

St Andrew's C E Primary School

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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 1st May 2025 at 7 pm at the school.

Present:	Aarti Basnyat (AB)	Parent Governor
	James Carter (JC)	Co-opted Governor
	Emma Clanchy (EC)	Staff Governor
	Michael Dent (MD)	Co-opted Governor
	Anneka Fisher (AF)	Co-opted Governor
	Sarah Haden (SH)	Parent Governor, Chair
	Elizabeth Hurran (EH)	Foundation Governor
	Jo Holmes (JH)	Staff Governor, Head
	Bruce Huggett (BH)	Foundation Governor
	Georgina Montgomery (GM)	Parent Governor
	Omar Nawaz (ON)	Parent Governor
	Amanda Robertson (AR)	Parent Governor

In attendance: Lucy Dickinson (**LD**) Clerk
Karen Metcalfe (**KM**) Diocesan Advisor (left at 7.35pm)

The meeting was quorate (12 Governors were present out of 14 in post).

		ACTION
1.& 2.	Welcome and Apologies for absence SH welcomed Governors to the meeting and introduced KM (Diocesan Advisor). Apologies were received and accepted from Chris Smowton (CS : LA Governor) and Jennifer Strawbridge (JS : Foundation Governor). The meeting started at 7.00pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none declared for this agenda.	
5.	Visit/discussion with Karen Metcalfe (Diocesan advisor) regarding SIAMS Governors were reminded that the school will have its SIAMs inspection during the next academic year. KM gave a presentation on the background, purpose and format of SIAMs – slides are available on Governor Hub . Governors asked: <i>Q. How do we best measure and demonstrate impact?</i>	

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

	<p><i>A. KM explained that the goal of the inspection was to see how Governors are already monitoring this, and there shouldn't be any need to do anything additional. Surveys, the SDP, Governor minutes etc. should already show evidence. The inspector will be interested in seeing a collaborative/conversational approach rather than large quantities of printed evidence.</i></p> <p><i>Q. What are the outcomes and likely gradings?</i></p> <p><i>A. KM described the two outcomes (J1 and J2 – see slides) and noted that it is very unusual to get a J2 grading (currently only two schools in Oxfordshire). Governors and school leaders need to be able to articulate the vision and have an understanding of the journey undertaken to reach this vision, and the values linked to it.</i></p> <p>Governors were able to list the five school values (friendship, forgiveness, trust, justice and hope). KM then talked through the six questions which will form the basis of the inspection and clarified which areas SIAMs will make judgements on (RE, CW – Collective Worship and SMSC – Spiritual, Moral, Social and Cultural), including that the quality of teaching in RE will not be judged (as this is done by Ofsted). She advised that Governors should consider the questions and ensure that they are confident as to where evidence can be found. There will be a week to prepare for inspection following the initial phone call. KM also noted that she has worked with the school RE lead (Breeze Band) for a number of years and feels that there is an effective link with the Diocese regarding curriculum etc.</p> <p>JH confirmed that a draft Self-Evaluation Form (SEF) for SIAMs on the Sharepoint drive. KM highlighted the further support and training available from the Diocese.</p> <p><i>Q. What is the expectation of Governor involvement and how long will the inspection last?</i></p> <p><i>A. Typically around three Governors should try to attend, including a Foundation Governor if possible, but also representing a diverse group. The meeting with Governors can be carried out on Teams if necessary. The inspection will last one day and involve one inspector, the feedback meeting at the end of the day will be open to all Governors.</i></p> <p>Governors thanked KM for her visit. KM left at 7.35pm.</p>	
6.	<p>Minutes of the meeting held on 13th March 2025</p> <p>SH went through the minutes of the meeting dated 13th March 2025, 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 Jessica Simmons for uploading to website. There was a discussion about representation on the Safeguarding sub-committee to ensure adequate challenge and different viewpoints – AB and EH to join this group. As a result there are some updates to make to committee membership and link Governor roles – these will be made after the meeting.</p>	<p>LD- done</p> <p>LD- done?</p>
7.	Matters arising not covered elsewhere on the agenda: none.	
8.	<p>Budget</p> <p>The budget had been discussed at FPP and the changes suggested there and following the meeting were incorporated into the spreadsheet included in the FGB meeting folder. FPP had approved the budget and recommended it to the FGB.</p> <p>BH highlighted some features:</p> <p>The final in-year is £77k with a carry-forward of £286k. There had been concerns about potential clawback, but discussions with OCC finance (Bruce Rennie) had been positive with him suggesting that the spending plans in place mitigate this.</p>	

