

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, 13th March 2025 at 7 pm at the school.

Present:	James Carter (JC)	Co-opted Governor
	Emma Clanchy (EC)	Staff Governor
	Michael Dent (MD)	Co-opted Governor
	Sarah Haden (SH)	Parent Governor, Chair
	Jo Holmes (JH)	Staff Governor, Head
	Bruce Huggett (BH)	Foundation Governor
	Georgina Montgomery (GM)	Parent Governor
	Omar Nawaz (ON)	Parent Governor
	Chris Smowton (CS)	LA Governor
	Jennifer Strawbridge (JS)	Foundation Governor

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

The meeting was quorate (10 Governors were present out of 14 in post).

		ACTION
1.& 2.	Welcome and Apologies for absence SH welcomed Governors to the meeting. Apologies were received and accepted from Aarti Basnyat (AB : Parent Governor), Anneka Fisher (AF : Co-opted Governor), Elizabeth Hurran (EH : Parent Governor) and Amanda Robertson (AR : Parent Governor). The meeting started at 7.00pm.	
3.	Notified Business: none.	
4.	Pecuniary interests and Declarations: none declared for this agenda. Governors were reminded to confirm that their interests and declarations are up to date on Governor Hub.	
5.	Minutes of the meeting held on 6th February 2025 SH went through the minutes of the meeting dated 6 th February 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 Maryanne Pitman for uploading to website.	LD- done

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

6.	Matters arising not covered elsewhere on the agenda: none.	
7.	<p>Headteacher's report</p> <p>The report had been circulated, and JH added that an application has since been completed for possible funding for enhanced provision for pupils with SEND. If successful funding would go to improve the nurture base already operating in the school. Discussions with other schools in the Headington Partnership took place, as it had been suggested that joint applications might be more successful, however the schools in question have higher numbers of children with EHCPs and had opted to apply individually.</p> <p><i>Q. Have the other schools already set up on-site provision?</i></p> <p><i>A. Yes, but they would also use funds to continue and enhance this. Funding would cover a teacher and TA, and JH feels that at St Andrew's the current numbers can be supported by an HTLA.</i></p> <p><i>Q. Would it still be beneficial to have the additional teacher as further support?</i></p> <p><i>A. Yes possibly, but the length of funding is not known so that there would be an issue with having recruited an additional teacher if the funding then stops.</i></p> <p><i>Q. The SEND numbers in the HT report appear to have dipped slightly this year?</i></p> <p><i>A. No, the numbers of EHCP have dropped but so have the overall numbers of students; the percentage has remained steady and further applications for EHCPs are underway.</i></p> <p><i>Q. With regards to the equalities and behaviour section, why do we report on numbers of racist incidents but not on other forms of discrimination?</i></p> <p><i>A. JH is happy to consider this – a template was used to create the HT report but can be updated with the heading 'numbers of incidents of discrimination' rather than racial incidents. It was also agreed that timescales would be added (the reports are generally for numbers since the last report – so for the period from December 2024 – March 2025 in this instance).</i></p> <p><i>Q. The number of pupils reaching age related expectations (ARE) in writing remain lower than in reading or maths. Governors are aware of the new scheme that has been introduced following a pilot scheme last year and the additional work in this area. Could you say more about progress in this area?</i></p> <p><i>A. JH feels that the new approach is going well with both children and staff being enthusiastic about the scheme. It has exposed children to more genres of writing more frequently. However, it is unlikely that results will be seen in this year's KS2 outcomes as improvements will take time.</i></p> <p><i>Q. A Governor asked about the timing of the fire drill and whether this always occurs at the same time of year (perhaps making it predictable to children)?</i></p> <p><i>A. JH agreed that this might be the case but was not done deliberately and will be considered in future. The drill had been carried out effectively and efficiently.</i></p> <p>There were no further questions, and Governors thanked JH for a comprehensive and useful report.</p>	JH
8.	<p>SDP/SEF</p> <p>The School Development Plan (SDP) and Self-Evaluation Form (SEF) had not been reshared for this meeting, but areas had been highlighted in the HT report. Some further updates had been made with SLT earlier in the day, and updated versions will be considered at the next FGB meeting.</p>	Agenda
9.	<p>Budget monitoring (period 10)</p> <p>The report for period 10 had been circulated and the school remains on budget.</p>	

