



Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 4 October 2016 at 7.00 pm

Present:

Trish Amesbury (TA) (Parent) (Chair)
Vicky Ball (VB) (Parent)
Cathy Bowden (CB) (Parent) (arrived at 7.15 pm)
David Hinde (DH) (Parent)
Anna Isles (AI) (LA Governor) (Vice Chair)
Andrew Lister (AL) (Co-opted)
Ed Murray (EM) (Co-opted)
Deborah Nind (DN) (Headteacher)
Charlotte Rayner (CR) (Co-opted)

In attendance:

Clare Saunders (CS) (Clerk)

Apologies:

Karen Chambers (KC) (Staff)
Sharone Parnes (SP) (Parent)
Matthew Robson (MR) (Co-opted)
Katie Traxton (KT) (Co-opted)
Helen Yaxley (HY) (Co-opted)

The meeting was opened at 7.08 pm by the Chair and was quorate.

1. Welcome

TA welcomed governors to the meeting.

2. Apologies for Absence

Apologies for absence had been received from **KC, SP, MR, KT** and **HY**. These were accepted.

3. Appointment of Local Authority Governor

TA explained that **AI**'s term as LA Governor had ended on 31 August but that the local authority had confirmed they were happy for her to be reappointed if the governors so wished and for the appointment to be backdated to 1 September 2016. **AI** confirmed that she was willing to continue as LA Governor for a further term. Both **TA** and **AI** left the room at this point.

A governor proposed that **AI** be reappointed as Local Authority Governor to serve for a further term; this was seconded and agreed.

4. Election of Chair and Vice-Chair for the academic year 2016-17

After being nominated and seconded, **TA** was elected Chair and **AI** was elected Vice-Chair for 2016-17.

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

5. Declarations of Pecuniary Interests

Several governors had returned their completed forms. **Action:** **all governors** who have not already done so, to complete and return their forms to the Clerk as soon as possible.

6. Urgent Additional Items

Shakespeare Lives in Schools Day (**KT** via the Clerk); Academies (**DH** – covered at item 11 on the Agenda).

7. Minutes and Matters Arising from the meeting held on 28 June 2016

Matters Arising:

item 3: No form has been received from **SP**. Action ongoing.

item 5 (6) (7): Discussed at item 11 on the Agenda.

(7.15 pm – **CB** arrived.)

item 5 (15): **DN** set the following dates for Learning Walks this year:

15 November 2016 at 9.00 am

19 January 2017 at 9.00 am

15 March 2017 at 10.30 am

19 June 2017 at 9.00 am (to include assembly)

TA encouraged governors to attend as many learning walks as they could. **Action:** **all governors** to check which learning walks they can attend and email **DN**, copy to **TA** and **Clerk**, to give the dates when they will be coming.

item 6: Dates for the sub-committee meetings have been set.

item 8: Action ongoing. **Action:** **DN** to email pupil mobility figures to governors.

KC did pass on governors' thanks to the staff. Action completed.

AL sent the learning cards to **KT** and **DH**. Action completed.

item 10: On the Agenda at item 12.

item 11: The Clerk circulated the list of questions. Action completed.

item 13: Governors have signed up to the new booking for training system (OPL). Action completed. Governors discussed Governor Hub and the resources and training

which can be found there. **VB** encouraged all governors to look at Governor Hub. **Action: all governors** to sign up to Governor Hub.

The Minutes of the meeting held on 28 June 2016 were approved and signed.

8. Chair's Items

TA explained that the governors need to approve a Code of Conduct, and referred to the document obtained from the NGA which had been circulated in advance. Governors agreed to adopt the Code, and this was signed. **Action: VB** to ensure that the Resources Committee discuss whether it would be worthwhile signing up to the NGA.

After discussion, it was agreed that the Headteacher's Appraisal Committee would comprise **TA**, **VB** and **AI**. It was agreed that it would be useful for all governors to be trained in how to conduct the Headteacher's appraisal. **Action: TA** to contact Marilyn Trigg to arrange to meet. **All governors** to do the training for Headteacher's appraisals and let **TA** know if they have any comments or questions before the appraisal goes ahead.

