



Minutes of Horspath Church of England Primary School
Full Governing Body
10th May 2016

Present:

- Munaza Dogar (MD) (Parent Governor) (**Chair**)
- Richard Hughes (RH) (Parent Governor) (**Vice-Chair**)
- Janet Crooks (JC) (Parent Governor) – *left the meeting at 8.30pm.*
- Michelle Bailey (MB) (Staff Governor)
- Noel Skeats (NS) (Parent Governor)
- Emma Coleman (EC) (Headteacher)
- Barbara Lewis (BL) (Foundation Governor)
- Peter Dobson (PD) (LA Governor)
- Gillian Nightall (GN) (Co-opted Governor)

In Attendance:

- Rebecca Brown (RB) (Associate Governor) – *left the meeting at 8.55pm*
- Lucy Tyrrell (LA Clerk)

Apologies:

- Sarah Herring (SH) (Co-opted Governor)
- Rev. Emma Pennington (EP) (Foundation Governor)

The meeting opened at 7pm and was quorate.

Ref:		Action:
59/16	Apologies for Absence Apologies were received and accepted from those governors listed above.	
60/16	Declaration of Interest For the purposes of this meeting, PD highlighted that he is the Chair of the Parish Council Committee – see discussion under Item 66/16.	
61/16	Election of Chair of Governors JC nominated MD, seconded by NS. MD left the room for the formal voting to take place. Governors were in agreement with this nomination and approved MD as Chair of Governors for the term of 1 year.	

Signed.....

Date.....

62/16	<p>Election of Vice Chair of Governors</p> <p>MD nominated RH, seconded by PD. RH left the room for the formal voting to take place. Governors were in agreement with this nomination and approved RH as Vice-Chair of Governors for the term of 1 year.</p>	
63/16	<p>Minutes of last FGB meeting dated 22nd March 2016</p> <p>The minutes of the last meeting were agreed to be a correct record of the meeting, approved by all governors and signed by the Chair to be filed at the school.</p>	
64/16	<p>Matters arising from previous meetings</p> <p>Punctuality and attendance – agenda item for CLAC meeting.</p>	
65/16	<p>Headteacher's Updates, including SEF and SDP</p> <p><u>Ofsted Inspection Update</u></p> <p>EC gave a brief presentation on Section 8 Inspections for governors information with the main points listed as follows: (also included information from a school with a recent section 8 inspection)</p> <ul style="list-style-type: none"> • Dialogue between the school and HMI • Test whether leaders and governors know their schools strengths and weaknesses. • Lead by HMI and specially trained OI (under 600 pupils is HMI) • Focus is on constructive dialogue and feedback and leaders/governors feedback. • HMI only make two judgements, that the school has correct safeguarding procedures and that the school is still 'good'. • HMI come with expectation that the school is still 'good'. • They will have already identified key lines of enquiry from the previous inspection results, Ofsted dashboard, Raiseonline and the school website. <p>EC identified previous inspection keyline objectives and reported that these would be looked at by the HMI to ensure progress has been made. These were identified in line with the SEF and found to have been already identified by the school, with evidence of the target achieved and impact shown.</p> <p>Key Lines of Enquiry:</p> <ul style="list-style-type: none"> • ROL, Ofsted dashboard <ul style="list-style-type: none"> ○ Pupil Premium attendance (closing the gap) ○ Phonics screening • Internal Monitoring (SDP) <ul style="list-style-type: none"> ○ EYFS results ○ Writing in Early Years and KS1 	

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	<p><u>Resources Committee minutes:</u></p> <p>Staff performance – the document detailing the process EC follows to assess staff is to be uploaded to the box for governors to review.</p> <p>Pay Committee – MD and RH had discussed how performance rated pay is used to drive progress through the school. The Pay Policy includes the terms of reference for this committee and the roles and responsibilities are included in this. However, RH informed governors that the pay committee are expected to approve staff increments and not EC. This has been discussed and highlighted previously.</p> <p>Therefore, a pay committee is required to meet for 2 meetings per year and RH asked for governors to join this committee. JC requested to be on this committee because of budget considerations, MD, PD and NS also agreed. JC will Chair the committee.</p> <p>Action 5: EC to send through a date for the first Pay Committee meeting.</p>	EC
67/16	<p>Sub-Committee Updates</p> <p><u>Achievements and Standards – 25th April 2016:</u></p> <ul style="list-style-type: none"> ○ A format was agreed for the data reports from EC made available for each meeting. EC will upload these to the box prior to the meeting for questions. ○ Discussed the progress of PP children, and how poor attendance affected progress. ○ EC had reported that Pupil Tracker is still embedding into the school system, and will require time to ‘settle down’. ○ EC commented that the more able children’s data has been entered cautiously by teachers, and pupil tracker is not being utilised fully, new assessment data should stabilise this. ○ EC further commented that our progress data for this year is less reliable due to the change in assessment systems, however the formative assessments are working correctly. <p>EC commented that the school is further ahead in their understanding of the curriculum and their use of formative assessment than some other schools in the partnership.</p> <p><u>Children, Learning & Communication -</u></p> <p>The next CL&C meeting is scheduled for June.</p>	
68/16	<p>Governor Learning Walks</p> <p>The following learning walks were set:</p> <p>Phonics/ spelling - 9th June at 9.15am – 9.40am.</p> <p>Pupil Voice - 15th June at 2pm - 3.15pm. EC informed governors that the purpose of this visit is to talk to various groups of children for their feedback. EC will supply the questions.</p>	All Governors

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69/16	<p>Academies Update</p> <p><i>JC left the meeting at 8.30pm</i></p> <p>The next steps agreed by the governing body are:</p> <ul style="list-style-type: none"> • Meet with ODST – 18th May, 6pm for staff and governors to attend. • Extraordinary Meeting – proposed date of 24th May or 26th May at 7pm – MD will email all governors for an agreed date 	All Governors
70/16	<p>Link Governor Update</p> <p><i>RB left the meeting at 8.55pm.</i></p> <p>MD reminded governors that any outstanding link governor visits should be scheduled for next term, with final reports uploaded onto Box.</p>	
71/16	<p>Governor Training/Future Training</p> <p>MD suggested that the governing body could organise a joint training session once a year, focusing on an agreed priority. MD to contact Governor Services directly for more information.</p> <p>Action 6: Clerk to send Governor Services training information contact details to MD.</p>	Clerk
72/16	<p>Incidents of Racial Harassment/Bullying</p> <p>None.</p>	
73/16	<p>Safeguarding/Health & Safety</p> <p>The following were updated:</p> <ul style="list-style-type: none"> • Safeguarding self-audit and action plan were uploaded to the box. • Visitors Policy • Risk Assessment for site safety • Parent code of Conduct (agreed in CLAC committee) <p>EC advised governors of a new protocol for children not picked up at the end of the day.</p>	
74/16	<p>Clerk's Update</p> <p>Governors confirmed they had completed the updated enhanced DBS checked required before 1st September 2016.</p> <p>No other information to report.</p>	
75/16	<p>AOB</p> <p>None.</p>	

Signed.....

Date.....

	Date of Next Meetings: Tuesday 28 th June 2016	
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The meeting ended at 9pm.

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Date.....