



**Minutes of a meeting of the full Governing Body
held at William Fletcher Primary School
on Tuesday 30 April 2019 at 6.30 pm**

Present:

Trish Amesbury (TA) (Co-opted) (Chair) *(from 7.20 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)
Sharone Parnes (SP) (Co-opted)
Oliver Petter (OP) (Local Authority)
Rosie Staniland (RS) (Staff)
Charlotte Rayner (CR) (Co-opted)
Helen Yaxley (HY) (Co-opted)

In attendance:

Clare Saunders (CS) (Clerk)
Sandra Morris (SM) (School Administrator) *(until 6.42 pm)*

Absent – apologies received and accepted:

Kate Thorpe (KT) (Parent)

The meeting was opened by the Vice Chair at 6.32 pm. The meeting was **quorate**.

1. Welcome

VB welcomed governors and introduced the Reverend Oliver Petter, who had joined the governing body as Local Authority Governor. She also welcomed Sandra Morris and thanked her for attending.

2. Apologies for Absence

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

3. Declarations of Pecuniary Interests

The Clerk confirmed that all forms had been received. There were no updates to the Register.

4. Urgent additional items

There were no additional items.

5. Budget 2019-20

Sandra handed out copies of the Budget Forecast for the financial years 2019-20 to 2021-22 and drew governors' attention to the projected carry over this year of around £33k, which should be around £37k next year and then £7k in 2021-22. She explained that the budget was assuming an intake in September 2019 of 30, and reminded governors that a member of staff would be retiring this year; however, because the intake is expected to be around 30, it would not be necessary to recruit a new teacher. She commented that 2020-21 is a low birth year and she confirmed that the budget assumes the school would be moving to single form entry for the next three years.

A governor asked whether the school would need to employ an additional teacher for the classes already moving up the school; **DN** replied that this was not necessary as the school is already staffed for the existing classes. She said that the optimum intake for the school would be 30, and that this figure could change again if the school receives a lot of 2nd choices, but that this is unlikely. **VB** added that the Resources Committee review pupil numbers at each meeting.

Sandra confirmed that the Budget had been seen by County, and that they had been pleased with it because it shows the school to be realistically within budget, whereas some schools are currently running at a deficit.

VB thanked Sandra for her work on the Budget.

The Budget for 2019-20 was approved by governors.

(6.42 pm – Sandra Morris left the meeting.)

6. Minutes and Matters Arising from the Meeting held on 12 March 2019

Matters Arising:

item 5 (5)(5)(6)(5)(6)(6)(12): SP has still not completed his Safeguarding or Prevent training. **Action: VB** to send the links to him again, and also to **DH; SP** and **DH** to complete both online courses as a matter of urgency.

item 5 (12): VB thanked governors who had returned the Skills Audit forms. **Action: VB** to send the form to **OP**, and to resend the forms to **DH, AI** and **SP; DH, AI, SP** and **OP** to complete and return their forms as soon as possible.

CR confirmed that she had attended the OGA meeting, and that it had included a very well-presented session on mental health. She was currently waiting for the handouts to be emailed to her, but would then share them with all governors.

item 6: VB suggested that, if any governor had not had their photograph taken as arranged, they could email a photo to the office. She confirmed that there is no need to supply a new photo if the existing one is still suitable.

item 7: The forms and information were sent. Action completed.

item 10: DN sent the template to **KH**. Action completed.

item 18: VB asked whether the children had helped with the raking of bark; **RS** confirmed that she had spoken to the volunteer, but that at the moment no help was needed.

The Minutes of the meeting held on 12 March 2019 were approved, and signed by **VB**.

7. Chair's Items

There were no items for discussion.

8. Governor Appointments, Vacancies and Ends of Terms

The Clerk confirmed that there was now only one vacancy on the governing body – for a Co-opted Governor. She explained that there were two terms of office expiring early in the autumn term – **HY** on 5 October and **CR** on 13 October – and that both of these are Co-opted Governors. **HY** said that she would probably stand down at the end of her term but that she was hoping to find someone to replace her. **VB** commented that **HY** had been a governor for many years and that her work was greatly appreciated.

