

# Horspath Church of England School

Meeting of the Governing Body  
Tuesday 26<sup>th</sup> September 2017



Assigned actions from this meeting			
Minute	Action	Who by?	When by?
57/17	Collate governance documents in folder on Box.	RH	November FGB
57/17	Submit response to proposed RLT constitution changes.	RH	Deadline 2 October
58/17 & 61/17	Contact RLT Head of Governance to discuss support for Horspath, including training. Invite HoG to future FGB meeting.	MD	November FGB
58/17	Include points from RLT report in annual report to parents.	EC, RH	November FGB
58/17	Circulate Yenworthy risk assessments and updated Horspath risk assessments.	EC	November FGB
58/17	Update Admissions policy. Investigate liability for costs of appeals.	RH	November FGB
60/17	Complete Annual Safeguarding Report Complete governor safeguarding monitoring	EC, RH RH	November FGB
60/17	Investigate RLT funding for identified works.	EC, PG	November FGB
60/17	Include H&S actions on Resources agenda.	PG	November FGB
61/17	Update committee terms of reference with agreed changes.	RH	ASAP
61/17	Schedule committee meeting dates.	MD, PG, RH	ASAP
62/17	Include use of Sports Premium on CLAC agenda.	RH	November FGB
64/17	Circulate dates for governor monitoring in school.	EC	ASAP
64/17	Include governor development on FGB agendas. Circulate skills assessment to new governors	MD	Ongoing ASAP
64/17	Provide ASP update.	MD	November FGB
65/17	Set Pay committee date(s) as required.	PG	ASAP

**Present:**

- James Askew – Parent
- Michelle Bailey – Staff
- Emma Coleman – Headteacher
- Peter Dobson – Local Authority
- Munaza Dogar – Parent: CHAIR
- Phil Goodliffe – Parent
- Richard Hughes – Co-opted
- Laura McAllister - Parent

**In attendance:**

- Helen Batten: Clerk

**Apologies:**

- Sarah Herring – Co-opted
- Emma Pennington – Foundation

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REF	ACTION
55/17	<p><b>Apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Apologies which had been received from SH and EP were accepted.</li> <li>• Quorum was confirmed.</li> </ul>
56/17	<p><b>Notification of AOB &amp; declarations of interest</b></p> <ul style="list-style-type: none"> <li>• No substantive items of AOB had been received.</li> <li>• No governor declared a material interest in any agenda item. An update of the register of interests is in hand.</li> </ul>
57/17	<p><b>Governor updates</b></p> <ul style="list-style-type: none"> <li>• <b>Appointments:</b> <ul style="list-style-type: none"> <li>○ New parent governors JA and LM, elected following the resignations of Janet Crooks and Chris Rodgers, were formally welcomed to the governing body and introductions were completed.</li> <li>○ Gillian Nightall has also resigned as foundation governor, and appointment of a replacement by the Diocese Board of Education is in hand.</li> <li>○ The term of office for Rebecca Brown as associate member has come to an end. Governors thanked Rebecca for her support in this role.</li> </ul> </li> <li>• <b>Register of interests:</b> An update of the register is in hand.</li> <li>• <b>CRB checking:</b> EC confirmed that the school maintains an overview of CRB check dates. It was confirmed that CRB checks are required for all governors, and individuals should contact the school office as necessary to complete their process.</li> <li>• <b>Code of Conduct:</b> The River Learning Trust (RLT) Code of Conduct, which had been circulated, was agreed and signed.</li> <li>• <b>Governance documents:</b> All documents relating to the constitution, structure and membership of the governing body will be collated in a new folder on Box. <span style="float: right;">RH</span></li> <li>• <b>RLT constitution:</b> A proposed change has been notified. Governors expressed concern that this would potentially limit opportunities for governance input from individual schools. The consultation document will be circulated, with comments to be provided to RH who will prepare a formal response. <span style="float: right;">RH</span></li> </ul>
58/17	<p><b>GB meeting 4<sup>th</sup> July 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes:</b> Minutes which had been circulated were agreed to be an accurate record, and signed by the Chair for filing in school.</li> <li>• <b>Matters arising:</b> Outstanding actions and matters arising, not otherwise covered, were considered: <ul style="list-style-type: none"> <li>○ <b>32/17 – Governor development &amp; 35/17 Governance of Horspath:</b> RH reported an initial meeting with the RLT Head of Governance, Louise Askew. It was agreed to invite her to a future GB meeting to discuss RLT support for Horspath. <span style="float: right;">MD</span></li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ <b>38/17 – RLT report:</b> Preparation of the annual summary to parents is in hand, and will include key points from the RLT report. EC, RH</li> <li>○ <b>44/17 – Risk assessments for educational visits:</b> EC reported that confirmation has been received from Yenworthy that comprehensive risk assessments are in place for all activities. It was agreed to request sight of these documents, and also to review Horspath’s risk assessments covering periods when the children are not under Yenworthy supervision. Documents will be circulated for comments. EC</li> <li>○ <b>45/17 – Website publication of financial information:</b> RH reported that RLT has confirmed a link to the relevant page of its website will be sufficient. EC</li> <li>○ <b>45/17 – Admissions:</b> RH explained that incorrect information was previously supplied. RLT is the admissions authority but chooses to contact the running of appeals to OCC. The Admissions policy will be amended accordingly. RH Concern was expressed about the potential cost of appeals to individual schools and further clarification will be sought. RH</li> </ul>
59/17	<b>Incidents of racial harassment/bullying:</b> EC confirmed there have been no incidents since the last meeting.
60/17	<b>Safeguarding/health &amp; safety</b> <ul style="list-style-type: none"> <li>● <b>Safeguarding</b> <ul style="list-style-type: none"> <li>○ An updated policy has been circulated.</li> <li>○ Work on the annual safeguarding report is in hand, to be brought to the November FGB. EC, RH</li> <li>○ A monitoring update will also be provided to the November FGB, following the termly meeting. RH</li> </ul> </li> <li>● <b>Health &amp; safety:</b> EC reported as follows: <ul style="list-style-type: none"> <li>○ The RLT audit has been completed with no significant concerns identified. A number of actions connected with record keeping are recommended, which will be progressed via Resources committee. PG</li> <li>○ RLT online training covering a range of areas is proving very useful for staff.</li> <li>○ RLT has completed a condition survey of the buildings which indicates around £263,000 will be required to complete necessary repairs over the next 3 years. Around £5,000 expenditure is required immediately. Further information about funding for these items is awaited from RLT and paperwork will be circulated. EC, PG</li> </ul> </li> </ul>
61/17	<b>Structure of the governing body &amp; individual roles</b> <ul style="list-style-type: none"> <li>● RH presented a proposal which had been circulated. Governors agreed that 3 standing committees remains the right structure,</li> </ul>

