



**Minutes of a meeting of the full Governing Body
held at William Fletcher Primary School
on Tuesday 21 January 2020 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) (*until 7.00 pm*)
Andrew Lister (AL) (Co-opted)
Sharone Parnes (SP) (Co-opted) (*from 6.41 pm*)
Oliver Petter (OP) (Local Authority) (*until 7.10 pm*)
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:

David Hinde (DH) (Parent)
Deborah Nind (DN) (Headteacher)

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

1. Welcome

TA opened the meeting, explaining that because two governors would need to leave early, she was going to change the order of items on the Agenda.

She congratulated **DWJ** for having attended all three committee meetings this month.

2. Apologies for Absence

DH and **DN** had sent their apologies for absence, in advance. These were accepted.

3. Declarations of Pecuniary Interests

At this point in the meeting, Declarations for this school year were still outstanding from two governors: **SP** and **DH**. **SP** later provided his Declaration when he arrived. **Action: DH** to complete his Declaration and email it to the Clerk.

There were no further Declarations to be made and no updates to the Register.

4. Urgent additional items

There were no additional items.

5. Minutes and Matters Arising from the Meeting held on 26 November 2019

Matters Arising:

item 1: TA checked that **DWJ** had received the information from the Clerk; he confirmed that he had, and that he had already attended a training course on external data, which had been very useful in providing an understanding about the way in which school data is collected and used.

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

item 5: it was thought that **DN** had not yet had the opportunity to speak to anyone on the education staff at Blenheim Palace about becoming a governor. **OP** reported that although he had spoken to the parishioner whom he had hoped would be interested, she had decided against it.

item 6 (8): TA emphasised that all governors must read *Keeping Children Safe in Education* and then tick the box on the Declarations tab of Governor Hub to confirm that they had done so. Several governors have not yet confirmed this, even though they may have read the document. **Action: DH, AI, AL, SP, RS** and **DWJ** to ensure that they read the document and tick the Declaration on Governor Hub.

AL confirmed that **DN** has not yet had any staff offering to become Co-opted Governor.

item 8: TA told governors that the recent PTA meeting had been very well attended and that there was a new committee in place. A governor asked whether the class representative idea was still being pursued, and **TA** confirmed that, although this was not a matter for the governors, she thought it was still a good idea and that she would make contact with the PTA to discuss it.

item 9: most Link Governors had been able to meet with their subject co-ordinators. **AL** indicated that some of the Subject Leads had changed, as follows:

Music: Andrew Lister

Art and Design: Deborah Nind

Tech: Kelly Parsons

(6.41 pm – SP arrived.)

TA explained to **DWJ** that he could join whichever committee he felt best suited to, saying that the three committees are now quite evenly matched in terms of numbers. **Action: DWJ** to consider the matter and let **TA** know which he would like to join.

The Minutes of the meeting held on 26 November 2019 were approved, and signed by **TA**.

15. Performance & Standards Committee

This item had been moved up the Agenda to allow **AI** to be present.

The Minutes of the meeting held on 9 January 2020 had been circulated in advance.

AI told governors that **DN** had provided the committee with very useful information about the internal data collected by the school in the autumn term. She showed the governors the graphs, explaining that results shown in red are “Below Expected”, those in orange are “Emerging” and those in yellow are “Developing”. She explained that these are a good way of tracking which children will need interventions.

AI drew governors’ attention to the data on reading in Year 6, saying that 80% of the children are on course to reach the Expected level, and she also referred governors to the section of the Minutes dealing with the group of boys in Year 1 for whom interventions are in place to help them achieve greater progress in reading.

AI highlighted that the focus for the next round of teacher observations will be on writing. A governor asked what was being tested in writing – was it the content or the actual handwriting? **AL** replied that all aspects were assessed, and that until recently there had been more focus on content but that now the technical elements were equally important.

AI referred to the Foundation Stage data, saying that progress was generally good, even though the children had been in school for only a short period of time. The school had identified some children with SEND issues or EAL, and these children were being appropriately supported. She commented that for many children in their first term, although their attainment had not been high, they had made excellent progress.

Referring to the committee’s discussion on the SEF section dealing with *Behaviour and Attitudes*, **AI** told governors that this area was assessed as Good with elements of Outstanding.

AI concluded her report by informing governors that the attendance data for the past year showed higher attendance figures than the national average.

The next meeting of the committee will be held on Thursday 5 March at 2.00 pm.

14. Curriculum Committee

This item had been moved up the Agenda.

The Minutes of the meeting held on 16 January 2020 had been circulated in advance.

KH had chaired the committee meeting; she reported that Amy Lancaster and Rosie Staniland had spoken about the teaching of geography and history in school, explaining that there is little content in the national curriculum for Humanities subjects. **KH** said that the teachers had been working across the curriculum eg history and geography topics had been used in literacy teaching.

KH concluded by saying that the committee had been considering how best to encourage parents to attend curriculum evenings eg letters from the children to their parents. **TA** commented that it is often difficult to get parental engagement for such events; another governor suggested that technology could be used better than at present to increase accessibility eg putting an archive of material from past events on the website for parents.

The next meeting of the committee will be held on Thursday 5 March at 3.15 pm.

16. Resources Committee

This item had been moved up the Agenda.

