



St Kenelm's School



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Headteacher: Mrs C Souch

MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT THE SCHOOL ON TUESDAY 6 DECEMBER 2022 at 6.30pm

ITEM		ACTION
1.	<p>WELCOME, APOLOGIES FOR ABSENCE AND DECLARATION OF PECUNIARY INTEREST.</p> <p>PRESENT: Daniel Pullin (DP) -Chair Catherine Souch (CS) Headteacher Jane Clapham (JC) - Co-opted Governor Rev Hugh White (HW) – Foundation Governor <i>arr 7.13pm</i> Kurt Baldwin (KB) – Parent Governor Claire McConville (CM) – Staff Governor</p> <p>IN ATTENDANCE: Tess Kirkby (TK) – LA Clerk <i>via Teams</i></p> <p>APOLOGIES FOR ABSENCE: Kelly Way (KW) -Vice Chair Anthony (Tony) Bates (TB) – Parent Governor</p> <p>DP welcomed all to the meeting. Apologies were received and accepted from Kelly Way, and Anthony Bates. The meeting was confirmed quorate and commenced at 6.35pm.</p> <p>PECUNIARY INTEREST: None declared for this meeting. Outstanding annual declarations were requested.</p>	KB
2.	MATTERS OF URGENCY: None raised.	
3. (a) (b)	<p>MINUTES OF FGB MEETING HELD 4 OCTOBER 2022</p> <p>The minutes were approved as an accurate record of the meeting and were signed accordingly.</p> <p><i>Matters arising</i> Item 4. Governor Safeguarding Training. CS confirmed that online training from the National Society for the Prevention of Cruelty to Children (NSPCC) has been purchased for Governors. It was confirmed that DP, CS, JC and CM have completed the training in school. HW and KB have completed the online training. TB will complete at his earliest convenience.</p>	TB

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	<p>Item 4. Governors to confirm acceptance of Code of Conduct and approval of Standing Orders complete</p> <p>Item 10. Approval of policies complete</p> <p>Item 11. Times of the school day deferred to April 2023. There was a discussion about the trigger for increasing the length of the school day. DP explained that this is in response to new Government White Paper 'Opportunity for All' which requires all schools to offer a minimum of 32.5-hour school week by September 2023. The current school day falls approximately 10 minute short. CS explained that contracts will be amended to ensure staff are available at the required times from April 2023.</p>	CS
4.	<p>HEADTEACHER'S REPORT</p> <p>DP acknowledged that CS is currently providing daily teaching cover daily which meant the report was prepared later than it would normally be. The following key points were noted:</p> <ul style="list-style-type: none"> • There are 139 children on roll; 70 boys and 69 girls • The long-term supply cover has been withdrawn. Danni McShane is due to start as the substantive Year 5/6 Teacher Monday – Thursday from the start of the Spring Term. CS will continue to teach on Fridays. • A new Special Educational Needs Co-ordinator (SENCO) has been appointed; Mrs H Staniford is an experienced SENCO and has completed Designated Safeguarding Lead training. • A recruitment campaign is underway to secure a temporary Year 3/4 Teacher from February 2023. Interviews are scheduled for 7 December. A Governor asked where vacancies are advertised. JC explained that they are usually placed with Oxfordshire County Council (OCC), Local Community Support Services (LCSS) and Gloucestershire County Council (due to the school's proximity to the Gloucestershire border). • 25% of the school are in receipt of Free School Meals. The take up of school meals across Key Stages 1 and 2 is extremely high; the kitchen are producing c.150 meals per day. • The school has 33 children on the SEND register, 34 children in receipt of Pupil Premium and a further 13 children in receipt of the Service Premium. There was a discussion about the needs of these groups of children and the extent to which they overlap. A Governor asked about the levels of funding for Pupil Premium and Service Premium. CS explained that they are funded on very different levels; the amount of funding for Service Premium is £310 per year per child while Pupil Premium is currently £1385 per year per child. • Attendance varies week by week but overall the YTD average is 95.34%. Attendance for vulnerable (Pupil Premium and Service Premium) children is slightly below at 94.33%. A Governor asked if COVID is still impacting on attendance. CS explained that some parents would still like to access regular testing. A Governor commented that persistent absence seems to have lost its meaning more generally and some schools are finding this particularly difficult to tackle. CP explained that Strength and Needs forms are in place for some families to support them 	

