



**Minutes of a meeting of the full Governing Body
held at William Fletcher Primary School
on Tuesday 13 November 2018 at 6.30 pm**

Present:

Trish Amesbury (TA) (Co-opted) (Chair)
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)
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:

Vicky Ball (VB) (Vice Chair) (Co-opted)
Rosie Staniland (RS) (Staff)

The meeting was opened by the Chair at 6.38 pm. The meeting was **quorate**.

1. Welcome

TA welcomed governors to the meeting.

2. Apologies for Absence

Apologies had been received from **RS** and **VB**. Governors agreed that these were both accepted.

3. Declarations of Pecuniary Interests

The Clerk confirmed that there was only one form outstanding. **Action: AL** to complete and return his form as soon as possible as the Register for this year needs to be published on the website.

4. Urgent additional items

There were no additional items.

5. Minutes and Matters Arising from the Meeting held on 2 October 2018

Matters Arising:

item 2: VB forwarded the email to the other Committee Chairs. Action completed.

item 4: AI, DN and HB have completed their forms; this item is already an action point for **AL** at item 3 above.

item 6 (5)(6)(6)(6)(12): SP has not yet had his photo taken. **Action: SP** to email a photo to the office.

SP has not yet done the training. **VB** has sent him the links again. **Action: SP** to complete both Safeguarding and Prevent training, and to notify **TA, CS** and **VB** when he has done so.

item 6 (6): the Performance & Standards committee have set dates for the rest of the year. Action completed.

TA will be contacting the Vicar in the new year as he requested. Action ongoing.

item 7: Mary Burr has been contacted and the Headteacher's Appraisal will take place later this month. Action completed.

All governors have signed up to GovernorHub. Action completed.

The Clerk has set up individual folders for this year's meetings. Action completed.

Information about the meeting of the Woodstock Traffic Advisory Committee was circulated to parents in the newsletter. Action completed.

item 12: No other governors have yet signed up to do the Safer Recruitment training. **TA** asked that all governors consider doing the training so that there are more people able to be involved in the school's recruitment process in the future. She commented that it would be helpful to have at least one other governor. **Action: all governors** to look at what is involved in the training and sign up if they wish to do it.

DN circulated a list for governors to sign, confirming that they had read *Keeping Children Safe in Education* and the school's Safeguarding policy, as they are required to do each year. Action completed.

DN had sent out the link for the e-learning Safeguarding training. Action completed.

The Minutes of the meeting held on 2 October 2018 were approved, and signed by **TA**.

6. Chair's Items

Governors' Learning Walks

TA encouraged governors to sign up for Learning Walks. The dates for this year are:

28 November at 9.00 am

11 March at 1.30 pm

20 June at 9.00 am

Action: **all governors** to sign up for a Learning Walk if they are able to attend, or to contact **DN** if they want to request a visit at another time.

7. **Headteacher's Report**

A written report had been circulated in advance of the meeting.

DN told governors that she was pleased with the attendance figures and that attendance was an area on which the staff were very focussed. She commented that there are often requests for time off school at the end of each half term and that while she appreciates the reason for this, the children do need to be in school every day and so all such requests are refused.

(6.50 pm – **KT** arrived.)

DN highlighted the 2017-18 data shown in her report, commenting that it is a good set of results, particularly as the Year 6 cohort included quite a few children with SEND. She added that she was also very pleased with the KS1 and FS results.

A governor asked what the school specifically did to support the children who were high achievers, pointing out that a significant number of children had achieved the High Standard at KS2. **DN** replied that the children are tracked throughout their time in the school, to ensure that they continue to make their expected progress, and that if they achieve highly one year, they should do so the next. If they do not make the progress expected of them, the teachers look at the reasons for this. She added that children's progress is not always a straight line and she emphasised that the staff always follow the progress of each child very carefully. She said that they are continually looking for ways to improve outcomes for the children. Referring to maths lessons, **AL** said that there is always a group who can be pushed further than others, but that their results at the end of KS2 cannot be shown in the data any higher than as "High Standard".

