



**Minutes of Horspath Church of England Primary School**  
**Full Governing Body**  
**22<sup>nd</sup> March 2016**

**Present:**

- Munaza Dogar (chair)
- Richard Hughes (clerk)
- Janet Crooks
- Michelle Bailey
- Noel Skeats
- Rebecca Brown

**Apologies:**

- Emma Coleman
- Barbara Lewis
- Peter Dobson
- Gillian Nightall
- Emma Pennington
- Sarah Herring

The meeting opened at 7pm and was **not** quorate.

<b>Ref:</b>		<b>Action:</b>
47/16	<b>Declarations of Interest:</b> None	
48/16	<b>Apologies for absence</b>  Apologies accepted from EC, BL, PD, GN, EP, SH  Further to discussion after the last meeting, in future anyone who is not present and did not send apologies will be marked as absent.	
49/16	<b>Election of Chair and Vice-Chair</b>  The election of the chair and vice-chair was deferred until the next meeting as the meeting was not quorate, with several governors unable attend due to illness.	
50/16	<b>Parent Governor Vacancy</b>  RH will stand down as parent governor in September 2016, after his daughter leaves the school. It is likely that RH will move to a co-opted or associate governor role at this time.	

Signed.....

Date.....

	The forthcoming parent governor vacancy will be advertised in the summer term, but the election will be held in September to allow any new parents the opportunity to nominate themselves. The aim is to have the new parent governor in place by the time of the first FGB meeting in September.	
51/16	<p><b>Matters arising from previous meetings</b></p> <ul style="list-style-type: none"> <li>• 15/16 (PD to complete governor biography) – outstanding</li> <li>• 27/16 (safer recruitment training) – MB still to complete</li> <li>• 36/16 (Ofsted preparation) EC is attending a briefing on Ofsted preparation on 12th April. Notes on questions Ofsted might ask governors have been circulated to all governors - it was agreed to go through these at the next meeting.</li> <li>• 41/16 (governor training) MD to explore possibility of Marya Marriott visiting to deliver training on monitoring the quality of teaching to all governors.</li> <li>• 44/16 (Clerk's update) – outstanding</li> </ul>	
52/16	<p><b>Headteacher's Update</b></p> <p>This was circulated before the meeting, and in EC's absence was presented by MB.</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>- There are sufficient 1st choice applications for EYFS in September 2016 to ensure that all places will be filled.</li> <li>- EC has been informed that the local authority will be performing P16 address checks for admissions in 2016/7.</li> <li>- EC reported concerns about the attendance of Pupil Premium children. Steps have been taken to address this, and some improvements have been made, but this needs further attention.</li> <li>- A transfer of control agreement has been put in place with the after-school club.</li> <li>- All actions arising from the health &amp; safety audit are now complete.</li> <li>- MB will be KS2 writing moderator, and assisting partnership schools</li> </ul> <p>MD asked about punctuality for the whole school, and how this compares to previous years. MB did not have data for this, and it was agreed that this would be discussed at the next CL&amp;C committee meeting (RH to include in agenda). It was also suggested that rewards should be considered for good punctuality &amp; attendance.</p> <p>JC suggested using newsletter to highlight docs on website to help children, e.g. word lists, calculation policies.</p>	RH
53/16	<p><b>Committee Reports</b></p> <p><i>Achievements and Standards, 29th February</i></p> <ul style="list-style-type: none"> <li>- Mrs Marshall provided an update on intervention &amp; monitoring of Pupil</li> </ul>	

Signed.....

Date.....

	<p>Premium children.</p> <ul style="list-style-type: none"> <li>- Miss Hunt provided an update on EYFS progress and the plans in place. She is currently expecting to meet the "Good Level of Development" target</li> <li>- EC presented predictions for Year 6 performance in May's SATs. With changes to the tests this year, the results are more unpredictable than usual.</li> <li>- There is a renewed focus on spelling, because the new assessments require this as part of the writing assessment. In the past, spelling was only assessed. as part of the "SPaG" test.</li> <li>- - Some items on the agenda and the meeting is to be reconvened when an appropriate date can be found.</li> </ul> <p><i>Children, Learning &amp; Communication, 8<sup>th</sup> February</i></p> <ul style="list-style-type: none"> <li>- Excellent progress has been made towards fulfilling the school's obligations due to the Prevent Duty.</li> <li>- A Code of Conduct for Parents has been prepared and is under review</li> <li>- A recent session for parents about how maths is taught was well-attended.</li> <li>- A survey of parent opinion on school uniform affordability was carried out recently, and the results published in the newsletter.</li> </ul>	
54/16	<p><b>Governor Learning Walks</b></p> <p>Several governors remarked on how useful the recent learning walks had been. MD &amp; EC to set dates for future walks.</p>	MD, EC
55/16	<p>The governing body expressed their thanks to Mrs Westhead for organising the recent Book Week activities.</p>	
56/16	<p>MD and RH noted that they were pleased with how the school leadership team had handled the absence (due to illness) of both EC and MB on the same day recently.</p>	
57/16	<p><b>Academies</b></p> <p>EC, MD and RH attended a presentation from the River Learning Trust at Wheatley Park School on February 23rd. This was a very positive meeting, and MD has invited Paul James (CEO of RLT) to present to Horspath governors and staff on April 13th.</p>	
58/16	<p><b>Link Governor</b></p> <p>MD reminded all governors to make contact with staff to arrange link governor visits.</p>	
58/16	<p><b>Incidents of racial harassment and bullying:</b> None</p>	
	<p>Next meeting: 10<sup>th</sup> May 2016</p> <p>The meeting closed at 9.10pm</p>	

Signed.....

Date.....