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	<p>with attendance. Where necessary, the school is working in conjunction with the Attendance Team and Children Missing in Education. The level of staff absence remains low.</p> <ul style="list-style-type: none"> • An Education, Health and Care Plan (EHCP) has recently been awarded following sustained effort by the previous SENCO and teaching staff. This will release some additional resources to provide the support this child requires. • There was a discussion about health and safety and first aid. The response to a recent incident has been praised by the Ambulance Service Call Handler. A Governor asked about the level and coverage of first aid training. CS explained that staff, who teach Reception age children, complete 12-hour paediatric first aid training every three years. All other staff undergo basic first aid training every three years. • Every member of the teaching staff, including classroom TA's, have completed the Jolly Phonics training which was held classroom TA's on three consecutive evenings. Governors thanked staff for committing to this training outside of core school hours. • A School Improvement Partner (SIP) visit was conducted on 9 November and the feedback was very positive. The main recommendations from the visit are to provide more detailed evidence of what and how in the Self Evaluation Framework (SEF) and some formatting changes to the School Development Plan (SDP) to guide monitoring activity in a more focussed way. Governors asked to see a copy of this report. • A multi-year school vision (recommended by the SIP) was discussed as a mechanism to capture the direction of travel in the longer term. Governors agreed to table this for discussion in the summer term. • The Headteacher Appraisal with Jeff Hart was completed on 29 November. There is an offer of a further session for Governors to help prepare for OFSTED in early February. • A complaint of bullying has been raised which is sensitive; CS is working closely with the families involved. There was a recent homophobic incident (linked to some reading material) which has been dealt with. A Governor commented that Disney has recently released a film featuring a same sex couple which is likely to trigger similar conversations in schools over time. • There are no Child in Need or Child Protection plans in place. Some families are being supported with safeguarding concerns but LCSS is very stretched and the amount of external support available is limited. • An internet safety session for parents with support from the police in November was quite poorly attended. The police have offered to attend other events which the school has planned (e.g. Macmillan Coffee Morning) to discuss issues and concerns with parents. <p>Governors approved this report.</p> <p style="text-align: right;"><i>HW arrived 7.13pm</i></p>	CS
5.	<p>REPORTS FROM COMMITTEES AND LEAD GOVERNORS</p> <p>There was a discussion about the mechanism for sharing minutes from committees; it was agreed that Committee Chairs will share draft minutes with the Chair of Governors as a matter of routine.</p>	Committee Chairs

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	<p><i>Performance and Learning (DP)</i> There have been two meetings since the last FGB. The meeting held on 17 October focussed on English. Governors were very impressed with the new reading strategies (Journey Books). The meeting held on 28 November included an update on Jolly Phonics and a focus on maths. Both subject leaders provided really helpful reports which set out current strengths and areas for improvement; Governors were also able to see progress with English between the two meetings. The next committee meeting will focus on Early Years and Foundation Stage (EYFS). CS requested that Governors get in touch to arrange monitoring visits. KB is due to visit on 12 December and will focus on progress with phonics.</p> <p><i>Safeguarding (DP)</i> The committee met on 8 November. The Single Central Record was checked by KW and confirmed compliant, attendance was discussed and the Annual Safeguarding Audit return was reviewed. Governors discussed the use of Child Protection Online Management System (CPOMS); it was confirmed that all staff have been trained on how to record information. The arrival of the new SENCO (also DSL trained) was noted. KW has recently completed Level 3 Safeguarding Training. A Governor flagged concerns about how information is shared across committees in the context of the likely lines of enquiry that OFSTED will have. There was a discussion about the depth of information that all Governors need to have and the role of the link Governor.</p> <p><i>Premises (JC)</i> The committee focussed on the Health and Safety policies currently in place; the date of the Health and Safety Inspection (17 March 2023) was noted. The first aid incident was discussed along with the follow up activity with OCC and the post incident debrief. The ongoing issues with the refurbishment of the toilet facilities were noted.</p> <p><i>SIAMS (HW)</i> The draft Terms of Reference had been reviewed and the Governors discussed the development of a SIAMS action plan for 2022/23.</p> <p><i>SEN (CS)</i> No report available due to the recent arrival of the new SENCO. A meeting with KW will be arranged in due course.</p>	ALL
6.	<p>VISITS AND TRAINING The following training has been completed:</p> <ul style="list-style-type: none"> • NSPCC Safeguarding – HW and KB • Successful Charing (Oxfordshire Governor Services (OGS)) – DP • Understanding Primary Data (OGS) – DP <p>DP reminded Governors of the training offer available from OGS. The training programme is comprehensive; the sessions are of high quality and delivered</p>	

