



**Minutes of a meeting of the full Governing Body
held at William Fletcher Primary School
on Tuesday 13 March 2019 at 6.30 pm**

Present:

Trish Amesbury (TA) (Co-opted) (Chair) *(from 7.25 pm)*
Vicky Ball (VB) (Vice Chair) (Co-opted)
Hannah Battye (HB) (Parent)
Kate Hopcraft (KH) (Parent)
Anna Isles (AI) (Co-opted)
Andrew Lister (AL) (Co-opted)
Deborah Nind (DN) (Headteacher)
Rosie Staniland (RS) (Staff)
Charlotte Rayner (CR) (Co-opted)
Kate Thorpe (KT) (Parent) *(from 6.50 pm)*
Helen Yaxley (HY) (Co-opted)

In attendance:

Clare Saunders (CS) (Clerk)

Absent – apologies received and accepted:

David Hinde (DH) (Parent)

Absent – no apologies received:

Sharone Parnes (SP) (Co-opted)

The meeting was opened by the Vice Chair at 6.33 pm. The meeting was **quorate**.

1. Welcome

VB welcomed governors to the meeting, and explained that **TA** was at a meeting at the Marlborough but that she would be joining the governors later.

2. Apologies for Absence

Apologies had been received from **DH**. Governors agreed that these were accepted. **KT** and **TA** had indicated that they would be late arriving and this was accepted. **SP** had indicated that he would attend and would have to leave early, but did not arrive.

3. Declarations of Pecuniary Interests

The Clerk confirmed that all forms have been received and that the Register is now on the school's website.

4. Urgent additional items

There were no additional items.

5. Minutes and Matters Arising from the Meeting held on 15 January 2019

Matters Arising:

item 5 (3): AL completed and returned his form. Action completed.

item 5 (5)(6)(5)(6)(6)(6)(12): It is not known whether **SP** has had his photo taken but governor photographs will be discussed later under item 6.

VB has not heard from **SP** about the Safeguarding and Prevent training. **TA** did contact him about the training. **Action: VB** to ask **TA** about this.

item 5 (6): VB unfortunately missed the Learning Walk but will rearrange for another date.

item 9: DN ran the generalist safeguarding training, and it was attended by all the school volunteers and identified staff.

item 12: VB thanked those governors who have completed and returned the Skills Audit forms to her – **HB, TA, KT, KH, CR** – and asked that the others return their forms soon so that she can collate the responses. **Action: all governors** to ensure that their forms are completed and sent back to **VB** as soon as possible.

item 16: VB sent the *Governors for Schools* website link to governors. Action completed.

CR said that she plans to attend the OGA meeting on 3 April. Action completed.

The Minutes of the meeting held on 15 January 2019 were approved, and signed by **VB**.

6. Chair's Items

VB told governors that the school photographer would be coming soon, and that this was an opportunity for governors to have their photos updated. **DN** explained that governors could come from 8 am on Monday 29 April to get their photographs done. **Action: all governors** to come to school that morning if possible, for new photos to be taken.

7. Governor Appointments and Vacancies

VB reported that the new Vicar had been approached and asked to become the Local Authority Governor. She confirmed that he had said he would be willing to take on this role, and she asked governors to approve the appointment. Governors agreed to confirm the appointment of Reverend Oliver Petter as the new Local Authority Governor. **VB** said that he would be able to attend the next meeting. **Action: the Clerk** to write to welcome him, sending information and forms.

The Clerk confirmed that there is now only one vacancy – for a Co-opted Governor.

8. Headteacher's Report

DN had circulated her report in advance of the meeting. She began by explaining that there was an error in the dates shown under *Attendance*, and that these should read: 04.09.2018 – 05.03.2019.

DN commented that the figure for unauthorised absence is now very low, and that this is

due to a lot of hard work on the part of all the staff, working to bring attendance up. She emphasised how pleased she is to see the figures moving in the right direction.

