

Ratified

St Andrew's C E Primary School

London Road, Headington,

Oxford, OX3 9ED

Telephone: 01865-762396

www.st-andrews-pri.oxon.sch.uk

governors@st-andrews-pri.oxon.sch.uk



We believe that 'Everyone is different. Everyone is special'. As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27

Our inclusive values and ethos shape everything we do. Our school policies give structure to the community we are building, where diversity is celebrated and where children of all faiths, and none, benefit from the very best start in education.

**Meeting of the Full Governing Body
held on Thursday, 10th October 2024 at 7 pm at the school.**

Present:	Aarti Basnyat (AB)	Parent Governor
	James Carter (JC)	Co-opted Governor
	Michael Dent (MD)	Co-opted Governor
	Sam Callard (SC)	Staff Governor (arrived at 7.30 pm)
	Sarah Haden (SH)	Parent Governor, Chair
	Jo Holmes (JH)	Staff Governor, Head
	Elizabeth Hurrant (EH)	Parent Governor
	Georgina Montgomery (GM)	Parent Governor
	Amanda Robertson (AR)	Parent Governor (arrived at 7.12 pm)

In attendance: Lucy Dickinson (**LD**) – Clerk

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

		ACTION
1.& 2.	Welcome and Apologies for absence SH welcomed Governors to the meeting. Apologies were received and accepted from Anneka Fisher (AF : Co-opted Governor), Bruce Huggett (BH : Foundation Governor, Chris Smowton (CS : LA Governor) and Jennifer Strawbridge (JS : Foundation Governor). The meeting started at 7.05pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none declared for this agenda. Governors were reminded to check their declarations and confirmations in their personal profiles on Governor Hub and to make sure that these are accurate and reconfirmed for 2024-25. Governors with children attending the school (both parent governors and those in other positions) were also asked to declare which year groups their children are in. There was a discussion about DBS checks and how often these should be redone/whether there is a need to have a St Andrew's specific check (JC had monitored the SCR and observed that some DBS checks were quite old and from a variety of settings). The school has monitored all	Governors

Signed..... Dated.....

	<p>Governor DBS records, but the record number can also be entered in the Governor Hub profile. (7.12 pm AR arrived)</p> <p>There was a discussion about Governors and SASA members and whether any such visitors are ever running activities unsupervised with children. JH confirmed that they are usually treated as visitors, wear a visitor lanyard and would be covered by the Visitors' policy. However, it was acknowledged this it was important to minute that this discussion has taken place and that it should be ensured that Governors and SASA members should not be alone with children. Initial DBS checks are funded by the school for governors if necessary but redoing them for governors whose terms of office are extended would be expensive and probably would not yield any new information.</p>	
<p>5.</p>	<p>Minutes of the meeting held on 11th July 2024 SH went through the minutes of the meeting dated 11th July 2024, which were agreed as a true and accurate record of the meeting. SH signed and passed to JH for filing. LD to send ratified version to Maryanne Coyne for uploading to website.</p>	<p>LD - done</p>
<p>6.</p>	<p>Matters arising not covered elsewhere on the agenda Further to Father Darren stepping down as Vicar and Foundation Governor, further discussions had taken place about the best arrangements for ongoing appointments within the Governing Body. In discussion with the Diocese it was suggested that EH move to the vacant Foundation Governor position and that BH (who is willing to stay on for this year) renews his term of office. Governors agreed that SH (whose term of office as parent governor ends on 22 November 2024) should then move to the Co-opted position). LD to update constitution on Governor Hub and JH, BH and EH to complete any necessary paperwork with the Diocese regarding the Foundation Governor positions.</p> <p>This means that there are now two parent governor vacancies – Governors discussed how to advertise these roles in such a way as to encourage applications to be more representative of the community – JH to use the school census to identify possible areas for this. The roles will be advertised officially after half-term but can be mentioned at the parents consultation evenings taking place on the 16th and 17th October – JH also created a spreadsheet for governor attendance at these sessions which was partially filled out and will be circulated.</p>	<p>LD – done JH, BH, EH</p> <p>JH</p> <p>JH, Govs</p>
<p>7.</p>	<p>SDP/SEF Several governors had attended the joint meeting with staff on 11 September in which the SDP was discussed. Both documents had been circulated and it was noted that the SDP priorities had not changed very much from last year.</p> <p>Quality of Education Phonics will continue to be a priority but at a 'sustaining' stage. Subject leadership has increased across the school and the focus this year will be on delivering and sustaining, with impact being measured (including through pupil voice). Substantive knowledge also needs to be ensured. (7.30 pm SC arrived)</p> <p>Writing had been an area with lots of work carried out last year – a new scheme is now being implemented and this will be a core focus this year, including embedding SPAG within writing.</p> <p>Behaviour and Attitudes A new (more succinct) Behaviour and Relationships Policy has been developed and was discussed at TLIS – anti-bullying is included as an appendix.</p>	

