

Horspath Church of England School

Meeting of the Full Governing Body 17th January 2017



<p>Present:</p> <ul style="list-style-type: none"> • Michelle Bailey – Staff • Emma Coleman – Headteacher • Janet Crooks – Parent • Munaza Dogar – Parent: CHAIR • Phil Goodliffe – Parent • Sarah Herring – Co-opted • Richard Hughes – Co-opted • Gillian Nightall – Foundation • Chris Rodgers – Parent 	<p>Apologies:</p> <ul style="list-style-type: none"> • Rebecca Brown – Associate member • Peter Dobson – Local authority • Emma Pennington – Foundation <p>In attendance:</p> <ul style="list-style-type: none"> • Helen Batten: Clerk
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The meeting opened at 7.10pm and was quorate.

REF	ACTION
1/17	<p>Declarations of interest: No governor declared a material interest in any item on the current agenda, or any change to information previously supplied. SH reminded governors that she is Headteacher of Marsh Baldon school.</p>
2/17	<p>Apologies & Welcome</p> <ul style="list-style-type: none"> • Apologies had been received from RB and EP and were accepted. PD was absent. • Governors welcomed HB and introductions were completed.
3/17	<p>Previous FGB, 15 November 2016:</p> <ul style="list-style-type: none"> • Minutes of the meeting, which had been circulated, were agreed for accuracy and signed. • Matters arising, not otherwise covered were considered: <ul style="list-style-type: none"> ○ 94/16: It is anticipated that HB will take on the clerking role, subject to confirmation. ○ 96/16: EC confirmed that the bullying statement will be included in the newsletter. ○ 100/16: Academy consultation responses have been provided to parents and published. ○ 102/16: It was agreed to request Kate Curtis (ex-Head of Wheatley Park) to lead a session on governing body self-evaluation at the March FGB. EC ○ 105/16: Achievement & Standards and Children, Learning & Communication committees will decide allocation of governor SDP monitoring roles, in consultation with other MD/ RH

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	<p>committees. SH will provide additional assistance with the monitoring of some pupil progress goals.</p> <ul style="list-style-type: none"> ○ 105/16: The PE link governor will be decided by Children, Learning & Communication committee which has not yet met. RH ○ 107/16: It was confirmed that Rachel Caseby of Marsh Baldon GB will present an induction training session at an additional meeting for all governors, date to be confirmed. Information from the NGA and The Key will also be circulated to new governors. SH/ MD ○ 108/16: It was clarified that the main reason to provide governors with school email addresses would be to facilitate use of Google-drive document sharing, as is currently used by Wheatley Park. It was agreed that Box is adequate for current needs, and that requirements will be re-assessed following academy conversion.
4/17	<p>Incidents of bullying: EC confirmed there have been no incidents to report since the last FGB. In response to a question EC explained that it has been a conscious decision to send out the bullying statement at a time when there are no live issues in school.</p>
5/17	<p>Safeguarding/Health & Safety:</p> <ul style="list-style-type: none"> ● EC reported a recent safeguarding concern around the transfer of children to after-school activities, which has been fully resolved. A risk assessment is now in place and all relevant staff are aware of the handover system. ● There are no other current concerns and EC and RH will be meeting later this term for a routine update on safeguarding matters. ● It was agreed to produce a single page for parents with key information about bullying including how to raise concerns, to be included with safeguarding information. EC/RH ● EC confirmed that All Stars are not using any external providers in school. Their SCR is complete for all employees and there are no current concerns.
6/17	<p>Headteacher's report:</p> <ul style="list-style-type: none"> ● School Development Plan: The updated SDP had been circulated, RAG-rated to show progress, and was discussed: <ul style="list-style-type: none"> ○ Governors challenged the progress of low attainers, which is not evident. EC explained that this target relates to five boys who have all made good progress and are now just below where they should be. A way will be found to emphasise the success of the actions put in place to support this group, and to show their progress more clearly in the SDP. ○ EC clarified that she has largely taken over computing actions that had been assigned to the staff member who has left. Most of this work is now complete and it will not be necessary to amend the SDP.