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	remotely. Governors are encouraged to review the offer and register for sessions of interest or pertinent to their roles.	
7.	<p>POLICIES/DOCUMENTS FOR RATIFICATION</p> <p>There was a discussion about the approach to reviewing and approving policies. CS reflected on a discussion with the SIP about how this process could be streamlined. One recommendation is for Governors to agree to adopt model OCC policies as the content is very unlikely to be change other than to personalise it to St Kenelm's where necessary. The method of notifying Governors to revised or new policies was discussed. A Governor raised concerns about preparing for OFSTED. DP explained that the purpose of this approach is to reduce demand on Governors time and ensure efforts are targeted appropriately. DP confirmed that Governors will still be expected to read all policies. It was proposed that a tiering system be trialled over the next few months as follows:</p> <ul style="list-style-type: none"> • OCC model policies – routinely approve as a matter of course • Policies with minor (editorial) amendments – routinely approve • New or significantly amended policies – discuss/review in as much detail as is required. <p>It was recommended that all policies should be listed on the agenda (and identified as above) to ensure that Governors are aware of the review schedule and where to find copies. Minutes of meetings should clearly itemise the outcome.</p> <p>Governors agreed to trial this approach.</p> <p>The following policies had been tabled for review:</p> <ul style="list-style-type: none"> • Behaviour Policy – a Governor asked if there is specific training for staff should the need for physical intervention arise and how likely this is. CS explained that Team Teach is being considered (as per Safeguarding Action Plan) but there are concerns as to whether this is the right approach for St Kenelm's at this point in time. The Behaviour Policy does cover staff in relation to current practice and there is a focus on de-escalation. • Charging and Remissions – a Governor asked if non-payment is a common occurrence. CS confirmed this is an issue but it is not widespread. • Marking Policy – some minor formatting issues were noted. • Mobile Phone Policy • Social Media Policy – CS confirmed that the school does not operate any social media accounts. <p>Governors approved the above policies.</p> <p><i>Pupil Premium Strategy 2022/23</i></p> <p>CS introduced the Strategy which sets out the anticipated spend for 2022/23 in relation to the Pupil Premium grant (£39,608) and the Service Premium</p>	

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	<p>Grant (£4,160). Evidence from the Education Endowment Foundation (EEF) and Sutton Trust suggests that the impact of this grant is maximised if it supports investment in high quality teaching. At St Kenelm's, the grant is used to support small groups in Key Stage 1 and Teaching Assistants in every classroom. It was noted that the use of the grant has evolved over time and is no longer limited to specific resources/materials and educational visits. CS has submitted a query about the data provided to ensure it is the correct set for St Kenelm's; the response is anticipated in the next week. DP proposed that the Strategy is tabled for a more in-depth discussion at a future meeting.</p> <p>Governors approved this strategy.</p>	
8.	<p>GOVERNANCE ARRANGEMENTS</p> <p>DP invited Governors to consider the current committee arrangements in the context of the size of the Governing Body and the call on staff and Governor time to resource them. DP proposed that the number of FGBs and Committee meeting cycles per year reduce from 6 to 5 and proposed the following committees:</p> <ul style="list-style-type: none"> • Finance & Premises (including Health and Safety) • Safeguarding (including attendance) • Performance & Learning (including Early Years, SIAMS and Appraisal) <p>Governors approved this structure.</p> <p>Committee Chairs will be elected and Terms of Reference reviewed at the next committee meeting cycle. SLT requested that the start time of meetings be brought forward to 6pm and a hybrid format adopted so that attendance via Teams can be facilitated.</p> <p>Governors agreed to these changes.</p> <p>In the context of the reduced meeting commitment, DP asked Governors to pursue training/development opportunities pertinent to the work of the Governing Body.</p>	
9.	<p>ANY OTHER BUSINESS</p> <p>KB flagged concerns about the safety of children walking to the church and sought permission from Governors to lobby OCC for traffic calming measures and safe crossing points. DP asked for sight of the document before it is submitted.</p> <p>KB reflected on the potential to access unallocated Section 106 funding to support the refurbishment of the toilets.</p>	KB
10.	<p>DATE OF NEXT MEETING</p> <p>Thursday 9 February 2023 (OFSTED focus) at 6pm via Teams</p>	

The meeting closed at 8.25pm