



Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 26 June 2018 at 6.30 pm

Present:

Trish Amesbury (TA) (Co-opted) (Chair) (until 8.15 pm)
Vicky Ball (VB) (Vice Chair) (Co-opted)
Hannah Battye (HB) (Parent)
Emma Crowe (EC) (Staff)
David Hinde (DH) (Parent) (until 8.20 pm)
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)

Absent:

Sharone Parnes (SP) (Co-opted)

Before the meeting, Anne Davey, Chief Executive of the Oxford Diocesan Schools Trust (ODST), spoke to governors about the multi-academy trust (MAT) which was founded in 2012. She explained that there are 32 schools in the ODST, most of which are primary, and that the philosophy behind setting up the Trust was to encourage schools to work co-operatively to help raise standards and do more of what they did well. She suggested that governors should not look just at the financial benefits of joining a MAT since the figures never look good either inside or outside a MAT, because funding for education is diminishing nationally. She emphasised that the ODST focusses on having schools support each other eg with staffing issues but that it is vital that schools maintain their local identities and ethos. Although the Trust was set up for church schools, there are community schools within it.

Mrs Davey told governors that a key advantage of joining the ODST is the way in which the relationship between the schools helps to develop teachers, teaching assistants and support staff by collaborative working.

She confirmed that the MAT uses a common assessment system for all its schools called Target Tracker.

The ODST has doubled in size in the last two years and currently has four schools which are waiting to join it in around 9 months' time because the Trust need to ensure that the next year is a period of consolidation rather than growth.

TA thanked Mrs Davey for the presentation and commented that it had been extremely helpful for governors to hear more about the ODST and to ask questions.

TA briefly left the room to accompany Mrs Davey out, and the meeting was opened by **VB** at 7.23 pm. The meeting was **quorate**.

The Vice Chair chaired the meeting until **TA** returned.

1. Welcome

VB welcomed governors to the meeting.

2. Apologies for Absence

No apologies had been received from **SP** at this point. All other governors were present.

3. Declarations of Pecuniary Interests

DH has now submitted his form. No form has been received from **SP**. **Action: SP** to send his completed form to the **Clerk** urgently. There were no other updates.

4. Urgent additional items

This item was moved down the Agenda until **TA** could rejoin the meeting.

5. Minutes and Matters Arising from the Meeting held on 24 April 2018

Matters Arising:

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

item 6 (6) (6) (12): It was reported that **SP** had come to school for his photo to be taken for an ID card but that the camera had not been in school that day. **Action: SP** to see Sandra to have the photo taken. Action ongoing.

(7.25 pm – **TA** returned.)

item 6 (9): **DN** sent the PE section of the SDP to **KT**. Action completed.

(**TA** resumed chairing the meeting.)

item 6 (13): **DN** sent **KT** the link for Prevent training and **KT** has completed this. Action completed.

KT is intending to complete Induction training in the autumn. **Action: KT** to book for Induction training when the training booklet is received.

DH has not yet done the Prevent training. **Action: DH** to do the Prevent training urgently.

SP has done neither Safeguarding nor Prevent. **Action: SP** to do both Safeguarding and Prevent training as a matter of urgency.

item 16: some governors have given **KH** the dates of their meetings with Priority Leads. Action ongoing.

The Minutes of the meeting held on 24 April 2018 were approved and signed by **TA**.

6. Chair's Items

Dates of full governing body meetings for 2018-19

The full governing body meeting dates were agreed as follows:

Tuesday 2 October 2018

Tuesday 13 November 2018

Tuesday 15 January 2019

Tuesday 12 March 2019

Tuesday 30 April 2019 (to include Budget ratification)

Tuesday 25 June 2019

All meetings to be held in school, starting at 6.30 pm. **Action: All governors** to note meeting dates.

Dates of committee meetings for 2018-19

Dates for the first committee meetings of 2018-19 were agreed as follows:

Resources: Monday 24 September at 3.15 pm

Curriculum: Wednesday 19 September at 3.15 pm

Performance & Standards: Friday 21 September at 2.00 pm

The dates for subsequent committee meetings will be agreed at the first meetings of the year. **Action: VB, AI** and **CR** to circulate dates of committee meetings for the 2018-19 year to all governors once they are arranged.

Governor appointments and vacancies

TA reported that there are still two vacancies on the governing body – Local Authority Governor and Co-opted Governor. There had been interest from one person in the Co-opted Governor role but she is now unable to take it up.

The new Vicar has been appointed and is going to be inducted on 23 July. **TA** is intending to approach him to see whether he would be interested in joining the governing body.

Governors' Gold Awards

These will be awarded on Friday 20 July during assembly. **TA** reported that the badges cannot be found and it is thought that they were all handed out last year, so new ones will be obtained.

2. Apologies for Absence

As apologies had now been received from **SP** at 7.32 pm, **TA** explained that the meeting needed to return to this item. She reminded governors that it had been agreed at the last meeting that, from now on, governors would need to decide whether to accept apologies received for meetings, looking at the reason for the apology being offered. It was agreed not to accept the apologies from **SP** on this occasion.