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- Governors sought clarification of how DIRT evidence of feedback has been collected. EC explained that this has come from book scrutiny as well as governor monitoring. Governors agreed that feedback from teachers has been seen but further evidence is required and there is not yet clear evidence that children are acting on the feedback they receive. The SDP should clarify that progress has been made but this is not yet securely embedded.
- EC drew attention to the significant improvement in attendance although the target has not yet been met, and it was agreed to emphasise this progress. EC confirmed that parent meetings have proved effective regarding attendance and have also helped to improve communications and relationships with the families concerned. There is one remaining case of poor attendance, arising from regular health-related absences, and we need to be realistic and recognise that it may not be possible to bring about much improvement for this child.
- The SDP will be updated again when governor monitoring is complete. Governors thanked EC and RH for a clear and comprehensive document which is easy to use. An abbreviated website version has also been produced, which was tabled for approval.

- **Number on roll:** NOR is currently 138, and this number will be used for the 2018 budget. This year’s budget was based on 142.

7/17	<p>Committee updates: There have been no meetings since the November FGB.</p> <ul style="list-style-type: none"> ● Achievement & Standards: Learning walk outcomes will be discussed at the next meeting, which will also cover feedback from the Diocesan Advisor’s visit. ● Resources: The committee will be trialling an online meeting to complete December budget monitoring. The new teaching appointment with effect from April has been completed. In the meantime temporary arrangements currently in place will continue and there are no concerns arising. 	EC
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8/17	<p>Academy conversion</p> <ul style="list-style-type: none"> ● Update: Since the November FGB formal consultation feedback has been provided to parents and due diligence investigations covering all aspects of school operation are ongoing. No new concerns for governors have been identified. The Academy Order has been issued, with target completion of 1st May. ● Due diligence to join the River Learning Trust: The meeting reports will be circulated. <ul style="list-style-type: none"> ○ Education: EC described the activities completed on 29th November, and key points of discussion, and confirmed 	
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there were no concerns arising.

- **Premises:** EC explained that this useful meeting also covered some operational aspects and a number of queries have been resolved.
- **Finance:** JC reported the meeting on 16th December which looked at the budget: No new concerns were raised and some queries were answered. However, the RLT staff member involved has since changed and a further meeting with the new postholder will be needed to move things forward. Once again this meeting was also very helpful regarding operational issues and the handover process. Horspath will need to create a budget to cover April – September 2017 and then another one from September to bring it in line with the academies accounting year. The budget currently includes a significant carry forward sum, to be spent over three years. All maintained funding will be withdrawn by OCC on conversion but it has been confirmed that this surplus will be returned. RLT requires 3% of the budget to be ring-fenced as an emergency fund, which may be required for use by the Trust. In discussion governors acknowledged that the 3% contingency represents good financial management by RLT, which wants Horspath to succeed, and in reality this arrangement is little different to that with the LA. However we will need to check the impact on our planned spending and raise any concerns. Horspath is moving into collective liability which represents a significant change, but this is the purpose of the due diligence investigations completed by all schools within RLT. It was confirmed that Horspath will still be able to raise and hold its own ‘special purposes’ funding which will not be subject to the Trust. Further information will be placed on Box and governors were requested to email any questions for the next meeting to EC.

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- **Academy documents:** Three documents linked to conversion – the scheme of delegation, standing orders and code of conduct - were discussed. These documents have yet not been updated to reflect the additional considerations for church schools. It is understood that RLT will need to reconstitute accordingly and then formulate new documents which Horspath will then consider together. EC will be contacting Paul James to move this forward and Governor discussion will be continued via Box in the meantime.
- **Horspath governing body:** It was agreed that the Chair and Vice Chair will be elected at the April FGB. The structure of the local governing body, and any changes that will be required to meet this, are not yet clear.

SH left the meeting at 8.50 pm.

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- **Staffing:** EC and RH reported from a meeting with the unions and OCC HR. A meeting for all staff will take place on 24th January. Some staff queries have already been answered and no significant concerns have been raised.

9/17 **New funding formula:** Governors were very concerned by the anticipated effects of the new funding arrangements on Oxfordshire schools and agreed that this can only be detrimental to provision and teacher recruitment. A GB consultation response will be drafted for approval RH

10/17 **Governor training:** This had been covered in previous discussion. There were no further points arising.

11/17 **Clerk's items:** There was nothing to report that had not been covered.

12/17 **AOB**

- **Ofsted:** EC drew attention to the essential inspection information for governors on Box, which is being regularly added to, and reminded all governors to ensure they are familiar with the latest updates.
- **Apology:** MD confirmed that an apology from PD had been received during the course of the meeting. This was accepted by governors.

13/17 **Date of next meeting:** Tuesday 27th March 2017, 7.00 pm.

MD thanked all governors for their attendance and input and closed the meeting at 9.10 pm.

Signed

Date