

Horspath Church of England School



Meeting of the Governing Body
Tuesday 17th April 2018

Assigned actions from this meeting			
Minute	Action	Who by?	When by?
15/18	Handover Vice Chair role.	JA, RH	May FGB
16/18	Update governor information on website.	RH	ASAP
16/18	Circulate SENCO exit interview; Resources committee to discuss.	PG	Next Resources meeting
16/18	Sign up to The Key; view Horspath information on Compare School Performance.	All governors	ASAP
19/18	Request RLT contact for Dignity at Work policy.	MD	ASAP
19/18	Complete RLT compliance checklist & circulate for comments.	MD, PG, RH	May FGB
19/18	Check status of financial risk register.	EC	ASAP
19/18	Liaise with RLT to clarify identified queries about delegations to schools.	JA, RH	May FGB
20/18	Request further clarification of RLT recommendation for extended writing; C&S committee to discuss.	EC	Next C&S meeting
24/18	Update L&M SEF using agreed points from discussion	EC	May FGB

Present:

- James Askew – Parent
- Michelle Bailey – Staff
- Peter Dobson -
- Emma Coleman – Headteacher
- Munaza Dogar – Parent: CHAIR
- Phil Goodliffe - Parent
- Richard Hughes – Co-opted
- Mary Pavlides - Foundation
- Emma Pennington - Foundation

In attendance:

- Helen Batten - Clerk

Apologies:

- Sarah Awuye – Co-opted (formerly known as Sarah Herring)
- Laura McAllister – Parent

REF	MINUTE <i>[governor challenge shown in red]</i>	ACTION
13/18	Introduction <ul style="list-style-type: none"> • Apologies which had been received from SA and LM were accepted. • Quorum was confirmed. 	

Signed

Date

14/18	<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. 	
15/18	<p>Election of Chair and Vice Chair: HB reported that nominations had been received from MD for the post of Chair, and JA for the post of Vice Chair. Governors agreed these appointments and thanked both colleagues for their commitment. Both posts will run until July 2019, to bring Horspath into line with RLT arrangements. JA and RH will complete handover of the Vice Chair role.</p>	JA, RH
16/18	<p>GB meeting, 24th January 2018</p> <ul style="list-style-type: none"> • Minutes: Minutes, which had been circulated, were accepted as a true and accurate record. • Matters arising: Outstanding actions and matters arising, not otherwise covered, were considered: <ul style="list-style-type: none"> ○ 01/18 – Governing body: Following SA’s change of name, governor website information will be amended as required. ○ 03/18 – Governor training: JA has completed RLT data analysis training. ○ 08/18 – Exit interview: PG reported that an interview with the outgoing SENCO has been completed, which will be circulated for information and discussed further by Resources committee. ○ 09/18 – Governor resources online: If not already completed, all governors were reminded to set up their access to ‘The Key’ and view the Horspath information on ‘Compare School Performance.’ 	RH PG All governors
17/18	<p>Incidents of racial harassment/bullying: EC confirmed there have been no incidents since the last meeting.</p>	
18/18	<p>Health & safety/Safeguarding</p> <ul style="list-style-type: none"> • Head’s update: Information had been included in the Head’s report. • Governor monitoring: RH reported that the recent single central record (SCR) audit identified no significant concerns, and will be repeated termly. The main action arising is the need to establish SCR version control so that the most up-to-date information can be easily accessed as required. The monitoring visit also looked at safeguarding procedures in the nursery. Requested actions have been completed and all aspects are now satisfactory. 	
19/18	<p>Policies</p> <ul style="list-style-type: none"> • EYFS: It was confirmed that approval has been delegated to the Head. The updated policy had been circulated for comments. It was agreed to remove the word “aim” from point 3.2, so that the sentence in questions states “We educate children on boundaries, rules and limits ...” <i>How do we involve the nursery in school activities? The nursery uses school facilities on a regular basis and</i> 	

Signed

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	<p><i>attend events such as the Christmas play. Nursery parents are provided with information about phonics teaching in school.</i></p> <ul style="list-style-type: none"> • Dignity at Work: The River Learning Trust (RLT) model policy had been circulated. It was agreed to request a named RLT contact for inclusion, in case an issue needs to be escalated beyond the school. MD • Admissions: The current policy will be reviewed in September 2018, to be effective for admissions from September 2019. • RLT compliance checklist: Work is in hand on the checklist covering policies and other governor documentation required by RLT. The completed checklist will be reviewed before submission. MD, PG, RH <ul style="list-style-type: none"> ~ Financial risk register: The status of this document will be checked with staff. EC ~ Accident reporting: It was agreed that PG will monitor reportable accidents recorded by Safesmart. will monitor Safesmart recording system. ~ Information from RLT: Delegations to schools and other points requiring further clarification will be discussed with RLT and actions notified to governors as necessary. JA, RH
20/18	<p>Governor updates: MD provided the following updates from RLT:</p> <ul style="list-style-type: none"> • Risk register: This analysis of potential risks to the school needs to be updated termly, and the latest version will be provided to governors for comments. Any points arising will then be progressed by committees as required, noting that such discussions will need to be clearly reported in committee minutes. • Top slice increase: Confirmation of the potential increase has not yet been received. PG will attend the RLT finance meeting on 18th April which it is hoped will provide further clarity. • General Data Protection Regulations (GDPR): RLT is leading on preparations to meet compliance, however the governing body is responsible for ensuring that everything necessary is happening at school level. It was agreed to use the scheduled date of 8th May for a single-issue meeting to look at all aspects. • Impact meeting: The recent meeting discussed writing, which is generally an area that is less strong in all schools. Key areas for improvements were raised, most of which Horspath already has covered. However it was recommended that regular opportunities for extended writing should be provided three times per week. <i>Since we are no longer doing 'Big Write' how are we providing sufficient extended writing opportunities?</i> EC explained it would not be feasible to try to complete extended writing three times per week, but we are continuing to provide regular opportunities. More information about the RLT recommendation will be sought, before further discussion of our approach at C&S committee. EC
21/18	<p>Committee updates</p> <ul style="list-style-type: none"> • Children, Learning & Communication: Minutes of 27th February will be circulated. • Achievement & Standards: Minutes of 26th January had been circulated, with no queries arising.