The Minutes of the meeting held on 16 January 2020 had been circulated in advance.

VB reported that Sandra Morris is currently working on the budget for next year, and that at present the school is no longer in deficit.

(7.00 pm – AI left.)

She confirmed that the committee had agreed to adopt ParentPay, and that Sandra had been asked to go ahead with this.

VB said that the committee had discussed the running track which **DN** would like to install at school, saying that some of the funding could come from the PE and Sports grant and that an application had been made for a Blenheim Community Trust Fund grant. Governors discussed the possibility of making applications for other grants; **TA** acknowledged that this was a time-consuming process and said that no one at the school would have time to undertake it themselves. She asked for volunteers from the governing body to look into which grants might be available, and to put together an application.

Action: **SP**, **VB**, **OP** and **DWJ** to see if they can find out about possible sources of funding for the running track project.

(7.10 pm – OP left.)

VB concluded by informing governors that the closing date for applications for the 2020-21 school year was 15 January, and that Sandra is working on budgets based on numbers of both 30 and 40.

The next meeting of the committee will be held on Thursday 5 March at 3.15 pm.

6. Governor Appointments and Terms of Office

The Clerk confirmed that there are four terms of office expiring in 2020:

14 March: **SP** (Co-opted)

9 May: **TA** (Co-opted)

7 June: **DH** (Parent)

27 November: **VB** (Co-opted)

The Clerk reminded governors that they would need to formally agree to co-opt governors back onto the governing body if they wished to remain as governors.

SP told **TA** that he would let her know whether he wished to continue as a governor. The Clerk pointed out that his term of office expires before the next FGB, and **TA** commented that it might be necessary, if he did wish to remain as a governor, for the other governors to be asked to agree to this via email, or it could be done at the start of the next meeting.

The Clerk informed **TA** that as **DH** is a Parent Governor, an election would need to be held either shortly before his term expired, or soon after. A governor reminded the meeting that, at the last election, there were several candidates so it is possible that some of the

parents who were unsuccessful last time might wish to stand again. With that in mind, it was agreed that the election should take place before the end of the school year.

7. Chair's Items

There were no items to discuss.

8. Headteacher's Update

In **DN's** absence, **AL** read her update to the meeting:

There are currently 267 children on the roll, and attendance is 96% at the moment. There are still some regular non-attendeers and the school tries very hard to work with the families in an effort to reduce the children's level of absence.

According to the national data, the school is near the top of the league table in Oxfordshire for progress, and some parents have written to congratulate the school on its results.

The autumn data indicates that good progress is being made, and that staff are aware of which children require additional help to accelerate their progress.

Staffing

Mrs Sutton, who started work as a TA in September, has resigned; interviews have been held and an appointment has been made. The new TA will join the school after half term.

Mrs Parsons has returned to the school, and is now responsible for Tech.

Teaching and Learning

The middle leaders have had training in leading their individual subjects.

The school is using knowledge organisers to help children with the key facts which they need to know in each subject.

During February half term, art work from the school will be on display at Blenheim Palace.

AL then told governors that **DN** had asked whether they could revisit the "no fine" policy as the school has a number of families who take their children out of school for holidays, which significantly contributes to the non-authorized absence figures. Governors discussed the issue, agreeing that it was important to establish whether there was any evidence to suggest that fines actually reduce the level of unauthorised absence, and that they would be reluctant to lose the good relationship which exists between the school and the parents. A number of alternative strategies were suggested, including a conversation with the parents about the effect of removing children from lessons, and **TA** emphasised that **DN** does already try to discuss the issue with any parent who wants to take their child out of school during term time. A governor commented that some parents may give false reasons for the absence eg illness, and governors agreed that it was important to encourage honesty and avoid confrontation.

It was decided that the governors would like to see data about the efficacy or otherwise of fines for unauthorised absences. **Action:** **AL** to feed back to **DN** that the governors would

like to see whether there was any evidence to show the effectiveness of fines, and that they would also like to know whether the child's previous attendance record is taken into account when a decision is made to authorise an absence.

9. School Development Plan

AL reported that the Plan had been updated with actions which had been taken in the autumn.

10. Priority Leads and Link Governors

This item had been discussed under item 5 earlier in the meeting. **Action: KH** to update the list of Priority Leads and Link Governors, and send to the Clerk.

11. Safeguarding

TA told governors that she and **DN** had met to go through the central register, and that it is up to date.

She also confirmed that **DN** had completed the Safeguarding Audit, **TA** had signed it off and that it had been submitted online well ahead of the deadline. She recorded her appreciation to **DN** for having done this.

CR reported that she completed the Level 2 Safeguarding training in December.

12. Health and Safety

VB confirmed that the paving is being done and that she needs to arrange a walk around the school with **DN** this term.

13. Governor Training

VB told governors that the Safeguarding training has to be completed every three years. **Action: VB** to send out the link for the online course so that **DWJ** can complete the training, but also so that any governors who need to renew their training, can do so.

TA asked for at least one more governor to complete Headteacher Appraisal training. **Action: KT** will look at doing the training.

CR said that she is currently doing the complaints procedure training.

17. Any Other Business

The Headteacher's appraisal has been carried out.

18. Date and Time of Next Meeting: Tuesday 17 March 2020 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 7.45 pm

CS 22.01.2020