



**Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 20 June 2017 at 6.30 pm**

**Present:**

Trish Amesbury (TA) (Co-opted) (Chair)  
Vicky Ball (VB) (Co-opted)  
Hannah Battye (HB) (Parent)  
Ilona Bennett (IB) (Co-opted)  
Cathy Bowden (CB) (Parent)  
Karen Chambers (KC) (Staff)  
Kate Hopcraft (KH) (Parent)  
Anna Isles (AI) (LA Governor) (Vice Chair)  
Andrew Lister (AL) (Co-opted)  
Deborah Nind (DN) (Headteacher)  
Sharone Parnes (SP) (Co-opted)  
Charlotte Rayner (CR) (Co-opted)  
Helen Yaxley (HY) (Co-opted)

**In attendance:**

Clare Saunders (CS) (Clerk)

**Apologies:**

David Hinde (DH) (Parent)  
Ed Murray (EM) (Co-opted)

Before the meeting was formally opened, Mrs Umney and children from the Anti-bullying team gave a presentation to governors and answered questions about what they have been doing in school to raise awareness about bullying. The Chair thanked the children and Mrs Umney for taking the time to speak to governors.

The meeting was opened at 6.46 pm by the Chair and was quorate.

**1. Welcome**

**TA** welcomed everyone to the meeting and introduced Kate Hopcraft, the newly elected Parent Governor.

**2. Apologies for Absence**

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

**3. Declarations of Pecuniary Interests**

**VB** declared that her husband continues to undertake maintenance work at the school. There were no other updates.

**4. Urgent Additional Items**

TA explained that three additional items needed to be discussed, and that these would be covered under item 6.

**5. Minutes and Matters Arising from the Meeting held on 16 May 2017**

**Matters Arising:**

**item 5 (5) (2):** The election for a new Parent Governor took place on 19 June and Kate Hopcraft was elected. Action completed.

**item 8:** Academies will be discussed under item 6.

**item 9:** Safeguarding training will be discussed under item 9.

**item 12:** A date has been set for the mid-term review – this will take place on Thursday 13 July. Action completed.

**item 13:** Committee membership will be discussed under item 12.

The Minutes of the meeting held on 16 May 2017 were approved and signed.

**6. Chair’s Items**

Dates for meetings of the full governing body in the next academic year were set:

Tuesday 10 October 2017

Tuesday 28 November 2017

Tuesday 16 January 2018

Tuesday 20 March 2018

Tuesday 24 April 2018

Tuesday 26 June 2018

All meetings will begin at 6.30 pm.

Transport to the Marlborough School

AI explained that there are concerns about the issue of transport to the Marlborough School from Yarnton. The closest secondary school is Gosford Hill in Kidlington but the Marlborough is the catchment school. The County Council will only fund transport to the closest school – unless there are no places available there – and for the last few years the Marlborough has been subsidising the cost of the school bus. This financial support will end in July 2018. DN said that this matter was discussed a few years ago – the parish council had spoken to the MP but no progress had been made. AI will be raising the issue with the new MP and the local councillor.

(7.35 pm – KC arrived.)

AI suggested that a group from the school could arrange to speak to the Council about the problem. A governor remarked that children in receipt of pupil premium funding have their transport costs paid, so clearly there will be a bus service running to the Marlborough, anyway. Another governor commented that as the bus to Gosford Hill stops at the Marlborough on its way to Kidlington, it seems ridiculous that funding for the journey to Woodstock isn’t available to children from Yarnton. **Action:** AI to draft letters about funding for the school bus to the Marlborough.

### Cherwell Local Plan

**AI** informed governors that Cherwell DC had been asked to help with unmet housing needs from Oxford. Various sites had been proposed in the past for development, but last night some of these were discussed at a planning meeting. She showed governors maps of the sites – one would provide 530 new homes; the other, 1,950 homes, a new secondary school and two new primary schools. A governor remarked that the meeting was still available to see online and that the public consultation would take place in the autumn. **DN** has spoken to Barbara Chillman (the school placement officer for the local authority) about the possible impact on the school eg the need to consider two form entry. Governors agreed that it would be good to hear more about the plans. **Action: AI** to write to the planning department and invite them to a meeting of the FGB.

### Academies and the River Learning Trust

The Marlborough School has announced that it is considering joining the River Learning Trust, which already has a number of secondary schools within it. **TA** suggested that the governing body should produce a response to this news. **Action: TA** to send out the consultation form to all governors, collate their replies and send a response to the Marlborough. It was agreed that, in the light of this development and an email from the local authority received earlier today, the issue needs to be investigated as soon as possible, and that the whole governing body should meet to consider the issue of academies, rather than forming a sub-committee.

A governor asked whether there would be any changes to the Woodstock Partnership, and **DN** replied that she had met with the Head of the Marlborough School to talk about academies, but that it was clear that, even if all the partner primary schools joined with the Marlborough, there would still not be enough pupils to make it financially viable.

#### **7. Governors' Gold Awards**

**DN** told governors that the teachers had given her the names of the children who will be receiving awards this year and that the badges and certificates would be given out at the end of term.

#### **8. Headteacher's Report**

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

**DN** highlighted the fact that, although attendance has been a worry for some time, the school has been working hard to improve this and the rate for persistent absence is now 6.3%, against a national figure of 8.2%. **DN** told governors that she was very pleased that the work which has been done with the whole school as well as individual families is clearly having an impact.

For the past two years, the school's assessment system has been subject to moderation by the local authority but this has not happened this year; however, **DN** reported that staff had met with Partnership colleagues to carry out their own moderation. A monitoring visit by the local authority took place during the KS2 tests and the school was found to be running the tests correctly.

The Senior Leadership Team have been carrying out lesson observations during the year, and these are now nearly concluded. The first observation was literacy, the second

maths, and the third was the teacher's own choice. All the teaching observed was good or better than good.