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Date

	<ul style="list-style-type: none"> • Resources: Minutes of 9th March had been circulated with no queries arising.
22/18	<p>Headteacher's report: A report had been circulated.</p> <ul style="list-style-type: none"> • Attendance: Although attendance still compares well nationally, it has dipped slightly. EC has looked at the individual cases that have contributed to the increase in authorised absence. There were a range of reasons which included illness, hospital admission and family bereavement, none of which gives cause for concern although they add up to higher than usual absence. <i>Were any holiday absence requests made for the period leading up to the Easter holiday? Some requests were received and refused, so any resulting absences were unauthorised. Is absence tracked in detail for individuals? We do this for any child whose attendance falls below 90%, in order to identify any specific concerns to be addressed. Is any boycott of SATS anticipated this year? We have not heard anything to suggest there will be any absence directly related to the testing. The children are all well-prepared to show what they have learned and we are not aware of any parent concerns.</i> • Safeguarding incident: Supervision arrangements in the playground have been slightly adjusted to avoid a repeat occurrence. Governors acknowledged that it is not possible to watch every child at all times and it is clear that the school has taken the right steps to reduce risks • Health & safety audit: The visit has been deferred due to staff sickness • Assessment & tracking: Spring data will be provided to the forthcoming A&S committee.
23/18	<p>Ofsted update: EC reported from a briefing provided by an inspector. A visit is not anticipated until after May 2019. The emphasis has shifted recently, although that may change again before next year. A key point is that robust and honest self-evaluation remains a key factor in effective leadership and management, and inspectors will want to see evidence that schools understand their own strengths and weaknesses well.</p>
24/18	<p>Self-evaluation (SEF) – Leadership & management: the current SEF had been circulated, together with inspection criteria for leadership and management. Governors split into groups to look at the L&M section against the criteria in order to consider the quality of evidence supporting the current good judgement, and to identify any areas that are potentially outstanding.</p> <p>Evidence for Good: Although the text needs to be concise, there are some gaps and the language used does not adequately emphasise the strengths of the school. Some points included as areas for improvements could be removed as they are more concerned with moving to outstanding, rather than identified gaps in the current situation.</p> <p>Potential Outstanding areas (bullet points refer)</p>

Signed

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- Point 2: More evidence of the ways in which we strive to improve outcomes for disadvantaged children is required in the SEF.
- Point 4: We need to include in subsequent committee minutes, key points when discussion takes place outside meetings. This will enable us to clearly show the required level of governor challenge. We also need to show more clearly that we are monitoring the impact of sports spending, although devising a way to measure this is also an area for improvement.
- Point 5: Where we have sought the views of stakeholders, we can show that we have acted on the information received. However some areas have not been covered well and we need to look at some different approaches. A particular aim is to ensure that all staff are comfortable with these processes.
- Point 7: *Are there adequate opportunities for staff reflection? We are generally getting better at this, reflecting on our practice and building confidence to try different things and assess their effectiveness. Do we model this approach with all staff members? The aim is to have a culture where all teachers see SLT in classrooms as a positive process by which we can work with them to make improvements. There is still some feeling that this is judgemental rather than supportive.*
- Point 11: Our safeguarding practice is extremely strong and we need to find the right way to present these aspects.
- *Has growth mindset led to a change in children's aspirations for their own learning? This work means that there is a better understanding of the purpose of some of the work children do, especially longer activities that don't necessarily lead to a clear result. However children don't yet have consistently good understanding of where they are and what they need to do in order to move their learning forwards. Some children are very ambitious to do well, but this can lead to negative reactions if they they get lower marks. It was acknowledged that it will take time to embed growth mindset in the culture of the school, and this will need to continually reinforced with new children, parents and staff. It would however be helpful to try to define some of this by means of a survey.*

Using this feedback, the L&M section will be updated.

EC

It was agreed that this was a useful discussion, which will be repeated for the other sections in future meetings.

25/18

Governor training: Governors were reminded to notify MD of any completed training. Suitable opportunities will be circulated as they arise.

26/18

AOB: Committee dates: Amended dates have been posted on the website.

MD thanked all governors and closed the meeting at 9.00 pm.

Signed

Date