

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.	

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62/16	Election of Vice Chair of Governors	
	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.	
63/16	Minutes of last FGB meeting dated 22 nd March 2016	
	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.	
64/16	Matters arising from previous meetings	
	Punctuality and attendance – agenda item for CLAC meeting.	
65/16	Headteacher's Updates, including SEF and SDP	
	Ofsted Inspection Update	
	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)	
	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 he 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. 	
	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.	
	Key Lines of Enquiry:	
	 ROL, Ofsted dashboard Pupil Premium attendance (closing the gap) Phonics screening Internal Monitoring (SDP) 	
	EYFS results	
	 Writing in Early Years and KS1 	

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Attainment in maths Years 5 and 6

These were areas identified by SLT.

Action 1: Governors were advised by the Chair to refer to the SEF for background reading and ensure they are familiar with this document.

All Govs

Governors questioned if there is a pattern of evidence for absence? EC highlighted that the pupil premium children are not showing any patterns, however the school has identified an attitude towards non-attendance, and there is a correlation between low attendance and low attainment.

Are there Interventions in place to work with these children that require more support? There have been interventions in place, however the biggest challenge has been for the children to turn up.

Governors highlighted that previous minutes from meetings show evidence that governors are aware of these issues, and are monitoring the issue closely.

Teachers are being encouraged to use formative assessment data, to ensure they are evidencing moving children on when the task has been accomplished. Children not able to achieve these targets are picked up for further support. EC highlighted some of the questions that could be asked (this information was supplied by another school that had recently been inspected). The questions were based around issues that the school were required to work on.

Governors asked if it would be worthwhile having a discussion regarding the school's needs in order to achieve outstanding. Governors felt it would be a worthwhile document to evidence, even though the strategic vision document had previously looked at this. EC suggested revisiting the Ofsted criteria for what makes an outstanding school – this could be used as a discussion tool. This is to be scheduled for a future FGB meeting.

Governors questioned EC if she felt the school could convert to 'outstanding' and is this something she would aspire to? EC replied that other schools have reported that they were unsure of the reasons why they were 'outstanding', however although it is an aspirational target, she would be happy with 'good'.

Action 2: Governors to review the Ofsted criteria for 'outstanding' for further discussion.

All Govs

Website – this is checked regularly by RH and holds the relevant statutory information.

Closing the gap — the school does not have enough of a gap with so few pupil premium children, therefore they might find this harder to evidence the impact of such a small cohort.

Attendance is not an overall issue in the school and is confined to just a few pupils including some pupil premium children.

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This has been investigated the school are able to identity the reasons why the attendance has dipped for these children, and in some cases this has been unauthorised leave. Governors asked if the children coming into school are at a low baseline level? Children are generally coming in at average or slightly below, however they make progress to leave at expected levels, therefore making more than expected progress, with some leaving above expected levels. Chairs of all committees, the SEN and the Safeguarding governor are requested to attend the inspection. **All Govs** Action 3: All governors to ensure their contact details are up to date on box.com. MD informed governors that OCC are not able deliver the introductory session before the FGB begin the internal governance review, therefore Robin Sharples of ODST is to be invited to the FGB meeting in the autumn term. Governors were requested to complete the self-evaluation questionnaire and this will be uploaded onto box, for completion prior to this review. MD and RH to partially complete for further discussion at the next meeting. MD/RH Action 4: MD and RH to partially complete governor questionnaire, for uploading onto box.com for governors to review before the next FGB meeting. **All Govs** 66/16 Ratification of the Budget 2016/17 Documents were circulated via the box prior to the meeting. The budget was recommended by the Resources Committee and takes the following into account: There is a significant c/fwd of £66,000 which will be utilised over the next 3 years, therefore investing back into the current pupils. Continued support of Pine Class. Maintaining the current staffing structure, however one higher level teacher has left and one NQT recruited, enabling some savings to be made. Of the capital spend, the school is unable to support the costs of replacement windows, however is seeking to invest in new laptops and network upgrade. Quotes are in the process of being acquired and an application for support funding has been issued to the Parish Council. PD (Chair of the Parish Council) advised governors to request funding of £4,500 to be submitted before June. If the grant is successful, the school will further investigate replacement of the windows. With the above taken into account, governors were in agreement with the approval of this budget.

	Resources Committee minutes:	
	Staff performance – the document detailing the process EC follows to assess staff is to be uploaded to the box for governors to review.	
	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.	
	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.	
	Action 5: EC to send through a date for the first Pay Committee meeting.	EC
67/16	Sub-Committee Updates	
	Achievements and Standards – 25 th April 2016:	
	 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 sue to the change in assessment systems, however the formative assessments are working correctly. 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. Children, Learning & Communication - The next CL&C meeting is scheduled for June. 	
68/16	Governor Learning Walks	
	The following learning walks were set:	
	Phonics/spelling - 9 th June at 9.15am — 9.40am. Pupil Voice - 15 th 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.	All Governors

Signed...... Date.....

69/16	Academies Update	
	JC left the meeting at 8.30pm	
	The next steps agreed by the governing body are:	
	Meet with ODST – 18th May, 6pm for staff and governors to attend.	All
	• Extraordinary Meeting – proposed date of 24th May or 26th May at 7pm – MD	Governors
	will email all governors for an agreed date	
70/16	Link Governor Update	
	RB left the meeting at 8.55pm.	
	MD reminded governors that any outstanding link governor visits should be scheduled for next term, with final reports uploaded onto Box.	
71/16	Governor Training/Future Training	
	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.	
	Action 6: Clerk to send Governor Services training information contact details to MD.	Clerk
72/16	Incidents of Racial Harassment/Bullying	
	None.	
73/16	Safeguarding/Health & Safety	
	The following were updated:	
	 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	
	EC advised governors of a new protocol for children not picked up at the end of the day.	
74/16	Clerk's Update	
	Governors confirmed they had completed the updated enhanced DBS checked required before 1st September 2016.	
	No other information to report.	
75/16	AOB	
	None.	

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Date of Next Meetings:	
Tuesday 28 th June 2016	

The meeting ended at 9pm.

Signed.....

Date.....