Signed..... Dated.....

	<p><i>Q. How will the efficacy of the new policy be evaluated?</i></p> <p><i>A. The KS2 Phase lead will repeat the list of questions asked this time last year of staff, pupils and parents (within the governors' parent questionnaire) at the end of the year. JH reported that children are already able to talk confidently about the rules.</i></p> <p>Personal Development</p> <p>The enhanced roles and responsibilities for Year 6 children are going well and more opportunities are being explored. Pupils are helping with the younger children and taking their roles seriously. It was noted that the number of Pupil Premium children is low so that the overall funding is low, but there is a focus on using the funding available to increase opportunities and engagement.</p> <p>Leadership and Management</p> <p>The two main areas for development and monitoring will be SEND provision and the integration of the Reception class who have now moved onto the school site. JH had circulated a list of potential visit areas and included some suggested governors based on their existing link roles. Other governors agreed to cover different areas – JH to update and send to LD for uploading to Governor Hub.</p>	<p>JH, LD Govs</p>
<p>8.</p>	<p>Budget monitoring</p> <p>BH and MD are now co-chairing FPP and MD outlined the key aspects of the budget monitoring discussion which had taken place at FPP. The P5 budget now shows a £55k surplus (lower than the previous in-year position but still better than the original budget – partially due to extra pupil money still allocated based on the most recent census carried out before the bulk year had left). The committee reviewed some of the premises work, including redecoration, which had taken place over the summer and noted the necessity to replace a water heater in the canteen which has failed. Likely cost around £10,000 but other options are being explored.</p> <p>Personnel – the school had 1.5 TAs vacancies at the time of the FPP meeting, these positions have now been filled. The budget also included a teacher who left in the summer. It was noted that a new SBM and administrative assistant are now in place.</p> <p>The HT appraisal panel (consisting of AF, JS and MD) will meet with JH in November.</p>	<p>AF, JS, MD, JH</p>
<p>9.</p>	<p>Sign of committee Terms of Reference (ToRs)</p> <p>These had been discussed and agreed at the committee meetings, and signed copies were completed at this meeting and handed to JH for filing. TLIS had agreed at the meeting to an amendment as follows:</p> <p><i>If the meeting is not quorate, it may still be held for discussion, but no decisions are to be made. Decisions may follow the meeting by email in exceptional circumstances.</i></p> <p>The printed copy SH signed did not include this amendment as the changes were made during the committee meeting. LD to bring a later version for signing at the next FGB meeting and JH to discuss with FPP whether a similar approach would work for them in time critical circumstances.</p>	<p>LD JH</p>
<p>10.</p>	<p>Safeguarding</p> <p>The updated Safeguarding Policy had been discussed at the Safeguarding sub-committee (at TLIS) and circulated to all Governors. It was approved and Governors were asked to confirm that they have read it in their personal profiles on Governor Hub.</p>	<p>Governors</p>

Signed..... Dated.....