DN reported that two book scrutinies had been carried out and that she was very happy with the consistency of the marking and the presentation in the books themselves. She also remarked on the first lesson observations of the year which had been carried out on science teaching, saying that these had been very good.

DN told governors that all the new staff at the school had made a good start and that Kelly Parsons was due to begin her maternity leave at the end of this term. She wished to publicly acknowledge the contribution which Miss Parsons had made to the life of the school, commenting that she had joined as an NQT and become an amazing teacher, part of the Senior Leadership Team. She recorded her thanks to Miss Parsons for everything she has done for the school.

DN referred to the Blenheim Palace School Partnership group which the school had been invited to join, saying that this would be very beneficial as the school could now take the children free of charge to the palace and park. Children on the Pupil Premium register have been given free passes to use with their families. It was hoped that the school might be able to hold its Children's Rights Respecting Conference at the palace next year.

DN concluded her report with thanks to the staff team for their continuing hard work and commitment to the children. **Action: AL** to feed this back to the staff.

8. **School Development Plan**

DN referred to the SDP circulated in advance of the previous meeting, saying that spelling would be linked to the literacy work and that the school would also be developing its maths work in line with the strategy of Maths Mastery. **AL** and Mrs McDonnell would be attending training sessions on this during the rest of the year.

AL explained that the Mastery approach is different to the way in which maths is traditionally taught, and that it is designed to ensure that no child is left behind. He said that the real difference is that there is an emphasis on reasoning and problem-solving, and reported that the technique had been introduced to staff at an INSET day. **DN** remarked that the staff are constantly trying to improve the way in which they work and that the teachers are now starting to get to grips with Maths Mastery. It was thought that this technique would improve the children's reasoning abilities. A governor asked whether it was a statutory requirement to teach maths in this way, and **DN** answered that it was not, and that maths could be taught according to what the school decided, as long as the objectives were met.

The following Link Governors for the priorities on the School Development Plan had already been agreed at the previous meeting:

Maths: Vicky Ball

Literacy: Charlotte Rayner

Teaching, Learning and Assessment: David Hinde

Personal Development, Behaviour and Welfare: Kate Thorpe (PE) and Kate Hopcraft (Jigsaw)

Leadership and Management: Trish Amesbury

Governors agreed Link Governors for additional areas not covered on the School Development Plan:

Pupil Premium and SEND: Helen Yaxley

Design and Technology: Hannah Battye

Music: Anna Isles

Art: Anna Isles

MFL: Charlotte Rayner

RE: vacant at present – possibly for a new governor in January

Science: Vicky Ball

ICT: Vicky Ball

History and Geography: David Hinde

Early Years: Hannah Battye

Attendance: Helen Yaxley

Rights Respecting School: Anna Isles

It was agreed that Link Governors for priorities on the SDP would meet with their Priority Leads at least three times a year, but that Link Governors for areas not on the SDP would only need to meet once a year – before the end of term 5.

Action: **KH** to send sample questions to all Link Governors to assist in their conversations with the Priority Leads; **DN** to send a template for Link Governors' feedback. **DN** recorded her thanks to **KH** for her work in co-ordinating the responses from Link Governors.

DN confirmed that Kelly Parsons' role as Science Co-ordinator will be taken by Paul Austin, who has been appointed to cover her maternity leave.

9. Safeguarding

DN reported that she and **TA** had met to discuss safeguarding, that **AL** is going to renew his Designated Lead training next week and that **DN** will be giving training to staff next Monday. She invited any governors who would like to attend the training to come along, and added that if they were unable to attend, she could send them the link to see the course online.

10. Health and Safety

HB informed governors that she and **DN** had carried out a health and safety walk around the school and that there had been no serious health and safety concerns, although they had flagged up storage on high shelves and manual handling as potential issues. There were also a few maintenance problems.

11. Academies

There was nothing to report.

