



Minutes of Horspath Church of England Primary School
Full Governing Body
28th June 2016

Present:

- Munaza Dogar (MD) (Parent Governor) (**Chair**)
- Richard Hughes (RH) (Parent Governor) (**Vice-Chair**)
- Janet Crooks (JC) (Parent Governor)
- Michelle Bailey (MB) (Staff Governor)
- Noel Skeats (NS) (Parent Governor) –*left the meeting at 7.30pm*
- Emma Coleman (EC) (Headteacher)
- Barbara Lewis (BL) (Foundation Governor)
- Peter Dobson (PD) (LA Governor)
- Gillian Nightall (GN) (Co-opted Governor)
- Sarah Herring (SH) (Co-opted Governor) - *left the meeting at 8.05pm.*

In Attendance:

- Rebecca Brown (RB) (Associate Governor) –*left the meeting at 9.05pm*
- Lucy Tyrrell (LA Clerk)

Apologies:

- Rev. Emma Pennington (EP) (Foundation Governor)

The meeting opened at 7pm and was quorate.

Ref:		Action:
59/16	<p>Apologies for Absence</p> <p>Apologies were received and accepted from those governors listed above.</p>	
60/16	<p>Declaration of Interest</p> <p>RH advised governors that he is now also a Wheatley Park Governor. The Clerk advised RH to amend his pecuniary interest form and send to the school office for filing.</p> <p>Action 1: RH to amend his pecuniary interest and send to the school office for filing.</p>	RH
63/16	<p>Minutes of last FGB meeting dated 10th May 2016</p> <p>The minutes of the last meeting were agreed to be a correct record of the meeting, approved by all governors and a final copy will be forwarded to the Chair to be signed and filed at the school.</p>	

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	Action 2: Clerk to forward final copy of the last set of minutes to the Chair for signing and filing at the school.			Clerk/ MD
64/16	Matters arising from previous meetings			
	Action		Who	Outcome
	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	The SEF has not been updated for this meeting, however is covered in the HT report.
	Action 2	Governors to review the Ofsted criteria for 'outstanding' for further discussion.	All Govs	EC will carry out a training session in September for all governors.
	Action 3	All governors to ensure their contact details are up to date on box.com	All Govs	Completed.
	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	Agenda item
	Action 5	EC to send through a date for the first Pay Committee meeting.	EC	Completed.
	Action 6	Clerk to send Governor Service's training information contact details to MD.	Clerk	Outstanding.
	Academies Vote			
	MD had emailed all governors the following questions in preparation for voting to take place as follows:			
	(1) The Governors of Horspath CoE Primary School recommend that we should start the process to convert to an academy (yes/no)			
	If "yes", then:			
	(2) The Governors of Horspath CoE Primary School recommend that the school should now start due diligence to join a specific multi-academy trust (yes/no)			
	If "yes", then:			

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	<p>(3) The Governors of Horspath CoE Primary School recommend that the school start due diligence with the River Learning Trust or with ODST (RLT/ODST)</p> <p>To clarify the voting procedures:</p> <ul style="list-style-type: none"> - Governors need to be present at the meeting to vote - The votes will only take place if the meeting is quorate. In our case, that means six governors are present. - Votes will be cast by a show of hands - Motions will be carried if they receive a simple majority of votes cast - Abstaining does not count as a "vote cast", and therefore reduces the number of votes required for a majority - Associate members are not full governors, so are not entitled to vote - In the case of a tie, the chair of governors has a second, deciding vote. <p>In response to question 1, 9 governors voted yes, 1 governor voted no. For information RB, who has no voting rights as an Associate Governor, wished to minute her indication of a 'no' vote to this question.</p> <p>In response to question 2, 10 governors voted yes. For the purposes of the minutes, RB wished to clarify that she would have wished to keep the governing body's options open.</p> <p>In response to question 3, 9 governors voted for the governing body to join the River Learning Trust, 1 governor chose to abstain from this vote.</p> <p>Therefore the governing body agreed to start the process of academy conversion and the due diligence process to join the River Learning Trust.</p> <p>Governors were aware that one governor was absent, and due to this formality of the voting process decided by the governing body, therefore could not vote.</p> <p>Following the above vote the following actions were agreed:</p> <p>Action 3: EC to investigate who is the contact at OCC on the Academies Team.</p> <p>Action 4: MD and RH will prepare a letter to update the parents of the governing body's decision and advise them of the next steps.</p> <p>Action 5: The governing body will investigate the next steps to take in regards communication, consultation and due diligence.</p> <p>The school are holding information sessions for parents of which all governors were encouraged to attend.</p> <p>Action 6: MD to contact the RLT in order to set a timeline of next actions to take for the governing body.</p> <p>Action 7: MD to email the Chairs of the partnership schools informing them of the school's decision.</p>	<p>EC</p> <p>MD/RH</p> <p>MD</p> <p>MD</p> <p>MD</p>
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	<p><i>NS left the meeting at 7.30pm.</i></p>	
<p>65/16</p>	<p>Headteacher's Updates</p> <p><u>School Context</u></p> <p>Total number of pupils on roll = 143.</p> <p>There are 20 pupils starting in Acorn class in Sept 2016. All of these pupils have attended starter sessions.</p> <p><u>Staffing</u></p> <p>One member of staff is retiring at the end of the summer term and one other has resigned to take up the post of Nursery Manager. This leaves a vacancy for a teacher and a HLTA post.</p> <p>An NQT will start in September for Beech Class, supported by the Year 5 teacher initially.</p> <p><u>Attendance</u></p> <p>Attendance for the year to date = 96.57%, which is slightly down from last year's figure of 97.17%.</p> <ul style="list-style-type: none"> • Authorised absence = 3.1% • Unauthorised absences = 0.34% <p>Attendance was discussed at length in CLAC, especially concerns with pupil premium children, and reported that although this has improved slightly, it is still being monitored as currently below 90%.</p> <p>There were no reported incidents of bullying.</p> <p>There have been no reported safeguarding incidents.</p> <p><u>Health and Safety</u></p> <p>Following the H&S audit in November 2015, actions required have been followed up as detailed in the report for governors' information.</p> <p>Analysis of the accident records show no areas of concern.</p> <p><u>Teaching and Learning Monitoring 2015-16</u></p> <p>Strengths:</p> <p>In the best lessons there is</p>	

