

**Minutes of the Full Governing Body Meeting
Held at St Ebbes on Thursday 12 March 2020 5.00 p.m.**

Present:

Steve Whitla (SW) - Foundation Governor - Chair
 Janet Rayment (JR) Foundation Governor - Vice Chair
 Tina Farr (TF) - Headteacher
 Katie Doorley (KD) - Parent Governor
 Hugh Starkey (HS) - LA Governor
 Malcolm Cubitt (MC) - Parent Governor
 Jenni Williams (JW) - Foundation Governor
 Lauren Smallman (LS) - Staff Governor
 Martin Thompson (MT) - Foundation Governor
 Pete Wilkinson (PW) - Foundation Governor

In Attendance

Clare Whyles (CW) - Associate Member
 Jo Horn (JH) - Associate Member
 Alana J Jackman (AJJ) - LA Clerk

Apologies

Joyce Francois (JF) - Foundation Governor
 Malcolm Cubitt (MC) - Parent Governor
 Tony Lee (TL) - Foundation Governor

Actions Highlighted

MINUTES	ACTION
<p>1. Welcome, Apologies and Prayer, declarations of interests, any other urgent business</p> <p>Project outcome -</p> <p>The Chair welcomed colleagues to the meeting. JW opened with prayer.</p> <p>Apologies were received and accepted from Joyce Francois, Martin Thompson and Tony Lee.</p> <p>The Chair asked for an update on:</p> <ul style="list-style-type: none"> • Destination of secondary schools. TF provided a more positive picture this year compared to last year. 	

<ul style="list-style-type: none"> • TF updated the Board on the admissions profile confirming that there were 93 applications (1st, 2nd and 3rd choice) compared to 91 from the previous year. • Coronavirus (Covid 19) to be discussed elsewhere on the Agenda. <p>Quorum The meeting was quorate.</p>	
<p>2. Minutes of the FGB Meeting held on the 23 January 2020 and any matters arising</p> <p>The Minutes of the FGB Meeting held on the 23 January 2020 were received and reviewed. It was suggested that the paragraph under Item 3 Foundation (JR for PW) ‘A full report...’ should be omitted and instead replaced with ‘An update will be...’ The Headteacher was asked to clarify the following sentence: ‘It was noted that the Headteacher felt that the school was on the right track to involve more children.’ TF explained that a letter had been sent to parents explaining the school’s intentions relating to the Collective Worship Policy. There had been one response to date.</p> <p>The Minutes will be updated to reflect the suggestions.</p> <p>There were no matters arising.</p>	<p>SW</p>
<p>Compliance and Monitoring</p>	
<p>3. Updates from policy areas:</p> <ul style="list-style-type: none"> • Finance (TL) With TL and MC absent, an update would be provided at the next FGB Meeting. • Curriculum and standards (HS) The Board noted that an update would be provided at the next FGB Meeting. • Foundation (PW) RSE/PHE RSE Policy <p>Foundation Governors have drafted a RSE Policy. Staff consultation has been carried out. Parents will be consulted, as per the guidance, when a scheme of work has been decided upon. TF and RW (PSGE Lead) are considering a scheme of work: Jigsaw It was confirmed that the scheme was tried, tested and met with statutory requirements and could be an important piece of work to implement, to help the school.</p> <ul style="list-style-type: none"> • Personnel and Welfare (JF) With JF absent, an update would be provided at the next FGB Meeting. • Safeguarding (JR) including Action Plan from Annual Safeguarding Report The update was received and reviewed by the Board. JR felt that the structure of the Safeguarding Report from the LA was more comprehensive than it had been before. The key areas were discussed including the bullet points which were designed to 	

