

Horspath Church of England School

Meeting of the Governing Body
Wednesday 24th January 2018



Assigned actions from this meeting			
Minute	Action	Who by?	When by?
03/18	Circulate RLT induction training dates & investigate Diocese training options.	MD	ASAP
03/18	Review RLT model committee terms of reference and notify any changes needed.	MD, PG, RH	March FGB
03/18	MP to be requested to complete skills audit.	MD	March FGB
06/18	Complete SCR audit	RH	ASAP
08/18	Review SEF against inspection criteria and provide feedback to EC.	All governors	March FGB
08/18	Complete exit interview for Chrissy Marshall	MD, PG	Easter
09/18	Sign up to The Key	All governors	ASAP
09/18	View school information on Compare School Performance	All governors	March FGB
11/18	Schedule Resources committee meeting	PG	ASAP
11/18	Circulate Achievement & Standards January minutes	MD	March FGB

Present:

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

In attendance:

- Louise Askew – River Learning Trust (RLT) Head of Governance
- Helen Batten - Clerk

Apologies:

- Peter Dobson – Local Authority

REF

ACTION

01/18

Introduction

- Apologies which had been received from PD were accepted. MP would be joining the meeting late.
- Quorum was confirmed.

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Date

	<ul style="list-style-type: none"> • Governors welcomed LA to the meeting and introductions were completed.
02/18	<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.
03/18	<p>GB meeting 14th November 2017</p> <ul style="list-style-type: none"> • Minutes: Draft minutes had been circulated., and 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"> ○ 69/17 – Governor training: Induction training will be required for MP, and LA advised that further RLT dates will be circulated. Diocese training will also be investigated. MD ○ 69/17 – Committee terms of reference: RH advised that RLT model terms are on Box, and requested committee chairs to check that all necessary points are covered. RH, MD, PG ○ 69/17 – Skills audit: MP will be requested to complete the skills audit. MD confirmed that the governing body currently has a good range of skills and experience but future recruitment will look at addressing any weaker areas. MD ○ 73/17 – Governor terms of office: Confirmation has been received from RLT that governors appointed before conversion will keep their original termination dates. RLT has also advised that, where possible, no governor should serve more than two terms of office. ○ 73/17 – Governor role in school improvement: A document shared at the recent RLT meeting has been circulated. It was agreed to discuss this further at the next meeting. ○ 73/17 – RLT finance: A response has been received from the RLT CEO to confirm that any increase in ‘top slice’ will be used to improve educational and administrative support for schools. EC confirmed that the next heads’ meeting will look at options in more detail.
04/18	<p>Incidents of racial harassment/bullying: EC confirmed there have been no incidents since the last meeting.</p>
05/18	<p>Health & safety</p> <ul style="list-style-type: none"> • Fire risk assessment: EC and PG reported that a number of actions arising from the fire risk assessment are being moved forward through Resources committee, with the assistance of staff members. Some financial assistance is anticipated from RLT towards larger items, including upgrading the fire alarm system to integrate all parts of the building, and works throughout to ensure compliance with latest fire regulations.

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	<ul style="list-style-type: none"> • RLT training: PG reported from the recent RLT H&S training session, which he considers raised some useful points. Horspath appears to be well-ahead with the introduction of Smartlogic, and the assistance of staff with this work is appreciated. <i>Will the new system create a larger workload?</i> No, it covers things we have always done but we are now recording them in a better way so that information can be accessed more easily.
06/18	<p>Safeguarding</p> <ul style="list-style-type: none"> • Behaviour policy: EC reported that, based on statutory guidance, the behaviour policy is being updated to state that parental permission will no longer be required if staff need to access pupils' electronic devices in school. • Incident: EC reported that a recent safeguarding incident was referred to the LADO, and has been resolved following LADO guidance. • Governor monitoring: The termly audit of the single central record will be scheduled <p style="text-align: right;">RH</p>
07/18	<p>Reports for approval</p> <ul style="list-style-type: none"> • Access & equality policy & plan: A draft document had been circulated. <i>Governors enquired whether the transition visits and welcome letters from Y6 are still continuing.</i> EC confirmed that both activities are ongoing and details will be included in the document. <i>Have we identified any areas for development in the equality plan?</i> EC explained that it can be difficult to ensure that in-year admissions receive a full induction process and it was agreed to look at this again to ensure that everything possible is provided. This point will be included in the document. <i>Are there any aspects of equality where further work is required with parents and carers?</i> EC confirmed that the school has a specific action plan to engage harder-to-reach families. Some activities are already in place, such as ensuring more regular positive teacher contact, eg, to acknowledge good behaviour. Governors thanked EC and other staff members for their work on this and subject to some minor amendments the plan was approved for publication. • Admissions <ul style="list-style-type: none"> ○ Policy: The recommended 2018-19 admissions policy had been circulated. RH confirmed that this will include a statement that RLT is now the admissions authority will be included, and the policy was approved. Governors discussed some potential changes that may be desirable for 2019, to be discussed in more detail at a future date. Any recommendations arising will need to go out to public consultation. ○ Admission appeal: In preparation for the forthcoming appeal, the OCC lead will meet with governors on 31st January to discuss the process involved.

