

Horspath Church of England School

Meeting of the Governing Body
Tuesday 4th July 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>In attendance:</p> <ul style="list-style-type: none"> • Helen Batten: Clerk • Rebecca Brown: Associate member 	<p>Apologies:</p> <ul style="list-style-type: none"> • Peter Dobson – Local Authority • Emma Pennington – Foundation <p>Absent:</p> <ul style="list-style-type: none"> • Sarah Herring – Co-opted
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Quorum was confirmed.

REF	ACTION
40/17	<p>Apologies for absence</p> <ul style="list-style-type: none"> • Apologies had been received from PD and EP, and were accepted. • Quorum was confirmed.
41/17	<p>Notification of AOB & declarations of interest</p> <ul style="list-style-type: none"> • No substantive items of AOB had been received. • No governor declared a material interest in any agenda item or any change to information previously supplied.
42/17	<p>GB meeting 9th May 2017</p> <ul style="list-style-type: none"> • Minutes: Minutes which had been circulated were agreed to be an accurate record, and signed by the Chair for filing in school. • Matters arising: It was noted that RLT recommends use of its 'action log' template and this will be obtained. Outstanding actions and matters arising, not otherwise covered, were considered: <ul style="list-style-type: none"> ○ 22/17 – Committee reporting: Arrangements to signpost GB meeting documents for pre-reading are ongoing. JC ○ 32/17 – Governor development: Discussions with RLT are ongoing to establish appropriate support for Horspath. Governor development will be included in the new SDP. A reminder has been sent for governors to return outstanding skills audit responses for collation. MD

Signed

Date

	<ul style="list-style-type: none"> ○ 35/17 – Feedback on process of joining RLT: RH reported that submitted feedback was well-received by RLT. ○ 35/17 – Governance of Horspath: Discussion about future governance structure will be progressed with the new RLT Head of Governance, who is now in post. ○ 35/17 – Policies: RH reported that it has been confirmed that RLT model policies, which are all union approved, may be used as required. ○ 38/17 – RLT report: Information about the external report will be included in the GB annual summary to parents to be completed in the autumn term. 	<p>RH</p> <p>EC</p>
43/17	<p>Incidents of racial harassment/bullying: EC reported that one incident of bullying, recorded in the HT report, has been satisfactorily resolved.</p>	
44/17	<p>Safeguarding/health & safety</p> <ul style="list-style-type: none"> ● Governor monitoring: RH will complete a safeguarding monitoring visit every term, meeting with EC to discuss incidents and maintain an overview of processes and record-keeping. ● All Stars Nursery: The signed agreement covering use of the buildings has now been received from All Stars, to be signed on behalf of Horspath GB. The agreement includes the right to inspect All Stars’ safeguarding records as required. All Stars have recently had a successful Ofsted visit and there are no current concerns. ● Health & safety audit: The report is awaited following the inspection completed by RLT on 29th June. ● Educational visits: Governors agreed a recommendation that residential visits and journeys to London (following recent terror attacks) should be subject to governor approval, and that this can be reviewed as appropriate. The Educational Visits policy will be amended to reflect this change. It was confirmed that risk assessments are completed for all off-site visits, and there are agreed procedures for dealing with emergency incidents during a visit. The risk assessment for the Yenworthy trip in October will be brought to the September meeting for approval. ● Lockdown procedure: In response to a query EC confirmed that work is ongoing to prepare a joint procedure with All Stars. 	<p>RH</p> <p>RH</p>
45/17	<p>Statutory website information: RH reported actions to RLT audit findings and updated government guidance:</p> <ul style="list-style-type: none"> ● Exclusions policy: The recommended policy which had been circulated was approved, subject to some typo corrections. ● Financial information: It is understood that RLT information must be published, rather than that of the individual schools, and this requirement can be met by links from the Horspath website. This will be checked. ● Admissions: The policy will be altered to reflect the change to academy status, although it has been agreed that OCC is still the admissions authority. 	<p>JC</p> <p>RH</p>

Signed

Date

- **SEN policy:** A policy review is in progress, and recommendation will be made to the September meeting. EC
- **PE report:** A report on the impact of PE funding is in progress via CL&C committee.

46/17

Headteacher update: EC presented information in the report which had previously been circulated.