4. Urgent additional items

This item had been moved down the Agenda to allow **TA** to be present.

Transport to the Marlborough

TA told governors that she had been waiting for some time to hear whether OCC would be continuing the bus to the Marlborough for another year. She has attended meetings with representatives from the Marlborough and primary schools which will be affected by the withdrawal of transport, but has found it difficult to obtain information about the situation. She has now heard from a parent at William Fletcher that the bus will run at a cost per child per year of £657.83 (for children over 3 miles from the Marlborough). OCC do have to provide transport for FSM (over six) and Pupil Premium children – all others have to apply for a place on the bus, which they may or may not get. A governor commented that the permits last for only one term, although the charge is expressed as an annual cost.

TA told governors that the new Councillor for Kidlington has written to the Marlborough School voicing his concerns and raising the issue of a pelican crossing at Langford Lane as it appears likely that many children may be cycling to the Marlborough. A governor suggested that it might be sensible to consider car sharing, and it was agreed that this was for the parents to organise should they wish. **Action:** **TA** to write a piece for the school newsletter to make parents aware of the situation.

The Clerk informed governors that, as part of the school's subscription to Governor Services, they had access to Governor Hub, and that it was expected that this would be used from the new academic year. She explained that she had now put all their contact details on to the Hub and asked those who had received an email invitation from her to accept it and ensure that they could log on. She commented that in future Agendas, Minutes etc would be stored on the Hub.

7. Headteacher's Report

DN had circulated a written report in advance of the meeting.

Attendance

DN drew governors' attention to the improvement in attendance and commented that she was particularly pleased that the level of persistent absence had decreased. Overall, she explained, attendance is good – better than the national figure. A governor asked whether she felt that this improvement had occurred because of the various measures **DN** had put in place to tackle absenteeism, and **DN** replied that it was difficult to know whether they had worked, but that there had certainly been a lot of work done with both parents and children to encourage high levels of attendance.

Monitoring and Assessment

DN reported that the KS1 and Early Years assessments had been moderated by external assessors, and that she was delighted with the outcome, which was particularly good bearing in mind that there were three new members of staff involved. She commended the teaching staff for their hard work on assessments, and the Senior Leadership Team for their time spent reviewing teachers' judgements, commenting that it was good to see that the efforts made with assessments are working well.

Teaching and Learning

DN highlighted the Festival of Voices concert at Dorchester Abbey and the singing at Christ Church Cathedral as superb events, and said the children had really enjoyed participating in both. She remarked that it was very important for children to have such experiences to develop and nurture different aspects of their personalities, and that music is an opportunity to work with others and create a wonderful memory for everyone involved. She said it was a great pity that some parents had not supported their children's participation and emphasised her hope that the school can continue to take part in similar events in the future.

Staffing

DN reported that, in addition to the staff changes referred to in her report, she had now appointed two teaching assistants. She explained that the appointment of Miss Coulson was part of the planned expansion of the KS2 classes now that the impact of the larger intake a few years ago was being felt further up the school.

PE Funding

DN emphasised the importance of PE in the curriculum at the moment and reported that some of the PE funding will be used to provide the non-swimmers in KS2 with additional swimming sessions this term as it is important that as many children as possible can swim 25 m before they leave primary school.

Rights Respecting Schools

DN reminded governors of the RRS work which had been done in school, saying that it had been a very important feature of the year. She reported that the assessors will be coming soon to talk about Gold level, and that 21 teachers from Iceland had come to the school to hear from staff and pupils about the RRS work that had been done. There would also be a conference in school later in the week at which the local MP would be present.

DN recorded her thanks to Mrs Lancaster for all the hard work she had put into the RRS project this year.

Health and Safety

DN highlighted the health and safety audit which had been carried out, saying how delighted she was that the school had received a certificate to show 100% compliance, with no actions outstanding.

Concluding her report, **DN** said that there were numerous times when she had felt proud and privileged to work at the school, partly because of the children themselves but also because of the courageous and hard-working staff team. In particular, she paid tribute to the RRS work which gives children an understanding of their role in the global community, and she thanked the staff team and the governors for their work during what has been a really busy school year.

TA also recorded her thanks to both the staff and the governors for their commitment and hard work throughout the academic year.

(8.15 pm – **TA** left. **VB** chaired the rest of the meeting.)

A governor asked **DN** how she managed to keep the staff motivated. She replied that they are a good team who communicate well with each other, and that she makes an effort to talk and listen to individual staff members on a frequent basis. She commented that they are very supportive of each other.

(8.20 pm – **DH** left the meeting.)

DN explained that the school now had a GDPR policy which had been uploaded to the website and she asked whether governors had had the opportunity to read it. She explained that it had been prepared by the ODST and that the school had been told they could use it – it has been checked by two sets of lawyers. Governors approved the policy.