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- Evidence of pre-teaching and catch up work.
- High productivity and well-paced lessons.
- Clear development of understanding, knowledge of skills during the lessons that pupils recognised for themselves.
- Low level disruption is rare and is dealt with swiftly and effectively.
- Good subject knowledge and support from TAs.
- Cross-curricular links evident (geography/science vocabulary).
- Children self-assessed well during plenary.
- High challenge for all in the form of open ended investigations.
- Good subject knowledge, opportunities taken to reinforce grammar, spelling and punctuation both during the lesson and in marking.

Development:

In lessons where pupil progress was not secure, development areas are:

- Reduce the level of teacher talk and develop pupil independence and resilience.
- Ensure formative assessment is timely and effective to ensure appropriate levels of challenge.
- Marking and feedback needs to focus on developing learning.
- Ensure that least able/SEN have appropriate resources to develop independence.

Assessment tracker and data

Review by Diocese SIP and LA SIP highlighted:

- The systems in place enable an accurate judgement of attainment and progress.
- Teachers were able to explain the systems in place and that they were increasingly confident in assessing pupils.
- National tests have been used to agree assessments for maths, reading and SP&G.
- Writing at Year 6 has been moderated across the partnership.
- Writing at Year 2 has been moderated with another local school.
- EYFS judgements have been moderated both within the partnership and at an LA EYFS meeting.
- As an LA appointed moderator, MB has moderated Year 6 writing at 4 other Oxfordshire schools.

The above has been reported back fully and discussed at the Achievement and Standards Committee (A&S), however governors wished to note how hard the staff at the school have worked to ensure that the assessment system is robust and effective.

Governors questioned if, with collaboration with partnership schools, have the school been able to compare children working at expected levels? Moderation has ensured

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	<p>comparisons to be made, and also commercial tests used throughout the schools have confirmed that assessments are correct.</p> <p><i>Governors asked if some of these comments for assessment tracking could be used as evidence in the SEF? However, EC commented that it would be advisable to wait for the data.</i></p> <p>Governors commented on the benefits of the high level of involvement within the partnership and MD and RH are to attend a meeting with the partnership on the work done over this year.</p> <p><u>Year 6 Teacher Assessment</u></p> <p>EC presented the teacher assessment data for Year 6 pupils.</p> <p><i>Governors asked how the standard tests will be graded? MB explained how they will be scored to fit the correct grading.</i></p> <p><i>Governors asked if any more communication is being prepared for parents in preparation of the circulation of KS2 reports? SIMs will automatically produce a letter alongside the report in order to further inform parents of the levels.</i></p> <p><i>Governors asked if parents are aware of the levels and the terminology of ‘working towards the standard’ means? EC commented that parents have been informed at parents’ evenings, in preparation for these tests, and have been given examples of how their child is currently not meeting the standards, however highlighting where they did meet the standards, in order to maintain positivity with their child’s progress.</i></p> <p><i>SH left the meeting at 8.05pm.</i></p>	
66/16	<p>School Development Plan</p> <p><u>Review 2015/16</u></p> <p>EC reported on progress towards all five aims in the SDP. A summary of these will be written and published in the Autumn term.</p> <p><u>Planning 2016/17</u></p> <p>EC highlighted the following areas to be included in next year’s SDP:</p> <ul style="list-style-type: none"> • Academies • Growth mindset • Computing in networks and chromebooks • Competitive sports • School council and Pupil Voice • Formative assessments – greater impact for teaching and learning • Marking and feedback • Rewards and incentives. 	

