



**Minutes of a meeting of the full Governing Body  
held at William Fletcher Primary School  
on Tuesday 15 January 2019 at 6.30 pm**

**Present:**

Trish Amesbury (TA) (Co-opted) (Chair)  
Vicky Ball (VB) (Vice Chair) (Co-opted)  
Hannah Battye (HB) (Parent) (*until 7.30 pm*)  
David Hinde (DH) (Parent) (*until 7.30 pm*)  
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:**

Sharone Parnes (SP) (Co-opted)

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

**1. Welcome**

TA welcomed governors to the meeting, saying that she hoped they had all enjoyed a lovely Christmas break.

**2. Apologies for Absence**

Apologies had been received from SP. Governors agreed that these were accepted. KT had indicated that she would be late arriving and this was accepted.

**3. Declarations of Pecuniary Interests**

The Clerk confirmed that there is still one form outstanding. **Action: AL** to complete and return his form as a matter of urgency. The Register for this year has not yet been published on the website as it would be incomplete.

**4. Urgent additional items**

There were no additional items.

**5. Minutes and Matters Arising from the Meeting held on 13 November 2018**

**Matters Arising:**

**item 3:** This item is already an action point for **AL** at item 3 above.

**item 5 (6)(5)(6)(6)(6)(12):** It is not known whether **SP** has had his photo taken. **Action: DN** to find out whether this has been done.

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

**item 5 (12): TA** encouraged all governors to do the Safer Recruitment training to increase the number able to be involved in interview panels. She commented that not all members of the panel had to have done the training but that at least one governor on a panel had to have done so. **Action: all governors** to sign up for training courses which interest them and to consider doing the Safer Recruitment course. **CR** will be attending the Effective Use of Additional Funding for Disadvantaged Pupils training on 22 January.

(6.38 pm – **TA** left the room; the meeting was chaired by **VB** until **TA** returned.)

**item 6:** Governors confirmed that they had signed up for Learning Walks. **VB** emphasised that if any were unable to do the dates previously suggested, **DN** would be happy to arrange an alternative time for them.

**item 7: AL** has passed on **DN**'s thanks to the staff. Action completed.

**item 8: KH** has sent out the sample questions, and **DN** has sent the template for feedback. Action completed.

(6.40 pm – **TA** returned and resumed chairing the meeting.)

The Minutes of the meeting held on 13 November 2018 were approved, and signed by **TA**.

**6. Chair's Items**

*Governors' Learning Walks*

**TA** encouraged governors to ensure that they took advantage of the opportunity to walk around the school and see at first hand the work being done. **Action: VB** to check whether she is still able to attend on the date she has signed up for, or whether she needs to change it.

*Pre-school*

**TA** explained that the pre-school is advertising for a new manager, and that this has opened up the possibility of the pre-school being incorporated into the school. **DN** explained that she and **AI** had met with the Chair of the pre-school committee last year and had understood that some of the committee members were keen to look at the possibility of the pre-school being taken over by the school. **DN** said that it had become clear to her that taking on the pre-school was not a financially viable option for the school. She indicated that it would also be possible for the pre-school to become a governor-run provision rather than being managed by the school itself, but that this would mean the school taking on the pre-school staff. **TA** and **VB** agreed that, even though there would be income from taking on pre-school children, overall the financial burden would be too great for the school's budget, at least for the next three years. **DN** confirmed that if the pre-school is forced to close because it is no longer viable, the local authority is under an obligation to set up provision in the village.

A new Chair of the pre-school committee has been appointed this year.

**DN** expressed her hope that with the arrival of a new manager, the school can continue to build on the co-operative work which had already been started eg including pre-school staff in school staff training, inviting pre-school children to see the Foundation Stage children’s nativity play. She added that she had also met with the Chair of the pre-school at Begbroke, who has very exciting plans and would like to forge links with the school, so there could be opportunities for the three organisations to work together. She added that if the financial situation changed in the future, the school could then review its position regarding integrating the pre-school.

(6.50 pm – **KT** arrived.)

