on how this is going?</p>	

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	<p>A. There has been a change in social worker, and attendance has continued to drop (now below 25%). The LA have acknowledged that this pupil should be attending a specialist setting, but no places are available. JH is monitoring all actions on CPOMS but did feel that a letter from the governors regarding the issue of lack of budget for SEND provision would be helpful – DM to discuss with JH.</p> <p>Q. Could JH explain more about the mobility factors included in the SEF, and do we know how these compare with other schools?</p> <p>A. This was something which had been added by Jude Bennett (the previous HT) and was felt to be helpful since the school does tend to have a high turnover of pupils, with visiting academics etc. moving in and out of the area. Year 5 had been particularly changeable, and this does have an impact on progress and outcomes.</p> <p>Q. Is there a clear narrative behind the figures, and would the school be able to show that movement was not due to families leaving because they were unhappy with the setting?</p> <p>A. Yes – the school remains oversubscribed, and reasons for pupils leaving are always known by staff.</p> <p>TLIS had also had a detailed discussion about writing and reflected on the difficulty of maintaining progress in this area during the periods of Covid lockdowns. They had discussed the fact that this had been moved to the individual subject actions plans rather than kept on the SDP this year, noting that phonics was a strong focus, using the ReadWriteInc program which also includes writing elements. Writing will probably be a focus again next year when the phonics work and progress has been embedded. Governors also noted the element of the modelling of good spoken English by the staff team.</p>	
<p>10.</p>	<p>Budget monitoring (period 8) and SFVS: the financial picture had improved since the previous report with increased income (partially due to additional SEN funding, and partially due to careful use of heating and more advantageous energy rates obtained by OCC).</p> <p>The School Financial Value Statement (SFVS) had been discussed at FPP and was circulated with the papers for information and approval. BH outlined the three areas in which the response ‘in part’ had been given:</p> <ol style="list-style-type: none"> 1. Governor succession planning – the FPP committee has lost a co-chair with significant financial expertise, so succession planning is now required to ensure that the committee continues to provide high quality challenge and support with regards to financial planning. 6. The school continues to produce a three-year budget which links expenditure with the SDP priorities, however the response did note the high degree of uncertainty with regards to funding and resources. 12. Regular financial reporting and monitoring is in place, but the current uncertainty is challenging. <p>Governors recognised that the school is in a relatively strong position and agreed to submit the SFVS.</p>	
<p>11.</p>	<p>Benchmarking: the report had been reviewed in draft at FPP and subsequently amended with some commentary and additional research – this version was shared on Governor Hub and tabled in hard copy. The other 11 primary schools chosen as comparisons were the same as previous years – these are Oxfordshire schools of similar size and demographics to St Andrew’s. It was noted that St Andrew’s has the highest KS2 progress of all the schools in the list.</p> <p>Governors did not feel that there were any particular actions or areas for improvement to draw out of the report. The high spend on special facilities</p>	