12. Governor Training

In **VB**'s absence, **TA** reminded governors to feed back to **VB** if they do any training courses. The **Clerk** had received an email from **VB**, saying that **CR** had sent in her Advance Safeguarding certificate, that **VB** had completed an Information Security Awareness course and that she had emailed the Safeguarding and Prevent training links to **SP** again.

A governor asked whether there had been an analysis of governors' training needs; **TA** replied that there had been a skills analysis done some time ago and agreed that it would be useful to do another one soon to identify gaps which could be filled by training.

13. Committee Terms of Reference

TA told governors that **DH** had raised some concerns around the Terms of Reference (ToR) being discussed by the committees. **DH** explained that he was unhappy with the wording of two sections:

- a) the procedure for the removal of a governor from a committee
- b) the decision-making and voting procedures for committees

He circulated a suggestion for revised wording for the ToR and this was agreed.

14. Resources Committee

The Minutes of the meeting held on 5 November 2018 had been circulated in advance.

TA recorded her thanks to **VB** for all the time she had put into drafting the ToR for this committee, and for sharing her work with the other committees.

TA congratulated Sandra Morris and the rest of the school staff for having been able to increase the carry-over to £23,000.

DN confirmed that for some time it had been hoped to appoint an Assistant Headteacher and that this was now going to be possible. She would be advertising the post internally and expected that it would be attractive to teaching staff who wished to develop their career by taking on a more strategic rôle. She confirmed that the successful applicant would still have the same teaching responsibilities as at present, and that the rôle would be permanent. She commented that she saw this as an opportunity to support staff career development and that she hoped to be able to appoint someone by January 2019.

TA told governors that the current cleaning contract with Rapid Clean expires in March 2019 and that Sandra had been meeting with different contractors to find a replacement for the firm.

DN reported that it was hoped to replace the fascias on the Foundation Stage building with new plastic boards, but that it appeared from the Asbestos Register that there might be asbestos in the existing ones. This was being checked and it was hoped that the work would be completed in the spring.

The next meeting of the Resources Committee will be held on Thursday 10 January 2019 at 3.15 pm.

16. Performance & Standards Committee

The Minutes of the meeting held on 6 November 2018 had been circulated in advance, together with the SEND Report for 2017-18.

AI referred governors to the SEND Report, and commented that it was good that two children already have an Educational Health and Care Plan as this means that the school will receive funding to help meet their needs. This funding was in place at the start of this academic year although the application was made several months before that.

Governors recorded their thanks to Karen Chambers for her report.

The next meeting of the Performance & Standards Committee will be held on Tuesday 8 January 2019 at 2 pm.

16. Curriculum Committee

The Minutes of the meeting held on 8 November 2018 had been circulated in advance.

CR reported that the Maths Puzzle Day had gone well and that a good number of parents had attended the evening session. She noted that some of the parents who had attended would not have been able to do so had the event been held earlier in the day; she told governors that the committee had also discussed the replies given to the questionnaire about the internet safety evening asking parents why they had not turned up. She reported that there had been no consistent reason for non-attendance although some

parents had said that it wasn't relevant to them or their children. A governor asked whether the school really had a duty to ensure that parents were informed about internet safety; **DN** commented that internet safety is a safeguarding issue and that the children need to know about it. A governor suggested that there are platforms on the internet which teach children about staying safe online and that these could be publicised to parents in the newsletter. It was noted that there was already a link on the website. **CR** said that there had been feedback asking that training be put on the website or on the school app.

Governors discussed the issue of asking parents to help with the cost of school visits and trips. A governor suggested that parents should be told the total cost of the trip for their child as well as the lower sum which they were being asked to pay. Another governor proposed that parents should be told how much is being contributed by the PTA.

The next meeting of the Curriculum Committee will be on Thursday 10 January 2019 at 3.15 pm.

18. Any Other Business

There was no other business.

18. Date and Time of Next Meeting: Tuesday 15 January 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 8.00 pm