Monitoring and Assessment

DN informed governors that the SLT had been reviewing the curriculum and that the KS2 children, as well as some in KS1, had been completing pupil questionnaires to give their views. **DN** confirmed that she would share the results with the Curriculum Committee. A governor asked whether there had been any significant differences in the responses between boys and girls, and **DN** replied that she had not been analysing the results in that way but that she hadn't noticed any marked differences. She added that the children seemed to like group work, working with their friends, and also being creative and active. She said that the exercise had been very worthwhile.

DN clarified that the term "System Leader" is now used in place of the previous "School Improvement Partner".

Teaching and Learning

DN highlighted the fact that this term the school have been working on developing children's use and understanding of vocabulary.

Partnership Work

DN said that it was a great pity that the maths sessions at the Marlborough School for Year 6 Gifted & Talented children had not been offered this year; they had been very valuable in the past. Instead, she had asked **AL** to run sessions for children in the partnership schools. These had been taking place once a fortnight in school, and around 20 children had been attending them. **AL** told governors that they had been doing a lot of practical maths work eg discovering Pi for themselves, finding out volume by measuring displacement. **DN** commented that it was very beneficial to the children to get to know pupils from other schools who they would be meeting again at secondary school; she recorded her thanks to **AL** for organising and running the sessions, saying that she was grateful to him for the work he put in to this initiative. Governors agreed that it would be good to develop this idea within the partnership, for different areas of the curriculum.

Rights Respecting Schools work

DN reported that the links with the new Education Officer at Blenheim Palace were proving very helpful; the children in Year 3, for instance, will be going to see the Turner exhibition free of charge – and the PTA will be paying for the coach.

The RRS summer conference will be held at Blenheim Palace, and one of the staff from the Palace will talk to the children about recycling and environmental issues at Blenheim.

Conclusion

DN emphasised the need to ensure that the staff are well trained, with access to high quality CPD, but highlighted the difficulty of providing this with current financial constraints. (6.50 pm – **KT** arrived.)

Referring to the SEN numbers shown in **DN**'s report, a governor asked whether it was always the case that these are lower among the younger children; **DN** agreed, saying that this was because SEN is not always identified early on.

9. School Development Plan

DN referred to the updated SDP which had been sent to all governors in advance of the meeting, thanking governors for their feedback, which has been incorporated into the updated Plan. She commented that the Jigsaw programme is going well and that a lot of work is going into setting up the new library.

10. Priority Leads and Link Governors

KH thanked governors for letting her know when they had held their meetings with Priority Leads, and confirmed that her records are up to date. A governor asked about the format for reporting back. **Action:** **DN** to send a template for this to **KH**.

11. Safeguarding

DN ran a training session for volunteers, Paul Austin and lunchtime staff who hadn't previously done the course. She told governors that she and **TA** meet once a term to discuss safeguarding, and that she also looks at the single central register once a term with Sandra Morris. She confirmed that this is up to date.

12. Health and Safety

HB reported that she and **DN** will be doing a health and safety walk around the school in a couple of weeks' time.

13. Academies

VB said that there were no changes to report since the last meeting; governors agreed that at present there was no reason for the school to discuss conversion.

14. Governor Training

VB reiterated her thanks to those governors who had completed and returned their forms for the skills audit. She commented that although she has not yet received all governors' forms back, she had already noticed that everyone who has submitted their form has said that they have very few links with local businesses. She asked whether governors felt that they should try to fill the Co-opted Governor post with someone having local business connections. **DN** told governors that in the past she and **TA** had approached various local places including the nursing home, Begbroke Science Park, Yarnton Nurseries and Budgens, but that no one had volunteered to join the governing body. A governor suggested that an approach be made to a business based at Worton, and also advertising via the local village news. Another governor commented that they should be clear as to why they would be looking for a governor with business connections – whether it was for the local connection or because a different set of skills would be useful.

CR reported that she attended *Closing the Gap* training in January, and will be doing the *Taking the Chair* course in March. She has also completed the NSPCC online safety course, plus the Prevent and FGM awareness online courses. **VB** said that she had done a finance course on the *Governors for Schools* website, and also *Driving Improvement*.

A governor asked **VB** whether she would share the results of the skills audit with the other governors, and she confirmed that she would, when all the responses have been received.

15. Resources Committee

The Minutes of the meeting held on 4 March 2019 had been circulated in advance.