The committees have published their meeting dates in their Minutes. All governors are involved in at least one committee each. **Action: DH** to attend one meeting of each committee and decide which committee to join.

Most governors have had their DBS checks completed. **Action: TA** to check with Sandra as to whether all the checks have been done.

9. Governors' Gold Awards

TA reported that around 20 certificates and badges had been presented on the last day of the summer term and that the children who received them were very pleased. **TA** recorded her thanks to the staff for having nominated children for the awards and given their reasons, with little time available. She remarked that the awards will become an annual event. **DN** said that it was hoped to include the children in the decision-making process, and commented that there were several different ways in which their views could be sought eg a survey, asking for nominations, class discussion. **Action: DN** to discuss the awards with staff and seek their views on the best way to proceed.

10. Headteacher's Update

DN reported that attendance last year was 96%, a very pleasing figure particularly as there had been a lot of illness in the winter. A governor asked what the national figure had been for 2015-16, and **DN** replied that it was 95.5%.

So far this term, the figure is 97.48%, and **DN** would like the school to achieve 96% again over the course of the year. A governor commented that there had been talk in the press of schools imposing fines for unauthorised absences. **DN** emphasised the vital importance of encouraging high attendance and making it clear to parents that children need to be in school. Attendance levels must continue to be closely monitored. A governor asked whether it would be a good idea to look at the pattern of non-attendance rather than just the percentage overall. **DN** replied that the school does have the facility to look for patterns and that this does form part of the monitoring.

Another governor asked whether these figures include the Foundation Stage children, and **DN** confirmed that they do. She informed governors that attendance is monitored weekly and recognition is given to the classes who achieve 100%.

The school has two new teachers this term: Mrs Lind in KS1 and Mrs Lancaster (previously Miss Underhill) in KS2. Mrs Lind will also co-ordinate IT to cover maternity leave, and Mrs Lancaster will co-ordinate Humanities.

There are two new teaching assistants, and the school is advertising for another teaching assistant and a lunchtime supervisor.

The staff appraisals are in progress.

This year, there is a whole school target around progress for children with Pupil Premium.

The school has had a busy start to the new year with a visit to the Steam Museum at Swindon, and actors from CBBC in school today. The KS1 children visited the Cotswold Wildlife Park and Harvest Festival took place in Church, with all donations this year going to the Food Bank at Kidlington.

Year 5 and 6 are working on songs for the Lieder Festival at the Sheldonian Theatre. This is the third time the school has been invited to open the Festival, and **DN** said she was delighted that they were asked back as it is a very worthwhile and high profile event.

Building works:

The school has not yet taken over the old pre-school building as the renovations have been done to a very poor standard; there is a long snagging list.

The old boiler has been removed but the new one has not yet been installed.

The temporary signage at the front of the building is very poor and **DN** has requested that this be improved.

Work has stopped on the building which was the caretaker's house because the builders found more asbestos, and they are waiting for specialists to remove it.

DN reported that she is waiting for a skylight to be installed into the old Sunshine Room, but asbestos has been found there and it is likely that the room will now have to be lit entirely with artificial light. This is not ideal as the children would benefit from natural light in their working area.

The new building is gradually taking shape – a handover date of 20 December has been given but this is unsuitable as it is during the Christmas holidays.

Governors discussed the progress of the building works and were concerned at the enormous amount of time spent by **DN** on this project. A governor commented that it

seems no-one on the building project team appears to be accountable for the delays and failures; whoever carried out the survey should have realised that the asbestos was part of the construction of the building. **TA** informed governors that both she and **DN** had sent strongly worded emails and letters to the local authority during the course of the project but that even correspondence worded as a complaint has met with little interest; when the work is finished, they will be putting together a list of everything that has gone wrong on the project and sending it to OCC. It is hoped that, when Carillion's contract comes to an end, the issues experienced by the school will be a factor in the decision as to whether to renew the contract. A governor suggested that parents should write letters to the local authority to reinforce the complaints made by the school, and another governor remarked that there are outstanding items which the school had been promised by a succession of Carillion project managers, and which now will not be supplied. **Action: EM** to draft a letter of complaint and send it to **TA** and **DN** for comment.

11. School Development Plan

DN had circulated the updated Plan and an Overview of Priorities in advance of the meeting. She also handed out printed copies at the meeting.

