



Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 28 March 2017 at 7.00 pm

Present:

Trish Amesbury (TA) (Parent) (Chair) (until 8.00 pm)
Vicky Ball (VB) (Co-opted) (until 7.53 pm)
Hannah Battye (HB) (Parent)
Ilona Bennett (IB)
Karen Chambers (KC) (Staff)
Anna Isles (AI) (LA Governor) (Vice Chair)
Andrew Lister (AL) (Co-opted)
Deborah Nind (DN) (Headteacher)
Sharone Parnes (SP) (Parent)
Helen Yaxley (HY) (Co-opted)

In attendance:

Clare Saunders (CS) (Clerk)

Apologies:

Cathy Bowden (CB) (Parent)
David Hinde (DH) (Parent)
Ed Murray (EM) (Co-opted)
Charlotte Rayner (CR) (Co-opted)

The meeting was opened at 7.00 pm by the Chair and was quorate.

1. Welcome

TA welcomed everyone and explained that she would need to leave at 8.00 pm but that, if there was still business to discuss at that point, the meeting could continue with **AI** in the Chair. **VB** indicated that she would need to leave at 7.50 pm. The Clerk confirmed that the meeting would remain quorate.

2. Apologies for Absence

Apologies for absence had been received from **CB**, **CR**, **DH** and **EM**. The apologies were accepted.

3. Declarations of Pecuniary Interests

VB declared that her husband is currently undertaking painting and maintenance work at the school. There were no other updates.

4. Urgent Additional Items

None.

5. Minutes and Matters Arising from the meeting held on 7 February 2017
Matters Arising:

item 2: The elections for a new Parent Governor will take place after Easter. **Action:** **DN** and **TA** to arrange the election.

item 6 (5) (8): Governor Hub will be covered on the Agenda at item 13.

item 6 (5) (11): The Clerk sent a list of link governors and subject co-ordinators to all governors. Action completed.

item 6 (6): **IB**, **DH** and **HB** have each attended more than one committee meeting. Action completed. Their DBS checks have all been done.

item 9: **DN** has notified all governors of the date of the Safeguarding training: 24 April. **Action:** **all governors** to notify **DN** if they intend to attend the training.

Interviews for the post of Family Support Worker will take place next week.

Learning Walks will be covered in the Headteacher's Report at item 8.

item 11: The subject of Academies will be covered later on the Agenda at item 9.

item 14: Governor training websites will be covered later on the Agenda at item 13.

item 18: The governors' newsletter and biographies will be covered under Parents and Community on the Agenda at item 15.

The Minutes of the meeting held on 7 February 2017 were approved and signed.

6. Chair's Items

After-school care: **TA** told governors that a committee composed of **AI**, **CB**, **CR**, **DH**, **DN** and **TA** had met four providers of after-school care and visited all four of their settings to see what was on offer. At the moment, Energy Kidz appear to offer the most viable pop-up/pack-away service. They have supplied the school with an online survey for parents to complete. This will enable them to gauge the level of interest and assess whether they wish to engage with the school. The school would be able to review the situation again after a year.

Energy Kidz have provided the school with details of another school which uses their pop-up/pack-away provision, and **DN** will be speaking to that school.

A governor asked whether the existing providers had been notified of the school's decision. **TA** replied that no firm decision had yet been made and that, even once a provider was chosen to run sessions at school, parents would still be able to choose which provider to use themselves. The school has no obligation to provide after-school

care but would like to be able to offer it if possible, providing it works well for the school, is not an additional burden for the school and is beneficial to school and families alike.

A governor asked whether the school would get any share of the revenue. **TA** and **DN** confirmed that there would be a financial reward for the school if certain numbers of children were signed up for after-school care; this also applies to the holiday club which Energy Kidz offers.

TA emphasised that no firm decision has yet been made as all options are still being considered – this has to work for the school as well as for the provider. A decision will be made by the end of April.

7. Governors’ Gold Awards

DN reported that the teachers are already considering possible candidates for the Gold Awards. **TA** confirmed that her husband would prepare the certificates again this year and that the badges are at school.

8. Headteacher’s Report

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

DN told governors that she had highlighted the issue of attendance in her report, as this had appeared on the Raise Online Inspection Dashboard. An action plan has been written and discussed at the Performance and Standards committee meeting, and is covered comprehensively in the Minutes prepared by **HY**.

Teaching and Learning: **DN** commented that Science Week had been very exciting and well received by the children, and she recorded her thanks and congratulations to Kelly Parsons for all her work in putting together the activities. The school had been very fortunate to have so many parents, outside providers and Earthwatch come in to spend time with the children. A governor remarked that she had heard great reports about the event and she recorded her thanks to Kelly Parsons and the rest of the staff for organising such a brilliant week of opportunities for the children. **VB** confirmed that she and **CB** are going to attend STEM ambassador training.

Staffing: **DN** has appointed a new teaching assistant to replace Mrs Goodwin. The new TA, Mrs Florida-James, has taken up the post this term. Another teaching assistant has also resigned as she is taking up a place at university, and **DN** has appointed a replacement from the other candidates. She will start work after Easter.

Alison Umney has decided to retire a year early – **DN** will be notifying parents after Easter. The post has been advertised internally and Kelly Parsons has been appointed. This means that there will be a vacancy for a KS1 teacher – the post has been advertised and a shortlist of applicants for interview has been drawn up.

PE and Sports: Following their attendance at the Oxfordshire PE and Sports conference, **DN** and Caeron Phillips have been thinking about what the school can do to encourage children to be more active. A letter has been sent to parents about various

activities including a Friday fun club, roller skating and circuits. **DN** intends to arrange one family activity a month and families will be encouraged to take part.

