



**Minutes of a meeting of the full Governing Body
held at William Fletcher Primary School
on Tuesday 25 June 2019 at 6.30 pm**

Present:

Trish Amesbury (TA) (Co-opted) (Chair) *(from 7.18 pm)*
Vicky Ball (VB) (Vice Chair) (Co-opted)
Hannah Battye (HB) (Parent)
David Hinde (DH) (Parent)
Kate Hopcraft (KH) (Parent)
Anna Isles (AI) (Co-opted)
Andrew Lister (AL) (Co-opted)
Deborah Nind (DN) (Headteacher)
Oliver Petter (OP) (Local Authority)
Charlotte Rayner (CR) (Co-opted)
Rosie Staniland (RS) (Staff)
Kate Thorpe (KT) (Parent)
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 Vice Chair at 6.38 pm. The meeting was **quorate**.

1. Welcome

VB welcomed governors to the last meeting of the school year.

2. Apologies for Absence

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

3. Declarations of Pecuniary Interests

There were no updates to the Register.

4. Urgent additional items

There were no additional items.

5. Minutes and Matters Arising from the Meeting held on 30 April 2019

Matters Arising:

item 6 (5)(5)(5)(6)(5)(6)(6)(6)(12): VB sent the training course links to DH, SP and OP on 7 May. Action completed. OP has completed both *Safeguarding* and *Prevent* training.

Action: SP to complete both training courses and DH to do the *Prevent* training, and both to confirm to VB when they have done so.

item 6 (5)(12): VB sent the form to OP and resent the forms to DH, AI and SP. Action completed. She is still waiting for some forms to be returned. **Action:** all governors who have not yet completed and returned their Skills Audit forms to do so as soon as possible.

item 8: HY confirmed that she has been talking to members of staff to see who would be prepared to take over the role of Co-opted Governor when her term ends in October; so far no one had agreed to do this, mainly because the timing of the meetings is difficult for people with young children. VB commented that the governors needed to keep in mind the fact that there are no fewer than five governors whose terms of office end in 2020, as well as both HY and CR in October.

item 11: most of the meetings with Priority Leads took place and feedback has been sent to KH, and fed into the SDP, which DN has now completed.

item 15: VB sent the online training course links to all governors and the link for the *Introduction to the Governing Body* course to OP. Action completed.

The Minutes of the meeting held on 30 April 2019 were approved, and signed by VB.

6. Chair's Items

It was agreed to move this item down the Agenda to allow TA to be present.

7. Headteacher's Report

DN had circulated a written report in advance of the meeting. She began by highlighting the figure for attendance, saying that the staff had been working really hard over the year to improve this and that she was very pleased with the figure for persistent absence of 3.77% - the national figure for 2017-18 being 10.1%. (The national figure for this year is not yet available as the year has not yet ended.) She commented that the school's percentage of persistent absence compares very favourably with the national figure for last year and that the school would continue to work at reducing absence.

Monitoring and Assessment

DN reported that the Year 6 Writing had been moderated by external assessors and that the moderators had agreed with the school's assessments.

Teaching and Learning

DN commented on how enthusiastic the children have been about the new library, which was opened this term. She recorded her thanks to those governors who came to the formal opening and said that the library was a valuable addition to the school which would help to support the work being done to encourage children to develop a love of reading.

Staff

DN referred to Mrs Heather Bartrum's retirement at the end of this term, paying tribute to Mrs Bartrum's outstanding contribution to the school over the last 23 years. She told governors that Mrs Bartrum had given not only the children but also their families a considerable amount of support and help, and that on a personal level, **DN** would miss her friendship, warmth and kindness. She recorded her thanks to Mrs Bartrum and added that she wished her a very long, enjoyable retirement.

DN then highlighted Mrs Lynn Williams, who will also be retiring this summer. She said that Mrs Williams had worked at the school as a TA for 16 years, most recently in KS2, and that she had led the Breakfast Club. She asked that her thanks to Mrs Williams be recorded, along with her good wishes for a very happy retirement.

DN told governors that the new part time TA, Mrs Stephanie Lord, had been doing a great job this term, and she expressed her gratitude to Mrs Jo Murray and Ms Lauren Beauchamp for agreeing to take on the Breakfast Club from September.

PE and Sports

DN reminded governors that some time ago the school had been informed that there was a higher than average number of obese children on its roll; she reported that she was now pleased to be able to say that, according to the National Child Measurement Register, the number of obese children is now in line with the national average.

