



Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Monday 9 October 2017 at 6.30 pm

Present:

Trish Amesbury (TA) (Co-opted) (Chair)
Vicky Ball (VB) (Co-opted)
Hannah Battye (HB) (Parent)
Ilona Bennett (IB) (Co-opted)
Cathy Bowden (CB) (Parent)
Karen Chambers (KC) (Staff) (until 7.43 pm)
David Hinde (DH) (Parent) (from 6.50 pm)
Anna Isles (AI) (LA Governor) (Vice Chair)
Andrew Lister (AL) (Co-opted)
Ed Murray (EM) (Co-opted) (until 8.00 pm)
Deborah Nind (DN) (Headteacher)
Charlotte Rayner (CR) (Co-opted)
Helen Yaxley (HY) (Co-opted)

In attendance:

Clare Saunders (CS) (Clerk)

Apologies:

Kate Hopcraft (KH) (Parent)
Sharone Parnes (SP) (Co-opted)

The meeting was opened at 6.40 pm and was quorate.

1. Welcome

TA and **DN** had been expecting two representatives from the River Learning Trust to speak at the meeting, and left the room to contact them; it was decided to proceed with the first items on the agenda as the meeting was quorate.

2. Apologies for Absence

Apologies for absence had been received from **SP** and **KH**. The apologies were accepted.

3. Election of Chair and Vice-Chair for the Academic Year 2017-18

AI left the room. The Clerk explained that **TA** had been nominated for the post of Chair and **AI** had been nominated for the post of Vice-Chair. She confirmed that both were willing to stand for re-election and asked if there were any other nominations. **TA** was elected Chair and **AI** was elected Vice-Chair for 2017-18.

DN, **TA** and **AI** returned to the meeting.

4. Declarations of Pecuniary Interests

Forms are still outstanding from several governors. **Action: DH, KH, AI, AL, EM, DN and SP** to send completed forms to the Clerk as soon as possible so that the Register and the website can be updated. There were no other updates.

15. Performance and Standards Committee/Review of Data

&16. As **EM** would need to leave the meeting early, these items were moved up the Agenda.

The Minutes of the meeting held on 18 September 2017 had been circulated in advance.

EM explained that the committee had looked at the data from the end of the academic year 2016-17. He highlighted key points from the Minutes:

Attainment in Foundation Stage is good – a significant number of the children are below ARE on entry to the school (64% in reading and writing, 34% in maths), but by the end of the year 79% had GLD.

Phonics is undoubtedly a strength of the school and the KS1 results show this with scores above the national average. The attainment of disadvantaged children in reading and writing, however, is below the national average and this continues to be an area for development. The committee had discussed what interventions had been implemented for these children throughout their time in the school to consider whether more could have been done for them, and were satisfied that everything which could be offered, had been put in place. In maths, the attainment of disadvantaged children is above the average.

(6.50 pm – **DH** arrived.)

Attainment in KS2 is above the national average in writing but slightly below in maths and reading – attainment of disadvantaged children is above the national average. It was noted that 30% of that cohort are SEN, a very high proportion.

DN and **AI** had prepared a summary of the school’s strengths and of areas which need to be focussed on, and **AI** had emailed this to all governors.

EM summarised the results, saying that the data is good and Foundation Stage is clearly a strength of the school. **DN** agreed, adding that the whole school is performing very well and the staff are working extremely hard to provide opportunities for the children outside the work of teaching and learning.

10. SEN Report

As **KC** would need to leave the meeting early, this item was moved up the Agenda.

The SEND Report 2016-17 had been circulated in advance of the meeting.

KC emphasised that there had been a very high proportion of SEN children in Year 6 last year. (There is a similar situation in the current Year 5.) She had written case studies for each of the children on the register in last year’s Year 6 and these had shown how much had been done to support these children.

KC told governors that she introduces new interventions where the need for them has been identified. She has worked on improving attendance and has spent time working with the TAs.

A governor asked whether the Family Support Worker is having an impact on the work with the children, and **KC** replied that she is able to delegate some work to the FSW - national data suggests that work with families helps children to achieve more highly. She and the FSW arrange to be in school at the same time so that they can liaise closely with their work.

TA thanked **KC** for her report.

5. Urgent Additional Items

TA told governors that **DH** had raised some issues which would be discussed under item 18.

TA informed the meeting that it would be necessary to move the date of the next meeting, as **DN** and other governors would be watching the children perform in the Big Sing in Oxford. It was agreed to change the date of the next meeting to **Tuesday 21 November at 6.30 pm**.

TA thanked **AI** for putting together the summary of key points and circulating it to governors.

