

Horspath Church of England School

Meeting of the Governing Body
Tuesday 14th November 2017



Assigned actions from this meeting			
Minute	Action	Who by?	When by?
69/17	Finalise September minutes on Box and signed copy in school.	HB, MD	ASAP
69/17	Complete governor induction training.	JA, LM	ASAP
69/17	Complete safeguarding briefing.	LM	ASAP
69/17	Define arrangements for admissions committee	RH, PG	January FGB
69/17	Update committee terms of reference	MD, PG, RH	January FGB
69/17	Complete governor skills audit	JA, LM	ASAP
69/17	Report on findings of skills audit	MD	January FGB
69/17	Present information on Analyse School Performance	MD	January FGB
71/17	Update 2017 outcomes and SEN information sections of SEF	EC	ASAP
71/17	Update SDP to show completed actions.	EC	ASAP
72/17	Report on planned use of Sports Premium	EC	January FGB
73/17	Clarify governor terms of office with RLT.	MD	ASAP
73/17	Circulate RLT document on governor role in school improvement.	MD	January FGB
73/17	Define RLT support required for Horspath, in order to take forward discussion about increase of top slice.	EC, MD	ASAP

<p>Present:</p> <ul style="list-style-type: none"> • James Askew – Parent • Emma Coleman – Headteacher • Peter Dobson – Local Authority • Munaza Dogar – Parent: CHAIR • Richard Hughes – Co-opted • Laura McAllister – Parent • Emma Pennington - Foundation <p>In attendance:</p> <ul style="list-style-type: none"> • Helen Batten - Clerk • Rebecca Brown - Observer 	<p>Apologies:</p> <ul style="list-style-type: none"> • Michelle Bailey – Staff • Sarah Herring – Co-opted <p>Absent:</p> <ul style="list-style-type: none"> • Phil Goodliffe - Parent
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REF	ACTION
67/17	<p>Apologies for absence</p> <ul style="list-style-type: none"> • Apologies which had been received from MB and SH were accepted. • Quorum was confirmed.

Signed

Date

68/17	Notification of AOB & declarations of interest	<ul style="list-style-type: none"> No substantive items of AOB had been received. No governor declared a material interest in any agenda item. 	
69/17	GB meeting 26th September 2017	<ul style="list-style-type: none"> Minutes: Draft minutes had been circulated. Subject to amended wording of 63/17 these were accepted as a true and accurate record. A final version will be signed by the Chair for filing in school. Matters arising: Outstanding actions and matters arising, not otherwise covered, were considered: <ul style="list-style-type: none"> 57/17 – Governance documents: It has subsequently been agreed that documents defining the governing body structure, terms of office and committee terms of reference will continue to live on the website, to avoid duplicating updates. 57/17: RLT Consultation: A written response was not submitted. River Learning Trust (RLT) proposals were discussed at a recent meeting, to be reported later. 58/17 – Governor training: JA and LM will be attending RLT induction training. LM will complete the safeguarding briefing. 58/17- Annual report to parents: The RLT report is now several months old and was therefore not included in the annual report. The report has been sent to parents and is on the website. 58/17 – Admissions: There is now an RLT policy and terms of reference for local governing body (LGB) admissions committees, which clearly sets out the appeals process. RLT is the admissions authority but delegates this responsibility to LGBs. Horspath therefore needs to establish an admissions committee, which may be achieved by a separate meeting of Resources. Arrangements will be confirmed. 60/17 – Condition survey: Enquiries with RLT are ongoing via Resources. 61/17 – Committee terms of reference: Terms for all committees will be updated. 64/17 – Governing body development: JA and LM will complete the skills audit. Audit findings will be reported to the January meeting. Information on Analyse School Performance will be presented to the January meeting. 	HB/MD
70/17	Incidents of racial harassment/bullying: EC confirmed there have been no incidents since the last meeting.	PG/RH	
71/17	Headteacher’s update: EC presented key points from her circulated report. <ul style="list-style-type: none"> Staff training: Growth Mindset training is being provided by RLT. Development of class assemblies is part of preparation for SIAMS. 	MD, PG, RH JA, LM MD MD	

Signed

Date

A number of applicable ASD children have been identified and we will be looking at how best to support them in school.