<p>secure more precise, evidenced answers. JR concluded that there were no concerns regarding safeguarding at this school due to the very tight, rigorous system being run and felt reassured and informed throughout the visit.</p> <ul style="list-style-type: none"> • Health & Safety including Risk Register and Critical Incident Plan The process to be reported at the next FGB to include a Health and Safety Audit. • Coronavirus (Covid 19) update The Board commended the efforts of the staff. It was recognised that the key area of focus in terms of Coronavirus was dealing with the concerns on a day to day basis. TF explained that the strategy would be to follow Government guidelines in addition to Oxfordshire County Council (OCC) Public Health protocol. The priority being to keep everyone calm and safe. Governors requested an update on contingency plans if the school were to close. TF responded that the school was in the process of determining a strategy for sending learning home in addition to providing online solutions. The Board was informed of the current staff health position being nothing over and above normal. It was mentioned that a Risk Assessment would be prepared. It was mentioned that Chris Horton, the new Site Manager, in post since 7 October 2019 had completed training in order to carry out his role. The training CH has undertaken is noted in the Premises and Health & Safety Report - March 2020, which was circulated to the Board by the Headteacher. It was confirmed that sales of anti-bacterial sanitiser and soap was limited, but the school was doing everything it could to remedy the situation. 	
<p>4. Headteacher Report</p> <ul style="list-style-type: none"> • Attendance. The School Business Manager had created a spreadsheet with breakdown of four-weekly monitoring, so that the Headteacher could rationalise and compare current data to that of previous years. The new system would help identify the crucial elements of persistent absenteeism, so that it was easier to see which children were absent. • It was noted that Lateness had not yet been analysed and this varies considerably day to day depending on traffic on Abingdon Road. • Behaviour. There had been a significant improvement in Term 3. Fewer incidents were recorded. TF attributed this to consistency in staff approach, impact of professional advice regarding provision for children with autism and the time taken to build trusting relationships. • Actions from the Safeguarding Report. <ol style="list-style-type: none"> 1. Allocation of key workers in EYFS needed to be clarified. 2. Governor training in Safer Recruitment. The Clerk to circulate link to all Governors. • Restorative Justice training in the principles and the impact it has on behaviour to be held on the 12 May 2020. 	<p>Clerk</p>

- The school has been asked to work with the LA to develop and refine the LA Anti-Bullying Policy in light of the positive school culture around behaviour management. This will enable the school to ensure that strategies for responding to rare allegations of bullying are cutting-edge and include a suite of materials to support both alleged victims and perpetrators to prevent recurrence.
- SATS Week. Governors were asked to email CW to arrange a visit between the 11 and 15 May 2020 from 8.30 a.m. for briefing. It was agreed that
 1. KD would attend on Monday 11 May 2020
 2. HS would attend on Tuesday 12 May 2020
 3. JW would attend on Wednesday 13 May 2020
 4. JR would attend on Thursday 14 May 2020

CW will send an email reminder nearer the time.
- SSR – Supported Self-Review – scheduled for Thursday 30th March. TF’s role as a LA System Leader and LLE (local leader of education) meant that St. Ebbe’s would receive a half day visit from two education consultants to provide an external view on aspects of school improvement as agreed with the leadership team. TF reported that the school was likely to ask the team to review curriculum development as well as approaches to behaviour management alongside the leadership team.

CW

School Improvement and Learning Plan

The plan was discussed. The Chair asked if anyone had any points to raise on the plan. Following discussion, it was noted that the position on improving support for SEND and other vulnerable children was a key priority. It was also noted that although the curriculum would be less of a focus it would remain on the plan. TF explained how these elements would be secured

TF explained that the school was well on the way to securing policy approaches for aspects of the core subjects and this work has been completed in Mathematics and Spelling. CW said that the school’s policy approach to teaching Mathematics was described as **exemplary** by an Improvement Lead who visited the school to undertake monitoring with CW. The Improvement Lead was impressed with progress and strategies that the teachers were implementing. **CW confirmed that the information would be captured in a document and circulated to the governors.**

CW

TF confirmed that the Reading Policy was next and that the Writing Policy would be carried over to the 20-21 SILP to ensure enough time is allocated for training and embedding the policy approaches.

The Chair thanked the Headteacher for the report and asked for any questions.

The Board considered and discussed the report. A governor asked if the school could implement any other strategies for absenteeism. The Headteacher responded that the school was doing everything recommended and the priority was to keep refining the procedures. In conclusion a governor suggested the importance of celebrating the success of the exemplary compliment and that it should be noted in the Minutes.

<p>Budget - Confidential Item (CW) The update was received and reviewed by the Board and discussed. This was dealt with as a confidential matter, in accordance with the school’s policy on confidentiality. The discussion was not recorded. The position was noted.</p>	
<p>Vision, Strategy and Change</p>	
<p>7. Proposals for Governor Ways of Working SW tabled proposals for new ways of working, further to the discussions at last FGB, which were agreed as follows:</p> <ul style="list-style-type: none"> • Single points of accountability for areas of GB work, divided across three themes: GB administration, policy areas and school functional activities • Shift to more collaborative online working, using the school’s Office 365 account • Exploration of new forms of meeting rhythm and structure • A high level timetable for implementing the changes <p>Actions agreed were as follows:</p> <p>By next FGB (30th April):</p> <ul style="list-style-type: none"> • Final proposal for division of roles, provisional appointment of governors to roles, and staff liaison points where appropriate • Pro Forma documents to further define roles and expected outputs. • Creation of online collaborative environment and population with archive documents 	<p>SW/TF/JP</p>
<p>8. AOUB</p> <p>There being no further business, the meeting ended at 7 p.m.</p> <p>SW closed the meeting with prayer.</p>	
<p>The next FGB meeting to be held on the 30 April 2020 at 5 p.m.</p>	