



**Minutes of a meeting of the full Governing Body  
held at William Fletcher Primary School  
on Tuesday 26 November 2019 at 6.30 pm**

**Present:**

Trish Amesbury (TA) (Co-opted) (Chair)  
Vicky Ball (VB) (Vice Chair) (Co-opted)  
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)  
Daniel Wickham-Jones (DWJ) (Parent)

**In attendance:**

Clare Saunders (CS) (Clerk)

**Absent – apologies received and accepted:**

Vicky Ball (VB) (Co-opted)  
Sharone Parnes (SP) (Co-opted)

**Absent – no apologies received:**

David Hinde (DH) (Parent)

The meeting was opened by the Chair at 6.30 pm. The meeting was **quorate**.

**1. Welcome**

**TA** opened the meeting by welcoming **DWJ** to his first governors' meeting, explaining to governors that he had been the successful candidate in the recent Parent Governor election. Governors all introduced themselves. **TA** confirmed that the Clerk would be sending **DWJ** details about training courses, the Code of Conduct and other information which he would need as a new governor.

**2. Apologies for Absence**

**SP** and **VB** had sent their apologies for absence, in advance. These were accepted. **DH** was absent; no apologies had been received.

**3. Declarations of Pecuniary Interests**

Declarations for this school year were still outstanding from three governors. **Action: DH, SP and AL** to complete their Declarations and email them to the Clerk as soon as possible.

**4. Urgent additional items**

There were no additional items.

**5. Governor Appointments and Election of Parent Governor**

**TA** told governors that there had been a really good level of interest in the election, with four candidates and a high number of ballot papers returned. She had been very pleased that so many parents had voted, and congratulated **DWJ** on his election.

**TA** confirmed that there are still two vacancies on the governing body – both of them for Co-opted Governors. She emphasised that she had been looking for governors on the website formerly called SGOSS (now Inspiring Governance) and that although there had been some success with this method of recruitment in the past, for a number of different reasons the governors had been unable to remain on the governing body for long. Governors discussed possible local sources of new governors, many of which had been tried recently, and it was agreed that an approach could be made to the education staff at Blenheim Palace as the school now had close links with them. **Action: DN** to raise this at her next meeting with them; **OP** to approach a parishioner who might be interested in becoming a governor.

**6. Minutes and Matters Arising from the Meeting held on 1 October 2019**

**Matters Arising:**

**item 4:** this had already been discussed at item 3 above.

**item 6 (8): DN** sent the link out. **Action completed.**

**item 9: DN** sent information out about Brexit. **Action completed.**

**item 7: CR** and **TA** have done a Learning Walk, and **TA** urged all governors to sign up for one of the future walks this year. **DN** explained the purpose of the walks to **DWJ**. **Action:** all governors to sign up to a Learning Walk – if the dates are not convenient, let **DN** know as she may be able to accommodate governors at another mutually convenient time.

**item 8: TA** reiterated that all governors need to read *Keeping Children Safe in Education* and then tick the box on Governor Hub to confirm that they have done so. **Action: All governors** to ensure that they read this document and note on Governor Hub that they have read it.

The Headteacher's appraisal will be carried out on Thursday 28 November. Mary Burr has agreed to be involved again, along with **CR** and **VB**. **TA** commented that a new facilitator would be needed next year as Mary will have done it for three years.

**TA** emailed governors to let them know that **VB** had agreed to be Health and Safety Governor. **Action completed.**

The Parent Governor election took place. **DN** has not yet had any staff volunteering for Co-opted Governor. **Action: DN** to speak to the staff again about the role of Co-opted Governor.

**item 10: DN** emailed the SDP to governors. **Action completed.**

The Parents' Code was drafted and is now on the website. **Action completed.**

**item 14: VB** sent out the link. **Action completed.** As **VB** was unable to attend the meeting, it was not known whether she had checked about the expiry of the generalist safeguarding training. **Action ongoing.**

**item 18:** None of the governors was able to attend the NGA meeting.

The Minutes of the meeting held on 1 October 2019 were approved, and signed by **TA**.

## 7. Chair's Items

**TA** asked whether governors would be happy to change the time of future FGB meetings to 7.00 pm; after discussion, it was agreed to look at changing the day and/or time of the meetings for the next school year, as they have already been set for 2019-20.

## 8. Headteacher's Report

### *Monitoring and Assessment*

**DN** had circulated a written report in advance of the meeting, and she began by highlighting the data for last year, commenting that these were very good results and that she and the staff are very pleased with them.

### *Teaching and Learning*

She reported that the SLT had conducted all lesson observations for this term, and she commented that the school was fortunate to have two teachers who were continuing to develop Maths Mastery.

Referring to the children's visit to Blenheim Palace, **DN** said that this contributed to the school's work for increasing pupils' "cultural capital", now part of the new Ofsted framework, but that the teachers would also build on the visit and other similar experiences in their work with the children.

