



Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 20 March 2018 at 6.30 pm

Present:

Trish Amesbury (TA) (Co-opted) (Chair)
Vicky Ball (VB) (Co-opted)
Hannah Battye (HB) (Parent)
Emma Crowe (EC) (Staff)
Kate Hopcraft (KH) (Parent)
Anna Isles (AI) (Co-opted)
Andrew Lister (AL) (Co-opted)
Deborah Nind (DN) (Headteacher)
Charlotte Rayner (CR) (Co-opted)
Kate Thorpe (KT) (Parent)
Helen Yaxley (HY) (Co-opted)

In attendance:

Clare Saunders (CS) (Clerk)

Apologies:

David Hinde (DH) (Parent)
Sharone Parnes (SP) (Co-opted)

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

1. Welcome

TA welcomed governors to the meeting and introduced Kate Thorpe (**KT**) as the new Parent Governor and Emma Crowe (**EC**) as the new Staff Governor.

2. Apologies for Absence

Apologies for absence had been received from **SP** and **DH**. These were accepted.

3. Declarations of Pecuniary Interests

The Clerk had received some outstanding forms but there are still two awaited. **Action:** **DH** and **SP** to send completed forms to the Clerk before the next meeting; **the Clerk** to send **EC** a form for completion and return. There were no other updates.

4. Urgent Additional Items

There were none.

5. Governor Appointments and Vacancies

TA began by reminding governors that **AI** was unable to continue as Vice Chair because of her employment at the school; she nominated **VB** as Vice, and this was seconded by **CR**. There were no other nominations. **VB** was elected Vice Chair for the remainder of the academic year.

TA encouraged **KT** to make an appointment with **DN** to visit the school, and also to talk to Sandra in the office about finance. This should be done after 1 May when the budget is submitted as Sandra has considerable time pressures on her at the moment.

TA recorded her thanks to Ed Murray, who resigned as a governor earlier this month, for the outstanding contribution he had made to the work of the governing body over a period of 10 years. She commented that his continuous enthusiasm and commitment to the school had been invaluable and that he would be greatly missed on the governing body. She suggested that governors contribute to a gift for him and passed around a card.

Governors discussed the vacancy for a Local Authority Governor and two names were suggested. **Action: TA** to write to the two people and ask if either would be willing to be nominated. (There is also a vacancy for a Co-opted Governor.)

6. Minutes and Matters Arising from the Meeting held on 16 January 2018

Matters Arising:

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

item 5: The appointment of a Local Authority Governor and election of Vice Chair were on the Agenda at item 5. Action completed.

item 6 (12): SP still needs to have his photograph taken for an ID card. **Action: SP** and **KT** to see Sandra to have their photos taken. Action ongoing.

item 7: The cost of the transport to the Marlborough is still unclear so the note to parents has not yet been done. Action ongoing.

item 9: The Home School Agreement has been considered by the Curriculum committee and will be discussed under item 16. The other policies are in the course of review. Action ongoing.

There are two governor learning walks to come this year – on 19 April at 1.30 pm and on 5 June at 9.00 am. **TA** encouraged governors to sign up for these. Action ongoing.

item 10: The School Development Plan will be discussed under item 9.

item 12: The health and safety walk will be discussed under item 11.

item 14: Governor training will be discussed under item 13.

The Minutes of the meeting held on 16 January 2018 were approved and signed.

7. Chair's Items

There were none.

8. Headteacher's Report

A written report had been circulated in advance of the meeting.

DN began by clarifying that the date shown under *Attendance* at the start of the report was incorrect: this should read 04.09.17 – 12.03.18 = 96.7%. She commented that attendance is currently good, higher than the national figure, although this particular week has seen a high level of absence due to a stomach bug. She told governors that the number of cases of illness would be noted in the records so that if attendance for the year appears lower than expected, it will be clear why attendance for this week was low which would have affected the overall figure.