*Blenheim Palace*

**TA** told governors that **SP** had been to a meeting at Blenheim Palace and confirmed that there is potential for work with the local community. **DN** agreed that, as a partner school, William Fletcher is able to visit the palace for free. She had tried to contact the Education Officer at Blenheim before Christmas but had not heard back, but it now appeared that there was a new Education Officer, so she would be attempting to make contact with them. She commented that it would be good to make use of the offer of free visits as much as possible.

**7. Headteacher’s Update**

**DN** reported that there are currently 265 children on the roll, and that attendance since September 2018 is 96.88%, which is very good. Of the 3.12% absences, 2.7% were authorised, 0.42% unauthorised, and **DN** clarified that there were currently 13 children with below 90% attendance. This represents 5% of the school population, whereas the national average is just over 10%. **DN** reminded governors that this was an area which Ofsted asked the school to look at and that she was pleased with the progress which had been made although work was still being done to improve the attendance of several children with persistent absence.

**DN** told governors that Kelly Parsons was now on maternity leave and that she had given birth to a baby boy. Paul Austin had been appointed to cover her maternity leave, and had started at the school on 7 January. She reminded governors that Miss Parsons had been Science Co-ordinator and that the school was working for its Primary Science Quality Mark. She commented that this is not just about the teaching of science but also about promoting an interest in the subject, and she reported that Science Oxford had provided some excellent CPD for the staff last term. A governor suggested contacting Curiosity Box which is based in Eynsham, to see whether they would be able to offer science sessions for the children within school. **DN** said that Miss Staniland would be supporting Mr Austin in the Science Co-ordinator role. She added that this is a good opportunity for professional development and that she is always looking for ways in which to further develop the careers of the staff team.

**DN** further informed governors that Emma Brown had been appointed to the post of Assistant Headteacher from 7 January and that she would be working with children who needed extra support, and liaising with the Family Support Worker.

**DN** reported that the school had enjoyed a wonderful few weeks leading up to the end of the autumn term, with a lot of visits and activities. Some children had visited the nursing home to sing carols, others had sung at the Christmas lunch at the Day Centre. The pre-school children had watched the nativity play being performed by the Foundation Stage children and the Christmas service at the church had been a lovely event enjoyed by all. **DN** invited governors to suggest other places which classes could visit, saying that she is always keen to encourage links with the community.

## **8. School Development Plan**

**DN** referred to the SDP which had been sent to all governors last term.

### *1.1 Outcomes for Pupils – Maths*

**DN** told governors that there had been adjustments made across the school in the teaching of maths, following the Maths Mastery principles, and that this term there would be staff training to help children with their verbal reasoning skills.

### *1.2*

**DN** reported that the new school library was going to be set up in the Sunshine room, and that there would be a computerised system to scan the books in and out. A governor asked whether the school would welcome donations of books, and **DN** replied that people do donate books, and these are checked by the Library Co-ordinator for suitability and condition. She emphasised that the school is keen to encourage a love of reading in all children and that the library will be invaluable.

### *2.1 Teaching, Learning and Assessment*

**DN** confirmed that all staff had completed their assessments in the foundation subjects, and that Amy Lancaster had collated the data. She added that a lot of work was being done to improve the children's presentation skills, an area which had been highlighted by the Ofsted inspector – the Senior Leadership Team had been monitoring progress and had seen an improvement in presentation, although some children still needed encouragement to use joined up handwriting.

### *3.1 Personal Development, Behaviour and Welfare*

**DN** said that the children were enjoying Jigsaw, and that the teachers used it as a vehicle to talk about social topics which they needed to develop with their class.

She commented that the pupil voice groups were meeting regularly, and that the PE Crew continued to encourage everyone to be active at playtime. She added that the Eco group are taking part in a Waste Week soon, and co-ordinating their work with other pupil voice groups eg the Rights Respecting Group. She said that the activities of these groups show the children engaging with current issues.

She also reported that REAL PE are sending a trainer in March, and that the School Council are currently focussing on healthy snacks and will be sharing their knowledge with the rest of the school.

## **9. Safeguarding**

There are no issues at present.