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	<p>Action 8: to review the draft SDP at the first FGB meeting of the academic year 2016/17.</p>	<p>Agenda item</p>
	<p>Governing Body Self Evaluation Review</p> <p><i>Document entitled 'Horspath Church of England School Self-Evaluation Review' was available for governors to review on the box.</i></p> <p>The above document, taken from The Key, highlights 20 questions for governors to ask themselves in order to self-evaluate. Governors discussed the following questions:</p> <ol style="list-style-type: none"> 1. Have we completed a skills audit of our governing body? The skills audit was implemented 2 years ago and is reviewed regularly. Governors will refocus on this document during new governor recruitment in order to identify skills not fully covered within the governing body. 2. Do we appoint governors on the basis of their skills, and do we know how to find people with the necessary skills? Governors identified a lack of human resources skills within the governing body, and will review this during the parent election at the beginning of next term. 3. Do we understand our roles and responsibilities? There is a culture of keeping up to date and new governors are inducted as effectively as time allows. 4. Do we have a professional clerk and run meetings effectively? Governors highlighted more support required for committee meetings and more communication through box. 5. What is our training and development budget and does every governor receive the support they need to carry out their role effectively? Governors to be more proactive at booking onto governor services courses and taking advantage of the one customised session offered each year as part of the training package with governor services. <p>MD will upload the above document to the box for review. This will be reviewed further at the next FGB Meeting.</p> <p>Action 9: Governing Body Self-Evaluation Review to be added as agenda item to first FGB meeting of 2016/17.</p>	<p>Agenda item</p>
67/16	<p>Sub-Committee Updates</p> <p><u>Achievements and Standards – 6th June 2016</u></p> <p>The following was discussed:</p> <ul style="list-style-type: none"> • Provisional KS1 and KS2 assessments reviewed. • Alignment of assessment points on target tracker reviewed. • Update on SDP. 	

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	<ul style="list-style-type: none"> • A new approach of SEN provision with the implementation of a SEN provider. • Reviewed the success of the new Pine Class, further analysis is required. • Parent reports to be send out on 8th July. <p><u>Children, Learning & Communication –27th June 2016</u></p> <p>The following was discussed:</p> <ul style="list-style-type: none"> • Attendance update. • Behaviour update. • Training completed by all staff and governors on Prevent Duty. • Revised safeguarding requirements for September. <p><u>Pay Committee</u></p> <p>At the first meeting of the Pay Committee, the terms of reference were fully reviewed to ensure the committee works effectively.</p> <p>A schedule of meetings was prepared to ensure meetings are timely and effective following staff performance reviews.</p> <p><i>RB left the meeting at 9.05pm.</i></p>	
68/16	<p>Governor Learning Walks</p> <p>This item was covered in the headteacher’s report.</p>	
70/16	<p>Link Governor Update</p> <p>JC met with MB and the report uploaded to box for governors to review.</p> <p>NS met with the Humanities Coordinator, report to be written up and uploaded to box.</p> <p>Action 10: NS to write up link governor report with Humanities Coordinator and upload to box.</p>	NS
71/16	<p>Governor Training/Future Training</p> <p>Identified in skills audit.</p>	
72/16	<p>Incidents of Racial Harassment/Bullying</p> <p>None.</p>	
73/16	<p>Safeguarding/Health & Safety</p> <p>Covered in headteacher’s report.</p>	

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74/16	<p>Clerk's Update</p> <p>Annual Schedule of Governing Body Business due to be published by Governor Services in July.</p>	
75/16	<p>AOB</p> <p>RB wished to remain on the governing body as an Associate Governor, the Clerk will inform governor services and update the terms of office.</p> <p>Governing body to hold a parent election at the beginning of the next academic year.</p> <p>Action 11: Governing body to organise parent election at the beginning of the term 1 2016/17.</p> <p>Action 12: Clerk to forward parent election paperwork to MD/RH for review.</p>	<p>Clerk</p> <p>Clerk</p>
	<p>Date of Next Meetings:</p> <p>2016/17 meetings:</p> <p>The following dates were proposed:</p> <ul style="list-style-type: none"> • Tuesday 20th September 2016 • Tuesday 15th November 2016 • Tuesday 17th January 2017 • Tuesday 21st March 2017 • Tuesday 9th May 2017 • Tuesday 4th July 2017 	

The meeting ended at 9.11pm.

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