A governor asked whether the school's cookery classes are aimed at promoting healthy eating; **DN** replied that the food prepared in the classes is healthy food and that the children enjoy making it. She added that the KS2 children are encouraged to make healthy choices with their snacks, and governors agreed that it is difficult to impose rules about healthy eating when the snacks are sent in by parents. It was suggested that the school council look at ways of suggesting which snacks would be most suitable.

In answer to a question from a governor, **DN** said that the Rights Respecting Conference would be held at Blenheim Palace on Thursday 27 June, beginning at 9.30 am, and she invited governors to attend.

DN concluded her report by thanking everyone who has helped the school over the past year. She thanked governors for their work and support, the children for their enthusiasm for learning and the staff for their dedication, commitment and hard work, and she asked that **HY** and **AL** convey her heartfelt thanks to the rest of the staff. **Action: HY** and **AL** to pass on **DN**'s thanks to the rest of the staff.

8. School Development Plan

DN thanked those governors who had met with the staff during the year and given their feedback to **KH**. She commented that she had been pleased with the result of the SDP this year and that she felt it had provided a good balance of objectives.

A governor asked whether the completed Plan would be shared with the whole staff, or whether it was just the SLT who would see it. **DN** replied that the Plan had been shared

with the SLT and that she would talk to the rest of the staff team about it, but that the focus now was on the next steps.

A governor asked whether the Plan was shared with parents, and **DN** answered that it was on the website, but that she could also send out a link to draw people's attention to it if that would be helpful. **Action: DN** to send parents a link to the SDP.

AL then introduced the four elements of the SDP for 2019-20, clarifying that these are based on Ofsted's new framework which takes effect in September:

1. *Quality of Education*
2. *Behaviour and Attitudes*
3. *Personal Development*
4. *Leadership and Management*

He explained that the SLT had set one or two targets for each area:

1. Reading – this is to be a focus for Ofsted. Within the school, **AL** explained, Emma Brown will lead on this, focussing on early reading skills as well as developing reading stamina for older children.
Review of the wider curriculum – **DN** will lead on this, and it will be based on the three 'i's, namely Intent, Implementation and Impact. **DN** will be gathering the views of pupils, parents and staff.
2. Wellbeing across the school was to be a focus and the Wellbeing Team had recently been set up. **AL** emphasised that children's mental health is a very important issue and that questions such as "What are we doing to support children who feel anxious?" would be addressed.
3. The school would continue to develop its work as a Rights Respecting School eg Parliament Week.
4. It had been decided to develop subject leaders and teams for each of the subject groups ie Humanities, STEM, English/MFL (or MFL may be put with Humanities), Arts/Sports/PSHE. Alongside this would be a review of teachers' workload.

A governor asked whether under the new framework Ofsted would still look at the areas which they had highlighted last year; **DN** replied that the inspectors would look back at the previous report. She confirmed that the school would continue to work on those issues eg attendance, higher achievers' performance in foundation subjects.

9. **Priority Leads and Link Governors**

KH said that she felt it had been very helpful to have had the system of meetings between Priority Leads and Link Governors this year, and she thanked governors for their work on this. She added that the governors would need to decide whether to continue with this in the next school year, and it was agreed that this should be discussed at the first meeting.

10. **Safeguarding**

There was nothing to report.

(7.18pm – TA arrived.)

11. **Health and Safety**

HB confirmed that this had been covered in **DN**'s report, and highlighted the fact that the school had achieved 10/10 from its County inspection.

12. Academies

VB commented that there was nothing to discuss at present, and **TA** agreed, saying that there still didn't seem to be a reason for the school to convert to academy status. She added that the situation would continue to be monitored and that the item would remain on the Agenda in case there was a need to revisit the issue in the future.

13. Governor Training

OP reported that he had completed three online courses: *Prevent, Safeguarding and Introduction to the Governing Body*.

TA and **DN** told governors that they had attended training about the new Ofsted framework.

14. Resources Committee

The Minutes of the meeting held on 17 June 2019 had been circulated in advance.

VB confirmed that she would be amending the Minutes of the meeting to show that **DH** had sent his apologies, although she commented that she had thought these needed to be given in writing. It was suggested that this be included in the Terms of Reference of all the committees when these are revised in the autumn, as it is desirable that there is a proper record of apologies being received.

Turning to the Minutes of the committee meeting, **VB** informed governors that there is more carry over than had previously been thought and that there will be a rebate from the Council business rates. However, she added that there should be a rebate for the Howard Hillsdon room and this has not yet been received.

VB told governors that the committee was currently looking at finance systems eg ParentPay, which would make it simpler for parents to pay for school dinners, trips etc. and would provide the school with a more efficient way of administering the payments.

