

Ratified

St Andrew's C E Primary School

London Road, Headington,

Oxford, OX3 9ED

Telephone: 01865-762396

www.st-andrews-pri.oxon.sch.uk

governors@st-andrews-pri.oxon.sch.uk



We believe that 'Everyone is different. Everyone is special. Everyone is our neighbour'. 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 5th February 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
	Sarah Haden (SH)	Parent Governor
	Jo Holmes (JH)	Staff Governor, Head
	Emma Hopegood Jones (EJ)	Ex-officio Foundation Governor
	Elizabeth Hurrant (EH -from 7.40 pm)	Foundation Governor
	Omar Nawaz (ON)	Parent Governor
	Amanda Robertson (AR)	Parent Governor - Chair
	Jennifer Strawbridge (JS)	Foundation Governor
	and Chris Smowton (CS)	LA Governor

In attendance: Lucy Dickinson (**LD**) Clerk

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

		ACTION
1.& 2.	Welcome and Apologies for absence AR welcomed Governors to the meeting. There were no apologies but Anneka Fisher (AF - Co-opted Governor) has stepped down from the Governing Body due to a conflict of interest with her new professional role. The meeting started at 7.00pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none declared for this agenda.	
5.	Minutes of the meeting held on 4th December 2025 AR went through the minutes of the meeting dated 4 th December 2025, which were agreed as a true and accurate record of the meeting. Governor agreed to sign minutes electronically on Governor Hub in future – LD marked the minutes	

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	as signed. LD to send ratified version to Jessica Simmons for uploading to website.	
6.	Matters arising not covered elsewhere on the agenda: it was confirmed at TLIS that PP and PP Plus funding are received in one payment, and all the expected funding has been received. The Parent Pay/Bromcom issues were discussed at FPP and have been largely resolved, in part due to a letter from MD to Parent Pay. Some of the additional money paid for the migration is being refunded.	
7.	School Development Plan and Self-Evaluation Form: both documents had been shared on Governor Hub and were discussed at TLIS. SLT have been looking at a couple of sections (based on the new Ofsted framework) at each meeting to move towards having the SEF reflect the new structure. TLIS had discussed the verbal feedback from the recent School Improvement Partner (SIP) visit including discussions on the requirements for the new Ofsted gradings. The school is generally self-evaluating as strong but there is still a lack of clarity about the requirements to move to the next level. The SDP is looked at every short term to track progress.	
8.	<p>Sports Premium report: the revised format for the report had required additional work in working out the allocation of costs. JH explained that the grant cannot be used to covering swimming costs which are part of the core curriculum, but can be used for catch- up swimming, and this is done in the summer term for Years 5-6. The other restrictions on the use of the sports premium were challenging. The school also tries to get support from elsewhere, for example in getting private schools to send their minibuses to help with transport to external competitions. The use of the Real PE syllabus incurs some costs which can be covered. It was felt that the evaluation of the report is a rather blunt tool, and it was also noted that there is some overlap with the use of PP funding for some children.</p> <p><i>Q. Is the completion of the form likely to be a shorter task next time?</i></p> <p><i>A. Possibly – it will be possible to compare questions and figures (providing the questions remain unchanged).</i></p> <p><i>Q. Are you required to upload any evidence to support the claims made in the report?</i></p> <p><i>A. There is the facility to upload supporting evidence, but this does not seem to be mandatory.</i></p> <p><i>Q. Would it be possible to link impacts with a more health-based approach (for example looking at children’s weight and exercise levels compared to local and national averages)?</i></p> <p><i>A. That might be a good idea – we do get information from the school health team on obesity and health levels and seem to compare well in this area.</i></p> <p>There is an NGA template here which might be helpful for future governor monitoring : PE and sport premium monitoring National Governance Association</p>	
9.	Financial benchmarking: MD had carried out benchmarking using the Government tool and this was discussed at FPP. The graphs were shared with all governors prior to this meeting and MD explained the approach. The system had remained unchanged this year, so that comparisons with previous years were possible. The tool selects schools with similar pupil characteristics and building types which is helpful, however the use of expenditure categories drawn from the schools’ budgets can be misleading as different schools may code things differently.	