DN explained that the Overview uses headings from the Ofsted Handbook, as these are the areas which would be used to assess the school's performance, and that the priorities had been put together by staff and governors.

She highlighted the key areas:

Achieve good pupil progress for all disadvantaged children across the school – this is a target for the whole school. The disadvantaged children do not achieve as well as the other children, which is also true across the country, and their outcomes need to be improved. A governor asked for clarification of the term “disadvantaged”; **DN** answered that there are 38 children who come within this definition – those who receive the Pupil Premium grant, those who are adopted from care, those who have special guardianship in place and Forces children. The issue will be addressed in a number of ways. **KC** and **AI** have met to discuss it, staff meetings will also focus on the issue and the senior leadership team will be mentoring the disadvantaged children. Learning cards are used as a vehicle to discuss targets. There is also a “champion” on the staff team.

AL commented that some of the children also have special educational needs, and they get extra teaching time. All of them receive regular mentoring from the teaching assistants and are set ambitious targets. Some simple strategies can be helpful eg finding room in the school day for the children without computers at home to access Mathematics, organising homework clubs during lunchtimes for children who need a place to work and the encouragement to do so. A governor noted that the school needs to show that the money received for disadvantaged children is being spent appropriately by helping the children to achieve their goals.

Achieve good pupil progress and attainment – **DN** told governors that the school needs to ensure it is providing the very best teaching possible, particularly in SPaG because this is an area of weakness. **AL** said that, in the past, spelling accounted for only 6% of the marks in the KS2 tests; now it is much more. A governor commented that parents

can be involved in helping with improving their children's spelling if they are given a list of words as they can see whether the child's answers are right or wrong.

AL told governors that the new curriculum outlines certain methods for teaching arithmetic which are being adopted by the school, and that certain models would be embedded in the teaching and learning eg how to show number bonds. The idea is to narrow down what techniques and equipment are used and be consistent. A Maths evening for parents will be held on 3 November.

Review of Science Policy and science teaching – the school is focussing on the teaching of science. A visitor from Earthwatch came to talk to the staff and the school will be participating in Earthworm Watch.

Work towards level 2 Rights Respecting School award – the school has gained level 1 RRS – one of only two schools in Oxfordshire to achieve this. A lot of work is necessary to get to level 2 and the school is working towards it, with Amanda Ford heading up the project. Sarah O'Neill will be the PHSE co-ordinator.

School governors to form a view on the academy agenda and plan accordingly – **TA** said that the governors had discussed this in the past but that it had not been a priority when so much building work was being done and taking up so much of the Headteacher's and governors' time. However, it was acknowledged that the governors needed to form a view about academies. A sub-committee would be established to look at the incentives and issues around converting to academy status. She told governors that conversion would involve a lot of work and that it would have to be the right decision for the school, but that before any decision could be taken, more information had to be obtained. **Action: the Clerk** to put this item on the Agenda of the next meeting.

DN informed governors of the subject co-ordinators, and link governors were assigned as follows:

Subject	Staff	Governor
Reading	Alison Umney	Charlotte Rayner
Writing	Emma Brown	Katie Traxton
Maths	Andrew Lister	Vicky Ball
Science	Kelly Parsons	Cathy Bowden
Computing	Sarah Buchanan & Charlotte Lind	Matt Robson
Humanities	Amy Lancaster	David Hinde
Art	Emily Robinson	
Design & Technology	Andrew Lister	
Modern Foreign Languages	Caeron Phillips	Charlotte Rayner
Sport	Caeron Phillips	Ed Murray
RE	Heather Bartrum	David Hinde
Music	Deborah Nind	Vicky Ball

Forest School	Heather Bartrum	Cathy Bowden
Early Years	Heather Bartrum	Ed Murray
PHSE	Sarah O'Neill	Anna Isles
SEN	Karen Chambers	Helen Yaxley
Assessment	Deborah Nind & Andrew Lister	Anna Isles

Action: all governors to contact their subject co-ordinator and arrange to meet after half term, suggesting a specific area for discussion.

