



St Kenelm's School



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Headteacher: Mrs C Souch

MINUTES OF THE FULL GOVERNING BODY MEETING HELD VIA TEAMS ON THURSDAY 9 FEBRUARY 2023 at 6.00pm

ITEM		ACTION
1.	<p>WELCOME, APOLOGIES FOR ABSENCE AND DECLARATION OF PECUNIARY INTEREST.</p> <p>PRESENT: Daniel Pullin (DP) -Chair Kelly Way (KW) -Vice Chair Catherine Souch (CS) Headteacher Jane Clapham (JC) - Co-opted Governor Rev Hugh White (HW) – Foundation Governor Kurt Baldwin (KB) – Parent Governor Claire McConville (CM) – Staff Governor</p> <p>IN ATTENDANCE: Jeff Hart (JH) – Jeff Hart Associates <i>for item 3</i> Tess Kirkby (TK) – LA Clerk</p> <p>APOLOGIES FOR ABSENCE: Anthony (Tony) Bates (TB) – Parent Governor</p> <p>DP welcomed all to the meeting. Apologies were received and accepted from Anthony Bates. The meeting was confirmed quorate and commenced at 6.35pm.</p> <p>PECUNIARY INTEREST: None declared for this meeting.</p>	
2.	<p>MATTERS OF URGENCY: None raised.</p>	
3.	<p>OFSTED PREPARATION – Jeff Hart DP introduced and welcomed JH to the meeting. JH is both an OFSTED inspector and advisor working with the Department for Education and is a Chair of Governors at a large secondary school in Dorset. Introductions were made.</p> <p><i>General overview</i></p> <ul style="list-style-type: none">• The call between the Headteacher and the lead inspector sets the scene for the inspection which follows and is crucial.• Inspectors will spend more time with middle leaders rather than with the Headteacher. There is a heavy emphasis on triangulation and they will actively seek evidence to support what they are told.	

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	<ul style="list-style-type: none"> • The outstanding rating tends to be awarded to schools which are doing something additional i.e. beyond the school • There is likely to be a focus on the bottom 20% of children and the most vulnerable • Inspectors will expect Governors to know about the curriculum – how it is developed, what the intent is, how it is implemented and what the impact has been • Safeguarding (as always) will be particularly scrutinised – this will not be limited to the SCR but will seek evidence of whether pupils feel safe (and how Governors know this) • Preparation is key and needs to be thorough – JH indicated that every outstanding school is likely to be inspected before next summer • Previous focus on Pupil Premium spend and impact has evolved – inspectors have broadened this to focus on the bottom 20% and the most vulnerable <p><i>Key Changes in the Framework</i></p> <ul style="list-style-type: none"> • There is an intense focus on the curriculum via deep dives – JH advised the Headteacher to propose the “additional” subject carefully • If the school has its own data, have it available during the inspection – it can still be discussed with OFSTED (they will not ignore it) • There is a significantly increased role for middle managers – how the curriculum is built, evidence of subject leadership and delivery of the subject across the whole school • JH recommended that Governors each have an OFSTED folder prepared which contains all the key documents (and for Governors to bring those to the meeting with OFSTED to refer to) as a pack including: <ul style="list-style-type: none"> ○ SDP and SEF ○ PP Strategy ○ Vision Statement etc <p><i>EIF 2019</i></p> <ul style="list-style-type: none"> • Quality of Education - the most significant domain. Governors are expected to have a view on this. JH recommended that Governors go through the OFSTED preparatory questions from The Key Governors' role in monitoring the curriculum GovernorHub Knowledge (thekeysupport.com) Rounded answers are better i.e. answers that extend beyond the classroom • Behaviour and Attitudes – are children active or passive learners? How do children lead their learning? • Personal Development – how are citizenship and democracy covered and embedded across school activities? • Leadership and Management – inspectors will explore how well the school is managed <p><i>Lines of enquiry</i></p> <ul style="list-style-type: none"> • Quality of Education – intent, implementation and impact. Governors will need to be able to speak to all three. • Behaviour and Attitudes – looking for high expectations and fairness in implementation, how challenging or disruptive behaviour is managed and whether children feel safe 	CS/JC