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	<p>Overall it was felt that the results and comparisons are reassuring – the overall expenditure places St Andrew’s towards the upper end of the tables (sixth out of thirty). However, the spending is particularly high for teaching and teaching support per pupil (£4,909 – higher than 86% of the schools) which supports the aims of the school in prioritising spend in this area. The high levels for catering staff and costs were also felt not to be a concern as this includes after-school club costs (which are not subcontracted out) – uptake of school meals is also high (and therefore income for this, which does not appear on the benchmarking figures, is also high) which is desirable.</p> <p>Premises costs were on the lower end of the scale, with utilities being particularly low (fourth from the bottom) – this was agreed to be positive and to indicate that spending is being focussed on the school priority areas. There were not felt to be any areas of concern.</p>	
<p>10.</p>	<p>Budget monitoring: period 8 monitoring had been discussed at FPP, and the figures are available in that meeting folder on Governor Hub. MD explained that the year had started with a £110k deficit which had then risen but subsequently decreased to around £96k. This was in the context of the carry-forward of £286k (a figure which is publicly available in the benchmarking tool report). This means that the in-year deficit is now down to around one third of the carry-forward. In the three previous years the school has always been in surplus, and we are not permitted to submit a deficit budget except for where it includes planned use of the carry-forward reserves in line with the school development plan. Governors noted the higher SEND costs and the national issue in this area, along with the promised reform of SEND was discussed. The budget for next year is underway and will come to the next FPP meeting.</p> <p><i>Q. Is this movement into an in-year deficit a gradual trend or was it unexpected?</i></p> <p><i>A. It is not unexpected and was known to be likely when this year’s budget was set. The school has lost income this year due to the loss of the double year class.</i></p> <p><i>Q. What is the impact of the Nest provision and arrangements for supporting children with SEND (including staffing and support needs)?</i></p> <p><i>A. The SEND funding received should put us in a better position overall than before the Nest was created. It was noted that the overall variance at this point in the year can be seen in both the revenue and expenditure. The challenge in managing the provision is that needs within the school are constantly changing, but funding is only calculated once a year, so – for example – one child with high needs joined the day after the census and additional costs will need to be managed by the school until next year’s funding round.</i></p>	
<p>11.</p>	<p>Safeguarding: the subcommittee minutes had been shared, and the lock-down drill had subsequently taken place with AB attending (report on Governor Hub). She felt that the drill had gone very well and helped in identifying different needs and scenarios. The children had been calm and quiet (perhaps a little nervous but not panicked) and seemed well prepared.</p> <p>Safer Recruitment had been discussed again after JH found a good model policy on The Key. The importance of considering a variety of technological advances including AI was discussed further – the school does not yet have an AI policy, and it is felt that this sits with the digital monitoring for now. The ability to see what sites people are accessing, but not always what they are looking for once on those sites (such as YouTube) was discussed – this is being investigated further.</p> <p>The use of the Safeguarding system (Child Protection Online Management System: CPOMS Safeguarding and Wellbeing Solution for Schools) was</p>	

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	<p>discussed – JH noted that staff seemed more willing and able to engage with using the system if they could write notes immediately when noting a concern then transfer these to the system later. JH explained the benefits of the system in transferring pupil records between schools (since it is so widely used) but also having control over the level of information passed on (such as minor behaviour reports).</p> <p><i>Q. There is an Ofsted county inspection on Safeguarding currently underway, is the school likely to be involved in this?</i></p> <p><i>A. JC confirmed that Ofsted are looking specifically at sexual abuse in the home across Oxfordshire, but this only involves a small number of cases so if the school has not already been contacted, it is unlikely that they will be involved.</i></p> <p><i>Q. Did the staff members feel that the lockdown drill had been worthwhile?</i></p> <p><i>A. Yes – it was confirmed that the initial alert had been heard by all and the need to check toilets etc was recognised. There was also some discussion here about the use of walkie talkies for lockdown vs. other emergencies – the system seems to be clear and working well.</i></p>	
<p>12.</p>	<p>Academy discussion: nothing to discuss at this time.</p>	
<p>13.</p>	<p>Reports from committees and Governors with special responsibilities:</p> <p>13.1 Teaching Learning Inclusion – SH has agreed to chair the committee (with support from rotation minute-takers) and outlined the discussions at the last meeting – draft minutes were in the meeting folder. The staffing changes following the resignation of the SENCo were mentioned – this was discussed further at FPP (see below). The SIP visit had been positive – written report now received. The school is encouraged to be more public about the excellent practise taking place. The committee had looked at pupil progress, attendance and a number of policies.</p> <p>13.2 Finance Personnel Premises (including H&S and Well-being) – the School Financial Value Statement (SFVS) has been submitted. There have been some investigations regarding planting trees in the playground to increase shade – the costs are high (around £5k) but some grants have been investigated.</p> <p>The committee also looked at the buildings and premises work carried out this year and that which is still planned.</p> <p>The cyber security annual review took place and correspondence and advice from Turn It On was shared as evidence of follow up.</p> <p>The progress on the Co-op site (which is still empty) was discussed.</p> <p><i>Q. Given the former use of the site, are there any concerns about rodents coming onto the school site?</i></p> <p><i>A. This has not yet been considered – a discussion about the risks ensued, and JH will ask the contractors looking at the ground drains next week to check and also get staff to be vigilant at quieter times of day.</i></p> <p>The personnel changes and advertising for staff were discussed – the current staff (including the acting SENCo) have agreed to continue with the current arrangements for the rest of the school year to allow more flexibility in considering future staffing needs and the likelihood that recruitment would be more straightforward to start in September. The current arrangements are working well for pupils. Staff workload and wellbeing will continue to be monitored with no current concerns.</p> <p>13.3 Safeguarding subcommittee: see item 12 above.</p> <p>13.4 Ethos group: not yet met this year.</p>	