VB said that Sandra would be amending the Budget in the autumn to reflect the staff changes and actual pupil numbers. **DN** added that although it had been thought that the intake would be 30, and that there were two children without places, in fact one child would not now be coming, so it was likely that their place would be offered to one on the waiting list.

VB referred to the work which needed to be done to the girls' toilets as well as redecoration and deep cleaning, saying that this would mostly be done in the summer holidays.

15. Performance & Standards Committee

The Minutes of the meeting held on 12 June 2019 had been circulated in advance.

AI said that the committee had reviewed the Quality of Teaching, Learning and Assessment part of the SEF, currently graded Good using the Ofsted criteria, and talked about what was needed for an Outstanding grading in this area. She added that the committee had also discussed the new Ofsted framework.

As part of the discussion, **AI** said, the committee had talked about the learning cards and had recognised how useful these are in recording progress and encouraging communication with parents. A governor asked whether parents ever commented on the use of the learning cards, and whether they could be used at parents' meetings with staff. **DN** replied that parents seemed generally very positive about the cards; she said that some parents come and ask about the work if they are unsure what is needed, so the cards are promoting dialogue between parents and staff. She agreed that the cards could be available for discussion at parents' evenings, along with the children's books.

A governor mentioned the Forest School, commenting that it is an excellent opportunity for the children. She asked whether there would be any rotation in the group of children participating in it, or any variation of the time when the current group could go to the Forest School, as they have been missing the same lessons every week now for two or three months. **DN** answered that it was good to keep the same group of children as they are getting used to working together across different age ranges, and the older ones are developing valuable leadership skills; she emphasised that the Forest School is a very powerful way of learning but agreed that the teachers could be asked to rotate the lessons so that different subjects were taught at the time when Forest School is in progress.

Several governors commented favourably on the wide range of clubs available to the children at school, and **DN** agreed, saying that in addition to the existing clubs, a choir has just been launched. She added that there are now two gardening clubs, one which goes to the home next door where a resident works with the children, and one which gardens at the school with the help of someone who comes in to run the club.

16. Curriculum Committee

The Minutes of the meeting held on 13 June 2019 had been circulated in advance.

CR told governors that it had been extremely useful having Hannah Haynes at the meeting to talk about the new curriculum for PSHE and the materials which were being used by teaching staff. She added that Hannah had also spoken about the Wellbeing team and that a practitioner from Bladon School had visited the school to give advice.

CR explained that after Hannah had left the meeting, the committee had discussed a parent questionnaire, and had considered the example which **DN** had provided. They had agreed that for a number of reasons it was good to do questionnaires regularly but had also recognised the importance of knowing what would be done with the responses received, particularly if these asked for changes which the school could not make. Governors agreed that the timing of the questionnaire would affect the questions asked eg one sent early on might ask for views on what activities the parents would like to see happen that year, whereas one at the end of the year would ask for parents' views on how the year had gone and what could be improved.

CR and **DN** agreed to work together on drafting a questionnaire.

17. Any Other Business

DN told governors that there would be a get together in honour of Heather and Lyn on Monday 22 July at 6 pm, and she invited them all to attend. She asked that anyone

wishing to come along let Sandra know, and added that there are cards to sign and a collection, in the school office.

DN also said that there would be a special assembly for those staff leaving the school, on Thursday 18 July at 2.20 pm, and again invited all governors to come along. She said that she had put an invite in the village news to local people to come along after the assembly to say their goodbyes.

6. Chair's Items

This item had been moved down the Agenda to allow **TA** to be present.

TA chaired the meeting from this point, and the following dates were agreed for full governing body meetings in the next school year:

- Tuesday 1 October 2019
- Tuesday 26 November 2019
- Tuesday 21 January 2020
- Tuesday 17 March 2020
- Tuesday 28 April 2020
- Tuesday 16 June 2020

All meetings are to be held in school, beginning at 6.30 pm.

The following committee meetings were agreed:

- Curriculum: Thursday 19 September 2019 at 3.15 pm
- Performance & Standards: Thursday 19 September 2019 at 2.00 pm
- Resources: Monday 16 September 2019 at 3.15 pm

TA told governors that most of the certificates for the Governors' Gold Awards had been done but that she was still waiting for some classes to provide the children's names and a short explanation of why they were getting the awards. She asked that these be provided as soon as possible. **DN** confirmed that the awards would be presented in assembly on 19 July at 9.00 am and invited governors to attend if they wished.

TA expressed her thanks to all governors and the staff for their enthusiasm, hard work and commitment to the school during this year.

18. Date and Time of Next Meeting: Tuesday 1 October 2019 at 6.30 pm

Items for inclusion on the Agenda should be sent to the Clerk a fortnight before the meeting.

The meeting closed at 8.00 pm