



**Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 16 January 2018 at 6.30 pm**

**Present:**

Trish Amesbury (TA) (Co-opted) (Chair)  
Hannah Battye (HB) (Parent)  
Karen Chambers (KC) (Staff)  
Kate Hopcraft (KH) (Parent)  
Anna Isles (AI) (LA Governor)  
Andrew Lister (AL) (Co-opted)  
Deborah Nind (DN) (Headteacher)  
Sharone Parnes (SP) (Co-opted) (from 6.39 pm)  
Charlotte Rayner (CR) (Co-opted)  
Helen Yaxley (HY) (Co-opted)

**In attendance:**

Clare Saunders (CS) (Clerk)

**Apologies:**

Vicky Ball (VB) (Co-opted)  
David Hinde (DH) (Parent)  
Ed Murray (EM) (Co-opted)

The meeting was opened by **TA** at 6.32 pm. The meeting was quorate.

**1. Welcome**

**TA** welcomed governors to the meeting.

**2. Apologies for Absence**

Apologies for absence had been received from **VB**, **DH** and **EM**.

**3. Declarations of Pecuniary Interests**

The Clerk has received a form from **DN** but there are still forms still outstanding and these are now overdue. **Action: DH, AI, AL, EM, and SP** to send completed forms to the Clerk as soon as possible. There were no other updates.

**4. Urgent Additional Items**

There were none.

**5. Governor Appointments and Vacancies**

**TA** confirmed that, following the resignation of Cathy Bowden in November, the process of electing a new Parent Governor was under way and letters have been sent to parents.

She also reported that, in the last few days, Ilona Bennett had decided to resign, and she emphasised that Ilona had made a very valuable contribution to the work of the governing body and that she would be missed. **TA** informed governors that Ilona's resignation leaves a vacancy for a Co-opted Governor. She told governors that **AI** had now begun teaching at the school for one day a week on a supply basis, and that this meant she could no longer continue either as a Local Authority Governor or as the Vice Chair. She suggested that **AI** be appointed a Co-opted Governor so that she could continue on the governing body, although she would be unable to continue as Vice Chair. This was agreed.

Governors considered the process by which a Local Authority Governor can be appointed, and agreed that it should be discussed at the next meeting, along with the appointment of a Vice Chair. **Action: the Clerk** to ensure that the appointment of a Local Authority Governor and the election of a Vice Chair are included on the Agenda for the next meeting.

(6.39 pm – **SP** arrived.)

## 6. Minutes and Matters Arising from the Meeting held on 21 November 2017

### Matters Arising:

**item 3:** Declarations of Pecuniary Interests forms have already been discussed at item 3.

**item 5 (6)(9):** Training will be discussed under item 14.

**item 5 (7):** The Headteacher's Appraisal took place in December. Action completed.

**item 5 (11):** The Safeguarding Report was sent to all governors on 1 December. Action completed.

**item 8:** The School Development Plan will be discussed under item 10.

**item 10:** Health and Safety will be discussed under item 12.

**item 12:** Not all governors have had their photographs taken for ID cards. **Action: EM** and **SP** to see Sandra to have their photos taken. Action ongoing.

**item 15:** Academies will be discussed under item 13.

The Minutes of the meeting held on 21 November 2017 were approved and signed.

## 7. Chair's Items

**TA** reported that there had been a very useful meeting with school governors and Parish Clerks from Begbroke, Bletchingdon and Yarnton, as well as a Cherwell District Councillor, Nigel Simpson, and Susannah Berry from the Marlborough School, to discuss the issue of school transport to the Marlborough. One possibility is that Walters Coaches may apply for a new licence to be able to provide the transport, but parents would still have to pay, although the cost would be less than the cost of transport provided by OCC. A Councillor from Cherwell District Council is arranging a meeting with Ian Hudspeth. At the moment, there is no definite plan for a bus to the Marlborough at all, and **TA** told governors that parents needed to be reminded of this. **Action: TA** to arrange for a piece

to be put in the newsletter reminding parents with children at the Marlborough School that from September they will need to pay for transport.

A governor suggested that an appeal could be made on behalf of those children with siblings already at the school, and another governor suggested that an approach be made to Blenheim Palace as it is understood that they are prepared to give assistance to local community projects.