DN commented that the teaching staff work hard to improve children's attendance and that they are aware that attending school can be a challenge for some children for any number of reasons including the home environment.

39 children at the school are currently funded by Pupil Premium.

Ofsted

DN told governors that she had been pleased with the Good rating from the inspection in November, and she highlighted the areas which had been praised by the inspector. She referred to the areas which the Ofsted letter identified as needing work, pointing out that the attendance rates which are referred to actually relate to a very small group of children, namely disadvantaged pupils and those with SEND.

Teaching and Learning

DN mentioned the visit to Christchurch Cathedral and said that she was delighted the children had been invited to go back in June as it had been a very positive experience for them. She emphasised the importance of school trips and visits, saying that they provide a rich learning experience for the children – although they are hard work to organise and to run, they are extremely worthwhile.

Staffing

DN told governors that she had been sorry to see Mrs Partridge leave but that Mrs Moore has made a really good start at the school.

She reported that the school is currently in the process of recruiting a new teacher, the interview date being 23 April. It was agreed that **AI** would join the interview panel.

PE

DN informed governors that the government had increased the PE and Sports funding and that the school currently receives £14k (£9k last year). She and Mrs Phillips attended a PE conference at which they had been told that, nationally, childhood obesity is on the rise. The current focus is to get children moving even if they are not obese as increased movement every day has a beneficial effect on long-term health. The school has employed someone to run a lunchtime club and the *Change for Life* club helps children who have not previously been active to engage in activity.

Partnership Work

DN remarked that the partnership headteachers are working well as a group and currently focussing on staff wellbeing, and the mental health of children and parents. The group has also discussed the new General Data Protection Regulations (GDPR) which come into force in May and are considering whether to appoint one Data Protection Officer to work across the whole partnership.

DN reported that she and Mrs Lancaster had enjoyed an amazing time in Nepal in half term – the children and staff had been very welcoming. They had been able to learn a lot from each other and the children are now working on a project together. **DN** has been working with Year 5 children on making reusable bags to give out at the food bank – linking with the fact that Nepal has banned the use of plastic bags.

Safeguarding

DN told governors that there is Safer Recruitment training taking place at Woodstock School on 27 March from 6 pm – 8 pm. **TA** encouraged governors to attend.

Parents and Community

DN drew governors' attention to the item on the parent-teacher discussion evenings and added that all parents who had not come had now been contacted, commenting that the teachers work hard to talk to parents who do not attend on the night.

Conclusion

DN ended her report by saying that although nationally there is a recruitment problem for schools, it is even harder to recruit teachers to work in Oxfordshire because of the high cost of living and that she is glad she has a very strong teaching team. She asked that the governing body continue to support the staff in their demanding work.

9. School Development Plan

DN had circulated copies of the updated SDP in advance of the meeting.

AL told governors that the Ofsted inspector had found certain aspects of the foundation subjects eg the depth of challenge, the presentation of work, were not at the same standard as that in Maths and English. The staff are already working to improve these areas eg by giving the children open-ended writing tasks in History.

AL explained that there had been discussion of how progress in the foundation subjects can be demonstrated, and what was appropriate for different year groups to be tackling. In History, the learning objectives included understanding chronology and empathising with people from the past, in Geography there is reading and drawing maps, and understanding geographical processes like erosion, etc – he commented that these are not easy to assess and that often the children who perform well with their writing are also seen as the best at other subjects, which may not be the case. A governor asked whether partner schools had been asked for their ideas, and **AL** replied that all schools are looking at similar issues – this is not just being discussed in response to the inspection. The National Curriculum does not give much guidance. He added that teachers now use different occasions to carry out assessments eg on school trips, rather

than just assessing pupils' work at specific times. **DN** added that the partnership team had looked at different methods of assessment, including getting children to write less.

