



St Kenelm's School



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Headteacher: Mrs C Souch

MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT SCHOOL ON TUESDAY 20 JUNE 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) – Co-opted Governor/Vice Chair Catherine Souch (CS) Headteacher Kurt Baldwin (KB) – Parent Governor Jane Clapham (JC) - Co-opted Governor <i>via Teams</i> Rev Hugh White (HW) – Foundation Governor <i>Via Teams</i> Claire McConville (CM) – Staff Governor</p> <p>IN ATTENDANCE: Tess Kirkby (TK) – LA Clerk <i>via Teams</i></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 6.06pm.</p> <p>PECUNIARY INTEREST: None declared for this meeting.</p>	
2.	<p>MATTERS OF URGENCY: None raised.</p>	
3.	<p>MINUTES OF FGB MEETING HELD 28 MARCH 2023</p> <p>(a) The minutes were approved as an accurate record of the meeting and will be signed accordingly.</p> <p>(b) <i>Matters arising</i> From 9 February <i>Item 5:</i> complete 'Every Mind Matters' training (ALL) Carry forward – KW explained that this had been discussed at the Safeguarding Committee and confirmed that this action had been completed.</p>	

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	<p>From 28 March</p> <p><i>Item 5a:</i> Governors to complete the skills audit form and return to TK so the dashboard can be compiled before the next FGB meeting. Carry forward.</p> <p><i>Item 5b:</i> Governors to update their training records on GovernorHub covering the previous 2 years by the next FGB meeting Carry forward</p> <p><i>Item 5c:</i> Link Governors to contact HT/office to arrange visit/early conversation Carry forward</p> <p><i>Item 5d:</i> Deep dive on wellbeing at next FGB; overview of support package(s) to be prepared and circulated Completed – see item 5</p> <p><i>Item 5e:</i> Overview of the School Led Tutoring activity in 2021/22 and 2022/23 to be prepared for OFSTED files Carry forward – CS explained this is underway</p> <p><i>Item 5:</i> DP and CS will discuss the remainder of the document and circulate with Governors Closed</p> <p>Item 7: CS will ensure that HW is routinely made aware of RE weeks Completed</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>KW</p> <p>CS</p>
4.	<p>HEADTEACHER’S REPORT</p> <p>CS introduced the report which had been shared in advance via GovernorHub. The following key points were noted:</p> <ul style="list-style-type: none"> The number of pupils on roll is fluctuating; it is not clear whether there is a downward trend. CS explained that a number of Services families have moved away and one child is now being home educated. DP reflected that there are more than a thousand children in Oxfordshire who are now being home educated; one impact of the pandemic is the increase in anxiety (parental and pupil) and emotionally based school avoidance (EBSA). CS explained how this can bring additional safeguarding pressures. The Pupil Admission Number (PAN) of 20 for Reception is challenging in the context of the teaching resource this requires. CS reflected that a marketing campaign to underpin the admissions process for 2024/25 may be required. The new primary school in Witney caters for Early Years, Foundation Stage and Key Stage 1 and this has had an impact on the number of admissions for September 2023. It is likely that these children (and older siblings) will transition to Key Stage 2 at St Kenelm’s. A Governor asked about the changes in the PAN and how that links to the budget. CS explained that there are 40 places in Key Stage 1 (which requires two teachers). DP explained the threshold for incremental rise in pupil numbers and the point at which the requirement for an additional teacher is triggered. CS confirmed that the current class structure will be maintained for 2023/24. 	