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	<p>There was a large carry-forward from the previous year so plans for spending were discussed at the FPP committee meeting.</p> <p><i>Q. Was the possibility of replacement windows considered?</i></p> <p><i>A. Only for the canteen. The potential for additional battery storage for the solar panels was mentioned, and Governors queried whether any income was coming in for exporting electricity back to the grid – JH said the school is not able to sell back to the grid.</i></p> <p><i>Q. Was there any potential for EV charging points at the front of the school which could be rented out over the holidays?</i></p> <p><i>A. This had been investigated but the payback period was felt to be too long.</i></p> <p><i>Q. Have we asked staff if there is anything which they could suggest to enhance learning resources?</i></p> <p><i>A. No. Some staff had come forwards with ideas, such as those for the nurture area, but other staff could be approached. JH is also cautious as the surplus is only due to the carry-forward and she feels that the school will also be challenged about staffing numbers. The financially viable ratio for pupil/teacher is 23 and the school is currently at 19, so there is a need to monitor and predict staff movement. Any forward planning needs to be mindful of this to avoid absorbing the surplus through staffing costs.</i></p> <p><i>Q. Is there a rule regarding the permitted level of carry-forward?</i></p> <p><i>A. Yes, this is allowed to be up to 8% of the government income (based on pupil numbers).</i></p> <p><i>Q. What is the potential for development of the library area and use of the librarian, and could parent volunteers be involved?</i></p> <p><i>A. The librarian currently does 17 hours a week, but this is not factored into the staff/pupil ratio as she is not a teacher. TAs have also been trained to use the library software, and this offers potential for reenergising the space. Recruiting parent volunteers (e.g. for the pond restoration session on 29 March) is challenging.</i></p> <p>A Governor suggested that for a small investment the library could be made more welcoming and appealing.</p> <p><i>Q. How is the teaching ratio affected by the percentage of SEND pupils?</i></p> <p><i>A. Additional support is covered by TAs. PPA cover is provided by experienced staff – this is an advantage as there are more subject specialists, but it is a more expensive model. JH explained how the pupil/teacher ratio is calculated, with fulltime teaching staff being 1.0.</i></p> <p>BH confirmed that if spending plans are in place and approved by Governors this will ensure that the carry forward is not clawed back. The budget will come to the next FPP meeting and be considered for approval at the FGB meeting on 1 May.</p>	Agenda
10.	<p>Academy discussion: SH outlined the context and background for this standing item, noting that many investigations and discussions had taken place last year, but this was currently on hold as the national picture under the new Government was unclear. Joining an Academy chain would have benefits but also costs. JH added that the Headington Partnership was getting stronger and more active with the other local maintained schools (see item 17).</p>	
11.	<p>Reports from committees and Governors with special responsibilities:</p> <p>11.1 Teaching Learning Inclusion – JS gave a verbal report (minutes to follow). The committee had discussed parental engagement, especially with regards to pupils with SEND, and suggested governor involvement at an upcoming meeting with parents and staff (probably in June). They also talked about the limitations of the progress tracking systems, e.g. in looking at Pupil Premium (PP) children</p>	10

