

Horspath Church of England School

Full Governing Body
15th November 2016



<p>Present:</p> <ul style="list-style-type: none"> • Munaza Dogar (chair) • Richard Hughes (vice chair, acting clerk) • Emma Coleman • Michelle Bailey • Sarah Herring • Phil Goodliffe • Emma Pennington • Janet Crooks • Rebecca Brown • Peter Dobson 	<p>Apologies:</p> <ul style="list-style-type: none"> • Gillian Nightall • Chris Rodgers
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The meeting opened at 7.00pm and was quorate.

REF	ACTION
92/16	Declarations of interest: none
93/16	Apologies accepted from: CR, GN
94/16	<p>Matters arising from previous minutes</p> <p>The minutes of the meeting on 20th September 2016 were agreed for accuracy and signed.</p> <ul style="list-style-type: none"> • 78/16 - DBS checks for new governors are complete. • 79/16 - While register of governors' business interests is complete, the dates for annual review varies from governor to governor. It was agreed that we will get these back in sync by renewing all declarations in March 2017. • 81/16 - The governing body is still looking for a clerk as none of the possibilities discussed at the last meeting proved successful. In the absence of a clerk, RH continued to take this role. SH to ask whether the Marsh Baldon clerk would be able to take on the role. SH • 82/16 - Governor code of conduct - MD to revise ready for review at next meeting. MD • 83/16 - It was agreed that PD & EP will join the Headteacher Performance Management committee.
95/16	<p>Headteacher's Report</p> <p>EC presented the termly headteacher's report.</p> <ul style="list-style-type: none"> • Mrs Westhead will be leaving the school at Christmas. EC is working on recruiting a replacement

- Attendance of Pupil Premium children (which was a cause for concern last year) is significantly improved this term so far.
- Racist bullying - there has been one incident of racist bullying. See 96/16 below.
- Safeguarding - RH and EC have re-established a schedule of termly safeguarding review visits. As a result of the October visit, RH and EC are working with the Nursery to ensure there are no gaps in safeguarding records and procedures when handing children over to the All Stars after school club.
- MB performed an E-safety survey with Willow Class. One third of children had been contacted on the internet by people they don't know. E-safety awareness initiatives are being planned for the whole school.
- SEN info report, approved
- PP report - hide total number of children, retain percentages
- The Health & Safety audit has been completed, with just a few minor issues needing attention.
- The updated Self Evaluation Framework (SEF) was presented.
- Reports on academy conversion, SEN and Pupil Premium and incidents of racist bullying were included in the HT report, and these are covered in separate items below.
- Tim Martin, the incoming head of Wheatley Park School, will be visiting Horspath to talk to parents on 23rd November.

96/16

Racist Bullying

The governors unanimously approved the following statement, for EC to make of use as required.

“Since the EU referendum in June there has been a significant rise in incidents of racist abuse across the country, including many cases in schools. Thankfully we see very few of these at Horspath School, but unfortunately a very small number of cases do occur. The school governors would like to make it clear that we consider racist and religious abuse totally unacceptable; every child at the school has the right to feel safe, and free from persecution due to their country of birth, skin colour or religious beliefs. Mrs Coleman has our wholehearted support in dealing with any incidents of abuse robustly, and making use of the full range of consequences set out in the behaviour policy.”

97/16

SEN Information Report

This was approved by the governing body.

98/16

Annual Safeguarding Report

This was approved by the governing body.

99/16

Pupil Premium Report

This was approved by the governing body. It was agreed that some of the details should be suppressed in the version published on website. As there are very few PP children at the school, showing percentages would make it possible to identify details about specific children.

