



Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 22 November 2016 at 6.30 pm

Present:

Trish Amesbury (TA) (Parent) (Chair)
Vicky Ball (VB) (Parent)
Cathy Bowden (CB) (Parent)
Anna Isles (AI) (LA Governor) (Vice Chair)
Andrew Lister (AL) (Co-opted)
Deborah Nind (DN) (Headteacher)
Sharone Parnes (SP) (Parent) (until 7.25 pm)
Charlotte Rayner (CR) (Co-opted)
Helen Yaxley (HY) (Co-opted)

In attendance:

Clare Saunders (CS) (Clerk)

Apologies:

Karen Chambers (KC) (Staff)
David Hinde (DH) (Parent)
Ed Murray (EM) (Co-opted)

Before the formal meeting began, the children from the Building Learning Power (BLP) group gave a presentation to the governors.

The meeting was opened at 7.05 pm by the Chair and was quorate.

1. Welcome

TA welcomed governors.

2. Apologies for Absence

Apologies for absence had been received from **DH** and **EM**. **KC** had been present for the BLP presentation but gave her apologies and left at this point. All apologies were accepted.

3. Declarations of Pecuniary Interests

All governors have completed and returned their forms to the Clerk. There were no updates.

4. Urgent Additional Items

None.

5. Minutes and Matters Arising from the meeting held on 4 October 2016
Matters Arising:

item 5: All forms have now been returned. Action completed.

item 7 (3): The Clerk is compiling the Register for the current year and all forms have been received. Action completed.

item 7 (5) (15): On the Agenda at item 6.

item 7 (8): Pupil mobility figures have been included in the Headteacher's Report at item 8.

item 7 (13): Not all governors have signed up to Governor Hub. **VB** urged everyone to do so and explained that there are links on the Hub to Modern Governor and The Key, and that these are accessible for all governors as the school subscribes to Governor Hub. There are many resources and online training courses available on these sites which would be particularly useful to governors who are unable to attend OPL training courses because they are either fully booked or cancelled due to lack of participants, as has recently happened to two governors.

item 8: VB informed governors that annual membership of the NGA for the whole governing body would cost £79 but that there were so many resources accessible via Governor Hub that it was not necessarily worth paying to join the NGA as well. Some of the NGA's resources are freely available on their website. Governors agreed not to join the NGA at this time. **Action: all governors** to sign up to Governor Hub. **VB** to send the links out via email.

(7.25 pm – **SP** left. **CR** briefly left the meeting. The meeting remained quorate.)
The Headteacher's appraisal has taken place. The committee comprised **TA, VB, EM** and Marilyn Trigg. Other governors have signed up to do the training but the courses have not yet taken place.

DH has not yet attended any committee meetings. **Action: Chairs of committees** to send the dates of their meetings round to all governors – governors can then decide whether to attend any of the other meetings besides those of their own committee.

It is not known for sure whether all the DBS checks for Governors have been done. **Action: TA** to check with Sandra.

item 9: On the Agenda at item 8.

item 10: The letter was drafted by **TA** and **DN**, and sent.

item 11: The item is on the Agenda for this meeting. Action completed.

Not all governors have made contact with the subject co-ordinators. **Action: all governors** to arrange to meet with their subject co-ordinators – this action to be given **priority**.

(7.29 pm – CR returned to the meeting.)

item 14: All governors have read the DfE document. Action completed.

CR and **TA** have passed their certificates to the office. Action completed.

VB reported that the training has to be renewed every three years. Action completed.

The Safeguarding audit is to be carried out by **TA** and **DN** very soon.

item 15: The health and safety walk was carried out. Action completed.

item 16: On the agenda at item 13.

item 17: The Clerk has noted this. Action completed.

item 19: On the agenda at item 16.

The Minutes of the meeting held on 4 October 2016 were approved and signed.

6. Chair's Items

TA told governors that **DN** has held one learning walk, which was attended only by **KC**. She encouraged everyone to attend at least one walk. **Action: AI** to email the dates of the learning walks to all governors and the Clerk. **DN** said that, if a governor is unable to attend any of the dates, to contact her and she could try to arrange an alternative date.

TA asked that all Agendas for committee meetings be emailed out in advance – ideally this should happen 7 days ahead of the meeting. **Action: Chairs of committees** to ensure that Agendas are sent out before the meetings.