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	<p>(including music service, sports and swimming and school clubs) was felt to be positive and an indication of the breadth of the extra-curricular offer. The spend on supply staff continues to be low, due to the spend on HLTAs who are able to cover staff absence. JH asked whether it might be possible to compare with other very local schools (Windmill, Bayards etc) – BH said different comparisons can be made quite easily, and this could be considered. The work in lowering energy costs by careful use and the high level of self-generated income were applauded. Governors thanked BH for the report, and JH and staff for careful management of the schools’ resources.</p>	
<p>12.</p>	<p>Governor self-evaluation: carry forward</p>	
<p>13.</p>	<p>Reports from committees and Governors with special responsibilities:</p> <p>13.1 Teaching Learning Inclusion and Safeguarding: minutes from the January meeting delayed due to technical issue. The committee had talked about data (outlined in item 9 above), Safeguarding and behaviour. They had also discussed the teachers’ strikes. Governors agreed that the purpose went beyond individual pay issues and encompassed concerns about school funding, support for SEND pupils etc. St Andrew's had remained open due to union affiliation rather than not supporting the reasons for the strike action. JH to send a letter to parents to explain.</p> <p>13.2 Finance Personnel Premises (including H&S and Well-being): In addition to budget monitoring and the SFVS, premises work was discussed, including the upcoming boiler replacement (with a air source heat pump). OCC have now been in touch, and work is anticipated to start in June. The nomination to list the school as a heritage asset has also been submitted, and BH outlined correspondence with Annelise Dodds (local MP) and Nick Gibb (Schools minister) regarding potential increases in schools funding.</p> <p>13.3 Safeguarding: the group met on 12 January and discussed the upcoming Being Safe week which will include Bikeability (for Year 6), e-safety and mental health. It was noted that Headington Quarry are going to trial CPOMS. The Safeguarding audit carried out in September was discussed – the feedback had been positive, with the following suggested areas for development and action points:</p> <ol style="list-style-type: none"> 1. How do Governors ensure that the safety of the IT system is monitored? Turn It On had done a spot check from a random pupil’s log in and reported on which sites were blocked. This approach can be regularly repeated. 2. How is Safeguarding at after-school clubs monitored? The leader is an employee of the school and records any areas of concern. Casual staff know to raise issues with her, while other school staff can log things directly onto CPOMS <p>A new Children Missing in Education was also reviewed - the ESAT audit had suggested a standalone policy rather than being incorporated into our Safeguarding policy as is currently the case.</p> <p>13.4 Ethos: meeting next term</p> <p>13.5 Communication: JH had reported on discussions with SASA which has indicated a lack of clarity about their role compared to that of Governors. JH suggested that Governor presence at the upcoming parents’ evenings on 28-29 March would be helpful, and that we should consider doing a parent survey. EH mentioned the document which had been written for the HT advert and suggested some of this might be useful information for new parents, both for the welcome pack and website. The current status and usage of the website was also discussed, with some Governors feeling that it could be easier to navigate. It was recognised that other routes (such as Class Dojo) are also important and well-</p>	

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	used, but the website is important as an external window into the school. The question of ease of updating was also discussed.	
14.	Chair's items: none	
15.	<p>Head's items including Health & Safety updates: The school has been successful in its application for a gold Arts Mark.</p> <p>JH has been considering Inset days for 2023-24, and mentioned that Cheney have a well-being Inset day, which could be an option instead of the staff Christmas shopping half-day which was offered in previous years. Governors agreed that this should be considered for the end of November.</p> <p>The upcoming move of the Reception (Rainbow) class from the Headington Quarry site to join St Andrews (in September 2024) was discussed. The possibility of finishing a day earlier at the end of July 2024 to facilitate the move will be considered at a future meeting. JH to get more information about who carries out the move etc. DM suggested that this should be added as a standing item on future agendas until the transfer is complete.</p>	LD-agenda
16.	Academy status: nothing to report.	
17.	Governor vacancies: as noted above, CM has stepped down from the Governing Body. KP's term of office finishes on 13 March 2023, after which there will be 3 Co-opted Governor vacancies. DM is currently in discussions with one potential candidate – the need for additional FPP/finance governors was noted.	
18.	<p>Governor Training: none since last meeting. OCC training can still be booked through Governor Hub and completed courses are automatically recorded there. The current list of available courses is here:</p> <p>https://app.governorhub.com/s/oxgs/training</p>	
19.	Governor visits: Governors were encouraged to come in for visits, e.g. for Being Safe week, coffee morning etc. AF has visited and has a report to send to LD for uploading to Governor Hub, and to JB for filing in the Governor visits folder.	Govs AF
20.	Headington Partnership: as noted at an earlier meeting, running costs for the Partnership are now being managed differently, and the administrator is now doing 1hr/week and focussing on organisation of Partnership events (including sports events). The Partnership is focussing on joint experiences for schools. There is still an occasional transport issue (see discussion in item 8).	
21.	<p>Discussion: what decisions have been made which further the aims and vision of the school?</p> <p>Governors felt that the discussion around communication, including the concerns for support for pupils with SEND and other vulnerable children reflected the core inclusivity ethos of the school. The ongoing focus on inclusion during a challenging period nationally and for the local community was reflected in the PE discussion and the benchmarking (e.g. looking at use of funds for supporting access to extracurricular activities).</p>	
22.	Review of items for next meeting: Neglect toolkit, Headteacher's report, SDP (including budget implications) and SEF, Budget monitoring (month 11), Interim progress: HT performance objectives, Governing body succession planning	

The meeting finished at 9.05 pm

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