- **Attendance:** There are a relatively high number of children classed as persistent absentees and this will be expected to improve as the year progresses. Attendance figures will be examined again in January. *Why has attendance fallen this year?* PP (Pupil Premium) attendance has been affected by one individual, but otherwise the picture is complex and involves a number of factors. Some more analysis will be completed. *Do we have comparative data for the local area or RLT?* This information can be provided on an annual basis. *Would attendance awards help to increase levels?* It has previously been agreed not to take this approach. EC can explain the rationale for this decision with individual governors if required.
- **Safeguarding:** A report of the safeguarding monitoring meeting on 1st November had been circulated. The annual safeguarding report for submission to OCC had also been circulated. EC confirmed that a joint lockdown procedure is being written in liaison with the nursery, and parents will be notified when a practice is scheduled. The report was approved for submission.
- **Statutory reporting:** SEN and PP reports are now on the website. The 2017-18 PP strategy has been discussed by Children, Learning & Communication committee (CLAC), and both a website and detailed version of the report had been circulated for information. Work is ongoing to draw the Equality and Access plans into a single document, for scrutiny at the February CLAC meeting.
- **Health & safety:** The updated policy had been circulated for information and will be published online. A concern is the high number of fire safety issues identified during the recent H&S audit. These will require significant expenditure and further guidance is awaited from RLT.
- **Self-evaluation:** The SEF will be updated with 2017 outcomes information and SEN section, and circulated for information. EC
- **School development plan:** The SDP will be updated with completed actions and circulated. EC

72/17

Committee updates

- **Pay:** MD reported that the committee has met to examine salary recommendations in accordance with the pay policy.
- **Resources:** Minutes of 3rd November had been circulated. Any governor queries should be raised individually with PG.
- **Children, Learning & Communication:** RH presented key points from the minutes of 18th October which had been circulated:
 - ~ **Link governor roles:** CLAC has most of these roles and it has therefore been decided that committee meetings can cover much of the monitoring work, with the exception of SEN and safeguarding which will be completed separately.
 - ~ **Data protection:** Guidance is awaited from RLT on how schools will need to meet the new statutory requirements.

Signed

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- ~ **Sports premium:** The committee has looked at possible uses of this funding to provide a sustainable improvement in PE provision. EC will report back to governors in January following staff discussions. EC
- ~ **Communications:** The committee is looking at completing a parent survey based around the sports premium or growth mindset.

73/17

Governor updates

- **RLT meeting:** Minutes of the recent meeting will be circulated. MD highlighted key points:
 - ~ **RLT logo:** The logo should be displayed prominently on all RLT schools' websites.
 - ~ **Governor terms of office:** It has been notified that all terms were re-set at the date of conversion, and will therefore run for four years from 1st May 2017. Governors were concerned that this could lead to some very long tenures and agreed to clarify the arrangement with RLT. MD
 - ~ **Data dashboard analysis:** RLT analysis had been provided to all schools. Horspath generally compares well, and we are fully aware of the reasons for weaker KS1 performance. Governors were concerned that the analyst's comment is not helpful and agreed that schools should be given the opportunity to provide appropriate explanatory notes before data is shared.
 - ~ **Governor role in school improvement:** A useful document was provided, which will be circulated for discussion at the January meeting. MD
 - ~ **School ethos & principles:** MD asked governors to consider a question posed to the meeting – *would a visitor to our school quickly know what our ethos and vision is?* Governors agreed that ethos and vision underpin everything the school does, and we aim to always model our principles. However these may not be immediately obvious to a casual observer because the daily life of the school is concerned with educating children rather than overtly displaying these aspects.
 - ~ **Governance structure:** Governor input to RLT will be amalgamated to one committee, but different meetings will involve different personnel., Staff and education boards will remain separate and unchanged.
 - ~ **Finance:** A potential increase of the top slice to fund central services is under consideration. Governors agreed that Horspath would not be opposed in principle to an increase if it will result in improved services, but further explanation is required as well as sufficient details to enable us to plan our finances. Consideration will also be given to the support Horspath needs from RLT, especially since workloads have increased in line with its expectations. EC, MD

Signed

Date

74/17

AOB:

- **Learning walks:** RH reported on a recent visit to look at the introduction of Numicon for maths teaching, noting that everyone is currently enthused by this new system. He will be looking again at how Numicon is used towards the end of the year. RH also explained that since Growth Mind-set work is integral to our approach to successful learning, these aspects will also be included in every learning walk. In recent conversations children could generally define Growth Mind-set and knew how their learning behaviour needs to develop, but there is further work to be done.
- **Rebecca Brown:** Governors thanked RB for all her work in support of the school over many years. As both a governor and an associate member she has provided an invaluable outside objective view. RB responded that she has been privileged to serve in this way and is delighted to now be leaving the school in such a strong position.
- **Foundation governor vacancy:** A recommendation from EP will be submitted to the Diocese for consideration.

75/17

Date of next meeting: Wednesday 24th January 2018 at 7.00 pm.

MD thanked all governors and closed the meeting at 8.40 pm.

Signed

Date