The Clerk added that **AL**'s term as a Co-opted Governor ends today (30 April) but that he had confirmed he was prepared to remain on the governing body. Governors agreed to renew **AL**'s term of office for four years, beginning 1 May 2019.

The Clerk noted that there are several governors whose terms of office end in 2020: **DH, TA, HB, SP, VB**.

9. Headteacher's Update

DN informed governors that there are currently 264 children on the roll, and that since September four children have left the school, and five have joined.

She reported that the figure for attendance is currently 96.77%, and commented that she is very pleased with this, although she was aware that attendance was low in the week leading up to Easter. She added that she expected attendance to be lower than usual this coming Friday, as it is the first Bank Holiday weekend in May.

Responding to a question whether the school had fined any parents as yet, **DN** answered that there had not been any fines. Governors discussed whether fines for non-attendance would really be an effective way of ensuring good attendance, noting that the reason for some absence was the availability of cheaper holidays in term time. A governor commented that even if a fine was imposed, many families would still find it cheaper to take a holiday in school time. **DN** said that a lot of hard work had gone into increasing attendance, and that it was encouraging to see how much the figure had improved.

DN told governors that Heather Bartrum would be retiring at the end of the school year, and emphasised that she had made a huge contribution to the life of the school and would be greatly missed. She reported that Lynne Williams would also be retiring, and that this was also a great loss to the school. She added that Lynne had been running the Breakfast Club and that Sally Sumner, a TA who works alongside her, would be giving up the Breakfast Club too, although she was not leaving the school.

DN mentioned that the music teaching which took place each Friday has now stopped as the person who was providing it is now working elsewhere. She said that she is currently

looking for a replacement music teacher to work at the school for half a day each week, adding that the children had really enjoyed their African drumming lessons.

DN reported that she had recently met the Education Officer at Blenheim Palace to discuss organising a partnership project at the Palace; it is likely that this will take place in the autumn.

Referring to Staff CPD, **DN** explained that Hannah Haynes had attended a conference on children's mental health and that she is keen to set up a mental health task force comprising parents, staff, youth workers from the community, to support people who work with children who have mental health difficulties. **DN** said the issue was in the news a lot at the moment as there are many children and young people experiencing mental health problems including anxiety, and that the plans for a task force would be included in the SDP for next year.

DN concluded by reporting that the PTA had run a very enjoyable school disco last Friday, but that she was concerned by how difficult it was for them to find people to get involved and help with their events. She told governors that there would be a meeting of the PTA at The Turnpike on Thursday at 7.30 pm, and encouraged them to attend if possible, and to support the PTA events.

10. School Development Plan

DN said that as the last meeting of the governing body had been only a short time ago (and the Easter holidays had also taken place), there were very few changes to the SDP, but that everything continues to go well and to plan. **AL** agreed that the new Maths Mastery teaching is going well and commented that he had been pleased by his colleagues' positive reactions to the programme.

DN informed governors that the staff had been working on one of the areas identified by Ofsted, namely providing additional enrichment for the children working above age-related expectations (ARE) in foundation subjects. She explained that the staff had identified the children in this group for each subject and were working on ideas for extension activities eg one group had been to the church and produced pictures of the stained glass windows. She added that work was also being done to identify which children were working below ARE in these subjects, and that often these are the same children who are below ARE in maths and English. She explained that it was vital to look at the reasons why they were not doing so well and to see what could be done to help them make improvements. **AL** commented that the national curriculum does not provide targets for foundation subjects, so the school has to decide how best to assess progress and attainment in these areas.

11. Priority Leads and Link Governors

KH reminded governors to let her know when they meet with their Priority Leads, saying this is the term when third meetings must take place, as well as those which are only once a year. She asked for feedback as soon as possible. **Action: all governors** to arrange to meet with their Priority Leads, notify **KH** when the meetings are due to take place, and feed back to her as soon as possible afterwards.