8. **School Development Plan**

A copy of the *Updated SDP Objectives 2017-18* had been circulated in advance of the meeting.

DN spoke about the SDP, explaining that there were still some sections to be updated, and asking governors to let her know if they had any questions about it. She said that she had adopted this format as a way of increasing governors' involvement and encouraging them to ask questions in the role of "critical friends"; this had worked well for some governors but for next year she would be setting fewer targets and looking at how teachers can link with governors on the SDP. She was, for instance, considering asking the Priority Leads to give a brief overview of their subjects to their Link Governors, and a governor suggested that Governor Hub could be used to store questions from the governors and answers from the subject leads.

A governor asked how the SDP for next year would be done, and **DN** answered that once all the data for this year had been received, she would draw up a plan for 2018-19, taking this one as a starting point. As well as the school data, she would include elements from the Ofsted inspection eg history and geography, handwriting presentation, and also PE which is a key issue in schools.

DN thanked those governors who had met with teachers for their work on the SDP.

9. **Asbestos Management**

Managing Asbestos in your School had been circulated in advance.

DN referred governors to the document, explaining that this had been sent to all schools and that Heads had been asked to ensure that their governors had sight of it. She said that the school has an asbestos register, knows where the asbestos is and is signed up to SHINE, so that any incidents can be logged. Contractors doing work at the school are given the register so that they are aware of the location of the asbestos.

10. **Safeguarding**

The staff are up to date with their training.

Keeping Children Safe in Education has been updated for the next academic year and will be circulated to staff and governors in September – all will need to read it.

11. **Health and Safety**

As noted previously, the audit was very successful. **HB** told governors that the inspectors had been looking particularly at asbestos, Legionella and fire safety. She thanked Sandra Morris and Rachael Hambridge for their help with the audit.

12. Academies

VB commented that it had been good to hear Mrs Davey speak at the start of the meeting, and that it was clear that there was no hurry to make a decision about academy status at the moment. She suggested that the issue should be kept on the Agenda for future meetings. **Action: the Clerk** to ensure that Academies remains an Agenda item.

13. Governor Training

CR has completed the Safer Recruitment course. **VB** told governors that the new booklet of training courses would come out in September and that she would forward it to them.

14. Resources Committee

The Minutes of the meeting held on 14 June 2018 had been circulated in advance.

DN reported that the number given places for September had been 45 but that she had been keen to take another 5 who were on the waiting list, 4 of whom have siblings already at the school. After speaking to Neil Darlington, she had been told that the school could offer the additional 5 children places, so the number for September is potentially 50 but it is unlikely that all of those children will come. A visit for the additional 5 children will be arranged. **DN** told governors that William Fletcher is the only school in the partnership to be oversubscribed.

VB spoke about the budget, and highlighted the carryover of £19,000. She welcomed the news about additional pupils.

The Accessibility policy was signed on 14 June 2018.

The next meeting of the Resources Committee will be held on Monday 24 September 2018 at 3.15 pm.

15. Performance & Standards Committee

The Minutes of the meeting held on 7 June 2018 had been circulated in advance. There were four amendments to these:

TA was not present at the meeting and is not on the committee;

EC is not on the committee;

HY (shown as Emma Yaxley) is not on the committee;

Item 3 – the SEF is the Self-Evaluation Form completed by the school, not the Common Inspection Framework (CIF), which is a term which refers to Ofsted inspections.

AI reported that the committee had decided not to produce a parent questionnaire this year in view of the fact that parents had been asked about the school before the Ofsted

visit. The committee would start putting together questions for the parents in the autumn.

AI told governors that the committee had been discussing communication with parents and the use of the app. **DH** will be talking to Rachael Hambridge about the app.

A governor asked whether the SEF is just applicable to this year; **DN** replied that this one is for this academic year, and that a different section had been considered each term. In the autumn, the Assessment and Attainment section would be the first to be updated.

The next meeting of the Performance & Standards Committee will be held on Friday 21 September 2018 at 2 pm.

16. Curriculum Committee

The Minutes of the meeting held on 14 June 2018 had been circulated in advance.

CR reported that the committee had concluded its work on the Behaviour aspect of the Home-School agreement and that they had discussed whether the agreement should go to existing pupils as well as new school entrants.

CR said that the committee had also discussed the additional costs which parents are asked to pay during the year – they were not being critical of the need to charge parents, just exploring the issue – and they had wondered whether parents were always aware of the distinction between the different payments eg school, PTA, and what they were for. Governors agreed that it would be helpful for the PTA to have an idea of what they might be asked to pay for, during the course of the year, to enable them to budget for the expenditure.

The next meeting of the Curriculum Committee will be on Wednesday 19 September 2018 at 3.15 pm.

17. Any Other Business

DN thanked governors for their support and their contribution to the school this year, and the staff for their hard work and commitment.

18. Date and Time of Next Meeting: Tuesday 2 October 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 8.50 pm