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	<ul style="list-style-type: none"> Attendance has been improving – the average year to date is 93.73% and in the first half of the summer term was 95.78%. However, in recent weeks there has been an increase in term time holidays. A Governor asked if this is robustly managed. CS explained that there is a very clear message about unauthorised absences and the impact this has on pupil outcomes. There was a discussion about the range of measures which could be implemented to tackle term time holidays, and particularly if this recurs. The after-school clubs (managed by JC) have been very successful and well supported by all year groups except year 6. Club activities change every term and have included gym, ballet, science, art, forest school, board games, martial arts and the environment. A Governor asked about the costs. CS explained that these vary depending on the nature and duration of the activity. Clubs run by external partners are managed separately. A Governor asked for the uptake in 2023/24 to be monitored by year group and vulnerable groups. CS explained that approximately 65% of all vulnerable children across the school are participating and some are taking the opportunity to engage with a number of different activities. The Special Educational Needs (SEN) report was circulated to Governors. CS advised of a transfer to a nearby special school which is a significant achievement which will provide the right support for the pupil and their family. A Governor commented that the new SEN Co-ordinator (SENCO) has secured an impressive amount of multi-agency engagement, including support from the educational psychology service which is quite stretched. The curriculum page on the school website has now been completed for 2022/23. CS advised that this will be reviewed and updated again for September. The sports and health week was a success with children participating in a range of activities including archery. KB attended Sports Day and remarked on the level of energy and enthusiasm from all involved. The event was well organised and parents were able to see all the events. There was an issue with how teams were named; CS explained that this had been an oversight. The school website now has a gallery tab which can be more easily updated with photos from the wide range of events. A Governor asked about newsletters. CS confirmed that these are on the school website although they are not routinely emailed out. A Governor recommended exploring Sway (through Office 365) which can quickly generate newsletters including photos without formatting issues. Year 2 and Year 6 Statutory Assessment Tests (SATs) have now been completed. Year 2 has high levels of Pupil Premium and SEN which is reflected in the results. The results for Year 6 are anticipated on 11 July. However, both year groups approached the tests very positively and the issues reported in the national media were not experienced at St Kenelm's. Year 1 phonics results are strong and all bar one of the children in Year 2 who needed to retake the assessment have passed. 	<p>JC</p>

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	<ul style="list-style-type: none"> • A Personal Social Health Education (PSHE) focussed parents evening was supported by a small number of parents. Information on the vocabulary used in PSHE has been circulated, including to parents of children in years 4, 5 and 6 who were unable to attend. • JC provided an overview of the works being carried out including the removal and disposal of asbestos tiles in the junior cloakroom and new flooring. A Governor asked about the quotes for this work. JC explained that the previous contractor, the current plumber and one other will be submitting quotes. A Governor reflected that fundraising activity may be necessary to support these costs. There was a discussion about the impact of the inflationary pressures in the context of the concerns about the number of pupils on roll. • A new gardener has been recruited due to the retraction of the contracted grounds maintenance team. A Governor asked if their charges had been adjusted to reflect this. JC confirmed that the combined costs of the contracted delivery and the St Kenelm's gardener does not exceed the previous contract cost. • Hill Groundworks have donated the paint and a contractor to mark the lines on the school field. Any leftover paint will be used to mark up the car park. • The annual water clean is scheduled for August and SMS Environmental are due to conduct the annual legionella check on 1 September. • CS confirmed no racist/bullying incidents have been reported since the last meeting. The Year 3 cohort has some specific issues in respect of low-level disruptive behaviour and a small number of children who are particularly challenging. A zero-tolerance approach is in place and the school is engaging with families as appropriate. Risk assessments are in place which set out the de-escalation and behaviour management approach with support from the SENCO to try to identify the underlying issues. There are two current Team Around the Family (TAF) in place, one Strengths and Needs (with an additional assessment underway) and four families in receipt of Early Help who are being supported by the Designated Safeguarding Lead (DSL). • A Governor asked about the All Star cricket competition. CS explained that all schools in the partnership attended the Shipton Under Wychwood cricket grounds to participate in the festival. The PE and Sports Premium grant paid for the entry fees. <p>Governors approved this report</p>	
5.	<p>WELLBEING</p> <p>CS explained that the wellbeing questionnaire covered a wide range of areas from work/life balance through to specific questions about work. 19 questionnaires had been issued and 13 responses received (from Teachers and Teaching Assistants). The following results were noted:</p> <p><i>What causes stress?</i></p> <ul style="list-style-type: none"> • Accountability (3) 	