**DN** informed governors that the curriculum co-ordinators had been attending training on leading their subjects and invited **RS** to comment on this. **RS** said that she had received a lot of useful pointers at the training and that she had come back with new ideas. **DN** emphasised that the training strengthens subject knowledge for the co-ordinators.

### *PE and Sports*

**DN** highlighted the Oxford Schools' Running Challenge, saying how proud she is that the school takes part in this. She recorded her sincere thanks to the staff for having given up their time on a Sunday to support the children in this event.

### *Rights Respecting Schools work*

**DN** informed governors that the RRS work continues to be a strength of the school. She drew their attention to the visit to the Houses of Parliament by children in Years 4-6, saying that they had attended a very good workshop there, learning how laws are made. There had also been a question and answer session with Layla Moran MP, and the visit had contributed to the work which the school had done for Parliament Week.

*Parents and Community*

**DN** commented on the excellent work done by the PTA in fund raising and arranging activities for the children, but said that the number of parents involved was now very small indeed and that it was always hard for them to find someone to lead the group. She asked whether governors felt that there was any way in which they could work with the PTA to support them. Governors discussed the situation; a governor commented that all parents are automatically members of the PTA although many don't realise this. It was not a club which a parent had to ask to join – anyone was welcome at any of the meetings, or to help with planning and arranging activities. Another governor said that it could be confusing for parents to understand which activities were run by the school and which by the PTA eg the Christmas shopping, school disco, refreshments at school events. It was suggested that many parents believed these events were run by the school itself, and governors agreed that many parents were unaware of how much work the PTA did for the benefit of the school. **DN** added that some of the events only happened because the teaching staff had stepped in to help but that this was not part of their rôle at the school. A governor suggested that PTA representatives could be sought for each class, and that they would have the task of encouraging their fellow parents to get involved with PTA events. A governor commented that this had been done in the past but that it had lapsed; it was agreed to try this again. **Action:** **TA** to write a letter to parents asking for class representatives for the PTA.

*Health, Safety and Well-being*

**DN** told governors that a talk for parents about helping children with anxiety had been held, and that 15 people had attended. She was now looking into the possibility of holding another similar talk in the future.

*Safeguarding*

**DN** reported that this year the local authority wants the Annual Safeguarding Report to be completed online, but that it had not yet uploaded it. Additional time for schools to complete the information needed will be given as it is usually submitted by the end of December.

*Conclusion*

**DN** recorded her thanks to all the staff at the school; she emphasised that they are a really great team and that the school is very fortunate to have such wonderful staff supporting the children.

**9. School Development Plan**

**DN** had uploaded an updated version of the SDP to Governor Hub in advance of the meeting.

***Quality of Education***

Target 1.1

**DN** told governors that there had been an INSET day focussing on writing and spelling at the beginning of this school year. She added that the whole school are now using the same materials for spelling, that a reading audit had been done and that an action plan is currently being formulated. She emphasised that she was very pleased with the way this objective is progressing.

Target 1.2

**DN** reported that a questionnaire for parents had been prepared and sent out, and that **CR** had suggested the Curriculum Committee help with collating the responses.

**DN** told governors that the knowledge organisers for history and geography had been reviewed by the SLT, and that **RS** as the history co-ordinator would be involved in considering how to unify them.

### ***Behaviour and Attitudes***

Target 2.1

**DN** informed governors that two teachers had attended a children's mental health awareness course, that Mental Health Awareness Day had been celebrated in school and that the well-being team had met. She said that it was good to have governors as well as staff involved in this.

### ***Personal Development***

Target 3.1

**AL**, as Priority Lead, told governors that several actions had taken place, eg the visit to Parliament. The children had subsequently written letters or postcards to their MP, each highlighting an issue, eg plastic pollution.

**AL** also reported that Jim Robeson had visited and talked to staff about how to create great relationships with the children to build a positive frame of mind for learning.

**AL** concluded by saying that the learning behaviour challenge is about to start, and that although the Mastery approach to maths needs a lot of problem-solving, the children also needed to learn number facts etc.

### ***Leadership and Management***

Target 4.1

**DN** informed governors that the DfE had put together a toolkit to help with reviewing teachers' workload, and that the teachers had all completed a questionnaire. The SLT had been reviewing the responses – one result had been that the process of marking and feedback needed to be looked at. **DN** emphasised that it was vital to support the teachers in ensuring that they had a good work/life balance, and said that there would be a staff communications protocol in the new year.

Target 4.2

**DN** highlighted the training which co-ordinators had attended, and added that **RS** had signed up to middle leaders training and that two teachers would be attending enhanced Maths Mastery training.

**Action:** **all Link Governors** to ensure that they meet with their subject co-ordinators before the end of term and feed back from their meetings so that the SDP can be updated.

