

Horspath Church of England School

Meeting of the Full Governing Body
Tuesday 9th May 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 • Chris Rodgers – Parent 	<p>Apologies:</p> <ul style="list-style-type: none"> • Rebecca Brown – Associate member • Gillian Nightall – Foundation • Emma Pennington – Foundation <p>Absent:</p> <ul style="list-style-type: none"> • Peter Dobson – Local authority <p>In attendance:</p> <ul style="list-style-type: none"> • Helen Batten: Clerk
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Quorum was confirmed.

REF	ACTION
26/17	<p>Apologies for absence</p> <ul style="list-style-type: none"> • Apologies had been received from GN and EP, and were accepted. • Quorum was confirmed.
27/17	<p>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.
28/17	<p>FGB meeting 21st March 2017</p> <ul style="list-style-type: none"> • Minutes: Draft minutes had been circulated. Following discussion some amendments were agreed. The final copy will be circulated, signed and filed. • Matters arising: Outstanding actions and matters arising, not otherwise covered, were considered: <ul style="list-style-type: none"> ○ 105/16 – PE link governor: It was agreed that CL&C committee will take collective responsibility for monitoring the impact of PE funding. ○ 9/17 – Funding consultation response: It was agreed to take no further action until national developments are clearer. ○ 21/17 – Head’s report: EC confirmed that both PP and SEN attendance has improved this year. The number of children making low progress across all subjects has significantly reduced this year. Scrutiny of the SEF by committees is ongoing, supported by the recent RLT review. <p style="text-align: right;">MD</p>

Signed

Date

	<ul style="list-style-type: none"> ○ 22/17 – Committee reporting: It was agreed that the FGB agenda will include a list of available documents for pre-reading. This will include committee minutes, thus removing the need for additional reports. ○ 23/17 – Induction training: Dates for training at Marsh Baldon will be circulated. 	MD SH
29/17	Incidents of racial harassment/bullying: EC confirmed that no new concerns have arisen since the last FGB.	
30/17	Safeguarding/health & safety <ul style="list-style-type: none"> ● EB and MB have examined the playground risk assessment following the injury previously reported and have concluded that this was a genuine accident which could not have been prevented and therefore no changes are required. ● RLT will complete a health & safety audit on 29th June. 	
31/17	Supporting Pupils with Medical Conditions policy: EC presented the minor amendments included in the circulated policy recommendation. In response to queries raised, the following points were clarified: <ul style="list-style-type: none"> ● The need for a doctor’s prescription arises from safeguarding requirements, since medicines requested to be administered in school must be labelled for that child. EC confirmed that this is standard school practice and the aim is to minimise the amount of medicine in school. ● The appendix list covers conditions that staff are currently trained to deal with. It was agreed to include a statement that we will take appropriate advice around needs arising from any medical condition in school. <p>Subject to this amendment the policy was approved.</p>	
32/17	Governor self-evaluation <ul style="list-style-type: none"> ● Governors agreed that the March training session was very useful, albeit not long enough. However the need to balance the time available for different governor activities was also acknowledged. MD asked all governors to note down their individual areas of confidence and suggested actions to develop knowledge. ● Governors then discussed how identified skills and knowledge align with the DfE competency framework. It was agreed that, although the framework is somewhat aspirational, it would be helpful to identify some aspects for governor development and to use these to create a specific SDP area. This work needs to be completed in the context of joining RLT; the MAT requirements for local governance will be slightly different and we don’t yet know what support will be available. Governor development could be a useful collaborative project for governing bodies. ● The following actions were agreed: <ul style="list-style-type: none"> ○ Contact RLT to assess its view of governor development and available support. 	MD

Signed

Date

	<ul style="list-style-type: none"> ○ Review the information provided by governors at this meeting. MD ○ Recirculate the skills audit questions for completion and return by half-term. MD ○ Using all this information a governance SDP area will be drafted, to include succession planning and points raised from the training discussion. This will also need to be considered alongside a review of our governance structure, to ensure that it best supports responsibilities within RLT. EC, MD
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33/17