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	<p>since movement within levels is not as visible as that between thresholds. The need for a link Governor for Children We Care For (CWCF) was noted – this will be combined with the PP link role (SH).</p> <p>The Personal, Social and Health (PHSE) curriculum is currently being reviewed by teachers; the committee considered investment in library books to support this area. The importance of encouraging use of The Key platform on Governor Hub for training was also noted.</p> <p>The impact of moving the Reception class onto the main school site was noted – this has improved attendance.</p> <p>The Religious Fasting policy was also mentioned – this will be revisited along with scheduling of Governor meetings to consider religious holidays.</p> <p>11.2 Finance Personnel Premises (including H&S and Well-being) – MD gave an update of the non-budget monitoring items (minutes had been circulated). The allocation for next year has been confirmed by the LA and the budget surgery will place on 25 March. The committee had reviewed the decision not to purchase staff absence insurance – instead £10k had been allocated to cover absence of which £1,400 had been used, so this arrangement will continue. Tendering sessions with potential caterers were discussed – MD to attend these.</p> <p>Premises – an update was given with a water heater replaced by OCC and lino and furniture purchased for the nurture base. Hiring arrangements were also reviewed with some changes (decrease in ballet sessions) – alternatives were suggested including a different ballet school which has many St Andrew's pupils and runs classes on different days at a location with fewer facilities. JH to investigate.</p> <p>JC asked whether the site visit and risk assessment from 2023 which had identified some areas of concern around fencing etc. might be revisited to consider possible areas for investment.</p> <p>11.3 Safeguarding sub-committee – minutes had been circulated, and JC outlined the main topics. The computer-based lockdown alert system has been installed but not yet tested. Governors were reminded to complete the Safeguarding declarations on their personal profiles on Governor Hub. Governors requiring a level 2 Safeguarding course or update were directed to the OCC one on 7 May 2025 (https://app.governorhub.com/s/oxgs/training).</p> <p>A discussion took place regarding CPOMS data and photographs of children who have moved on to other settings. The LADO advised that once data has been passed to a new school it should be deleted from the school's system, however feedback about photographs (e.g. on the school website) from the information lead at the LA is still awaited.</p> <p>A staff member has done Safer Recruitment training and 2 staff are doing DSL training. JH had been on a briefing from Children Seen and Heard (for children with family members in the criminal justice system) which had been helpful.</p> <p>11.4 Communications group – the group was convened (consisting of JC, EH and anyone else who wishes to join) in order to agree the additional questions for this year's parent survey. The survey uses the standard Ofsted questions to allow comparison with previous years, and a couple of additional ones tailored to current priorities. The parent evenings are on 2 and 3 April – the survey needs to be ready by then, and Governor presence at these sessions was requested.</p> <p>11.5 Ethos group – JH reported that the group had met but only she and Breeze Band (RE lead) were able to attend. The purpose is to discuss the Christian ethos of the school, but non-Foundation governors would also be welcome. ON agreed to join this group. SIAMS (Statutory Inspection of Anglican and Methodist Schools) will probably take place next year. The group had looked at the SDP, particularly the RE section and considered monitoring and training needs. A</p>	
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	<p>section on humanism has been added – BB has done training on this and passed information on to staff. The Diocese has developed a new scheme of work, but the school is continuing to use the old one for now (this is optional). Preparation for SIAMS requires consideration of where the vision and values of the school fit into all subjects. The RE lead has carried out some Pupil Voice.</p> <p>JH also outlined how the school intends to approach the requirement to promote spirituality. This is being done through the concept of four key moments: Window (awe), Door (relationship to others and helping), Candle (consideration of something beyond yourself) and Mirror (reflection on self) – these are referred to in whole school assemblies and other settings. A prayer space has been created and is regularly used by children of all faiths and those of none as a space for reflection. The area includes activities and ideas for things to do or think about. Karent Metcalfe, the Diocesan advisor, will attend the next FGB meeting and talk through the seven areas in the SIAMS and how to evidence them.</p>	
12.	<p>Chair's items: SH had circulated a proposed letter to the local MP regarding SEND provision – Governors agreed that this should be sent.</p> <p>SH asked whether CS would act as an informal mentor for ON and he agreed.</p>	SH CS, ON
13.	<p>Head's items: JH outlined the proposed process for the appointment of the new St Andrew's Vicar taking place on 1 April - GM agreed to join JH to observe the Collective Worship sessions by the candidates and consider pupil engagement and any other success criteria for reporting back to the selection team.</p>	
14.	<p>Governor vacancies</p> <p>ON had stepped forward as a parent governor candidate. There being no other applications he was appointed to the role. SH is moving from the Co-opted position to the other parent governor vacancy – LD to update Governor Hub. There is now one Co-opted Governor vacancy. JS will be reappointed as Foundation Governor – forms to be completed before her term ends in July.</p>	LD-done
15.	<p>Governor training: AR had done the Inclusion training from OCC.</p>	
16.	<p>Governor visits: SH to do a PP visit. Governors were encouraged to continue with link visits and other opportunities to visit the school and to submit reports. The possibility of a Link Governor for sustainability was also mentioned.</p>	
17.	<p>Headington Partnership: the partnership had a productive meeting including discussions on attendance issues and SEND. They had talked about joint events, and which would be manageable for the different schools to host – Windmill do the Year 3/4 football tournament and Wood Farm may also do some sports events (they both have larger grounds). Windmill had also run a session on smart phones which was opened to parents from other partnership schools – this led to a discussion on the different mobile phone policies at local primary and secondary schools. St Andrew's may do the Year 5/6 art exhibition. Recent Ofsted reports were also discussed.</p>	
18.	<p>Discussion: what decisions have been made which further the aims and vision of the school?</p> <p>The discussions of the Ethos group and especially the pupil feedback on spirituality and the prayer space demonstrated the impact of these on children's wellbeing.</p> <p>The monitoring of provision and ideas for the nurture room for children with the highest SEN.</p> <p>The various discussions relating to sustainability and care for the environment.</p>	

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

Ratified

19.	Review of items for next meeting (1 May 2025): SIAMs discussion and visit from Karen Metcalfe (Diocesan advisor), parent survey feedback, outcome of appointment process for new Vicar.	
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The meeting finished at 8.55pm