## 8. Ofsted Visit

**TA** reported that the outcome of the visit by an Ofsted inspector in November had been very successful, and that the school had been given a Good rating overall. She recorded the thanks of the governing body to all the staff for their incredibly hard work, care and enthusiasm, to the parents, pupils and governors who assisted in the process and to everyone involved in the life of the school. She commented that it was important to recognise what a stressful process it had been for the staff but that they had achieved a good result.

A governor asked what would happen now that the visit had taken place and the report had been received. **DN** replied that the Ofsted letter had been discussed at the Performance & Standards meeting, and that its recommendations would feed into next year's School Development Plan. She emphasised that the staff have already begun to think about the three issues highlighted in the letter and that they have started work on those areas.

## 9. Headteacher's Update

### *Pupil numbers and attendance*

There are currently 255 children on the roll; since September, 4 children have left and 11 joined the school. Attendance since September is 96.79% against a national average of 96%. 5.88% (15 children) have an attendance level below 90%. These figures were looked at with the inspector. As some of these children have had time off for holidays, their overall percentage of attendance is expected to rise as the year progresses.

### *Ofsted*

**DN** emphasised that the staff had worked extremely hard preparing for the Ofsted visit, which had been awaited for some time.

### *Staffing*

**DN** reported that one teacher is now on maternity leave. There is a new teacher, Emma Crowe, in Nightingales Class. Two teaching assistants have resigned and **DN** confirmed that she had appointed one replacement teaching assistant before Christmas and another this month, who will start work in March.

### *Policies*

**DN** explained that she had been checking the school policies and had found three which need to be reviewed. It was agreed that these would be reviewed by the relevant committees:

Equality – Performance & Standards

Hire of Premises – Resources

### Home School Agreement – Curriculum

**DN** confirmed that she would circulate copies of the existing policies to the committees and she commented that the Home School Agreement is no longer a statutory policy.

**Action:** **EM, VB** and **CR**, as committee Chairs, to ensure that the policies are amended and updated as necessary, by the end of May.

### *Governor Learning Walks*

**DN** reported that a learning walk had taken place this week and that **KH** had attended it. Dates for forthcoming learning walks are:

Wednesday 14 March at 10.00 am

Thursday 19 April at 1.30 pm

Tuesday 5 June at 9.00 am

**Action:** **all governors** to consider whether they are able to participate in one or more of the learning walks and to notify **DN** if so, and also to contact her if they are unable to do any of these walks and would like to suggest an alternative date.

### *Safeguarding*

**DN** told governors that she had not yet had the follow up visit from the local authority because of the Ofsted visit, and that she would be contacting them to arrange this.

She said that on the Safeguarding action plan it had been noted that someone should attend training courses about FGM and child sexual exploitation, and that she had booked onto one about FGM. A governor suggested that the NSPCC website might offer suitable training courses, and **DN** agreed that she would look at this.

## 10. **School Development Plan**

**DN** reported that the section on Art has been reviewed in staff meetings and that the staff will also be reviewing PSHE and relationships education.

**DN** thanked governors for the notes they had prepared following their meetings with the Priority Leads, which will now be added to the SDP, and reminded governors to send future notes to **KH**, who would be collating them, with a copy to **DN**.

Following the resignations of Cathy Bowden and Ilona Bennett, there were several areas of the SDP to be reassigned: **AI** agreed to take on Art; Science and Computing were not assigned. **Action:** **the Clerk** to ensure that governors are asked to consider taking on either Science or Computing when the Minutes are sent out.

## 11. **Safeguarding**

Safeguarding had already been discussed under item 9 above.

## 12. **Health and Safety**

**HB** reminded governors that she had completed a health and safety walk last term and that she had raised concerns about boxes on high shelves. **DN** confirmed that every term the staff are asked to consider one particular health and safety issue, and that working at height will be the focus for next term.

**Action:** **HB** to schedule a health and safety walk for this term.

**13. Academies**

**TA** reminded governors that they had had a presentation from Paul James of the River Learning Trust at the last meeting, and that they had now been invited by Kirtlington School to attend a session with the Oxford Diocesan Schools Trust (ODST) on 24 January at 2 pm. Several governors have indicated that they are able to attend.

**TA** thanked **HB** for compiling the list of questions which she had sent round, and said that it would be a good idea for governors to be able to talk to a third Trust, as they are still gathering information.