12. Safeguarding

DN reported that she and **TA** had held their termly meeting to look at the single central register, that they had walked around the school site and gone through the Action Plan. She confirmed that this was up to date, and added that she had held a staff briefing on safeguarding for teachers, and would be doing one for the TAs too.

A governor asked whether the school had held a lockdown practice, and **DN** confirmed that one had been done.

13. Health and Safety

The next Health and Safety audit will be on 6 June. **HB** confirmed that there was nothing else to report.

14. Academies

VB confirmed that there was nothing new to discuss at present.

(7.20 pm – **TA** arrived.)

15. Governor Training

CR reported that she had attended the *Taking the Chair* course in March.

Action: **VB** to send links for online training courses to all governors, as well as the link for the *Introduction to the Governing Body* course to **OP**.

16. Resources Committee

The Minutes of the meeting held on 25 April 2019 had been circulated in advance.

VB confirmed that CleanGenie were now doing the school cleaning and that communication with them is better than with the previous firm. Staff had been brought across from the previous firm but they have now been replaced.

Referring to the budget, **VB** commented that the financial position is looking good but that the school needs to maintain a capital balance of around £6k per year for maintenance work which it has to pay for. She added that pension contributions have increased and that, although there is a grant to help with this cost, in the long term the school may need to find more money to cover the increase.

VB told governors that the question of setting up a finance platform would be revisited in the next school year, but that the ongoing subscription cost could be high.

A governor asked what would happen to the Breakfast Club when Mrs Williams leaves and Mrs Sumner ceases her involvement with it; **DN** replied that the advertisement for Mrs Williams' replacement includes it as a responsibility in the role and that she had been speaking to other staff about it.

The next meeting of the Resources Committee will be held on Monday 17 June 2019 at 3.15 pm.

17. Performance & Standards Committee

The Minutes of the meeting held on 26 April 2019 had been circulated in advance.

AI reported that the committee had been looking at the Leadership and Management section of the SEF, and that they had discussed the strength of the pupil voice groups in school and the fact that the additional role of Assistant Head Teacher was working well. She said that the committee had also reviewed the spring data, comparing results for boys and girls as well as Pupil Premium and non-Pupil Premium children.

AI told governors that the pre-school now has an interim manager although this is a temporary post. She also highlighted the sum of £2,000 which is being contributed from funds which the local councillor can allocate to causes in his area. This will be spent on the school library.

The next meeting of the Performance & Standards Committee will be held on Wednesday 12 June 2019 at 2 pm.

18. Curriculum Committee

The Minutes of the meeting held on 25 April 2019 had been circulated in advance.

CR explained that the committee had discussed several questions around sex education, including whether parents have to be notified when their children are going to receive a sex education lesson in Years 5 and 6. **DN** responded saying that the parents are always invited to come to school and look at the materials, but that none had ever taken up the offer. She explained that the school nurse does the talks, with the teacher present in the room. She added that, in the past, one parent had contacted her to say that she did not want her child to take part in the lesson, but that once **DN** had explained what was going to be said, the parent had changed her mind and was very keen for her child to attend.

CR referred to the Jigsaw programme, saying that there had been good feedback on it. **RS** agreed, commenting that it is a very good programme and that there are a lot of useful resources with it.

The next meeting of the Curriculum Committee will be on Thursday 13 June 2019 at 3.15 pm.

19. Any Other Business

DN told governors that she had been to the John Radcliffe Hospital to attend a meeting about supporting children with medical needs at school. She reported that she felt confident that the school had a robust policy in place and individual plans for children with medical needs, but suggested that it would be good to have a designated governor for this area. It was agreed that **HY** would be the Governor for Medical Needs in School, and that when her term of office ends, this role will be taken over by **VB**.

20. Date and Time of Next Meeting: Tuesday 25 June 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 7.48 pm