



**Minutes of a meeting of the full Governing Body
of William Fletcher Primary School
held in school
on Tuesday 17 January 2023 at 6.30 pm**

Present:

Trish Amesbury (TA) (Co-opted) (Chair)
Vicky Ball (VB) (Vice Chair) (Co-opted)
Kirsty Colquhoun (KC) (Parent)
Kate Hopcraft (KH) (Co-opted)
Andrew Lister (AL) (Co-opted)
Julia Merchant (JM) (Parent) (from 7.25 pm)
Deborah Nind (DN) (Headteacher)
Oliver Petter (OP) (Local Authority)
Charlotte Rayner (CR) (Co-opted)
Rosie Staniland (RS) (Staff)
Neil Shewry (NS) (Parent)
Daniel Wickham-Jones (DWJ) (Parent)

In attendance:

Clare Saunders (CS) (Clerk)

The meeting was opened by **TA** at 6.34 pm. The meeting was **quorate**.

1. Welcome

TA welcomed governors to the meeting.

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Pecuniary Interests

The **Clerk** confirmed that the Register for this year was on the website, and checked that there were no new declarations to be made.

4. Urgent Additional Items

TA said that she had spoken to a potential new governor, and that this would be discussed under item 17.

5. Minutes and Matters Arising from the meeting held on 29 November 2022

item 3: the declarations and confirmations had all been done. Action completed.

DWJ has renewed his Safeguarding training and notified **VB** and Sandra. Action completed.

item 5 (6)(5)(8): DN reported that she had found a national figure of 7.4% for absence in the autumn and spring terms of the 2021-22 school year. Action completed.

item 8: the length of the school day has been included on the agenda. Action completed.

item 9: TA emphasised that Link Governors should meet their Priority Leads as soon as possible if they have not already done so, reminding governors that this is now the spring term. **Action: Link Governors** to contact Priority Leads to make appointments to meet.

KH has created the folder on GovernorHub. Action completed.

item 13: VB has updated and circulated the governing body skills audit. Action completed. **TA** asked that all non-staff governors fill in the audit. **Action: Non-staff governors** to complete the audit.

item 16: preparing for Ofsted is on the agenda and will be a standing item from now on. Action completed.

The Minutes of the meeting held on 29 November 2022 were **approved** by governors and signed by **TA**.

6. Chair's Items

There were no items.

7. Headteacher's Update

Attendance

DN reported that there are currently 266 children on the roll. 11 have joined since September (not including FS1 children) and 5 have left.

DN highlighted attendance, saying that for the period 6 September 2022 – 13 January 2023 this was 95%. The figure for absence nationally is 6%, so the school's current level of absence compares favourably with the national data. She also provided governors with the figure for persistent absence of 13.45%, clarifying that this term refers to pupils who are absent for more than 10% of the time. She commented that this figure is particularly high within the group of children who have an EHCP (93%) or who have SEND (92%).

DN told governors that Clare Pink, Karen Chambers and herself are the attendance team for the school, and that Clare Pink has been working with five families who have attendance of less than 90%.

CR asked whether **DN** would expect the SEND group to have lower attendance than other children, and **DN** replied that this was to be expected but that there were also issues of anxiety post-Covid, and the current worries about strep-A and scarlet fever. **CR** asked

whether parents were more cautious about sending unwell children to school since the pandemic – did they worry about how other parents would view it? **DN** agreed that this was the case; she added that there was a danger of mixed messages at the moment because the school was encouraging parents to send children in who were slightly unwell as, if they got worse, the school could decide to send them home; but the government's advice was not to send children with a temperature to school because of concerns over strep-A.

Safeguarding

DN provided governors with the numbers of children with a Child Protection Plan or a Child in Need plan.

Staffing

DN reported that Julie Davies, the HLTA, had returned from a term's unpaid leave, and said how beneficial it was to have her back in school. She added that a teacher who had been on maternity leave had returned, too – she is currently working two days a week with Anna Isles working the other three days. From February, they will swap the number of days. Another teacher will begin maternity leave at the end of term 3.

DN told governors that the school is currently advertising for another teaching assistant, to support two children with an EHCP but that it was providing difficult to recruit to this role, causing additional work and stress for the existing members of the staff team.

Curriculum

DN said that an English advisor had come to review early reading and the school reading policy with the SLT.

She reported that Anna Isles is now leading on modern foreign languages, that Julie Davies is overseeing the implementation of digital language support for children with EAL and that Amy Lancaster has taken over responsibility for the Rights Respecting School programme following her return from maternity leave.

Pre-school

DN told governors that she had met with the new provider for the pre-school; it was likely that the pre-school would reopen in March. She added that one child from FS1 had left the school to enrol at St Peter's, Cassington, because their younger sibling has had to start at the pre-school there, and that another is likely to leave for the same reason, so the lack of a pre-school has had an impact on numbers.

Strike action

DN said that she has asked staff members to inform her if they are intending to go on strike, but she added that they were under no obligation to tell her. **KH** asked what the governors' response should be if parents asked whether the school would be staying open; **DN** answered that she was hopeful that it would but that she would be letting parents know. In the meantime, she would send parents an interim message.

8. Review the Length of the School Day

DN said that each committee had discussed how best to extend the length of the school day – although for the moment the White Paper has been shelved. **VB** commented that the Resources Committee had looked at the issue from the financial point of view, discussing what the cost implications of a longer day would be.