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14.	Chair's items: none, except to note AF's resignation and to offer governors' and the schools' thanks for her work on the governing body.	
15.	Head's items: JH spoke about some of the SIP feedback (which will be shared in the TLIS folder on Governor Hub) which included some suggestions regarding the expected SIAMs inspection and ideas for more work on justice and advocacy – this is being addressed by the expansion of the PHSE curriculum. The SIP had also talked about the school's work with Brookes University education department and suggested that an exhibition with other schools could be considered.	JH
16.	Governor matters Vice-Chair role: Following AF's departure, there was a need to elect a Vice-Chair. This had been discussed with the non-parent governors (to ensure balance within the governing body) and MD had agreed to stand. There being no other candidates, MD was duly elected. Other governor link roles were confirmed, and Governor Hub is up-to-date. LD to inform the school office so that the information can be updated on the school website and on GIAS (Get Information About Schools). Parent governor vacancy: the role has been advertised but no candidates have stepped forwards. Governors discussed a number of possible people to approach.	LD- done Governors
17.	Governor training: MD has done the Affordable Schools – A strategic look at school finances training and found it helpful. He raised a question regarding the PTA (SASA) and whether they are registered with the national PTA support group (it was subsequently confirmed that they are registered with Parentkind). JS did the second part of the Pupil Premium training and talked about the decoupling of PP from SEND to ensure that both are properly monitored and reported.	
18.	Governor visits: EJ visited to attend the parent café and talked about the support this initiative offers to families struggling with attendance and SEND: report on Governor Hub . EH had looked at the H&S audit with Maryanne Coyne with a focus on the areas currently amber (very few). She was very impressed with the calm approach and environment. They discussed the number of risk assessments required for cleaning products etc and consideration is being given to less dangerous eco alternatives. AR visited JH to discuss staff appraisals and training noting a very thorough approach to all staff needs. JC's earlier report on site security has now been added. Governors to continue to add reports once visits have taken place.	Governors
19.	Governor self-evaluation: the effectiveness tool on Governor Hub has now been completed by all Governors (except the HT – this by agreement) and the results can be viewed . These will be discussed at the next FGB meeting in the context of recruitment for the two vacant Co-opted governor positions as well as for consideration of training needs.	Agenda
20.	Headington Partnership: not met since last FGB meeting. The Headteacher at Windmill is retiring, which JH noted will have an impact on the Headington Partnership as she is the Chair of this group.	
21.	Discussion: what decisions have been made which further the aims and vision of the school?	

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	The discussions about PE lessons and looking after the whole child were aimed at centring children's wellbeing. This focus was also evident in the careful monitoring of the first lockdown drill ensuring the safety and well-being of the pupils whilst ensuring that they did not feel frightened or worried by this new procedure.	
22.	Review of items for next meeting (12 March 2026): Headteacher's report, Budget monitoring (month 11), Governor effectiveness and recruitment.	

The meeting finished at 8.50pm

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