6. Minutes and Matters Arising from the Meeting held on 20 June 2017

Matters Arising:

item 6: Transport to the Marlborough School: The Marlborough School has said that it will cease funding the bus from the end of this current academic year. A governor asked for clarification as to whether this will apply to all pupils – it was confirmed that this will apply not only to new pupils at the Marlborough but also to existing students. **TA, DN, AI** and **EM** had met with Neil Darlington on another matter and had raised the issue of transport to the Marlborough. Since then, the school has written to Councillor Ian Hudspeth (the Leader of Oxfordshire County Council), Layla Moran MP, the Parish Council and the District Council asking why the school is unable to have transport to the Marlborough. The letter has been acknowledged but no substantive response has been received yet. It was agreed by governors that ceasing to fund the transport could mean many more children going to Gosford Hill School, which would have an impact on the school's work with the Marlborough. Governors discussed whether to approach the governors of the Marlborough about the issue as their decision to stop the bus transport could have a detrimental effect on their own pupil numbers. A governor suggested that one option could be for parents to pay a contribution towards the cost of the transport – this might help the Marlborough to be able to afford to provide it. **TA** told governors that the letter had been copied to the Head of the Marlborough and the governors. It was agreed by governors that they felt they had a duty to inform parents of the situation before school choices are made for next year – the closing date for applications is 31 October. **Action: TA** to arrange for a copy of the letter to go on the school's website and for a piece about the issue to go in the newsletter so that parents are made aware of the situation; **TA** to follow up the letter with the governors of the Marlborough School and **DN** to speak to the Head of the Marlborough.

Cherwell Local Plan: a meeting with the Principal Planner of Cherwell District Council, Maria Garcia Dopazo, and Barbara Chillman from Oxfordshire County Council, took place on 26 September. Action completed.

Academies: the River Learning Trust were invited to speak to governors this evening but due to confusion about dates, this meeting will take place at another date.

item 8: DN has sent the new SDP to governors. Action completed.

item 9: VB has sent the link for online safeguarding training. Action completed. **KH** is going to be doing safeguarding training on 17 November (and has also booked for governor induction training). It is not known whether **SP** has done the safeguarding training yet. Action ongoing.

item 12: Committees will be discussed under item 7.

The Minutes of the meeting held on 20 June 2017 were approved and signed.

7. Chair's Items

Governors' Code of Conduct

The NGA Code for 2017 had been circulated in advance. Governors agreed to adopt the Code, and this was signed.

Headteacher's Appraisal

It was agreed that the committee would comprise **CB**, **CR** and **AI** or **EM**, depending on availability. **DN** has also found an independent consultant to assist with the process.

Action: **DN** to identify possible dates for the meeting and liaise with the committee.

Governor and Curriculum Leads links

As this relates to the School Development Plan (SDP), it was decided to move to item 9 on the Agenda.

9. School Development Plan

The SDP and a summary had been circulated in advance. **DN** explained that the four headings on the summary link to key areas listed in the Ofsted handbook.

DN summarised the priorities listed in the SDP, explaining that each area has a Priority Lead allocated to it, and suggesting that Link Governors be nominated for each priority. Each Link Governor would meet with the Priority Lead for their area, each term, in order to discuss what actions had been taken and what outcomes had resulted, and to complete the relevant feedback sheet.

This idea was welcomed by governors, and the following Link Governors were appointed:

Priority		Priority Lead	Link Governor
<i>One: Outcomes for Pupils</i>			
1.1	Writing	Emma Brown	David Hinde
1.2	Reading	Emma Brown & Liz MacDonald	Charlotte Rayner
1.3	Maths	Andrew Lister	Vicky Ball
1.4	Closing the Attainment Gap	Karen Chambers & Deborah Nind	Helen Yaxley
<i>Two: Teaching, Learning & Assessment</i>			
2.1	PE	Caeron Phillips	Sharone Parnes
2.1	History & Geography	Amy Lancaster	David Hinde
2.1	Design & Technology	Andrew Lister	Hannah Battye
2.3	Music	Deborah Nind	Ilona Bennett
	French	Caeron Phillips	Charlotte Rayner
	RE	Heather Bartrum	Ilona Bennett
	Science	Kelly Parsons	Cathy Bowden
	Computing	Sarah Buchanan	Cathy Bowden
	Early Years	Heather Bartrum	Ed Murray
<i>Three: Personal Development, Behaviour & Welfare</i>			
3.1	Attendance	Karen Chambers & Deborah Nind	Helen Yaxley
3.2	Behaviour	Deborah Nind	Anna Isles
3.3	PSHE	Charlotte Lind & Hannah Haynes	Kate Hopcraft
	RRS	Amy Lancaster	Anna Isles
<i>Four: Leadership & Management</i>			
4.1		Deborah Nind	Trish Amesbury
4.2		Andrew Lister & Heather Bartrum	Trish Amesbury
4.3	Academies	Deborah Nind & Trish Amesbury	Vicky Ball

Action: Governors to meet with the Lead for their areas, and to complete the first section of the feedback sheet before 21 November 2017. The results will be discussed at the next meeting of the full Governing Body.