100/16	<p>Academy Conversion</p> <p>The process of converting to an academy and joining the River Learning Trust is continuing. A series of two-way due diligence meetings with RLT have been scheduled, and governors invited to attend:</p> <ul style="list-style-type: none"> Monday 21st November, Finance Monday 28th November, H&S/Premises Tuesday 29th November, Education <p>A meeting about governance is also likely to be scheduled.</p> <p>It was noted that joining RLT is likely to result in greater oversight of the school, and it was agreed that this is a good thing. The reduction in OCC services has arguably left the school with less scrutiny that it should receive.</p> <p>The four responses received during the consultation process were reviewed. These contained a number of very good questions, but no objections to proceeding.</p> <p>RH will draft a response to the questions raised. MD will send the two questions identified as requiring RLT input to Paul James.</p> <p>The Equality Impact Assessment for joining RLT was approved by the governing body.</p>	RH/MD
101/16	<p>School Development Plan</p> <p>Progress on the objectives identified in the SDP was reviewed. In light of Mrs Westhead's departure, EC will take leadership for the English objectives. It will be necessary to find someone to take over the computing objectives, or revise the SDP if these are likely to be delayed.</p>	
102/16	<p>Governing body self-evaluation</p> <p>The governing body completed questions 6 to 20 of the self-evaluation review.</p> <p>MD to invite Paul James to lead a session at March 2017 meeting focusing on next steps.</p>	MD
103/16	<p>Annual Governance Statement</p> <p>MD and RH presented an Annual Governance Statement. This was approved by the governing body. RH to publish on website, and send to EC to distribute to parents.</p>	RH/EC
104/16	<p>Committee Updates</p> <p>The Pay Committee met on 7th November</p> <ul style="list-style-type: none"> staff pay progression approved objectives for this year were examined next meeting in March to assess progress on these objectives <p>The Resources Committee met on 7th November</p> <ul style="list-style-type: none"> reviewed results of Health & Safety audit reviewed financial position and started looking at budget for 2017/8 	

- reviewed and approved the Teachers Pay Policy and Charging Policy. JC to send Charging Policy to RH for publication on the website
- discussed and agreed measures to ease recruitment difficulties in the future

The Children, Learning and Communication Committee met on 17th October.

- Discussed annual safeguarding report and issues relating to the handover of children from the school to All Stars
- Behaviour monitoring – notably better than the same period last year.
- Attendance – PP attendance notably better than last year
- Parent Survey – analysis and response published on the website.

RH left the meeting at 9.20. The remaining minutes were taken by MD.

The Achievement and Standards Committee met on 3rd October.

- Committee terms of reference were reviewed by committee
- RaiseOnline review with SIP, Robin Sharples scheduled for 18/11/16
- Committee agreed to use Ofsted guidelines to
- Identify 'focus groups':
 - Pupil Premium/Disadvantaged Pupils
 - More Able Pupils
 - Boys for Writing
 - Children predicted to be above 'ARE' in Maths
- More Able Policy to be revised to distinguish definition between 'very able' and 'exceptionally able'. EC informed committee that teachers will explore assessing 'exceptionally able children' against expectations for higher years.
- Year 6 predictions presented by MB

105/16

Governor Update

MD proposed removing subject link governors (as previously discussed at last FGB meeting) and instead appointing governors to monitoring roles linked to the SDP. The SDP objectives are linked to the achievement and standards committee and children, learning and communications committee. Therefore, the proposal is that the chairs of both committees (with consultation of the members of these committees) appoint governors to these monitoring roles.

However, MD commented that despite the monitoring roles falling under the responsibility of A&S and CL&C any governor is invited to express an interest to take on joint responsibility for any of the five SDP objectives. EC suggested including SH in the monitoring role for the A&S objectives.

MD/RH

SDP Objectives:

1. Writing
2. Maths
3. Attitudes & behaviour for learning
4. Computing

5. Refine assessment & data tracking systems

Link Governors will remain for the statutory roles, SEN, Safeguarding, whistleblowing governor. The governing body have delegated the responsibility of the pupil premium link governor to the achievement and standards committee.

MD questioned whether there is a need for a PE link governor with a specific focus on the PE grant. EC suggested that this could be added to the next CL&C committee meetings. Action: CL&C

RH

106/16

Governor Learning Walks

EC informed governors of two learning walk dates: Friday 2nd December 9-11am and Thursday 8th December 1.30-3pm. The focuses are yet to be confirmed.

107/16

Governor training/ Future training

MD discussed the possibility of using expertise within the governing body and WALP to support with the induction of the two new parent governors, PG and CR. Sarah Herring will discuss with her governing body, as there are two governors who lead on national governor training. In addition, MD to plan an induction programme for PG and CR.

SH/MD

108/17

AOB

MD discussed the possibility of governors being issued with new email addresses linked to the school.

MD/RH

The meeting ended at 9.36pm