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	<p>The breakdown includes a new category (E31) for breakfast and afterschool club so that costs can be monitored separately – JH confirmed that this was in order to facilitate any future Government funding for this area.</p> <p>The building maintenance and improvements line (E12) includes a large sum allocated for major work to the canteen and astroturf.</p> <p><i>Q. Will the astroturf work help with flooding?</i></p> <p><i>A. Not necessarily – the flooding issues seem to be very random. There have been several callouts to look at drains and it is not clear who is responsible for the drain work which is likely to be needed.</i></p> <p>It was noted that that the result of this is a deficit for 2025-26, but this is not a concern as it is using the carry-forward. JH also explained that as a result of the benchmarking exercise carried out previously, which highlighted a low teacher-pupil ratio, the five-year plan includes some slight decreases in staffing to address this.</p> <p><i>Q. Will this be affected by the increasing SEND numbers, ENCP income and associated staffing?</i></p> <p><i>A. No, because these staff will not be teachers, but other support staff, so not included in that ratio.</i></p> <p>Governors approved the budget for submission – SH to log-in and sign this off on behalf of Governors.</p>	SH
9.	Parental survey feedback: the survey results will be discussed at TLIS on 8 May, so this item will be carried forward to the next FGB meeting.	Agenda
10.	Outcome of recruitment process for new Vicar Emma Goodwood Jones has been appointed, and JH and GM (who attended the candidates' school visit) felt this was a positive outcome.	
11.	Academy discussion: nothing to discuss at this time.	
12.	<p>Reports from committees and Governors with special responsibilities:</p> <p>12.1 Teaching Learning Inclusion – not meeting until 8 May 2025</p> <p>12.2 Finance Personnel Premises (including H&S and Well-being)</p> <p>MD outlined the topics discussed aside from the budget.</p> <p>Catering – three companies (including the current suppliers) had been invited to tender for the new contract. MD, staff and a group of pupils had been involved in the pitches and MD reported that the process was very impressive, with the children highly engaged and enthusiastic. Ultimately the decision was made to continue with the existing company, particularly considering the risk and uncertainty in changing supplier, but it was noted that they had offered new things during the tender process. JH proposes to carry out a final meeting to review the previous contract and consider how to hold them to account.</p> <p><i>Q. Did you talk to other schools who were using the two unknown suppliers?</i></p> <p><i>A. Yes, one. JH also noted that there will be a new line manager, which should shake the situation up.</i></p> <p><i>Q. Could anything be added to the contract to make it more watertight?</i></p> <p><i>A. Yes, this will be the aim – the language is currently tentative ('we could' etc) rather than definitive.</i></p> <p><i>Q. Could a break clause be added with a trial period?</i></p> <p><i>A. This is also a good idea – JH to check.</i></p>	

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	<p>JH also noted that the menu and pricing had changed very recently, so that a new supplier would cause further disruption. MD suggested adding catering to the FPP schedule of work as an annual item for review.</p> <p>Enhanced pathway facility – a grant has been awarded supplementing the EHCP funding to help support and develop the nurture base. An advert is out for a SEN teacher, and the grant will also bring some external support and monitoring (which will require progress tracking). <i>In response to Governors questions, JH confirmed that this facility will continue to be for KS1 children for now. The new staff member is not included in the budget, and will affect the pupil/teacher ratio, but due to the funding this will be budget neutral.</i></p>	MD, BH - SoW
13.	<p>Chair's items</p> <p>SH explained to Governors that due to workload, she would not be re-standing for election as Chair for next year. Governors were asked to consider taking on the role and discuss with SH and JH in advance of the election (10 July).</p>	Govs
14.	<p>Head's items</p> <p>JH requested Governors' support in overseeing the KS2 SATs and AF, AR, MD and GM agreed to cover the four sessions. The arrangements and guidelines are available on Governor Hub. JH also confirmed that if a child becomes emotionally distressed during the tests, they can be taken out and the clock stopped for them.</p> <p>JH also suggested that it would be helpful to have the SEND governor at the SEND parents' meetings on 25 June (?) – this will be discussed at TLIS.</p> <p>JH reported that a parent had been in touch to express concern about the short timing on the lights on the crossing near the school. She had recommended that they contact CS as the local Councillor, and this is being investigated.</p>	<p>AF, AR, MD and GM</p> <p>TLIS agenda</p>
15.	<p>Governor vacancies</p> <p>SH/JH? to check with JS regarding renewal of her Foundation Governor position.</p>	SH/JH, JS
16.	<p>Governor training: Governors are reminded that from now on they should be using the training through The Key (part of Governor Hub and bookable through there) – any courses taken will automatically be uploaded to Governors' personal profiles. Access should work automatically through your Governor Hub log-in – do contact LD or Governor Hub if you have any issues.</p> <p>MD and AR have done H&S training (26 March 2025) – records are up to date on Governor Hub. The H&S Governor role will be discussed and confirmed at the next FPP meeting.</p>	
17.	<p>Governor visits: none circulated for this meeting. GM to write up parts of the Vicar recruitment process relating to pupil engagement and MD to write up catering visit. Reports to go to JH before uploading to Governor Hub. EH to do an EYFS visit and the SEND Governor (when agreed) to visit the Nurture hub.</p>	GM MD EH ?
18.	<p>Headington Partnership: the Partnership had met earlier in the day, and although turnout was low, the discussions – including regarding the enhanced provision pathway and writing moderation for Year 6s – had been helpful. The next meeting will include planning for future inter-school events. They had also talked about school trips – Oxfordshire is behind the national situation with regards to monitoring (including for insurance purposes). All trips need to be notified to OCC, and category C trips (long distance) need to be entered on the online portal. Further information is available on the OCC website: https://schools.oxfordshire.gov.uk/schools-news/2025/health-and-safety-educational-visits-2</p>	
19.	<p>Discussion: what decisions have been made which further the aims and vision of the school?</p>	

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

Ratified

	<p>The SIAMs discussion had considered the vision and values carefully and would lead to further planning and monitoring prior to the inspection.</p> <p>The Enhanced Provision pathway grant and development of the Nurture base is both inclusive and considers pupil wellbeing and development.</p> <p>Governors role in supporting staff and pupils during SATs week was also in line with the aims of supporting pupil progress.</p>	
20.	Review of items for next meeting (10 July 2025): Headteacher report, SEND report, Chair and Vice-Chair elections, parent survey outcomes.	

The meeting finished at 8.45pm