TA told governors that, following Ed Murray's resignation, PE and Early Years needed to be assigned to new Link Governors: PE was assigned to **KT**, and **HB** took on Early Years. **Action:** **KT** and **HB** to arrange to meet with the Priority Leads for their subjects.

It was also agreed that **VB** would take over Science and Computing, subjects to which Cathy Bowden had previously been assigned.

DN referred to the updated SDP, commenting that most governors had had meetings with their Priority Leads. **Action:** **all governors** to report back to **DN** after meeting with their Priority Leads, and to notify **KH**, who will update the record.

10. Safeguarding

DN reported that there are no current issues, and staff training is up to date.

11. Health and Safety

HB reported that she had completed a health and safety walk with **DN** on 16 March and that there had been no significant concerns.

12. Academies

TA told governors that Kirtlington School had organised a number of different events, and that the ODST had given a presentation there which **DH** had attended. He had said he would be compiling a summary of the main points and sending it to governors.

TA said that it was still unclear how the school would benefit from academy status, and that she felt it was important to be certain of exactly what would be involved, what would be expected of the school and what benefit it would derive. She commented that the school is a special place and that she felt it was important not to lose this.

A governor asked whether there was any pressure to convert to academy status; **TA** replied that there was not, but that the issue was not going to go away. **DN** agreed, saying that it was important to gather information from as many sources as possible. **Action:** **TA** to invite the ODST to speak to governors at the meeting in June, and **all governors** to let **TA** know of any academies which they would like to hear from.

13. Governor Training

VB reminded governors that she had asked them to consider doing the Taking the Chair training. She encouraged **KT** to do the full day Induction course for new governors, and the Safeguarding training. **Action:** **KT** to arrange to do Induction, Safeguarding and Prevent training.

VB reported that she had not had confirmation from **DH** or **SP** that they had done the Prevent training. **Action:** **VB** to email the link again to **DH** and **SP**; **DH** and **SP** to do the Prevent training as a matter of urgency and send **VB** their certificates; **SP** to do Safeguarding training and send **VB** the certificate.

14. Resources Committee

The Minutes of the meeting held on 8 March 2018 had been circulated in advance.

VB said that the problem with the doorbell used by EnergyKidz had been resolved.

She highlighted the budget carry forward of £70k and the carry forward of some capital to the next year. She confirmed that the new telephone line has now been installed but that it is not fully functioning yet.

There is still outstanding snagging in the new extension, and due to the collapse of Carillion this has not been attended to; **DN** reported that she wrote to the County Council to ask if the school could hire their own contractor to complete the work. As a result, Abdul – now employed by OCC – will be meeting with **DN** after Easter.

The next meeting of the Resources Committee will be held on Thursday 19 April at 3.15 pm.

15. Performance & Standards Committee

The Minutes of the meeting held on 13 March 2018 had been circulated in advance.

AI referred to Ed Murray's resignation, recording her thanks to him for his work on the committee. She told Governors that she and **DN** had discussed recent lesson observations – which had shown all teaching to be good or outstanding.

TA told governors that this committee is too low on membership and urged them to consider joining it. It was agreed that **HY** would be on both this and the Curriculum Committee. **Action:** **KT** and **EC** to try attending meetings of the three committees to decide which they would like to join; **AI, VB, CR** to email meeting dates to **KT** and **EC**. (Note – meeting dates are now included in these Minutes.)

The next meeting of the Performance & Standards Committee will be held on Tuesday 17 April at 9 am.

16. Curriculum Committee

The Minutes of the meeting held on 8 March 2018 had been circulated in advance.

CR told governors that the committee had discussed the Home School Agreement and that she is currently revising this. A governor asked whether it would link with the class charter, and **CR** replied that it would be a good idea to link the two.

The next meeting of the Curriculum Committee is currently arranged for 19 April at 2 pm, but it may be changed to 3.15 pm.

17. Any Other Business

There was none.

20. Date and Time of Next Meeting: Tuesday 24 April 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 7.54 pm