School extension update: Although the new building is now being used, builders are still working at weekends on the heating. **DN** has done a walk around the building with Abdul and he has gone back to Carillion with a list of what needs to be done eg the tarmacking, the bins etc. He apparently needs photographs of the problem which occurs with rainwater running off the staffroom roof. **DN** told governors that three quotes have been obtained from roofing firms and that she felt the middle quote obtained should be accepted.

Two Councillors have recently visited the school to look at the new building. **DN** explained to them the problems she has encountered with Carillion and was told that there have been changes to the management at Carillion this year.

Partnership work: the theme of the INSET day in January was science. Earlier this term, **DN** and the Headteachers of Stonesfield and Kirtlington visited each other's schools. **DN** reported that it had been extremely useful to have input from the other Heads and to discuss different methods of marking and giving feedback.

Safeguarding: **DN** explained that there had previously been two designated safeguarding teachers, namely herself and **AL**. Emma Brown has now completed the training as well so concerns can be raised with her in the absence of **DN** and **AL**.

Safeguarding training has been arranged for 1 pm on 24 April and **DN** asked governors who wish to attend this training to confirm this to her, so that the right number of handouts can be prepared.

DN ended her report by saying how much she values the staff team at the school who work hard to ensure that the children relish the challenges they are given and enjoy coming to school.

9. Academies

There is nothing to report at the moment.

10. Safeguarding

This item was covered under item 8 above. **DN** added that the central register is checked by **TA** and herself once a term, to ensure that it is up to date, and that **TA** then writes a short report. A governor asked whether there are many safeguarding issues; **DN** replied that there are a few, as would be expected, but not many.

11. Health and Safety

DN and **CR** have done a health and safety walk around school and made a note of the current issues. **CR** has the date of the next health and safety audit.

DN told governors that, a couple of weeks ago, a member of staff suffered an anaphylactic shock. The situation was managed well and the children were kept away. **TA** confirmed that it had been a potentially very serious incident but that the

staff response was brilliant. She wished to congratulate and thank the staff for their excellent handling of the emergency.

12. Governor Training

TA has recently attended a Safeguarding training course and will be attending a Health and Safety course very soon.

VB informed governors that there were changes taking place with governor training. The NGA is setting up a new system and **VB** has been invited to test the new package. Because of the changes, governors are unable to sign up on the website at the moment.

HB asked whether the governing body had a need for any particular area of training at the moment. **Action: VB** to check and let **HB** know.

13. Resources Committee

The Minutes of the meeting held on 16 March 2017 had been circulated in advance.

VB reported that the committee had decided to sign up to OCC's Governor Services again – this time, the costs of separate items have been broken down and more detail has been provided. The school will buy into the Training package and Clerking service, as well as Governor Hub and GEL. It has been decided not to buy into Modern Governor as this appears to duplicate much of the information available from other websites.

The preferred quote for the roofing work is from James Dunn. The work will be guaranteed for two years.

There is a carryover of £90k In the budget, which is desirable as pupil numbers for September will be less than expected.

IB attended the recent OGA meeting and circulated information from it to all governors.

TA reminded all governors of the need for committee Minutes to include a Declaration of Pecuniary Interests. This had been provided on the Resources Minutes but should be done by all committees, every time. **Action: Chairs of committees** to ensure that a Declaration of Pecuniary Interests is made on all Minutes.

TA also asked that committee meetings be held in time for all the Minutes to be sent out at least 7 days before the next meeting of the full governing body. She commented that she understood it could be difficult finding a date for the meetings which suited all the committee members. A governor suggested that the committees could each have a Vice Chair so that, if the Chair was unable to attend the meeting, the meeting could still go ahead. **Action: Chairs of committees** to schedule meetings with sufficient time for the Minutes to reach the Clerk at least 7 clear days before the subsequent FGB meeting.

(7.53 pm – VB left.)

14. Performance and Standards Committee

The Minutes of the meeting held on 24 March 2017 had been circulated in advance.

AI reported that the committee had reviewed the Personal Development, Behaviour and Welfare section of the SEF, and had discussed attendance figures. She referred governors to the percentages shown in the Minutes of the committee meeting, and explained that they represent 13 children whose attendance is below the national average.

15. Parents and Community Committee

The Minutes of the meeting held on 23 March 2017 had been circulated in advance.

Mrs Umney had attended the committee meeting to talk about the anti-bullying ambassadors, which she has been leading for several years. TA commented that it would be good to invite the children to talk to the governors at a future meeting. AI recorded her thanks to Mrs Umney for having given up her time to come to the meeting and said that her input had been very valuable.

AI told governors that it was hoped to arrange a walk to school event in the week of 15 – 19 May.

She commented that the Literacy evening which took place in March had been very successful, and she congratulated the staff on having arranged an excellent event which was much appreciated by parents.

TA informed governors that CB had her link governor meeting with Kelly Parsons about Science in February, and that this had been very positive. CB has not yet had a meeting with Heather Bartrum about forest school but has sent her an email. She has had a couple of conversations with Karen Weeks about forest school and has been told about the visit to the Cassington 'under the trees' provider. She will follow up on her email to Heather.

(8.00 pm – TA left.)

16. Any Other Business

There will be a one agenda item meeting on Tuesday 25 April at 7 pm, in school, to discuss and ratify the budget for 2017 – 18.

17. Date and Time of Next Meeting: Tuesday 16 May 2017 at 6.30 pm*.

**Note to governors: please note change of time for this meeting – this is to allow the anti-bullying ambassadors to talk to governors before the formal meeting.*

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

The meeting closed at 8.02 pm