**DN** has had a couple of meetings with Energykidz and there was also a parents' meeting to clarify some points about the after school care. An Ofsted inspector came to look at the building and confirmed that a certificate will be issued so that the after school club can be run. **DN** reported that one issue which needs addressing is lighting for the playground to ensure parents' and children's safety when leaving the after school club in the dark.

Mrs Umney will be retiring in July. **DN** told governors that she will be greatly missed, and she has shown great dedication to the life of the school. **DN** expressed her gratitude to Mrs Umney for the tremendous work she has done while at William Fletcher.

**DN** highlighted the "PE and Sports" section of her report, saying that the school receives funding from the government for PE activities and that this year there has been a drive to get children more active, often running sessions which parents could also attend.

The School Development Plan (SDP) had been circulated in advance of the meeting and **DN** explained that it had not changed much since the previous meeting. The Plan will be updated at the end of term after the data has been received.

**DN** then conducted a SWOT analysis session with governors and explained that the Senior Leadership Team had been putting together an SDP for next year, taking some of the themes from the three year plan, and that the SWOT analysis would feed into this.  
**Action:** **DN** to email the new SDP to governors when it is ready.

The Health and Safety audit took place last Monday, and **DN** expressed her thanks to **CR** for all the work she had done to prepare for this. The report was good and the school will be receiving a certificate for good practice.

The opening of the Howard Hillsdon room was a lovely occasion. **AI** thanked **DN** and her staff for organising such a special event. A governor asked whether the children's poems could be circulated to families, and **DN** agreed that this would happen. **Action:** **DN** to arrange for the poems written about the school to be sent to parents.

**DN** concluded by saying that this had been another busy year, and thanking governors and staff for their continued optimism and hard work on behalf of the school.

## 9. Safeguarding

**TA** and **DN** have met to review the single central register – they confirmed that this is up to date. Of the governors, **SP** still needs to do the safeguarding training, and **KH**, as a newly elected governor, also needs to do the course. **Action:** **VB** to send the link to **SP** and **KH**; **SP** and **KH** to do the online training course before the next meeting.

## 10. Health and Safety

**DN** recorded her thanks to the team who ensure that the school is a safe place for staff and children.

A governor commented that there is a problem with parents smoking at the school gate, as children have to walk through smoke to get into school. **TA** commented that the school has no jurisdiction over the area outside the gate but that in the past **DN** has gone out to ask parents to move away from the gate when smoking. A governor suggested that the children could produce posters asking people not to smoke near the school.

#### 11. **Governor Training**

**VB** reported that there are still problems with the NGA's online training resource.

There are very few local authority training courses still to run this year but **VB** will send out the new training booklet when she receives it from Governor Services.

**VB** asked that all governors attend at least one course in the next academic year, so that the school obtains value for money from its subscription. **KH** will need to attend a Governors' Induction course.

#### 12. **Committee Reorganisation**

**TA** told governors that she had spoken to **CB** about the Parents and Community committee, and that all governors should by now be aware that they had agreed to dissolve the committee. **TA** emphasised that this decision was by no means a reflection of the work put in by the governors who had chaired or been members of the committee. She explained that the role of governors' committees was strategic and that it had become clear that although the Parents and Community committee had been doing valuable and necessary work, it had not been a strategically based committee. Some of the work could continue with the PTA or with small ad hoc committees eg the Walk to School week, which had proved very successful and made a real difference. **TA** expressed her intention to ensure that governors' links with the PTA are not lost.

**TA** said that the Performance and Standards committee had a very full brief and that their meetings were often very long; **DN** had suggested that a new committee be formed to look at Curriculum issues, which would take some of the work from the Performance and Standards committee, thus helping to distribute work more fairly. She remarked that the Performance and Standards committee could look at the SEF, behaviour, attendance, lesson observations and data, while the Curriculum committee could find out how the curriculum is delivered and have a strategic input into the curriculum. A governor asked how this would relate to the work of link governors and **DN** replied that they and the subject co-ordinators could do presentations to the committee to explain how teaching in their subjects is delivered.

From September 2017, there will therefore be three committees:

**Performance and Standards:** Chair: **EM**; Vice: **AI**

**Resources:** Chair: **VB**; Vice: **HB**

**Curriculum**

**TA** asked governors to think about which committee they would like to join and commented that, although any governor is welcome at any committee meeting, it would

be necessary to have a core membership for each committee to ensure a quorum and proper meeting procedure. **Action: All governors** to decide which one of the three committees to join in September; governors joining the Curriculum committee to consider whether they would like to stand for the rôles of Chair or Vice Chair.

**13. Resources Committee**

The Minutes of the meeting held on 8 June 2017 had been circulated in advance.

**VB** confirmed that the budget is on track.

Abdul has been in touch and the school will be getting additional lighting, a bin store, a pedestrian walkway and the resurfacing of the playground.

Three quotes for the replacement of the flat roof have been obtained but **DH** is currently looking at the guarantee to see whether it covers the work necessary.

**14. Performance and Standards Committee**

The Minutes of the meeting held on 9 June 2017 had been circulated in advance.

**AI** confirmed that, on Alison Umney's retirement, Kelly Parsons would be joining the Senior Leadership team, and that it was still hoped to be able to appoint an Assistant Headteacher in due course.

**AI** said that the committee had discussed the increased workload for the SENCo, the key issue of attendance and the workload of the admin staff, including keeping the website up to date.

**15. Any Other Business**

On behalf of the governing body, **TA** thanked **DN**, the Senior Leadership Team and all staff members across the school for their incredible work during the year and wished them all an enjoyable summer.

**16. Date and Time of Next Meeting: Tuesday 10 October 2017 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 8.22 pm