DN explained that she had written to the outside providers of school clubs, and that all of them had said there would be no impact on them if the school day finished 15 minutes later; all of them could run the clubs at the later time. She had also looked at the timings of the other schools in the partnership eg Coombe, Stonesfield and Woodstock have brought in a later finish time, whereas Tackley start the school day earlier. **CR** commented that this might indicate that they use the additional time for maths and English, which are generally taught in the morning.

Governors discussed whether to make a decision about the longer day at this point. **OP** suggested that the results of the fact-finding should be presented to the new Head when they are appointed so that they can be involved in the decision. **TA** emphasised that the question was how to get the most benefit for the children's learning from the additional time, and **DN** agreed to ask the staff for their views.

Governors agreed that a start time of 8.40 am, and a finish time of 3.10 pm, appeared sensible but decided to discuss the matter again at other FGB meetings. **Action:** the **Clerk** to ensure that the length of the school day is on the agenda for future meetings.

9. School Development Plan

DN asked that Link Governors make contact with their Priority Lead teachers as soon as possible, especially if they had not met up in the autumn term. **Action:** **Link Governors** to ensure that they meet with their teachers soon, notify **KH** and **DN** when they have done so, and provide feedback which can be added to the SDP.

KH agreed, adding that if an autumn meeting took place, the governor must ensure that the feedback is added to the SDP as soon as possible.

10. Preparing for Ofsted

Referring to the previous inspection, **TA** said that, some years ago, Anna Isles had collated a useful list of questions that Ofsted might ask governors, and that she had recently updated this. She emphasised that governors did not need to be expert in all areas of the school but that they needed to know where to look for an answer. She added that the inspectors would want evidence that the governing body were providing a strategic oversight, and critical support for the SLT. She told governors that if the call from Ofsted came, she would contact them all to see who would be available to talk to the inspectors. She commented that the meeting was likely to be a short one. **Action:** **all governors** to look at the Ofsted questions provided by Anna, and to check that they know how to respond to them, and to ask **TA** or **VB** if they need assistance.

DN suggested that governors should also read the SEF as part of their preparation.

11. Safeguarding

This had been covered under item 7.

12. Health and Safety

VB reported that there was a cracked roof light in the Swallows classroom and that a quote had been obtained from one company. **DN** provided an update on the situation, explaining that she had received a quote from Cherwell Roofing for £11,000 to instal a flat roof there; however, Windrush had quoted £2,000 to replace the cover, saying that a full flat roof was unnecessary.

DN said that she had sent both quotes to the local authority, who had confirmed that it would be sufficient to just replace the cover, so she would be instructing Windrush to carry out the work.

DN mentioned that the top playground had been extremely icy with the sudden onset of very cold weather this week – Sandra had used grit on it in the morning but the ice was so thick that this had little effect. More grit was applied later which did help but the problem appeared to be water running down from the hill. **DN** added that this was the first time she had seen the playground so icy.

13. Governor Training

VB confirmed that she had undertaken *Safer Recruitment* training. **KH** and **NS** confirmed that they were both booked to do the same course in the near future. **TA** added that she would be undertaking *Headteacher Recruitment* training soon.

14. Resources Committee

The minutes of the meeting held on 5 January 2023 had been uploaded to GovernorHub and circulated in advance of the meeting.

There were no questions.

The next meeting of the committee will be held on Thursday 9 March 2023 at 10.30 am, via Teams.

15. Performance and Standards Committee

The minutes of the meeting held on 12 January 2023 had been uploaded to GovernorHub and circulated in advance of the meeting.

TA thanked **KC** for taking on the role of Chair for the committee.

The results of the recent Parent Questionnaires were discussed. **OP** noted that one person appeared to have ticked “Strongly Disagree” to all questions, and asked whether this was a concern for **DN**. **DN** answered that there are always one or two parents who would remain dissatisfied with the school no matter how much had been done; it was noted that, notwithstanding this, 100% of all respondents to the survey had answered

positively when asked whether they would recommend the school. The survey had been completed by 29% of the families.

The next meeting of the committee will be held at 10 am on Wednesday 8 March 2023, via Teams.

16. Curriculum Committee

The minutes of the meeting held on 5 January 2023 had been uploaded to GovernorHub and circulated in advance of the meeting.

DN asked whether, following the visit by Emma White to the meeting, the committee felt they had gained a good understanding of how the school teaches computing, and **CR** confirmed that they had and that they were grateful to Emma for her time.

The next meeting of the committee will be held at 4 pm on Monday 6 March 2023.

17. Any Other Business

(7.25 pm – **JM** joined the meeting.)

TA referred to her post on GovernorHub, explaining that there were currently three vacancies for Co-opted Governors. She confirmed that she had spoken via Teams to the candidate, who had said he wanted to make a contribution to the community by becoming a governor; she had explained the nature of the role and the time commitment involved in it. She asked governors to read the statement he had written and to email her with any questions or comments by the end of the week. **Action: all governors** to read the post on GovernorHub and to let **TA** know whether they are willing to confirm the appointment of the prospective governor.

18. Date and Time of Next Meeting: Tuesday 21 March 2023 at 6.30 pm – online

Items for inclusion on the agenda should be sent to the Clerk a fortnight in advance.

The meeting closed at 7.30 pm

CS 18.01.2023