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	<p>with Pay committee to be a function of Resources, and approved the proposed committee remits.</p> <ul style="list-style-type: none"> <li>• It was agreed that both JA and RL will join CLAC.</li> <li>• Committee terms of reference will be updated on the website to reflect agreed changes.</li> <li>• Committee chairs will confirm their meeting dates for the year.</li> <li>• The following link roles were agreed: <ul style="list-style-type: none"> <li>~ SEN: JA</li> <li>~ Behaviour &amp; attendance: EP</li> <li>~ Safeguarding/Whistle-blowing: RH</li> <li>~ Pupil Premium: LM</li> <li>~ Staffing &amp; appraisal: PD</li> <li>~ Chair of Governors: MD</li> <li>~ Communications &amp; PR: RH</li> <li>~ Finance/Health &amp; safety: Individual roles will be distributed amongst Resources committee.</li> </ul> </li> <li>• RLT link role descriptions had been circulated.</li> <li>• RLT induction training and other sessions that will support specific link roles will be investigated.</li> <li>•</li> </ul>	<p>RH MD, PG, RH</p> <p>MD</p>
62/17	<p><b>Policies &amp; statutory documents</b></p> <ul style="list-style-type: none"> <li>• <b>Child Protection &amp; Safeguarding policy:</b> The latest OSCB model policy had been circulated. This contains no significant changes and was approved for publication.</li> <li>• <b>SEN policy:</b> A recommendation had been circulated. EC confirmed that this contains only minor changes and it was approved for publication.</li> <li>• <b>SEN annual report:</b> An updated report had been circulated and was approved for publication.</li> <li>• <b>Sports Premium report:</b> A draft report covering 2016-17 had been circulated and, subject to minor amendments, was approved for publication. It was agreed that CLAC will discuss how best to use the increased sports funding this year.</li> </ul>	<p>RH</p>
63/17	<p><b>Headteacher's update:</b> A full report will be provided to the November FGB. EC provided a verbal update as follows:</p> <ul style="list-style-type: none"> <li>• <b>NOR:</b> A total of 139 children are on roll. 4 year groups have an extra child so there are currently 5 spaces.</li> <li>• <b>2017 data:</b> Documents had been circulated. EC drew attention to the problem of small cohorts where each child represents a significant percentage, and the consequent skewing of data, but confirmed that closing the achievement gap for PP and SEN remains a priority across the school. The SEF will be updated with the latest data.</li> <li>• <b>Pine Class:</b> Pine class is providing additional provision for the youngest year 5s, to ensure they are ready for the year 6 curriculum next year. This has also meant that year 4 can be taught as a single year group each morning. This provision will be reviewed over the year.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Staffing:</b> A new TA has been appointed to support an EHCP in Oak class.</li> </ul>	
64/17	<p><b>School Development Plan:</b> The SDP had been circulated. EC presented further details about the agreed priorities. Discussion raised the following points:</p> <ul style="list-style-type: none"> <li>• <i>Are the success criteria sufficiently ambitious?</i> It was agreed that use of progress measures will be preferable, to emphasise that we want improvement for all children.</li> <li>• <i>Should governor learning walks also be used to help to measure the impact of marking and feedback changes?</i> EC agreed this would be helpful, although it has proven hard for governors to attend during the school day. It was therefore agreed to schedule one governor event in school every half-term and dates for the year will be circulated.</li> </ul> <p>Governors then considered the inclusion of a governor SDP section, and agreed the following:</p> <ul style="list-style-type: none"> <li>• The actions included in the governor section are part of the governance remit and therefore do not need to be in the SDP. However time will be scheduled during FGB meetings this year to review the effectiveness of governance and for succession planning.</li> <li>• Appropriate training will also be prioritised so that governors remain well-informed and confident to carry out their roles. Self-assessment paperwork, previously considered, will be provided to new governors for completion.</li> <li>• An information section will be included at each FGB, for link governors to present information about their area of work. This will start in November with information on ASP (Analyse School Performance) the DfE replacement for RAISEonline.</li> </ul>	EC  MD MD MD
65/17	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• <b>Pay committee:</b> Dates will be set to examine the Pay Committee remit, ensure that all reports are compiled as required and schedule the Headteacher's performance management.</li> <li>• <b>Interactive screens:</b> Governors enquired about the new classroom screens. EC and MB confirmed they are now in use throughout the school and are a great improvement on the previous screens.</li> </ul>	PG
66/17	<p><b>Date of next meeting:</b> Tuesday 14<sup>th</sup> November 2017</p>	
	<p>MD thanked all governors and closed the meeting at 9.00 pm.</p>	

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