In addition, the following governors have specific areas of responsibility:

Health & Safety: Charlotte Rayner

Safeguarding: Trish Amesbury

Quality of teaching: Anna Isles

12. Pre-school Expansion

AI reported that the building has opened and is being used. The pre-school is not full because they have extra capacity in the bigger building. They do have to keep a certain number of places for disadvantaged children as part of the funding agreement for the new building. There is a new committee and a new Chair, Secretary and Treasurer.

13. SEN Report

KC had prepared an SEN Report which had been circulated in advance of the meeting. In her absence, **DN** invited questions on the report from governors. Governors agreed that the report was very comprehensive and helpful, and that they were grateful to **KC** for her work in compiling it.

14. Safeguarding

DN reported that all new staff have done the Safeguarding training. The new DfE document, *Keeping Children Safe in Education*, was republished this year with an amendment, that all staff have to read it and understand it. All staff have now read it. **Action:** **DN** to email governors with section 1 and appendix 1 which all governors need to read and understand. There will also be Safeguarding training at the school which governors are welcome to attend.

Action: **CR** and **TA** to give their certificates from their recent Safeguarding training to Sandra. **VB** to check how often the training has to be renewed and to notify all governors.

15. Health and Safety

CR has not yet had the opportunity to do the health and safety walk. **Action:** **CR** to contact **DN** to arrange this.

16. Governor Training

VB encouraged governors to look at the courses offered on the OPL training booking system. **Action:** all governors to let **VB** know if they attend a training course so that she can keep the records up to date.

17. Resources Committee

The Minutes of the meeting held on 29 September 2016 had been circulated in advance.

VB explained that, because the meeting of the full governing body was early in the term, she had not yet got the final figures for P6 from the office – these will be sent to her next week. It was agreed that, next year, the first meeting of the governors would be held a week later to enable the data to be received. **Action: the Clerk** to ensure that the need for the first meeting of 2017-18 to be a week later is noted at the last meeting of the current year.

VB encouraged governors to sign up to the school’s app – 128 parents have so far signed up. A governor asked whether the app had been expensive to produce. **DN** replied that the cost had been very reasonable, around £200, and that there had been a lot of research into which company to use. She told governors that she would be finding out at Parents’ Evening which parents were now using the app.

VB informed governors that it is still hoped that the school will be able to get an outdoor gym.

18. Performance and Standards Committee

The Minutes of the meeting held on 20 September 2016 had been circulated in advance.

EM highlighted several sections of the Minutes. There had been a review of attainment, particularly that of disadvantaged children. As noted previously, there are a lot of measures being put in place across the whole school, and these will be reviewed by the committee during the year.

Great progress is being made in Early Years, with GLD well above the national average. There are also great results in KS1 and KS2.

EM informed governors that the committee had discussed early intervention. It is clear that, for children who need extra support, the earlier this support is given, the better the outcome. It was hoped that communication with the new pre-school committee would be beneficial. A governor asked about home visits, as she had been told by a teacher at another school that these had proved very helpful. **DN** commented that there are a number of issues around these, including the time involved, the reluctance of many parents to agree to a visit from school staff and safeguarding issues for the staff. She said that the school does gather information about the new Foundation Stage children from the parents by means of a questionnaire and that there is an evening with staff at which the parents can discuss their children, but it is also good to hear of other schools’ methods and ideas. **TA** agreed that there is already a lot of work done to obtain information about children starting at the school and that this has to be a two-way conversation with the parents.

19. Parents and Community Committee

The Minutes of the meeting held on 22 September 2016 had been circulated in advance.

Action: **CB** to prepare Terms of Reference for the committee.

AI reported that the Parish Council are concerned about parking around the school.

Action: **CB** to talk to Mrs Brown about how to encourage more parents to walk to school with their children.

DN had received a letter from the Council suggesting that staff should park in the car park near the playing field; as this only has space for a small number of cars, and was full when **DN** went down to look at it, it is clear that some staff will need to continue parking on the road.

20. Any Other Business

The Clerk read out some information received from **KT** about *Shakespeare Lives in Schools Day* and the national *Macbeth* competition for schools. This was then passed to **DN**.

21. Date of Next Meeting: Tuesday 22 November 2016 at 6.30 pm.

All governors to note the earlier start time to allow the BLP group to talk to governors.

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

The meeting closed at 9.10 pm