**14. Governor Training**

**VB** was unable to attend the meeting but had sent an email to say that **DH** and **SP** still need to do the Prevent training. **Action: DH** and **SP** to ensure that they do the Prevent training as a matter of urgency, and send **VB** the certificates; **SP** to do the Safeguarding training and send **VB** this certificate as well. (There is Safeguarding training taking place at Unipart House on 14 March.)

**TA** encouraged governors to do the Headteacher's Appraisal training (there is a training course taking place on this at Kirtlington on 26 June) and Safer Recruitment training (the training course is on 6 June at Bloxham). She added that there is also a training course called Taking the Chair on 21 April (venue to be arranged) which could be useful for Chairs and Vice Chairs of committees.

**Action: all governors** to decide whether they can attend any of these courses and, if so, to book onto them, notify **VB** that they will be doing them and ensure that she receives a copy of the certificate(s) afterwards.

**15. Resources Committee**

The Minutes of the meeting held on 11 January 2018 had been circulated in advance.

**HB** told governors that the meeting had discussed the ID cards and the fact that they are colour coded for different categories of staff or visitor.

**HB** highlighted several sections of the Minutes eg the budget pressures and staffing strategy around teaching assistant posts (and that two more teaching assistants would be leaving at the end of the academic year); that money from the capital reserve is going to be used to do the KS1 playground and courtyard markings in February half term; that it had been decided to continue with the existing phone provider, and that a new interactive whiteboard and laptops are needed.

**DN** informed governors that she had spoken to Carillion about the outstanding snagging from the extension, and that someone would be coming in February half term. Governors agreed that it was important to understand how the changes to Carillion announced this week would affect the school.

**HB** said that the next meeting of the Resources Committee would be on 8 March, at which the budget would be set for next year, and that this would be brought to the next meeting of the full governing body on 20 March.

Energykidz have asked for a light to be installed on the Howard Hillsdon building and Sandra Morris is going to look into this.

**AI** reported that **DH** had sent an email to say that he had been onto the roof to take photographs of the water there, and that he would be uploading the photos for them to see.

**16. Performance & Standards Committee**

The Minutes of the meeting held on 10 January 2018 had been circulated in advance.

**AI** reported that communication interventions are in place for some children in Foundation Stage and that some children are getting help with their fine motor skills.

Year 1 have been focussing on improving their handwriting. A significant number of these children are unlikely to reach the expected level by the end of the year but a number of interventions are being put in place.

Year 2 children are making good progress.

Years 3 and 4 are focussing on spellings and times tables, Year 5 are doing guided reading and Year 6 are working on comprehension and editing their writing.

**AI** confirmed that the committee had looked at the Ofsted letter and discussed the next steps, and that they had also discussed the attendance of disadvantaged children.

The next meeting of the Resources Committee will be held on 13 March at 9 am.

**17. Curriculum Committee**

The Minutes of the meeting held on 11 January 2018 together with draft Terms of Reference had been circulated in advance.

**CR** referred to the draft Terms of Reference and asked the full governing body to ratify this document. The Terms of Reference were agreed.

**CR** told governors that the committee had discussed the governor curriculum links and that **KH** would be checking that governors had arranged meetings with the Priority Leads.

The committee had talked about some of the issues around school plays. They had also agreed that the Home School Agreement was a useful document and talked about the Ofsted letter, in particular asking how “achievement” can be assessed in the Foundation subjects.

The next meeting of the Curriculum Committee will be held on 8 March at 3.15 pm.

**18. St Bartholomew’s Church**

**CR** explained that the church now needs to appoint a new Rector and, as part of that process, will have to prepare a job description. She asked whether the school would like to have an input, along with the other stakeholders. **DN** said that she would like the new vicar to be involved with the life of the school, not just taking an assembly each term.

She also commented that she felt he or she would need to be good at communicating with both children and adults.

**AI** said that she would also ask the Parish Council for their input, too.

**CR** informed governors that the interviews would take place in July.

A governor asked whether the school often has people of other faiths come to speak to the children. **DN** answered that this does not happen on a regular basis although in the past some parents have come in, and the children do visit other places of worship as part of the RE curriculum.

**19. Any Other Business**

There was none.

**20. Date and Time of Next Meeting: Tuesday 20 March 2018 at 6.30 pm**

Items for inclusion on the agenda should be emailed to the Clerk a fortnight before the meeting.

The meeting closed at 7.50 pm