(7.43 pm – **KC** left. The meeting remained quorate.)

7. Chair's Items (continued)

Governor Learning Walks

TA encouraged each governor to attend at least one learning walk each year. **Action: DN** to send out a list of dates; **all governors** to let **DN** know which walk they would like to attend. **CR** said that the Curriculum Committee would report on the learning walks at the end of the year.

8. Headteacher's Update

DN told governors that it had been a good start to the school year, and that there had already been a lot of trips as well as visitors to the school. Years 5 and 6 have been invited to take part in the Lieder Festival in Oxford again this year, which is a great honour for the school and a wonderful opportunity for the children.

Since the start of the year, in addition to the new entrants to Foundation Stage, 10 children have joined and 2 children have left the school. There are currently 256 on the roll, 33 of whom are in Foundation Stage. Attendance has been 96.7% so far, which is very high. Each Friday, the teachers are given the names of those children whose attendance needs improvement, and there are robust meetings taking place with parents.

Hannah Haynes has joined the school as a very experienced Foundation Stage teacher. Rosie Stanniland is an NQT in KS1, and Liz MacDonald, who did her teacher training at the school, is also now an NQT and is working across the school.

DN reported that she has advertised for maternity cover in KS1, and that she will be interviewing two applicants this week. She also advertised for a temporary TA to support one child, and has made an appointment.

11. Safeguarding

DN informed governors that she had arranged for an audit by the local authority, without telling the staff, as she had wanted the auditors to see the school exactly as it was. Two people came and spent the morning in school, looked at the single central register and spoke to a number of staff about a range of issues. They have provided some advice and will prepare a report with action points, but said that they were happy with what they saw.

DN added that she had shown them the top playground and gate, and asked for their views on access to the Howard Hillsdon building from the main school. They said that it was fine but that there should be a way of locking all the doors in school, so **DN** will be arranging for a keypad to be fitted.

TA and **DN** meet in each half of term to review the single central register and write the school's annual Safeguarding Report. **Action: DN** to email the report to governors.

DN reminded governors that the school's Safeguarding Policy is on the website, and that this has to be ratified by governors each year.

TA has spoken to the Safeguarding Board to ask about specific training. OSCB are offering training on 30 November. **Action: TA** to send the link to **VB**.

(8.00 pm – **EM** left. The meeting remained quorate.)

TA encouraged all governors to do the Prevent training as well as safeguarding.

Action: **SP** to let **VB** and **TA** know whether he has done safeguarding training yet; **DH** to do the safeguarding training; **all governors** to send copies of training certificates to Sandra Morris in the office, as soon as any training is completed.

A governor asked about safeguarding issues at breakfast club and after school club – in the morning, the gates are open for children to walk in but there is no member of staff in the playground. **DN** replied that it is the parents' responsibility to ensure that their child goes in to the building, where they are then registered. Parents have been notified of this in the past but **DN** agreed that a reminder would be helpful. **Action:** **DN** to write a piece for the newsletter explaining the procedure for dropping children off at breakfast club. **DN** added that, at after school club, if the children are playing outside, they wear high vis vests and the worker with them is in uniform, so is easily identifiable.

DN told governors that they all need to sign a form to confirm that they have read and understood the *Keeping Children Safe in Education* document. **Action:** **DN** to email the link to all governors; **all governors** to read the document and then sign the form in the school office.

12. Health and Safety

TA told governors that **CR** is standing down as Health and Safety Governor as she is now Chair of the Curriculum Committee. **HB** is the new Health and Safety Governor, and will be meeting with **DN**.

13. Governor Training

VB showed governors the new booklet of courses available from Governor Services, and governors agreed that there were very few courses on offer. On the OSCB website, however, there are some free courses available.

VB is creating individual training records for each governor. **Action:** **all governors** to ensure that **VB** is told when they have completed a training course (including safeguarding) and to email a copy of their certificate to her (as well as to the office) so that she can create an online folder.

14. Resources Committee

The Minutes of the meeting held on 28 September 2017 had been circulated in advance.

TA confirmed the membership of committees for the year:

Committee	Chair	Vice Chair	Members
Resources	Vicky Ball	Hannah Battye	Deborah Nind, Trish Amesbury, David Hinde, Ilona Bennett
Performance & Standards	Ed Murray	Anna Isles	Deborah Nind, Helen Yaxley, David Hinde, Sharone Parnes, Karen Chambers
Curriculum	Charlotte Rayner		Andrew Lister, Trish Amesbury, Kate Hopcraft, Cathy Bowden

The Curriculum Committee needs a Vice Chair. **Action: CR** to ensure that a Vice Chair is appointed at the next committee meeting.