## **10. Priority Leads and Link Governors**

**KH** reminded governors of the names of Priority Leads and Links Governors, and asked that meetings be held before the end of term. She sent the list to the Clerk, as follows:

Link subject	School Development Plan reference	Staff name	Governor Name
Reading	1:1	Emma Brown	Charlotte Rayner
Curriculum	1.2	Deborah Nind	Oliver Petter
Wellbeing	2.1	Paul Austin	Anna Isles
Personal Development	3.1	Andrew Lister	David Hinde
Workload review	4.1	Deborah Nind	Trish Amesbury
Middle-leaders	4.2	Deborah Nind	Trish Amesbury
SEN & Pupil Premium	Termly meetings required	Karen Chambers	Kate Hopcraft
Foundation subjects	-	Amy Lancaster/Rosie Staniland	Daniel Wickham-Jones
Maths	-	Andrew Lister	Vicky Ball
PE	-	Caeron Phillips	Kate Thorpe
PSHE	-	Hannah Haynes	Kate Hopcraft
Design/Tech	-	Andrew Lister	Kate Thorpe
Languages	-	Caeron Phillips	Charlotte Rayner
Music/Art	-	Deborah Nind Rosie Staniland	Anna Isles
RE	-	Liz McDonnell	Oliver Petter
Science	-	Paul Austin	Vicky Ball
Computing/IT	-	Sarah Buchanan	Vicky Ball
Early Years	-	Hannah Haynes	Kate Hopcraft
Rights Respecting School	-	Amy Lancaster	Anna Isles

## 11. Safeguarding

**DN** reported that she and **TA** had met to go through the central register, but that they could not yet update the information online as they were waiting for the form to be uploaded by county. A governor asked whether she was concerned by the delay, and **DN** replied that it meant the school did not yet have an action plan, although they might not need one. She confirmed that safeguarding issues, site safety etc had been discussed.

## 12. Health and Safety

**DN** informed governors that she and **VB** had recently done a health and safety walk, and picked up some issues around the school. She reported that all the issues which they had been checking for – eg tripping hazards, fire door safety etc – were satisfactory. A governor asked whether this meant that there had been nothing of major concern on the site, and **DN** confirmed that this was the case.

**DN** told governors that the school had recently bought into an e-learning package and that the staff had used this to complete their fire awareness training.

**13. Governor Training**

**TA** reminded governors to look at the training opportunities on offer and to let **VB** know whenever they attend a training session or do an online course.

**14. Curriculum Committee**

The Minutes of the meeting held on 14 November 2019 had been circulated in advance.

**CR** confirmed that **OP** had joined the committee, and said how pleased she was to have an additional governor for their meetings.

She reported that the committee had discussed how best to send out the parents' questionnaire, saying that in the end it had been sent in an envelope, which seems to have produced a good number of responses. She told governors that the deadline for replies was the end of the week, and that **KH** would be counting them up and producing a tally chart. The committee would then look at the replies in detail on Friday 13 December.

**CR** added that the committee had discussed the questions which subject leaders should be asked when they attend the meetings.

**TA** explained to **DWJ** that he would need to be part of one of the committees, and she suggested that, if possible, he attend a meeting of each, to see which he would like to join. The Clerk commented that the dates of the next meetings would be in the Minutes of this meeting. **Action: DWJ** to note the dates of future committee meetings and to attend any which he can.

The next meeting of the committee will be held on Thursday 16 January at 2.00 pm.

**15. Performance & Standards Committee**

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

**AI** reported that the committee had been looking at the SEF which is now in a new format but easy to follow. She said that the process had been a very valuable one for everyone involved, although Ofsted no longer say that the document is obligatory; however, if it is to be a two day inspection, they do expect to review the SEF.

The next meeting of the committee will be held on Thursday 9 January at 2.00 pm.

**16. Resources Committee**

The Minutes of the meeting held on 11 November 2019 had been circulated in advance.

In **VB**'s absence, **KT** reported that the carry over for this year is likely to be higher than previously thought and she said that the committee had briefly discussed pupil numbers for 2020-21.

**KT** explained that the committee had discussed changing the use of the toilet in Kingfishers class to an office area, and she confirmed that the SFVS form had been completed and submitted. **DN** explained that the SFVS form is the way in which governors manage the finance of the school.

**KT** concluded by saying that the committee had talked about the revenue other schools generate from hiring their premises out to external organisations out of school hours, and she confirmed that Sandra Morris would be looking into this.

The next meeting of the committee will be held on Thursday 16 January at 3.15 pm.

**17. Any Other Business**

A governor asked why the last day of term had changed from 20 December to 19 December, as originally notified, commenting that several parents had asked about this. **DN** explained that in the spring, she and Rachel Hambidge had looked at all the term dates for this year on the County Council website, and the last day of this term was listed as 20 December; however, it is now showing as 19 December. If the school didn't finish term until 20 December, it would be working for an additional day. Several governors confirmed that other schools also appear to have amended their end of term to 19 December.

**18. Date and Time of Next Meeting: Tuesday 21 January 2020 at 6.30 pm**

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

**TA** wished governors and staff a very happy Christmas.

The meeting closed at 8.00 pm

CS 27.11.2019