**DN** invited governors to attend generalist safeguarding training which she will be running on 30 January at 9.45 am. **Action: governors** to let **DN** know if they decide to attend the training.

A governor asked whether the school would be holding another lock down practice, and **DN** replied that she would diarise one.

**10. Health and Safety**

**HB** reported that she and **DN** had carried out a health and safety walk. There were two recurring areas of concern – manual handling and boxes being stored high up. She confirmed that **DN** had made staff aware of the concerns, and that there were a few maintenance issues but nothing significant.

**11. Academies**

There was nothing to report at this time.

**12. Governor Training**

**VB** referred to the Governor Skills Audit which she had emailed, asking all non-staff governors to complete and return the form to her so that she could identify their current training needs. She commented that she sends this out every 12-18 months. **Action: all governors** to complete and return the skills audit to **VB** before 12 March 2019.

**VB** told governors that there are spaces available on two Safer Recruitment training sessions – 2 April and 21 June – and she encouraged governors to consider attending one of the sessions. She reminded governors that the training has to be refreshed every five years, and that at least one person on every interview panel has to have done the training.

**13. Resources Committee**

The Minutes of the meeting held on 10 January 2019 had been circulated in advance.

**VB** highlighted the increase in the carry forward figure but commented that admission numbers for next year are down. **DN** agreed, saying that ideally the school would like a figure of 42. **VB** emphasised that the budget is tight for the next three years, and that there are certain items of capital expenditure planned eg the ramp for the Howard Hillsdon building, a new white board. Approximately £6k will be kept for contingencies.

**VB** confirmed that the cleaning contract expires at the end of March and that Sandra had received quotes from other firms, and given notice on the current contract. She is now waiting for references on two of the firms.

**VB** said that the committee were delighted that a new Assistant Headteacher had been appointed, as it had been hoped for some time that it would be possible to create the rôle.

The next meeting of the Resources Committee will be held on Monday 4 March 2019 at 3.15 pm (not 25 April, as stated in the Minutes – this is the date of the meeting after next).

**14. Performance & Standards Committee**

The Minutes of the meeting held on 8 January 2019 had been circulated in advance.

**AI** commented that as there were two apologies received for the meeting, there had only been herself and **DN** present. They had agreed the new Terms of Reference and reviewed the School Performance Tables, noting that the school had featured highly for both Progress and Expected Standards.

(7.30 pm – **HB** and **DH** left the meeting.)

**AI** reported that they had also reviewed the current data, and that she had been impressed by how frequently each child is discussed in pupil progress meetings to ensure that no child is overlooked, and she commented that the tracking is very effective.

Governors discussed the fact that the membership of this committee is very small and that there are often only two governors at the meetings; it was agreed that **TA** would join the committee, and leave the Curriculum committee which has more members.

The next meeting of the Performance & Standards Committee will be held on Thursday 28 February 2019 at 2 pm.

#### 15. Curriculum Committee

The Minutes of the meeting held on 10 January 2019 had been circulated in advance.

**CR** told governors that the committee had discussed the school policies, and she recorded her thanks to the staff for their input. **DN** confirmed that the statutory policies are on the website, as well as some additional non-statutory ones.

**CR** reported that the committee had also looked at the links between governors and Subject Co-ordinators, and had suggested that it would be beneficial to hear a Co-ordinator talk about their subject at the start of each committee meeting, so that governors could better understand the foundation subjects and the work being done. Governors not on the Curriculum Committee could also attend. It was agreed that this would be very useful.

The next meeting of the Curriculum Committee will be on Thursday 28 February 2019 at 3.15 pm.

#### 16. Any Other Business

**VB** referred Governors to the Governors for Schools website which provides free training for governors. **Action:** **VB** to send the link to governors, and **all governors** to let **VB** know if they do any of the training on the website.

**TA** asked governors to inform **VB** if they are able to attend the OGA meeting on 3 April, details of which had been circulated by the Clerk. She commented that it would be helpful to have feedback from the meeting. **Action:** **all governors** to read the information about the meeting and let **VB** know if they plan to go.

#### 17. Date and Time of Next Meeting: Tuesday 12 March 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 7.50 pm