Committee updates

- **Finance:** The next meeting will take place on 22nd May.
- **CL&C:** RH advised that the next meeting will take place on 15th May, focussing on preparing a statement on children’s mental health and wellbeing, setting out our principles, some of the techniques used to create the right balance and how parents can help. This work will also include looking at relevant policies. Committee will also review actions arising from surveys completed during the year and agree a response to the KS1 SATS consultation.
- **A&S:** MD reported that the meeting on 27th March looked in detail at the progress data presented to the March FGB and minutes are available on Box. EC confirmed that another reminder will be sent about the reading at home survey, with closure extended for a further week.

34/17

School Development Plan: Governors considered the updated SDP and the RLT review, agreed that external validation of the larger pieces of work we have identified is extremely valuable. The review endorses our plans and in so doing recognises the quality of leadership at Horspath. Based on both documents EC outlined main development areas for 2017-18:

- **Maths:** Building on success in maths this year, we will be looking at new resources and also changing long term planning to foster more independence of learning/growth mindset. We will be looking to develop a bespoke approach to maths using elements from different teaching schemes.
- **Curriculum development:** Strategies to improve boys’ writing will continue, alongside an overhaul of the English curriculum to include a combination of work from texts and topics. These changes will challenge staff and we will also need to look at ensuring that TAs have the skills they need to support these developments, involving a review of training and also our appraisal system to ensure that it provides the best possible support for professional development. This shift will be well-supported by the strong literacy lead now in place. Boys often find topic work more appealing so this can help to improve their progress, and a non-prescriptive approach will also help children to take responsibility for their own learning. Science will also benefit from a review and a move to a more topic-based approach.

Signed

Date

	<ul style="list-style-type: none"> • Marking policy: We will be looking to support actions in specific subjects with a review of marking policy to ensure uniformity of marking in depth across all subjects that really moves learning on. <p>It was agreed that a draft SDP framework including these areas will be available to governors for comment by 19th June, for finalisation at the July FGB. Further details will be added over the summer.</p> <p>It was also noted that the committee structure and/or membership will require revision in order to monitor the heavy curriculum emphasis of the 2017-18 SDP. This will be brought back to the July FGB for further discussion.</p>	<p>EC</p> <p>MD</p>
35/17	<p>River Learning Trust</p> <ul style="list-style-type: none"> • Feedback on process of joining RLT: In discussion it was agreed that we knew very little at the start and in some instances information and timings were not clearly communicated at an early stage which increased uncertainty in later stages. It is also felt that the RLT approach was not always right for us as an established good school that had chosen to join the MAT. A response to RLT containing these points will be drafted. • Governance of Horspath: Although it is not yet clear what role RLT will want to take in how this GB is organised, governors agreed a review of constitution and structure will be beneficial at an early stage. Informed by the skills audit, we will also need to consider whether the governing body has the capacity to cover all activities adequately. As part of this it may also be necessary to review committee meeting arrangements to improve attendance and ensure that all individuals take an active role. It was agreed that MD will draw these points into a suggested action plan to move this work forward. • Policies: RH confirmed that further guidance will be sought to define how Horspath policies will align with RLT, and any necessary actions will be notified. 	<p>RH</p> <p>MD</p> <p>RH</p>
36/17	<p>Governor training</p> <ul style="list-style-type: none"> • PG, GN and CR have completed safeguarding training. • Arrangements for induction training are ongoing. 	
37/17	<p>Clerk's update: There were no further matters that had not been covered in previous discussion.</p>	
38/17	<p>AOB</p> <ul style="list-style-type: none"> • Parent communication: It was agreed to write to parents to explain that the RLT report was commissioned since inspection is not expected for some time following conversion, and its findings were very positive. • Marsh Baldon: Governors congratulated SH on her appointment to the headship of another local primary school 	<p>EC</p>

Signed

Date

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Date of next meeting: Tuesday 4th July, 7.00 pm

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

Signed

Date