TA informed governors that there are now three vacancies on the governing body. Matthew Robson and Katie Traxton have both resigned since the last meeting. Katie has a new job in London and is moving house. There is therefore one vacancy for a Parent Governor – the election is currently under way and there is one nomination so far. The closing date is 1 December. There are also two vacancies for Co-opted Governors and **TA** has been in contact with SGOSS but no-one is available at the moment. **TA** will be placing advertisements in local newsletters but also encouraged governors to consider approaching people they know who might be interested. **Action: all governors** to think about whether they know anyone who would be interested in joining the governing body.

7. Governors' Gold Awards

DN has mentioned the awards in a staff meeting and will revisit the subject later in the year.

8. Headteacher's Update

The Headteacher's written report had been circulated in advance.

Speaking about the assessment data, **DN** commented that last year had been a difficult one with the new tests but that many children had done extremely well. There are things which can be developed and improved, but the results are to the credit of the staff and the way in which they worked to get the children ready for the tests. A governor asked whether the school would be getting figures relating to comparable schools; **DN** replied that, at the moment, she has the national figures and can see that the school is in the top 25% of schools in Oxfordshire. She does not have information about comparable schools elsewhere but expects that this will be provided.

Teaching and Learning: **DN** told governors that there is a focus on spelling throughout the school. The school has purchased Spellodrome, a product created by the same company which produces Mathletics, which is popular with the children. Parents will see Spellodrome resources brought home. It is hoped that this will help to improve the scores for spelling.

DN commented that this had been a very busy term for the school with a phenomenal number of visits and trips. Highlights included the Big Sing at the Town Hall, the Lieder Festival at the Sheldonian and the Year 6 residential. She remarked that although she is aware of the expense for parents of the residential, it is extremely important that all children are given the opportunity to have this experience.

Parents and Community: **DN** reported that the Maths evening had been very successful, and that she had received excellent feedback. She thanked **AL** for his organisation of the event, commented that all the teachers had taken part in the evening and that she had been very pleased with how it had gone.

Another evening has been held for parents of Foundation Stage children, focussing on reading. This was also popular and well attended. The staff were superb in leading the event and the parents were very appreciative.

Staffing: **DN** informed governors that the two new teachers had made a very positive start to their teaching careers and that they are a great addition to the staff team. There are also new teaching assistants – Mrs Davies, Mrs Bhatti and Mrs Jane – who are already making an excellent contribution to the life of the school.

The Partnership Family Support Worker, Mrs Jo Allen, retired at the end of last term, and **DN** was involved in the appointment of her replacement, Mrs Carla Massey. She joined in September and has made a very positive contribution already. **DN** commented that it is a very complex role which needs the support of the school. A governor asked how referrals to the Family Support Worker are made; **DN** replied that they are instigated by **DN** or **KC** (as SENCo), but that the need for the referrals can be identified by any staff. As there are fewer social workers than there were in the past, the school has to step into the role they formerly carried out, observing behaviour or hearing comments from parents which might indicate that extra support is needed. A governor asked how much time the school receives from the Family Support Worker; **DN** answered that Mrs Massey is at school for one afternoon a week but that the Marlborough School had been very generous in allowing the school to have some of their allocated time. A governor asked how Mrs Massey's time at the school is divided

up; **DN** explained that it varies from week to week depending upon how many children need her support, and she also has to allow time for writing up her reports.

DN reported that she had very sadly received the resignation of Mrs Carole Smith from her roles as Caretaker and Breakfast Club Leader. **DN** recorded her thanks to Sandra in the office and to **AL** for their help in sharing some of the Caretaker's duties. The job is being advertised with a closing date of 28 November, and interviews will be held on 2 December. **TA** offered to assist with the interviews.

PE and Sports: **DN** highlighted that the school had been awarded the Sainsbury Gold award for the second year running, and commented that Kelly Parson was to be congratulated for her excellent work on the PE curriculum which had led to the school receiving this award again. She remarked that Miss Parson had worked extremely hard to encourage all children to get involved in PE and sport, and that she had found activities to appeal to everyone.