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- **Sports grant:** EC tabled details of planned PE spending for the remainder of the year. Specialist teaching will be trialled two days per week during the summer. EC explained that free clubs after school tend to compete with Afterschool Club activities which parents pay for. It has therefore been decided to look at holiday activities, and an initial two days will be planned over the Easter break to assess demand. Regarding planned projects, the all-weather pitch is the priority for funding. It is also hoped to be able to arrange some visits from sports stars to inspire the children. *Does the spending on yoga instruction represent good value?* Yes, £2,466 is the cost for the activity over the whole year. Each class takes part for a full term. The children are enjoying and benefitting from these lessons. *Opportunities for younger KS2 children to take part in competitive events would be welcomed.* EC confirmed she is looking at suitable external activities for Y3 and Y4.

MP joined the meeting at this point and was formally welcomed to the governing body as the newly-appointed foundation governor.

08/18

Headteacher's update

- **School Development plan:** The SDP had been circulated, updated with latest progress. Discussion raised the following points:
 - EC explained that rather than focussing so much on the mechanics of writing, literacy is now based around quality texts, including digital and film, and aligns better with topic work. This approach is better at engaging boys and has received positive feedback from both children and parents, although it has also increased teacher workloads. *Has boys' excitement and interest turned into improved progress?* It is too early to say but signs are good and we are expecting to see raised standards later in the year. *Will the new approach also have a positive impact on writing quality?* Again, it is too early to assess but more boys are keen to read the texts that we have selected so this can only benefit their writing skills. We also have a programme of separate activities to improve handwriting.
 - MB is completing work to identify barriers to learning for a group of Y5 children who are behind in Maths. Maths has been reorganised to cover longer topics which give more chance for children to work at greater depth, but again this has increased teacher workloads this year. *Is the use of Numicon continuing to be successful?* Staff training has been completed, use of Numicon is being monitored and it is particularly used in interventions. A governor visit later in the year will follow up the autumn learning walk and look at maths in more detail.
 - Achievement & Standards committee will look in detail at objective 2. *Do we need a specific SDP item on progress for summer-born children?* There is a clear gap lower in the

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	<p>school and we are looking at possible further actions to address this, although children generally catch up by Y6.</p> <ul style="list-style-type: none"> ○ A lot of work has been completed around Growth Mindset. However this is not yet completely embedded in either staff or children, and parent attitudes are not always helpful. <i>Would it be helpful to send a Growth Mindset activity for parent participation home with the children?</i> This could be an effective approach, which we will give further consideration. ○ It is planned that every topic will involve an external visit or a visitor in school. Governors thanked the PTA for assistance with the Cotswold Wildlife Park trip costs. ○ EC noted that feedback and marking for maths and writing is generally of a better standard than for other topic work, and teachers need to be clear whether they are marking the topic content or the presentation. Further work on this will be completed with staff <ul style="list-style-type: none"> ● Self-evaluation: An updated SEF had been circulated, and it was confirmed that this document needs to drive all improvement work. In discussion it was acknowledged that considerable work is required in order to remain rated Good and we need to emphasise that we are not standing still. It was also suggested that we may need to look more carefully at how we describe things, to ensure that our strengths are articulated and well-evidenced. EC is working on self-evaluation with external advice. Governors will also individually review the SEF against the Ofsted criteria and provide feedback. ● Teacher workload: Previous discussion of the SDP had covered the impact on teacher workloads of new curriculum arrangements. EC will be attending a DfE event looking at teacher workloads to report to RLT, and tabled some information about the areas to be considered. Governors welcome this government input and look forward to further feedback. ● SENCo: Governors wished to record their appreciation for all Chrissy Marshall's work as SENCo. <i>What arrangements have been made to cover the SENCo role after Easter?</i> EC will cover the role until July but will be aiming to put a permanent solution in place from September. An exit interview will be completed for Chrissy. 	<p>All governors</p> <p>MD, PG</p>
09/18	<p>School performance information online: RH presented a brief introduction to Compare School Performance and Analyse School Performance, which breaks Horspath's data down in to much more detail. MD requested all governors to look at Compare in order to see the headlines of our published data. Governors were also reminded to sign up to The Key (details of which have been circulated) which provides excellent guidance on using the online data resources.</p>	All governors

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10/18	<p>Pupil tracker: RH presented information about Pupil Tracker, which is used to create reports in response to specific enquiries and shows a clear view of progress. Parents also have access to progress and attainment data for their child. EC confirmed that about 70% of parents have viewed information and this has led to some useful enquiries and discussion. Governors thanked EC and staff for all their work on assessment and tracking, which is providing such good quality information.</p>
11/18	<p>Committees update</p> <ul style="list-style-type: none"> • Resources: Date of next meeting will be confirmed. PG • Achievement & Standards: Minutes of 23rd January will be circulated. MD • Children, Learning & Communication (CLAC): RH reported that the next meeting on 26th February will include a further look at PE and sports spending, curriculum enrichment and uniform review.
12/18	<p>Governing body</p> <ul style="list-style-type: none"> • RLT updates <ul style="list-style-type: none"> ○ Newsletter: Governors acknowledged the useful updates contained in the recent newsletter which had been circulated. ○ Trust board: RLT has confirmed that the planned changes to the articles of association and constitution will incorporate Diocese representation at board level. ○ Governance board meetings: Meetings over a year will be themed to focus on impact, resources and a chairs’ session. Meeting agendas will be circulated. ○ General Data Protection Requirement: RH reported that RLT is looking at actions required to meet the new legislation. The first stage is to complete a data audit and CLAC committee will follow the progress of this work. • Succession planning: Chair and Vice Chair will be elected at the March FGB. MD will be required to stand down February 2019, having served two terms of office, and succession planning will be required. <p>MD thanked all governors and closed the meeting at 9.15 pm.</p>

Signed

Date