VB reported that all the windows have now been done apart from the one in **DN**'s office, which will be replaced later this week when she is away.

Referring to the budget, **VB** said that the revenue carry forward is around £53k but that there had been overspend during the year which was expected. In fact, the overall picture is £6k better than expected. The capital carryover is around £28k, and some of this money is being spent on the work to replace the windows.

VB said that the committee had discussed IT in the school and the server which needs to be replaced. After consultation, it had been decided to move to a cloud-based system which, although initially more expensive, would be cost-effective in the long run.

VB clarified that the sum of £6k referred to in the Minutes of the committee meeting (the amount now outstanding from the initial £11k) doesn't have to be spent by September – it just has to be allocated; the expenditure has to be identified by then.

The health and safety walk has now been booked.

A governor asked whether there was any risk to having a cloud-based system rather than a physical server; **DN** replied that she had spoken to ICT123 about it at length. They are a company which deals with a lot of schools which are moving to cloud-based IT. The children will be able to log in and work at home, but they will not be able to send emails from home.

The next meeting of the Resources Committee will be held on Thursday 25 April 2019 at 3.15 pm.

16. Performance & Standards Committee

The Minutes of the meeting held on 28 February 2019 had been circulated in advance.

AI reported that the committee had looked at a summary of lesson observations; they had also been pleased to hear from **DN** that evidence suggests the Personal Development, Behaviour and Welfare area of the SEF is now Outstanding.

AI emphasised that the committee found the pupil voice groups eg PE Crew, Eco Group, Rights Respecting Group, to be a considerable strength of the school, and that they had thought it would be good to involve children in the drafting of the SDP to provide a child's voice in this as well.

The next meeting of the Performance & Standards Committee will be held on Thursday 25 April 2019 at 2 pm.

17. Curriculum Committee

The Minutes of the meeting held on 7 March 2019 had been circulated in advance.

CR explained that she finds it difficult to know which items should be discussed by this committee and which by the Performance and Standards Committee. There are many areas which overlap. She and **AI** had agreed to look at the list of relevant policies for review

and to divide them between the two committees, deciding which would be most appropriate for each.

CR reported that she has asked Hannah Haynes, as Priority Lead for PSHE, to talk to the next meeting of the committee, and she invited governors to attend if they are able to do so.

CR said that the committee had discussed the new Ofsted framework and tried to understand how it would work in practice.

A governor asked whether the school should be canvassing parents about the teaching of relationships, bearing in mind recent reports of problems in Birmingham schools. **DN** answered that the school is still teaching to the 2014 curriculum, it is a question of how that curriculum is delivered.

(7.25 pm – **TA** arrived.)

She explained that when sex education is going to be taught in Years 5 and 6, parents are invited to come in to school to look at the materials which will be used. The school nurse also speaks to the children. She added that she couldn't remember any parent objecting to what was being taught in those classes, although some parents do withdraw their children from visits to church, and their views must be respected. A governor asked whether there had ever been any issues with PSHE raised at parent/teacher discussions, and **DN** replied that there had not, because those discussions are about the individual child's progress. **DN** emphasised that she and the staff are always visible and approachable, and that she hopes if a parent has an issue they will feel able to discuss it in person. She reminded governors that the school reports carry a feedback form which parents can complete with their comments on the school. **TA** asked that, if a parent has concerns about their own child, these should be discussed with the class teacher; if it is a more general concern about the school, it can be referred to herself as Chair of Governors. **DN** agreed, adding that she is outside the school every morning and is always happy to talk to parents.

Governors discussed the ways in which information is provided to parents – the newsletter, the app, the website – and a governor said that it would be good to have all the information in one place. **TA** said that only two members of staff can add items to the app.

The next meeting of the Curriculum Committee will be on Thursday 25 April 2019 at 3.15 pm.

18. Any Other Business

A governor asked whether the school could assist with the raking of bark at the local playing fields, as there is a volunteer who now does it on his own. **DN** agreed that the children would be able to help next time this is needed.

19. Date and Time of Next Meeting: Tuesday 30 April 2019 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 7.52 pm