School Development Plan: **DN** drew governors' attention to the *Leadership and Management* section, and said that the governors needed to come to a group view on the Academy agenda. She asked them to consider whether this should be done by the governing body as a whole or by a small committee. Governors agreed to form a sub-committee to meet and report back to the full governing body. **TA** said that this would be done once the building work had been completed as this was taking up so much time at present. Governors agreed that the sub-committee would consist of **TA, VB, CR, DN** and **AL**, as well as a non-governor member of staff. **Action: DN** to ask at the next staff meeting for a volunteer to be the staff representative; **TA** to send out a date for the first meeting of the sub-committee, to be at the end of January with a 3 pm start.

School Extension Update: **DN** informed governors that, after much correspondence, she has now heard that the original skylight will go ahead, although no-one ever replied directly to her emails. The building is due to be handed over for snagging on 19 December, and it is hoped that the two new classrooms will be available for use from January although the breakout room will not be ready until the skylight is completed.

The new project manager – the latest in a long line of project managers – is leaving.

DN emphasised that the whole building process had been extremely challenging and difficult. She will be seeing a representative from Capita who is coming with a questionnaire for her to complete but **DN** said that she does not intend to leave it there and that she will be asking for representatives from Carillion and from the local authority to come and see her. **TA** agreed, commenting that she and **DN** would be devising a thorough debriefing complaint.

Parental Questions: **DN** remarked that she had recently received a lot of questions from parents about music lessons for their children, and that she would be exploring the possibility of these once the school had more space available.

A governor asked whether any decision had been taken about after school care, and **DN** replied that it should be discussed by a group of governors as the school needs to

decide what provision to arrange and it is a difficult situation. It was agreed that the Parents and Community committee would discuss this. **Action: CB** to ensure that after school care is put on the Agenda for the next Parents and Community committee.

A governor asked whether there would be a new entrance to the school as part of the building work because the pressure on the front gate grows as the school increases; **DN** responded that there was no plan to make the gate wider but that she would look at the issue once the building works are finished.

9. School Development Plan

Already covered under item 8 above.

10. Academies

Already covered under item 8 above.

11. Safeguarding

DN and **TA** have agreed a date for the annual audit. **Action: DN** and **TA** to report back to governors once the audit has been completed.

No safeguarding issues have been raised. **DN** confirmed that the teachers and teaching assistants have all received safeguarding training.

12. Health and Safety

CR and **DN** have completed the health and safety walk. There are no issues.

13. Governor Training

Already covered under item 8 above.

14. Resources Committee

The Minutes of the meeting held on 10 November 2016 had been circulated in advance.

VB told governors that the SFVS audit had been discussed. Two new interactive whiteboards are needed for the new classrooms.

A governor asked whether there was any indication yet as to when the heating problems will be resolved; **DN** replied that this is ongoing. The new boiler had been installed but no instruction manual had been left, and she is chasing this up. She also reported that there had been a flood on Sunday and that, although she had contacted Carillion about this, no-one had been sent to sort it out.

VB explained that there would be a review of the staffing structure as there are currently several issues which need to be discussed. It is hoped to be able to appoint an Assistant Head but there is currently no budget for this post. A governor asked how an Assistant Head post would fit into the current structure; **VB** replied that the post would be below the Headteacher and Deputy Head, and would exist to support them in managing the school. The committee had also discussed appointing a full-time receptionist. Sandra has said that she will look at last year's invoices from

Carillion to see whether money could be freed up to pay for these new posts, if the school managed its site issues itself. **CR** has agreed to benchmark the costs with other schools.

15. Performance and Standards Committee

The Minutes of the meeting held on 14 November 2016 had been circulated in advance.

AI told governors that there had been an improvement in the attendance of Free School Meals children.

The committee would like to send out another questionnaire to parents next summer but would prefer this one to be more general in scope than the last one, which had concentrated on the learning cards.

DN and **AI** have gone through the whole Raise Online document together.

16. Parents and Community Committee

The Minutes of the meeting held on 10 November 2016, as well as the draft Terms of Reference, had been circulated in advance.

CB handed out amended copies of the draft ToR, explaining that there was one minor change, in that she had now included a reference to the appointing of the committee Chair. She asked for feedback from the governors on the draft. Governors agreed the Terms of Reference and **CB** signed them.

CB told governors that Mrs Brown and Mrs Phillips are planning to organise a walk to school scheme when the weather improves.

17. Any Other Business

None was raised.

18. Date of Next Meeting: Tuesday 7 February 2017 at 7.00 pm.

CB gave her apologies for this meeting as she will be attending a training course.

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

The meeting closed at 8.20 pm