VB took governors through the Minutes of the Resources Committee meeting. She reported that the playground had been resurfaced and the toilet handles replaced.

She told governors that there was a concern that numbers in Foundation Stage could rise again next year, and that the school might have to take the surplus from Woodstock. To employ two full time teachers in FS1, the intake would have to be a minimum of 40. The situation will be clearer at Easter.

The additional TA who has been appointed is in post for a year but the school may need to find the money to fund the post for the additional three years.

There has been an increase in the PE/Sports Grant.

At the moment there is a £21,000 surplus in the capital budget, but there are plans to spend some of the surplus, and a reserve of around £10,000 has to be retained.

The PTA AGM is taking place on Wednesday. The PTA needs to find a new Chair.

The SFVS assessment is due very soon.

17. **Curriculum Committee**

The Minutes of the meeting held on 28 September 2017 had been circulated in advance.

CR has prepared Terms of Reference for the committee. The committee had discussed the role of learning walks, and **CR** will discuss this further with **DN**.

18. **Any Other Business**

DH raised a question concerning the submission of the school's response to the CDC planning consultation, following the governors' meeting with Maria Garcia Dopazo and Barbara Chillman on 26 September. **DH** said that he had submitted his own views to **AI** by email but had received no acknowledgement, and that he now understood that a response had been submitted to CDC on behalf of the governing body. He told governors that this raised two questions: how does the governing body make decisions? Is that methodology being correctly implemented? The Clerk confirmed that, other than certain statutory decisions eg approval of the budget, many decisions of governing bodies are delegated to committees. **DH** expressed the view that the response to CDC was non-compliant as it had not been submitted in the correct format. He said that his understanding had been that a summary of governors' opinions would be circulated to all governors for approval before a response was formulated.

DH told governors that he was concerned that decisions were being made on behalf of the governing body without the consultation or approval of all governors. He gave two other examples, namely the dissolution of the Parents and Community Committee and formation of the Curriculum Committee, and the choice of provider for after school care.

In reply, **TA** explained that, following the meeting on 26 September, all governors had been asked to send their submissions to **AI** who would collate them. No decision was made – **AI** simply put together the responses she received. **DH** commented that he had not been aware that the summary would be submitted and that he had thought a formal decision would be taken as to the response which would be sent in to CDC, in the correct format. **TA** clarified that **AI** had spoken with Maria, who told her that the proforma would not be appropriate for the school’s response – this was the reason why the summary was sent in that form. She apologised to **DH** for any misunderstanding he may have had, but pointed out that the fact that the summary of governors’ responses would be submitted to CDC had been discussed at the planning presentation, and reminded him that he could have participated in the meeting to collate the responses, had he so wished.

TA spoke about the Curriculum Committee, saying that she had had concerns about the Parents and Community Committee for some time as she had not felt that it had a strategic role. She nevertheless wanted to ensure that the good work from that committee continued. She had spoken to **CB** about the issue at length, and the idea of a Curriculum Committee had come out of those discussions. It had also been discussed at the meeting of the full governing body on 20 June 2017, at which **DH** was not present. A governor pointed out that the decision to disband the Parents and Community Committee and set up a Curriculum Committee was shown in the Minutes of that meeting, which were sent to all governors on 22 June 2017. **TA** commented that the committee was still very much work in progress. **DN** agreed, saying that the Performance and Standards Committee had a heavy workload: it was their job to look at the SEF and the data, and to evaluate the school’s performance. **DN** commented that she had been concerned about the volume of work handled by that committee, and had felt that the curriculum should be looked at separately. She also wanted a committee to explore parental engagement.

TA addressed **DH**’s concerns about Energykidz, saying that a number of meetings had taken place with different providers being invited to give presentations to the governors. As a result of those meetings, Energykidz had been appointed.

TA stated for the record that she was not happy with the combative approach taken by **DH** and that she felt there were more appropriate ways of raising concerns. She would like to have been able to speak to him about the Curriculum Committee and Energykidz at an earlier point had she been aware that he was not happy about these decisions. **DH** replied that he had raised the matter of Energykidz in an email to **TA** at the time but that she had not responded; **TA** disagreed, saying that she had replied to all his emails.

DH said that although he hadn’t been satisfied as to how the response had been made to the planners, he was happy that the matter had now been discussed.

CR told governors that Father Nathan Jarvis is moving on at the end of November, and it was agreed that the governors would like to send him their good wishes. **Action: DN** to arrange for a card to be made in school, which the governors can sign.

19. Date and Time of Next Meeting: Tuesday 21 November 2017 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 8.50 pm

Signed

Dated

9/9