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	<ul style="list-style-type: none"> Personal Development – looking at how the spiritual, moral, social and cultural development is achieved, what careers guidance and support for points of transition is in place and they will also look at healthy living (including mental wellbeing) Leadership and Management – inspectors will likely ask Governors about the vision and what evidence they have that it is embedded. Workload is likely to be a line of enquiry – e.g. how recently was the marking policy reviewed? How do Governors see/understand their role and how do they deliver it (three clearly defined roles – hold to account, finance and strategic vision). How do Governors monitor safeguarding and where is the evidence? Overall – how is the school doing and how do Governors contribute to that? Governors will need to be able to say <u>why</u> they think the school is good/outstanding and point to evidence which supports their conclusion The governing board: purpose and responsibilities GovernorHub Knowledge (thekeysupport.com) <p>Governors agreed to discuss the recommended OFSTED preparatory questions at the next FGB meeting. In the event of OFSTED arriving earlier than the next meeting, DP will schedule an EGB as necessary.</p>	Clerk for agenda
<p>4.</p> <p>(a)</p> <p>(b)</p>	<p>MINUTES OF FGB MEETING HELD 6 DECEMBER 2022</p> <p>The minutes were approved as an accurate record of the meeting and will be signed accordingly.</p> <p><i>Matters arising</i></p> <p><i>Item 1: Outstanding declarations of interest</i> - JC will scan hard copies of the completed declarations and share with TK for GovernorHub.</p> <p><i>Item 3(b): NSPCC Online Safeguarding training</i> - Carry forward</p> <p><i>Item 4: share SIP visit report from 9 November</i> - the final report has not yet been received. JC will share the draft version so Governors are sighted on the key points.</p> <p><i>Item 5: Share minutes from Committees with DP</i> - DP confirmed receipt of Safeguarding and Performance and Learning. The minutes from the Finance and Resources meeting held on 7 February will be shared when ready.</p> <p><i>Item 5: Arrange monitoring visits</i> - in the context of OFSTED preparation and the discussion under item 3 above, DP reminded Governors to schedule visits and share reports.</p> <p><i>Item 9: share submission to OCC regarding safe crossing with DP</i> – KB explained that no formal submission has been made. Discussions are at an early (informal) stage; there is limited Section 106 funding available but other sources could be pursued.</p>	<p>JC</p> <p>TB</p> <p>JC</p>
<p>5.</p>	<p>VISITS AND TRAINING</p> <p>The following visits have been conducted:</p> <ul style="list-style-type: none"> Safeguarding/PSHE – KW RE – HW 	

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	<p>The following training has been completed:</p> <ul style="list-style-type: none"> • Heads and Chairs briefing – DP • Level 3 Safeguarding training – KW <p>KW asked that the outstanding 'Every Mind Matters' training is completed as soon as possible.</p>	Governors
6.	<p>POLICIES/DOCUMENTS FOR RATIFICATION</p> <p>The following policies had been tabled for review. DP confirmed that all are based on Oxfordshire County Council (OCC) model policies and only minor amendments have been made.</p> <ul style="list-style-type: none"> • Health and Safety • Educational Visits • Complaints • Mental Health and Wellbeing • Critical Incident and Emergency Plan – a Governor asked if a lockdown exercise had been held. JC explained that briefings for new staff have been held and a lockdown exercise is planned for all staff. <p>Governors approved the above policies.</p>	
7.	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • DP reminded Governors that the headteacher report and minutes from committees are available on GovernorHub. Any comments or queries should be shared with CS or the Committee Chair as relevant • CS advised that the report from the new Special Educational Needs Coordinator (SENCO) has been uploaded to GovernorHub. The information is comprehensive and has been presented in a new format. This will be included in the Governor OFSTED pack • There was a discussion about the need for a specific lead Governor role for mental health across the school. KW agreed to incorporate this into the safeguarding brief • DP thanked CS and JC for their intensive work this term in the context of staffing challenges and whilst preparing for OFSTED 	JC
8.	<p>DATE OF NEXT MEETING</p> <p>Tuesday 28 March 2023 at 6pm in school – a remote link will be available for those who are not able to attend in person.</p>	

The meeting closed at 7.23pm

T Kirkby

LA Clerk

10 February 2023