	The Safeguarding Audit was also discussed at this meeting and was approved by FGB.	
11.	<p>Academy discussion</p> <p>It was noted that there had been lots of discussion about this at FGB meetings over the past year with visits from ODST and RLT (whose CEO recently contacted the school to find out whether they were still considering academisation). Governors felt that following the election there has been less pressure nationally and they decided to pause discussions whilst the recent changes in Governor leadership become more embedded. Governors asked:</p> <p><i>Q. Where support from the Local Authority is less helpful, could we look into buying support in from elsewhere?</i></p> <p><i>A. JH said that there seemed to be a particular issue with the Occupational Health side of HR and that the difficulty was in not having a single point of contact who was familiar with the school. In contrast she is happy with the external support for Finance (the school bursar) and Safeguarding teams. There are also some issues relating to premises now that Jane Burd has left and some of the contacts for grounds people etc. will need to be reestablished.</i></p> <p><i>Q. Is there sufficient HT support?</i></p> <p><i>A. JH feels that this is covered by her local networks.</i></p> <p><i>Q. Can Governors help in any way?</i></p> <p><i>A. It would be useful to get some clarity on who to approach in the LA for HR related issues – JC agreed to investigate, and SH offered support in wording questions regarding occupational health.</i></p>	JC, SH
12.	<p>Reports from committees and Governors with special responsibilities:</p> <p>12.1 Teaching Learning Inclusion</p> <p>The committee had discussed reallocation of roles following the departure of DM, looked at the Behaviour policy and discussed and celebrated the success in the summer assessments. They also discussed helpful descriptors in carrying out self-evaluation now that Ofsted have dropped the single word judgements.</p> <p>The possibility of putting staff forward for teaching awards (both within the school and nationally) was mentioned, with a particular emphasis on including pupil nominations. The aim would be to learn from things that are going well as well as from any problems. Governors suggested that the School Council/wellbeing team could also be involved in this.</p> <p>12.2 Finance Personnel Premises (including H&S and Well-being): covered in item 8.</p> <p>12.3 Safeguarding sub-committee</p> <p>Mostly covered in item 10. There was a discussion about lockdown drills in response to a recent incident where the button was pressed accidentally. The importance of including response information in the staff induction pack was noted and JH agreed to talk through the process with all staff to ensure that they know and are confident in their roles. GM offered to come in and discuss this further with a knowledge of similar drills in the US.</p>	JM, GM
13.	Chair’s items: covered at end of meeting	
14.	Head’s items: JH said that one further appointment has been made since the FPP meeting for a TA on a short-term contract (the financing was checked by the bursar). There were no further H&S updates (this will be a larger item at the next meeting after the audit).	Agenda
15.	Governor vacancies: in addition to the changes outlined in item 6, it was noted that SC is stepping down as Staff Governor – the Year 6 teacher (Emma Clanchy)	

Signed..... Dated.....

	has agreed to take on this role. JH to send email address to LD to get Governor Hub access set up.	JH, LD
16.	Governor training: course dates for OCC training for this year can be found here: https://app.governorhub.com/s/oxgs/training and Governors were reminded that courses booked and taken through OCC will automatically appear on their profile records.	
17.	Governor visits: EH to write up a report on the visit she attended to the Ashmolean.	EH
18.	Headington Partnership: JH had attended the latest meeting which had focussed on SEND and attendance and coordinating the approach of partnership schools on these areas. St Andrew's and local schools consider the issuing of penalty notices on a case-by-case basis, recognising that weddings/ funerals which are exceptional circumstances for absence may require extended absence due to travel abroad. Extended absences are not authorised, but penalty notices are not always appropriate in these circumstances. Working with families is paramount in ensuring that children attend school. The school has confirmation from the attendance team that it is doing everything required from a statutory point of view.	
19.	Discussion: what decisions have been made which further the aims and vision of the school? Supporting staff morale and recognising good teaching through awards and praise. Discussion of the diversity of the governing body and the context of the school community. Encouragement of responsibility for the Year 6 children's support roles.	
20.	Review of items for next meeting (December 2024): HT report, PP report, self-evaluation (word cloud?) SH thanked SC on behalf of governors and the school community for his work as staff governor.	

The meeting finished at 8.45 pm

Signed..... Dated.....