- **Staffing**
 - **TAs:** *Governors queried whether best use will be made of the HLTA role within Beech class:* EC explained that this staff member undertakes a general TA role during the mornings and in practice will move between classes and provide PPA cover as required. Recruitment of an additional TA is in progress.
 - **Pine Class:** EC explained that this small class is highly effective but it may be beneficial to look at combining with another class in order to use the teacher in a different way. She will be considering the best way forward in time for any changes to take place in January.
 - **Parent feedback:** *Governors asked if any parent concerns about the planned class arrangements have been received:* EC confirmed that she had arranged to speak to specific parents individually in order to prevent concerns developing. There have been no unexpected concerns raised.
 - **PE:** EC reported that a male PE apprentice has been appointed to assist TAs with the delivery of PE, and it is hoped this approach will improve engagement. Governors were pleased to note that RLT is also able to provide PE support for TAs.
- **Attendance:** Governors noted excellent levels of attendance for PP children, including some significant improvements. EC confirmed that individual reasons for poor attendance are known, and the school is continuing to support the families concerned as much as possible.
- **Progress & attainment:** Governors were delighted by the excellent SATs results and congratulated all staff and children on their achievements. EC confirmed that the Y2 external moderation has endorsed the school's decisions. EC also explained that one child who did not achieve the phonics standard in Y2 has actually made huge progress this year and she will be looking at how to emphasise a number of such points that are concealed in the data. All aspects of progress and attainment will be examined in detail by AST committee.
- **Assessment & tracking:** EC reported that uptake of the parent online access is improving and further information has been provided in order to build on this. EC will be paid for 5 days to gather primary data for RLT.

Signed

Date

47/17

- **Curriculum:** EC confirmed that staff will be undertaking a major overhaul of the curriculum, to ensure breadth and balance, and a varied and exciting experience for the children.

School Development Plan: An updated version showing progress had been circulated. Governors reviewed the information provided in the commentary and provided challenge as follows:

- **Maths:** *Will there be formal follow up to model lessons?* MB explained that changes will take some time to bed in. White Rose supports depth of learning and will also help less able children by reinforcing what they have learned and giving them more chance to reach their learning goals. Teacher feedback shows they found the model lessons useful and this will be followed up further after a period of use.
- **Learning behaviour:** *Will we include parents in work on changing attitudes?* EC explained there is more work to do to ensure staff are secure with this approach. Some current concerns may also be a side effect of a narrow curriculum and the review will look at all aspects, including growth mindset.
- **Tracking:** *Is this work an effective use of teachers' time?* MB explained that it is very useful in informing planning for core subjects, but less so with non-core subjects. There is more work to be done to ensure that all teachers are using the system correctly.

The 2017-18 SDP outline had been circulated. EC requested all governors to submit any queries or comments to her before the end of term.

All governors

48/17

Committee updates: Committee minutes were available on Box.

- **A&S:** The next meeting will take place on 14th July.
- **Resources:** Key points from the meetings on 22nd May and 19th June had been covered in previous discussion. It was confirmed that the budget had been reviewed by the committee before submission to RLT on behalf of the GB. Governors therefore agreed that budget approval arrangements will be clarified in the committee terms of reference, and that any comments on the recommended budget should be provided to JC.
- **CL&C:** RH reported key points from the meeting on 15th May.
- **Committee responsibilities:** RH confirmed that, following the May GB meeting, CL&C committee discussed altering committee remit to move curriculum responsibilities to A&S committee. Governors discussed the implications of this change, agreeing the importance of retaining the qualitative oversight of the curriculum, which will depend on the SDP success criteria. RH also noted that additional link governor roles have been recommended by RLT. It was agreed that further information and a recommendation including new committee responsibilities, link governors and which committee they report to, will be circulated before the September meeting. RH further suggested that meeting arrangements may also need to be altered to improve attendance.

RH

Signed

Date

49/17 **River Learning Trust updates:** All items had been covered by previous discussion.

50/17 **Governor training**

- PG, GN, and CR have attended induction/refresher training and agreed this was a useful session.
- MN requested a volunteer to collate the skills audit results.

51/17 **Meeting dates 2017-18:** The following GB meeting dates were confirmed:

- 26th September 2017
- 14th November 2017
- 24th January 2018 – *NB Wednesday*
- 27th March 2018
- 8th May 2018
- 3rd July 2018

52/17 **Clerk's update:** There were no further matters that had not been covered in previous discussion.

53/17 **AOB:** None.

54/17 **Date of next meeting:** Tuesday 26th September 2017

MD thanked all governors and closed the meeting at 9.30 pm.

Signed

Date