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	<ul style="list-style-type: none"> • Work/life balance (4) • Administrative burden (1) • Pastoral concerns (3) • Other (1) • No stress reported (5) <p><i>Who would you approach if you had concerns?</i> All responses indicated that members of staff would approach a member of the Senior Leadership Team (SLT).</p> <p><i>Support measures at this school are strong</i></p> <ul style="list-style-type: none"> • Strongly agreed (11) • Agreed (2) <p>CS explained that the returns indicated broader concerns about the pressures facing the teaching profession rather than specific to St Kenelm's. A wide range of opportunities to support staff have been explored and implemented this year including scheduling one morning per week from September to the Easter break for subject leaders to develop curriculum material. Family demands/pressures and special occasions have been accommodated as far as possible.</p> <p><i>What additional measures would be helpful?</i></p> <ul style="list-style-type: none"> • Peer support – more of what is already in place • Access to occupational health - a Governor asked if this is available. CS explained that there has been some provision since COVID and the experience of it has been mixed; some have found it really helpful and others less so. • Better supervision of managers – CS explained this is likely to relate to a specific group <p>The results of the survey will inform the School Development Plan for 2023/24 which will be shared with staff at the inset day in September.</p> <p>There was a discussion about support for the SLT and whether there is scope for the Governing Body to provide more/specific support measures. CS explained that peer support across the SLT is very strong but there are occasions when safeguarding can present a particular challenge. Feedback from the Education Safeguarding Advisory Team (ESAT) suggested that counselling and/or supervision for DSLs could be considered. A Governor asked if mentoring would be helpful. CS explained that the pressures of safeguarding processes are such that it is not clear that sufficient time would be available. The more significant issue is the worry DSLs have that safeguarding intelligence might be missed. The support DSLs receive from the Safeguarding Governor is very valuable as it offers the opportunity to talk through issues and concerns as they arise.</p>	

ITEM		ACTION
6.	BRIEF REPORTS FROM COMMITTEES AND LEAD GOVERNORS a) Finance and Premises – the minutes from the last meeting will be uploaded to GovernorHub. DP confirmed that the budget had been approved and submitted. b) Safeguarding – KW explained that the majority of the issues discussed have been covered in the Headteacher’s report (item 4) above. KW reflected on a review of the Child Protection Online Management System (CPOMS) records which revealed how in-depth and rigorous Safeguarding processes are at St Kenelm’s. c) Performance and Learning – due to meet before the end of term to discuss the SAT results (due 11 July). d) SEN Governor – please see item 4 above.	
7.	VISITS AND TRAINING KB attended Sports Day (report to follow). DP asked all Governors to conduct a visit before the end of term. No training has been completed since the last meeting.	ALL
8.	POLICIES/DOCUMENTS FOR RATIFICATION It was agreed that the following documents would be circulated via GovernorHub: <ul style="list-style-type: none"> • Annual Public Sector Equality Duty Statement • SEN Information Report • PE and Sports Premium Report Governors will be invited to approve these documents in correspondence.	CS
9.	GOVERNING BODY SELF-EVALUATION DP and CS will draft the self-evaluation and will present to the first meeting of the 2023/24 academic year.	TK (for agenda)
10.	ANY OTHER BUSINESS DP confirmed that one expression of interest for a Parent Governor vacancy has been received. The deadline for applications is 23 June.	
11.	FGB MEETINGS 2023/24 The following dates were agreed: <ul style="list-style-type: none"> • 3rd October 2023 • 5th December 2023 • 6th February 2024 • 26th March 2024 • 4th June 2024 All meetings will start at 6pm and be held at the school; a remote link will be available for those who are not able to attend in person.	

The meeting closed at 7.21pm

T Kirkby

LA Clerk

22 June 2023